



Trees Organic  
COFFEE & ROASTING HOUSE

## Policies & Procedures

### Hourly Wage Structure

Effective date: May 1<sup>st</sup>, 2012

#### **New Front Room Employee:**

- Starting wage is \$10.25 per hour. This wage is effective until the end of the first full pay period.
- After completion of first full pay period, employees increase to \$10.50 per hour. This wage remains in effect until the end of the pay period in which completion of 90 day probation period occurs.
- After probationary period, employees increase to \$10.75 per hour.

#### **New Kitchen Employee:**

- Starting wage is \$11.25 per hour. This wage is effective until the end of the first full pay period.
- After completion of first full pay period, employees increase to \$11.50 per hour. This wage remains in effect until the end of the pay period in which completion of 90 day probation period occurs.
- After probationary period, employees increase to \$11.75 per hour.

*For the sake of clarity:*

- The 2 week training period ends upon the first full pay period the employee is employed in. For example, an employee who starts work on the 25<sup>th</sup> of the month will have their rate increased as of the 16<sup>th</sup> of the following month.
- Upon completion of the 90 probationary period, the employee's rate will increase at the start of the next pay period. For example, an employee who's 90<sup>th</sup> day of employment occurs on the 10<sup>th</sup> of the month, will receive a rate increase as of the 16<sup>th</sup> of the same month.

Policy Date: May 1/2012

Replaces Policy Dated: November 1/ 2011Policies & Procedures

Trees Organic Coffee