



NOTICE TO TIPPED TEAM MEMBERS FOR WHOM THE COMPANY RECEIVES A TIP CREDIT

Notice For: Tipped Team Members Only

Certain tipped team members of Hillman Beer, LLC are subject to its tip credit policy. Hillman Beer's tipped team members who are subject to this notice include only beertenders who may provide services including Bartending, Tap Room Serving, Front of the House expediting, and Beer running, as well as Front of the House Service Leaders. You have been provided with this Notice to Tipped Team Members because you are employed by Hillman Beer as a tipped team member, as to whom the Company receives a tip credit. This Notice does not apply to retail associates, back of the house associates, managers, brewers, or administrative roles, as to whom Hillman Beer does not receive a tip credit.

The Federal Fair Labor Standards Act (FLSA) permits Hillman Beer to pay you a reduced hourly cash wage and to credit a portion of your tips toward the remainder of the federal minimum wage (i.e., to pay you less than the required minimum hourly wage of \$7.25 in the form of direct wages from the Company and get a credit for the amount of tips paid to you to ensure that you are paid at least \$7.25 per hour). The FLSA requires the Company to provide you with the following information about its tip credit policy.

- 1) Employers must pay tipped employees a cash wage of at least \$2.13 per hour. The Company will pay you a cash wage of \$2.15 per hour for beertenders and \$6.00 per hour for Front of the House Service Leaders.
- 2) Employers can credit a portion of a tipped team member's tips as wages paid to that team member. This employer tip credit cannot be more than \$5.12 an hour. The amount of your tips that the Company will claim as a tip credit is \$5.10 per hour for beertenders and its associated roles and \$1.25 for Front of the House Service Leaders.

- 3) The amount that the Company claims as tip credit cannot be more than the amount of tips you actually receive.
- 4) You are entitled to keep all of the tips you receive, except when the Company has a valid tip pooling arrangement limited to participation by team members who customarily and regularly receive tips. The Company has a tip pooling arrangement and you are required to contribute a portion of the tips you receive. The Company's tip pooling arrangement requires that tipped team members contribute 100% of all tips they receive to the tip pool.
- 5) The Company will not keep team member tips for any purpose, including allowing managers or supervisors to keep any portion of team member tips, regardless of whether the Company takes a tip credit. There is one exception to this rule. A shared cash drawer till of \$200 will be provided to the tip pool at the beginning of each day for use in making change for customers. That same \$200 must be returned at the end of each day. When a shift does not return the same cash drawer till amount that was given, tips may be used to subsidize the missing funds as long as this does not drop the team members below minimum wage.
- 6) The Company cannot apply the tip credit to a team member's wages unless the team member has been informed of these tip credit provisions. This Notice satisfies that requirement.

If you have questions after reviewing this Notice, then please contact the HR Manager.

Please sign and date this Notice to acknowledge that you have read and understand it.

Acknowledgment of Team Members Receipt and Understanding

I have received a copy of Hillman Beer's Notice to Tipped Team Members. I understand it is my responsibility to read this Notice or have it read to me and that if I have questions about the company's tip credit policy, I will notify the Company. I understand I am required to participate in a tip pool and to contribute the amount identified in this Notice. I understand and agree to the terms in this Notice.

Team Member Name: _____

Team Member Signature: _____

Date: _____

*Hiring Manager to make a copy of this notice with the signed name, printed name, and date for the team member to keep. The original copy to be stored in the team member file with Human Resources.