

A copy of the Employee Handbook has been made available to all Muirfield pool, front desk and concession stand employees when hired. This handbook contains a list of general rules that are to be followed.

- Conduct yourself in a professional manner at all times. The Pool Manager will give you a work schedule listing the days and times you are to report for work. Be prepared to work at your scheduled times. You are encouraged to be early to prepare for work.
- Be aware of the Absence and Tardiness Company policy. The pool season is only 90 days. During this time, if three (3) absences or four (4) tardies accrue, the employee will be subject to dismissal. For instance, 2 absences and 2 tardies are grounds for dismissal.
- Phones at the desks are for business use and security only.
- Lifeguard swimwear will be selected by the Pool Manager and is required to be worn while on duty.
- Muirfield Association agrees to pay one-half the cost to purchase the required swimwear. The remaining half will be withheld from the employee's first paycheck.
- Front desk and Concession staff will be provided two Muirfield tee shirts, to be worn while on duty. Additional shirts may be purchased for a charge. Contact the pool manager with your request.
- ***In my position as a lifeguard, I understand that I am required to wear the swimwear chosen by Muirfield Association.***
- ***I understand the Association pays for half the swimwear cost and I am required to pay the other half.***
- ***I hereby authorize Muirfield Association to withhold my half from my first paycheck. My share will be approximately \$15 - \$25 for males and \$25 - \$35 for females.***
- ***In my position as a front desk or concession employee, I understand that I am required to wear the tee shirt provided by Muirfield Association. If I want additional shirts, I understand I can purchase them with a request to the pool manager.***

I understand and will comply with the above statements.

Signed: _____

Date: _____