

Staff Policy

Schedule:

1. Schedule marked **MASTER** is **OFFICIAL**.
(Will give one week + to make changes if needed)
2. Make appropriate changes on sheet stapled to weekly schedule.
3. If changes must be made, try to find a replacement within other staff members and please advise me as well.

Shifts:

- Shift = 8 hrs
- Morning shift & Closing shift
Examples: Morning shift 7:00AM to 3:00PM
Closing shift 1:00PM to close
Closing shift can close at 8PM, 9PM or 10PM. If all golfers are in and work is all done, shift is done. = 8 hrs in book.
(Please indicate 8 hrs in book and not more, remember that you will work many days under 8hrs in early season and late season. Can work more during mid season.)

Rain:

- If it calls for rain before your shift, call the Proshop to see if it is busy for you to come in. You may be asked to stay home.
- If you come in for work and it starts to rain within 1,2 or 3 hours of beginning your shift, you may be ask to go home because of lack of work, you will be paid 4 hrs.
- Early shift must come in because of uncertainty of rain at the course. If course closes because of rain, you will be paid 4 hrs.

Staff Clothing:

Friday:	Red Shirt & Black Pants
Saturday:	Black Shirt & Beige Pants
Sunday:	Blue Shirt & Gray Pants
Other days:	Any Staff Shirt & Matching Pants