

**January 1, 2013**

**To the parents or guardian of Ritz Charles 17 or under employees:**

**For the past twenty-five years, Ritz Charles has relied heavily on our local employees between the ages of 16 and 18 years. Not only do we feel that we give these young adults a chance to begin their work careers in a friendly and flexible environment, we also believe that we can add to their education in teaching responsibility and work ethic. Our young workers shine in this regard due to their upbringing and education from home.**

**While we have been steadfast in working with young employees at each event we produce, we do think we can improve our communication with you in assuring that we are sensitive to not only the laws for underage laborers, but also making sure that you are cognizant of your child's schedule and whereabouts.**

**For this reason we send you this letter to inform you and our young employees of our procedure for communication on specific times for work and when your child will be home on a particular day. The most difficult problem in this process is the fact that some events run over their scheduled time, and we hope this will clarify our procedure.**

**All employees receive their schedule Monday afternoon of each week for the next 7 days. This schedule does change as circumstances of each event change, but for the most part it is close. On that day your child receives his/her schedule and estimated end time for the shift. They also will be told if it is a shift at our facility or at another catered site. It will be the responsibility of each employee to communicate this information to their parent or guardian.**

**On the day that your worker is scheduled to work, since we cannot possibly call 50 parents during a shift, it will be the responsibility of the employee to tell his manager that he needs to call his parents and inform them of an end time that is different originally scheduled due to event extension or circumstances that call for different end time. We will allow the employee to use either a phone at the facility or a cell phone if the event is outside the facility. The employee will then call home and communicate the change of end time.**

**We know how difficult it is to keep parents informed of their child's schedule, much less what time they will be home. Together, we hope this policy will better inform parents and guardians, the young employee, and our management staff of how important communication is with today's young work force.**

**As we have many young workers under the age of 18, please acknowledge that you have discussed this information with your worker by sending back this page in the enclosed stamped envelope. If any part of this procedure is not clear, please feel free to call Gina Hayden at 575-2252x16 for further clarification.**

**Thank You,  
Charles Lazzara  
President**

I, \_\_\_\_\_ and \_\_\_\_\_ have discussed the  
employee parent/guardian  
**Ritz Charles under 18 schedule and communication procedure and will do our  
best to follow the procedure and alleviate concerns that parents might have  
concerning start and end times of work shifts.**

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Signature of parent or guardian

### **APPLICANT'S STATEMENT**

**\*Our scheduling system requires that you have access to an email account that is checked regularly. This is the only avenue of communication regarding your schedule distribution. Confirmation must be acknowledged by Tuesday 9am. (More information will be given on hire.)\***

\_\_\_ I agree to check and confirm schedule by Tuesday 9am.

\_\_\_ I agree to submit to drug testing, if required, and understand that any offer of employment is contingent upon results of that examination.

\_\_\_ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by Ritz or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other Ritz material do not create any guarantee of employment and Ritz has the right to modify, amend or terminate policies, practices, benefits plans, or other programs within the limits and requirements for any specific period of time or to make any agreement contrary to the foregoing

\_\_\_ *Employment may be terminated up to 90 days from hire date at the discretion of the Ritz Charles, Inc.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **RITZ CHARLES**

## **“Uniform”**

(Service Staff 2016)

**1. Black Microfiber Dress Shirt**

**2. Black Tuxedo Pants**

**3 Black Long Tie**

**4 Black Shoes** – Shoes should be **NON-SKID** dress shoes. Shoes  
Regardless of style **MUST** be cleaned and/or polished & they **MUST**  
**Be all Black**

**5 Black Socks** – Must be at least ankle length

You **MUST** purchase TUX SHIRTS, TUX PANTS, Tie & Apron from the  
Uniform House

**6 Black Bistro Apron**

**Uniform must be purchased at the Uniform House / DC Tux**

**The Uniform House**  
**441 S. Rangeline Rd**  
**Carmel, IN 46032**  
**317-929-4467**

**DC TUX**  
**2780 E. 146<sup>th</sup> Street**  
**Carmel, IN 46032**  
**317-844-4070**

(Apron and full uniform **MUST** be worn when entering the building and **MUST** be clean  
for each and every shift).

## **Grooming Guidelines**

- No facial Hair (Must be clean shaven)
- Deodorant Must Be Worn
- Fingernails Clean & Trimmed
- Earrings for ladies only must not be bigger than a dime
- No earrings for men
- No facial piercings (I.E. eyebrow, nose, lip, tongue, etc...)
- No visible tattoos
- Hair neat and clean -If hair is past shoulder, it must be pulled back into a tight ponytail
- Uniform ironed and clean & neat
- Undergarments must be worn with uniform
- Only one ring per hand (excludes wedding band w/ engagement ring)
- No Bracelets
- Headbands should be tasteful -one color, no multicolor or print headbands

**I have read and will abide by guidelines:**

Please initial: \_\_\_\_\_

## INFORMATION SHEET

Have you turned in the following?:

<b>Work Permit</b>	<b>Yes</b>	<b>No</b>
<b>Parent Permission</b>	<b>Yes</b>	<b>No</b>
<b>State Form 898</b>	<b>Yes</b>	<b>No</b>
<b>W-4 Form</b>	<b>Yes</b>	<b>No</b>