

	Staff Personnel Benefit Policy	Date Created: 11 Dec 2006
	Date Approved: 30 January 2017	Last Revised: 9 Jan. 2017
	Approved by: Board of Directors	Effective Date: 1 February 2017

Purpose

This policy outlines the Benefit package for full time staff at Clare Golf & Country Club.

Scope

Full time staff are defined as employees being employed a minimum of 29 hours for at least 16 weeks. This policy outlines the benefits that full time staff may enjoy while actively employed at the golf course.

Policy Statement

1. Annual membership for a single member. (the value of a single membership may be deducted from other forms of memberships, eg. Family)
2. Full time Staff of Clare Golf and Country Club, may sign up to four (4) guests in for a courtesy green fee **per season** provided the Staff member accompanies the guest during that courtesy round of golf.
3. Staff will be entitled to a discount in the pro shop on stock items, cost plus 25% plus HST
4. Golf cars: when golf cars are not being used, the staff may use a car at a flat rate fee of \$10.00 plus HST, including weekends and club tournaments. (no 9 hole rates).
5. When on work duty staff, except kitchen staff, may purchase **one meal per 8 hour shift** from the menu at 50% off regular price. (Exceptions are: Alcohol, snack foods eg. Pop, chips, and special meals eg. Steak, lobster).
6. **KITCHEN STAFF ONLY:** When on duty kitchen staff may enjoy meals free of charge from the regular menu. (Exceptions are: Alcohol, snack foods eg. Pop, chips, and special meals eg. Steak, lobster)

Roles and Responsibilities

7. Pro-shop staff will be responsible for maintaining a log book in the proshop for Directors and staff requesting courtesy green fees, per the respective policies.
8. The log book will include the following: Date of courtesy green fee, Name of guest(s) and name of the staff/director providing the courtesy green fee.
9. Staff will be responsible for signing in their guests.