

	Staff Personnel Benefit Policy	Date Created: 11 Dec 2006
	Date Approved: October 25, 2022	Last Revised: October 2022
	Approved by: Board of Directors	Date Effective: October 26, 2022

Purpose

This policy outlines the Benefit package for Part-Time and Full-Time staff at Clare Golf & Country Club.

Scope

Staff benefits are provided for all employees who have been hired for part-time or full-time work for a contracted period of time. This policy does not apply for those providing casual labour or volunteering. This policy outlines the benefits that part-time and 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. Staff 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. When golf cars are not being used, the staff may use a car at a flat rate fee of \$10.00 for 18 holes or \$5.00 for 9 holes, tax included, including weekends and club tournaments.
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

1. 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.
2. 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.
3. Staff will be responsible for signing in their guests.