



## A Thyme to Cook Policy and Procedure

**Subject:** Gratuity / Tip Guidelines

**Last Edited:** July 20, 2021

**Created By:** Linda Sample & Alexis DeFreitas

This policy stands to explain and clarify A Thyme to Cook's guidelines for gratuity and tips at catering events.

ATTC's clients, nearly 90% of the time, pay a gratuity on their final invoice. We do not automatically add gratuity to a bill. We are firm in our belief that gratuity is to be earned, not a line item on an invoice.

Many serving/restaurant/bar jobs pay their staff restaurant minimum wages (less than \$8.00/hour) and allow tips as an incentive for their work (CT Dept of Labor Official Posting: (<https://www.ctdol.state.ct.us/wgwkstnd/DOL-79.pdf>) based on turnover of tables and crowd size within their establishment.

High-end catering, such as ATTC, carries with it a different expectation. A Thyme to Cook offers competitive hourly wages (based on experience and work performance) well above the restaurant hourly wage and provides shared gratuity on top of that.

For parties that gift our crew a gratuity with their payment, it is a percentage (traditionally 20%) of the staffing line item on their final invoice, not on the entire event. ATTC distributes this gratuity evenly to all staff that worked that event based on length of shift, regardless of role performed at the event, via the employee's paycheck for the 2-week period of that event. ATTC does not take any part of gratuity to the business, it all gets distributed to the staff who worked that party.

It is company policy, and one we explain and promise to our clients, that anyone employed by A Thyme to Cook is to never ask for or suggest a tip from a client or guest at an event. (This includes at the bar, waitstaff, via cash, check or online manners such as Apple Pay, Venmo or PayPal.) ATTC staff should always politely refuse any tip and explain our policies.

Should any guest be persistent about a tip for a staff member (of any amount), that tip is to be given to the Event Coordinator of the day. ATTC will split it amongst the event staff from that event, same as above.

Accepting cash across a bar at an event is against the guidelines of many venues we are invited to work with and may have ramifications to our Connecticut liquor license.

Each bar location, at every event, must clearly display our "No Tips Allowed" signs – no exceptions. Failure to display this sign is an egregious break to this policy. The majority of our fellow caterers use this same policy.

These guidelines have been in place for many years and are described to all new hires at time of hire and training. Any actions that do not follow the above guidelines may be subject to discipline, up to and including termination.

Your signature below signifies you have read, understand and will adhere to the above guidelines.

-----  
Signature

-----  
Printed Name

-----  
Date