

## **Tavola Calda Tip Policy is as follows:**

**General:** While an employee is in training or is a part of a working interview, they are not allowed to participate in the tip pool.

**Tip Definition:** Any voluntary payment given directly from a customer via cash, credit, or an item of value, for the service they have performed, in addition to the basic price of the service.

**Tip Policy:** Due to the unique service nature of Tavola Calda we distribute tips via tip pooling method as our employees work as a team to ensure the quality of the service experience.

Tip pooling is distributed per pay period. The tip pooling distribution is based on hours worked during the period and role.

Cash tips are reported on an envelope and those are combined with the credit card tips for total tip out. Those who walk with cash tips are responsible for reporting their tips for their personal W2 purposes. In addition, those who walk with cash tips will receive less credit card tips in their paycheck, so that the tip pooling is correct based on hours worked. Please note credit card fees on credit card tips are deducted prior to distributing credit card tips.

### **Tip out percentages are as follows:**

Bartenders: Bartenders receive 100% of the beverage percentage of the tips

POS Operator (Often Bartender): 25% of the food sales percentage of tips (i.e. person ringing in the food sales).

Servers: Servers receive 60% of the food percentage of tips.

Kitchen Team: Kitchen teams receives 15% of the food percentage of tips.

**Example:** To understand how this plays out mathematically please see the example below. These numbers are not meant to provide an example of a pay period but were chosen to be round numbers for the example.

Example is based on the following numbers (which are entirely arbitrary):

Total Cash & Credit Tips for the pay period 7/1/20 to 7/15/20: \$1000

Total Sales for period: \$10,000

Total Beverage Sales per period: \$3,500

Total Food Sales per period: \$6,500.

Bartenders: There are two bartenders, Bartender A worked 8 hours, Bartender B worked 2 hours

Servers: There are three servers: Server A worked 8 hours, Server B worked 6 hours, Server C worked 6 hours

Kitchen Crew: There are 3 kitchen crew hours worked during restaurant: Kitchen Crew A worked 15 hours,

Kitchen Crew B work 5 hours, Kitchen Crew C worked 10 hours

### **Bartender Tip Out (Beverage Sales tip out)**

Determine Percentage of Beverage Sales:

Total beverages sales / total sales

$\$3,500 / \$10,000 = 35\%$

Percentage of Beverage Sales x Total Tips

$\$1,000 \times 35\% = \$350$  (This is total bartender tips)

Total Bartender Tip Distribution for Beverage Sales

$\$350 / \text{hours bartenders worked}$

$\$350 / 10 = \$35$  per hour

Bartender A Receives:  $\$35 \times 8 \text{ hours} = \$280$  in beverage sales tips

Bartender B Receives:  $\$35 \times 2 \text{ hours} = \$70$  in beverage sales tips

### **Food Sales Tip Out**

Determine Percentage of Food Sales:

Total foods sales / total sales

$\$6,500/10,000 = 65\%$

Percentage of Food Sales x Total Tips

$\$1,000 \times 65\% = \$650$

### Servers Tip Distribution of Food Sales

Percentage of Food Sales x 60 %

$\$650 \times 60\% = \$390$

Total Server Tip Distribution

$\$390/\text{hours servers worked}$

$\$390/20 = \$19.50 \text{ per hour}$

Server A Receives:  $\$19.50 \times 8 \text{ hours} = \$156$  in food sales tips

Server B Receives:  $\$19.50 \times 6 \text{ hours} = \$117$  in food sales tips

Server C Receives:  $\$19.50 \times 6 \text{ hours} = \$117$  in food sales tips

### POS Operator Tip Distribution of Food Sales

Percentage of Food Sales x 25 %

$\$650 \times 25\% = 162.50$

$\$162.50/\text{hours POS Operators (or our example the bartenders) worked}$

$\$162.50/10 = \$16.25 \text{ per hour}$

POS Operator A/Bartender A Receives:  $\$16.25 \times 8 \text{ hours} = \$130$  in food sales tips

POS Operator B/Bartender B Receives:  $\$16.25 \times 2 \text{ hours} = \$32.50$  in food sales tips

### Kitchen Crew Tip Distribution of Food Sales

Percentage of Food Sales x 15 %

$\$650 \times 15\% = \$97.50$

Total Kitchen Crew Tip Distribution

$\$97.50/\text{hours kitchen crew worked}$

$\$97.50/30 = \$3.25 \text{ per hour}$

Kitchen Crew A Receives:  $\$3.25 \times 15 \text{ hours} = \$48.75$  in food sales tips

Kitchen Crew B Receives:  $\$3.25 \times 5 \text{ hours} = \$16.25$  in food sales tips

Kitchen Crew C Receives:  $\$3.25 \times 10 \text{ hours} = \$32.50$  in food sales tips