

Welcome to the Beach Shops!

Forty Niner Shops Renamed to Beach Shops

effective Summer 2023

Beach Shops,

Introduction

The Beach Shops

Our Organization

Mission

Vision

Innovation:

Courage:

Communication:

Our General Employment Policies

The Employment Relationship

Equal Employment Opportunity

Employee Classifications

Full-Time Positions

Full-Time Hourly and Salaried (Non-Exempt) Employees

Salary Determination and Pay Transparency

New Employee Orientation

Rest Breaks

Number of Rest Breaks

Second Meal Period

Timing of Second Meal Period

Recording Meal Periods

Non-exempt employees are not allowed to work “off the clock”. All work time must be accurately reported on your time card. If your supervisor or manager has asked you to “work off the clock” please notify Human Resources at (562) 985-9853 or via email at hr@cityofbrea.com.

Timekeeping Requirements

Employees are not allowed to work "off the clock". Working off the clock violates Beach Shops policy.

Lactation Accommodation

Employee Discounts

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Employee Conduct

Punctuality and Attendance

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under state and local law does not count as a violation of this policy.

Identification

Dress Code and Other Personal Standards

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x

x

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x

Business Conduct and Ethics

Conducting Personal Business

Conflicts of Interest

Confidential Information

Electronic Communication and Cell Phone Use
Electronic Communication

Cell Phone Use

Prohibited Conduc (o)()TJM

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x
x

x
x

x

Off-Duty Conduct

Open Door Policy

1. Employee Coaching

Employee Safety

x

x

x

In Dining Services

x

x

x

x

Sick Leave and Leaves of Absence

X

X

X

Crime Victim Leave

Volunteer Civil Service/Emergency Responder Leave

Organ Donor/Bone Marrow Donor Leave

x

21 Tips for Excellent Retail Customer Service

ABC's of Beach Shops Customer Service

Contact Information

