

# Red Herring Concepts Employee Benefits 2025

## MISSION

To provide a delicious distraction from life's daily grind one bite and one sip at a time.

## VISION

To create an intoxicating blend of hot concepts and cool joints, citywide icons and neighborhood watering holes, well kept secrets and local hangouts, each carefully crafted to charm the spirit, captivate the senses and satisfy the soul.

## CORE VALUES

### Level Up

learn, grow, develop

### Ditch the Drama

trust, respect, elevate

### Talk Less, Listen More

stop talking, start communicating

### I Got You

support, synergy, teamwork

### Own It

honesty, accountability, excellence

## NON-NEGOTIABLES

### Eyes Up

### Safety First

### No Empty Hands

### The Art of Cleanliness

### Set the Mood

## Our commitment to our employees

We firmly believe that every employee, no matter their position or length of service, deserves to live a comfortable life while only working one job. We care for our employee's well-being, which includes their ability to live in adequate housing, put food on the table, pay their bills, and enjoy their life outside of the workplace.

Each benefit was created to aid in relieving stress and anxiety for our employees, leading to a more focused and more motivated team. We believe that we offer benefits well beyond those of our competitors in an effort to attract and retain the best restaurant and bar talent in Lincoln, Nebraska.

All benefits & how they are determined are subject to change at any time.

## Part-time versus Full-time

Throughout this document, we will outline each benefit, how it works, and who it applies to based on their average number of hours worked per week in a given period of time. **Part-time employees average less than 30 hours** per week and **full-time employees average more than 30 hours** per week.

## The Short Version of Our Benefits

### Annual Retention Bonus

Full-time employees are eligible to earn up to \$100/year of service. Part-time are eligible to earn up to \$50/year of service.

### Health Insurance

Full-time employees are eligible to enroll in medical, dental & vision insurance.

### 401(K) Match

Employees averaging at least 20 hours per week can contribute to a 401(K) with an employer match of \$.50 on each \$1.00 up to 4%.

### Paid Time Off

All employees accrue paid time off.

### Bereavement Leave

Receive up to 24 hours of paid time off for the passing of an immediate family member.

### Employee Discounts

50% off of food and \$1 off of items from the bar.

### Family & Friends Discount

When dining with an employee, family and friends receive 20% off of their food.

### Birthday Gift Cards

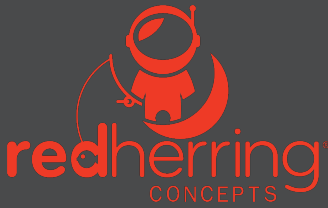
Employees receive a \$20 gift card on their birthday.

### Community Service Pay

Earn paid time off for volunteering at a local 501c3 non-profit organization for up to 8 hours per quarter.

### Paid Holidays

Full-time employees get paid for 8 hours on the five holidays we are closed each year.



## WHO is eligible?

Part-time & Full-time

## WHY do we offer a retention bonus?

We want to encourage our employees to stick around for the long haul & want to acknowledge their employment milestones by rewarding them for continuing to be a part of our team.



# Benefit Breakdown: Retention Bonus

## HOW do we accomplish this?

At the end of each quarter, our administrative team runs an anniversary report for those with an anniversary date that falls into the previous quarter.

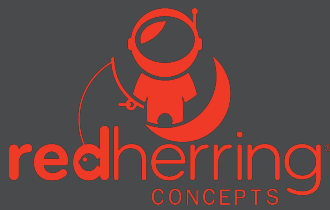
Quarter 1	January 1st - March 30th
Quarter 2	April 1st - June 30th
Quarter 3	July 1st - September 30th
Quarter 4	October 1st - December 31st

**Employees who average 30+ hours per week throughout the last full year of service will receive a bonus of \$100/year. Employees who average less than 30 hours per week will receive \$50/year.**

Employees will receive their bonus on the second payroll following the close of the quarter their anniversary date falls into, provided they are still employed the date the bonus is paid out.

If they are terminated prior to the bonus being paid out, but after their anniversary date passes, they do not receive their bonus.

**For example,** John Smith was hired on 10/11/2022. That means his anniversary date falls into Quarter 4. During the first week of Quarter 1, our team runs the anniversary report & finds that John is averaging 32.2 hours per week from 10/11/2023 to 10/11/2024. John receives \$200 for his 2 year retention bonus.



## WHO is eligible?

Full-time

## WHY do we offer health insurance?

Access to healthcare is a human right. No one ever plans to be sick or injured & we hope this helps our employees be proactive in their health & give them peace of mind when they deal with an unexpected injury or illness.



# Benefit Breakdown: Medical, Dental & Vision Insurance

## What type of insurance is available?

Employees averaging 30+ hours per week are eligible to enroll in medical, dental and/or vision insurance. Eligible employees can choose to enroll in one type, two types or all three. Red Herring pays a portion of your medical insurance while dental & vision insurance are both fully employee funded.

## New Hires - HOW do we accomplish this?

Newly hired employees enter a 60-day probationary period once they start employment. After their first 60 days, our administrative team assesses their average hours per week. If an employee averages 30+ hours per week, they are considered eligible to enroll in insurance coverage starting on the 1st of the month following the end of their 60-day probationary period.

## Open Enrollment - HOW do we accomplish this?

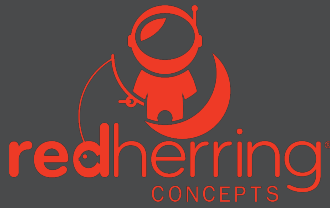
At the end of each year, employees have another opportunity to enroll in health insurance coverage during what is called Open Enrollment. Our administrative team begins this process in November of each year. We run a report from 11/1 of the previous year to 10/31 of the current year & calculate each employee's average hours per week based on the number of weeks they worked throughout that time period. Employees averaging 30+ hours per week are considered eligible for coverage beginning 1/1 of the upcoming year.

## Are there exceptions?

There are certain situations called Qualifying Life Events that can cause someone to become eligible at a different time such as getting married, losing previous coverage or a change in employment status. If you believe you may be experiencing a Qualifying Life Event, contact our HR team at [HR@RedHerringConcepts.com](mailto:HR@RedHerringConcepts.com).

## What else should you know?

Once you become enrolled in health insurance, you should maintain an average of 30+ hours per week as consistently as possible so that when Open Enrollment time comes, you are still hitting the average hours per week to continue to be eligible going into the next year. It's possible that you will not qualify for coverage for the next year if you are not hitting the required average of 30+ hours per week.



## WHO is eligible?

Employees with us for at least a year, who are at least 21 years old & averaging 20+ hours per week.

## WHY do we offer 401(K)?

We want to encourage our employees to be future-minded & start saving for their retirement. Even a small contribution can go a long way.

**TOAST**



*Fleetwood*

**vinyl**

# Benefit Breakdown: 401(K)

## HOW do we accomplish this?

There are two enrollment opportunities for 401(K), January 1st and July 1st of each year. Prior to each contribution start, our administrative team calculates the average weekly hours for each employee who has been with us for a minimum of one year & is at least 21 years old. Any employee who meets that criteria & averages 20+ hours per week is eligible to start contributing to a 401(K) either on a pre- or post-tax basis.

## What is the employer match?

Red Herring will match \$.50 for every \$1.00 you contribute up to a total match of 4% of your gross income. 401(K) contributions only come from actual hours worked, it does not apply to paid time off.

## What else should you know?

All of your contributions are fully yours from the start. Any employer contributions become yours according to what's called a vesting schedule. In summary, if you are terminated or choose to leave for any reason, the employer contributions you retain will differ based on the number of years of service.

These specific details are outlined in the plan highlights & plan summary in the 401(K) information packet.

You can choose to change or discontinue your contributions at any time, however, if at any point you drop your contribution to zero, you will have to wait until another enrollment opportunity to start contributing again.

If you have a 401(K) from a previous job, you can rollover that account to combine with your new account.



## WHO is eligible?

Part-time &  
Full-time

## WHY do we offer PTO?

Time away from the workplace is crucial in maintaining the morale of our staff. We know that employees need time for things like family events, vacations, or simply a mental health day.

Paid time off allows our employees to take time away for whatever reason without having to worry about their paycheck.

# Benefit Breakdown: Paid Time Off

## HOW does it work & who gets what?

All employees begin accruing paid time off from the minute they clock in on their first day. This is all tracked on our payroll system, Toast Payroll. Employees have access to view their balance at any time & can also see it on their pay stubs, all accessed via Toast Payroll.

**Non-management employees** can earn up to 56 hours, or seven days, of paid time off per year. The accrual rate is set so that you earn approximately 1 hour for every 40 hours worked. Overtime does also accrue paid time off.

**Senior management** can earn up to 80 hours, or ten days, of paid time off per year. Once a senior manager is with us for five years, they can earn up to 120 hours, or fifteen days, of paid time off per year.

## HOW do you request time off?

**To request UNPAID time off**, employees only submit their request via the R365 Scheduling app. **To request PAID time off**, employees must submit their request in Toast Payroll **AND** the R365 Scheduling App. Please pay extra attention when submitting requests to ensure you are selecting the correct date(s).

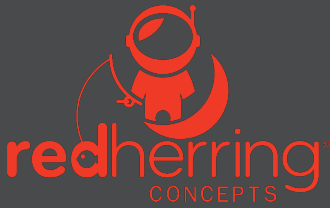
As a reminder, requests are just that, requests. If you plan to be gone from work, you should submit your requests as early as possible. It is possible that your scheduling manager cannot honor your request off if the schedule does not allow.

## What else should you know?

All paid time off must be used in 8-hour increments, with a maximum of 40 hours used in any given pay period.

You cannot work on a day that you request paid time off. Paid time off is intended to be used to supplement your income on a day you do not work.

If the use of paid time off puts an employee over 40 hours, anything over 40 hours is paid out as regular time, not overtime. Unused hours do carry over.



## WHO is eligible?

### Full-time

## WHY do we offer paid holidays?

Employees in any industry deserve to celebrate major holidays with family & friends without sacrificing their paychecks.



# Benefit Breakdown: Paid Holidays

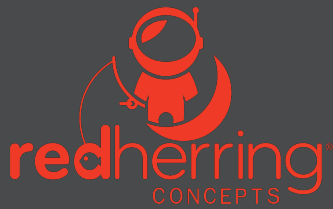
## HOW do we accomplish this?

All locations are closed on New Year's Day, Easter, Fourth of July, Thanksgiving & Christmas Day.

At the close of each quarter our administrative team will run a report to determine the average number of hours worked for each employee who was employed for that entire quarter. Employees who average 30+ hours a week during that quarter will earn 8 hours of pay for any paid holiday that falls into the following quarter.

<b>New Year's Day</b>	Based on Quarter 4
<b>Easter in March</b>	Based on Quarter 4
<b>Easter in April</b>	Based on Quarter 1
<b>Fourth of July</b>	Based on Quarter 2
<b>Thanksgiving</b>	Based on Quarter 3
<b>Christmas Day</b>	Based on Quarter 3

Employees who have not been employed for at least one full quarter prior to the paid holiday are not eligible to receive holiday pay.



## WHO is eligible?

Part-time &  
Full-time

## WHY do we offer bereavement leave?

We recognize the need for employees to have time to properly process & grieve a death in their immediate family without having to worry if they will be able to pay their bills.

**TOAST**



*Fleetwood*

**vinyl**

# Benefit Breakdown: Bereavement Leave

## HOW do we accomplish this?

Once our management team is notified of an employee's need for bereavement leave, they will work with their team to cover any of that employee's scheduled shifts if needed.

Employees have up to three, 8-hour days to use. They may be used consecutively or separately, depending on the needs of the employee. Our administrative team will work with the employee's scheduling manager to add the 8 hours of pay to the dates needed according to the employee's requests.

Management will submit a Bereavement Leave approval via Teams with the above information.

## What else do you need to know?

### **Immediate family members include the following:**

- Spouse, and parents thereof
- Children, and spouses thereof
- Parents, and spouses thereof
- Siblings, and spouses thereof
- Grandparents & grandchildren, and spouses thereof
- Domestic partner and parents thereof; including domestic partners of any individual in the above description
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship



## WHO is eligible?

Full-time

## WHY do we offer community service pay?

We pride ourselves on being a local business & an active part of our local community. We want to encourage our employees to do the same.

**TOAST**



*Fleetwood*

vinyl

# Benefit Breakdown: Community Service Pay

## HOW do we accomplish this?

Full-time employees are eligible to receive up to 8 hours per quarter of community service pay, which can be paid out in 2-hour increments throughout the quarter.

Employees who are interested in receiving community service pay must **submit the following information to their management team no less than two weeks prior to the day requested:**

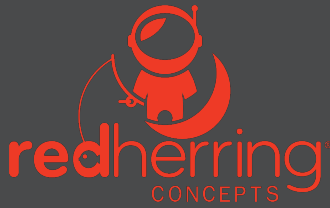
- Name of the Nebraska-based 501c3 organization
- Point of contact at the organization with name, phone number & email
- Date of requested pay & the number of hours planning to serve

Management will submit a Community Service PTO approval via Teams with the above information.

Our administrative team will approve or reject the organization based on the information provided. If approved, our team will contact the non-profit after the volunteered date to verify the time spent there.

If volunteer time is verified, the appropriate number of hours will be added to that employee's next paycheck.





## WHO is eligible?

Part-time &  
Full-time

## WHY do we give birthday gift cards?

We love celebrating our employees & want to acknowledge important days in their lives.

**TOAST**



*Fleetwood*

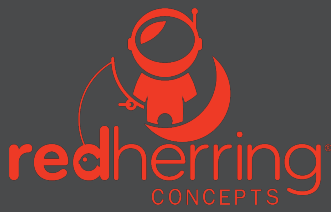
**vinyl**

# Benefit Breakdown: Birthday Gift Card

## HOW do we accomplish this?

Management teams are responsible for keeping a variety of \$20.00 gift cards to surrounding businesses on hand for employees to choose from on their birthday. We do our best to focus on other local businesses rather than chains & try to keep a variety of types of cards available from restaurants to coffee shops to other services.

We hope that each of our employees can feel special on their birthday each year!



## WHO is eligible?

Part-time &  
Full-time

## WHY do we offer a F&F discount?

We love to meet friends & family of our team as they often become our friends too. We want them to reap the rewards of knowing a Red Herring employee & hope that this benefit encourages them to dine with us often.

**TOAST**



*Fleetwood*

vinyl

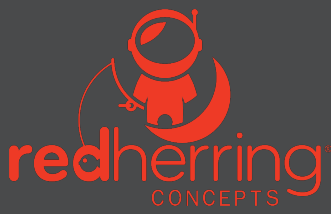
# Benefit Breakdown: Friends & Family Discount

## HOW do we accomplish this?

Friends and family of any employee receive **20% off of their food only while dining with an employee who is not on the clock.** This applies to all Red Herring Concepts locations.

The employee is responsible for notifying their server or bartender that they work with Red Herring & give their name & home location so that they can record it on the discount in our point of sale system.

The manager on duty will apply the discount prior to the server or bartender taking payment.



## WHO is eligible?

Part-time &  
Full-time

## WHY do we offer employee discounts?

We feel our products need to be experienced to be appreciated & want to make sure our team can eat & drink at our concepts for a reasonable price. This helps them perform their jobs better to know the product & help us maintain quality.

**TOAST**



*Fleetwood*

**vinyl**

# Benefit Breakdown: Employee Discounts

## HOW do we accomplish this?

All employees receive **50% off of any one food item per day, \$1 off any beverages from the bar & free coffee, iced tea, lemonade or soda.** This applies to all Red Herring Concepts locations.

Servers or bartenders are able to ring in their own food to be prepared. Kitchen & support staff should inform a server or bartender to ring in their food for them. The manager on duty will apply the appropriate discount at time of payment & add the employee's name & home location to the comment section of the discount.

This discount is intended to be used once per day on a total of one menu item. This discount can be used on a day you are not actively working.

## What else should you know?

For smaller menu items like sides, soups or side salads, employees can order up to two of these items & get both for 50% off.

Free coffee only includes drip coffee. Toddy or other coffee products are eligible for the \$1 off discount only. Red Bull, other energy drinks & juices are also only eligible for the \$1 off discount.