

Tips policy template

Business: _____

Section	What the policy says
Purpose	
Who it applies to	
Cash tips left for one person	
The tip pool	
Who shares in the pool	
How the pool is split	
Card and electronic tips	
What the business keeps	
When it is paid	
How it is recorded	
Tax	
Tips and your pay rate	
If you think the split is wrong	
Review date	