

**Responsible Vendor Server Permit**

**(Louisiana Employees Only)**

**All Wingstop employees working in the State of Louisiana must have a Responsible Vendor Server Permit before starting employment!**

The law states that all employees of companies that sell alcoholic beverages must have this permit. Alcohol and Tobacco Control Enforcement Agents routinely conduct inspections.In addition to the Company receiving a fine, **Alcohol and Tobacco Control Agents can issue citations directly to employees not in compliance**. An online Responsible Vendor Server Class will be provided by Wingstop. (Manager will provide link.) A certification of completion will be available to print after the class is finished. The employee may choose to attend a different RVS class. In this instance, this cost is the responsibility of the employee. If an employee cannot afford the fee for the class, they should speak with their manager about having Wingstop pay the fee. **The cost of the class will be garnished from their first paycheck.** The employee’s permit belongs to the individual employee and is good for four (4) years.

**East Baton Rouge Employee License**

**(Applies only to employees working in East Baton Rouge Parish/City)**

All Wingstop employees working in East Baton Rouge Parish must have a ***Class A Classified Employee License*** from East Baton Rouge Parish. This cost is the responsibility of the employee. If an employee cannot afford the permit fee, they should speak with their manager about having Wingstop pay for their permit. **The cost of the permit will be garnished from their first paycheck.** An employee’s permit belongs to the individual employee and is good for two (2) years.

If a new employee already has a Class A Classified Employee License from East Baton Rouge Parish, they will be required to furnish it before they can begin working at Wingstop.

It is the responsibility of the employee to keep their permits and licenses current and to furnish Wingstop a with a new copy after renewals.

All licenses must be displayed on the premises and the owner or manager must have all employee permits available for inspection.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that I am responsible for having a Responsible Vendor Server Permit and an East Baton Rouge Class A Classified Employee License (if I work in Baton Rouge.) I will be providing Wingstop with a copy of each. I understand that I cannot be put on the schedule until I comply. I further understand that I will keep my license current and provide Wingstop with a copy.

**Manager**: **Store:**

**Employee Signature**:  **Date:**

**Printed Name**:



**Responsible Vendor Server Permit**

**(Louisiana Employees Only)**

* I will complete the RVS Permit class provided free of charge by Wingstop. This class is online only. A link will be provided to me by my Wingstop Manager.
* I will attend another RVS Class at my expense. (Please list class.)

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* I will attend another RVS Class and request that Wingstop pay the initial cost. I understand that this amount will be garnished from my first paycheck. (Please list class.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I already have an RVS Permit. Attached is a copy.

**East Baton Rouge Employee License**

**(Applies only to employees working in**

**East Baton Rouge Parish/City)**

* Using my RVS Card and at my expense, I will apply for and obtain my Class A Classified Employee License from the East Baton Rouge Parish/City.
* Using my RVS Card, I will apply for and obtain my Class A Classified Employee License from the East Baton Rouge Parish/City. I request that Wingstop pay the initial cost for this license. I understand that this amount will be garnished from my first paycheck.
* I already have a Class A Classified Employee License. Attached is a copy.

It is the responsibility of the employee to keep their permits and licenses current and to furnish Wingstop a with a new copy after renewals.

**Manager**: **Store:**

**Employee Signature**:  **Date:**

**Printed Name**: