

## **BBC EMPLOYEES**

Your work schedule can be located on the BBC website:

[www.biltmorebeachclub.org](http://www.biltmorebeachclub.org)

Click on: **Beach and Pool**

and then

**Schedules**

**In addition, you will find your job description, BBC Rules and Regulations and Staff Policy Handbook on the website. You must read all documents and then sign and return form given to you at orientation so that we know you understand your requirements.**

Click on: **Beach and Pool**

and then

**Employment**

Contact a manager immediately if you have a problem with your schedule. **The managers need to be contacted as soon as possible if you are calling in sick.**

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