

College Student Handbook

**2008-2009
Academic Year**

**BGSU
University Dining
Services**

BGSU
UNIVERSITY DINING SERVICES
DIVISION OF STUDENT AFFAIRS

COLLEGE STUDENT
EMPLOYEE HANDBOOK

VISION STATEMENT: Aspiring to be recognized by our customers as providing outstanding service, quality food, and value in a clean and pleasant environment.

Through collaborations with business partners, academics, and the entire campus community, the University Dining Services' team will utilize technology and innovation to expand knowledge, increase efficiency and provide a greater return to the University.

MISSION STATEMENT: To provide financially responsible for food service options that meet the needs of a diverse campus community.

VALUES: Delighting the Customer, Financial Responsibility, Team and Innovation

CORE VALUES: Respect for one another, cooperation, intellectual and spiritual growth, creative imagining, and pride in a job well done.

ANNUAL IMPERATIVES: Continue to strategically, consistently, and aggressively communicate the case for higher education to state and federal leaders, and the public.

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Definition of Staff Groups:

Classified Full-time Staff:

12-month employees: State classified employees hired to work a standard 40-hour workweek throughout the year.

9-month academic year employees: State classified employees hired to work a standard 40-hour workweek during the 9-month academic school year.

Classified Permanent Part-time Staff:

12-month employees: State classified employees hired to work a flexible work schedule not more than 32 hours each week throughout the year.

9-month academic year employees: State classified employees hired to work a flexible work schedule not more than 32 hours each week during the 9-month academic school year.

Intermittent Classified Staff:

State classified employees hired to work on a temporary basis for either a standard, flexible, or on-call work schedule up to 40 hours per week. Intermittent employees are permitted a maximum of 1000 work hours during the calendar year from January 1 through December 31.

BGSU Student employees:

Students attending the university that are enrolled in at least 6 credit hours as an undergraduate or 4 credit hours as a graduate student. International students are permitted to work no more than 20 hours per week.

High School Student employees:

High School students working for the university part-time. Minor labor laws apply to high school students and a work permit is required.

Temporary Agency employees;

Staff hired through a variety of outside agencies and assigned to work at department of the university. Temporary staff is permitted to work up to 40 hours each week.

Each employee must be well informed about the quality, standards, procedures, and methods used by University Dining Services. Because the training and development of employees in any organization is one of the most important functions of that organization's management, University Dining Services recognizes the importance of training new employees. This handbook is designed to help train employees as they begin their work with University Dining Services.

Employees of University Dining Services are responsible for understanding all the information contained within this booklet, as well as the additional handbook amendment for their employee division before they begin work. If there are any questions regarding these handbooks, ask the Unit manager and/or the Central Office staff.

Few businesses are so close to the pulse of human feelings as the food service industry who try to meet the physical and emotional needs of thousands of guests in a short time period, by making and serving orders on the spot. University Dining Services prides itself on good customer relations and has made providing Positively Outstanding Service (P.O.S.) with fiscal responsibility its number one goal each year.

1- Business Expectations of Employees

While you work as a representative of University Dining Services, remember that students, faculty, staff, and the public are our business. Customers are affected by the way each employee performs. No matter what task you're completing on the job, always do your job with a smile. Professionalism is expected in all situations. The use of sexist, racist, vulgar language, inappropriate slang or other discriminatory language is not permitted. All employees should treat each other, their managers, and all customers with respect.

Many individuals judge others by physical appearance alone. That is why an employee's appearance and manners are crucial factors. One may provide the only personal contact with University Dining Services a customer has. The customer may judge the entire operation by one person's appearance, attitude, and quality of service.

Every University Dining Services employee should maintain a clean, neat and well-groomed appearance. Part of a University Dining Services "look" should be a smile. Smile and be approachable when you work with customers.

2- Good Hygienic and Professional Practices.

To serve customers safely and maintain a clean, neat, and well-groomed appearance, do the following:

- a. Before starting work, thoroughly wash your hands and arms with soap and warm water for twenty seconds.
- b. Wash your hands after visiting restrooms, smoking, sneezing, taking a break, touching your hair or any part of your body, performing any task during which your hands may have been contaminated, or switching between working with raw food and working with ready to eat food.
- c. Keep your hair clean and secured at all times (See the requirements under General Dress Code.)
- d. Nails must be clean and "natural." No polish, acrylics, stylings, nail tips, artificial nails, or anything else that has been added to your nails is permitted. Nails are to be neatly trimmed. Length of nails is not to extend beyond fingertip. (This policy applies to all department positions.)
- e. Use a deodorant. Perfume or cologne should be used sparingly.
- f. Do not chew gum. Chewing gum while you're on duty is prohibited.
- g. Report colds and other illnesses to your manager according to The Associate Illness Reporting Form guidelines.
- h. Report open cuts to your manager.
- i. Handle all foods with the proper utensils.
- j. You must wear gloves while handling food. Bare skin should never touch food. Gloves act as a second skin for hands, but gloves can easily become contaminated and spread this contamination. Throw your gloves away after every use. When you replace your soiled or torn gloves, wash your hands before putting on a new pair.
- k. Smoking is prohibited inside all buildings, structures, and vehicles owned or leased by Bowling Green State University. Smokers must be 30 feet away from any entrance to a building. To view State of Ohio Smoking Regulations, go to: <http://www.odh.ohio.gov/alerts/ohiosmokingban.aspx>. For information on the Smoke Free Workplace Act, go to: http://www.law.capital.edu/Tobacco/CleanIndoorAir/Smoke_Free_Workplace_Act_Summary.pdf.
- l. Blisters, sores, or cuts, must be bandaged and covered. Hickeys or tattoos must not be visible.
- m. Heavily soiled aprons need to be changed.
- n. Aprons are not to be worn outside for smoke breaks, or worn into the restroom.

3- Dress Code

Uniform Package: Student personnel, with the exception of Student Managers I & II's, will be required to purchase a uniform package consisting of three UDS logoed tee-shirts, an embroidered UDS logoed hat, and two hairnets at an established retail price plus tax. Individual tee-shirts are plus tax. Tee-shirts are color-coded for job classification:

- Student Supervisors = black
- SPC and Office Personnel = green
- All other classifications = blue

Aprons: Student personnel will wear an apron provided, cleaned and repaired by University Dining Services. Bib aprons are not to be worn folded at the waist. Supervisors will wear a special colored apron as designated by unit color scheme. Kitchen staff will wear white aprons.

Hats: Student personnel are required to wear a University Dining Services hat, purchased, cleaned and repaired by the employee. If choosing to purchase the hat separate, the cost will be at an established retail price plus tax plus tax.

STUDENT MANAGER I & II'S will adhere to Manager and Coordinator dress policy.

Uniform Package: Student Managers I & II are required to adhere to the "business casual" dress code for permanent managers. Logoed polo shirts or button-down poplin shirts must be purchased from the UDS Personnel Officer at an established retail price plus tax.

Exceptions: Student personnel working the kitchen area, or at a pizza station, will wear a white bib apron, provided, cleaned and repaired by University Dining Services. Student managers and office personnel are exempt from wearing hats. Student cooks may choose to wear a hairnet. Specialty areas within Dining Services may require special uniforms. The unit manager will facilitate.

Purchasing Uniforms: Employee may pay for uniform package with cash, check or credit card at a register within the dining unit. Employee takes duplicate receipt for purchase which is turned into the office in exchange for the uniforms. Office will place receipt into employee's file.

Female Employees - Catering Dress Code requires that you wear a white, neatly pressed short or long sleeved oxford style woven fabric shirt. Black, ironed professional style slacks are provided by the employee. Black bow ties are purchased from University Dining Services and worn with the white collared shirt. Black and white tuxedo aprons are provided by Dining Services. Only black leather athletic or orthopedic shoes may be worn and must be furnished and maintained by the employee. Socks or hosiery, black or flesh tone are required and are your responsibility to purchase and maintain. Long hair touching the collar of the uniform or employee shoulders must be secured in a braid or bun.

Male Employees - Catering Dress Code requires that you wear a white, neatly pressed short or long sleeved oxford style woven fabric shirt. Black, ironed professional style slacks are provided by the employee. Black bow ties are purchased from University Dining Services and worn with the white collared shirt. Black and white tuxedo aprons are provided by Dining Services. Only black leather athletic or orthopedic shoes may be worn and must be furnished and maintained by the employee. Black socks are required and are your responsibility to purchase and maintain. Long hair touching the collar of the uniform or employee shoulders must be secured in a braid or bun.

Short Sleeved Undershirts – worn under the UDS T-Shirt must be either solid black or white and may not contain any words or designs. Undershirts must be in good condition (no holes or stains).

Undergarments - Proper undergarments and/or foundation garments are required of all UDS staff at all times. Employees must purchase, clean and repair them as needed.

Sweat suits, exercise attire, cut-offs, sleeveless shirts or blouses, or shaggy or frilly sweaters may not be worn.

Skirts or split-skirts that are mid-calf or below in length, or slacks may be worn. Shirts and skirts/slacks must be well fitted and under garments are not to be visible. Shorts are not permitted. All articles of clothing must be in good repair. Skirts will only be permitted in service areas of the dining centers.

Hosiery and/or socks must be worn at all times.

Shoes must be closed toe and heel shoes will be worn at all times, for safety purposes, to cover the feet and provide protection from grease splatter, hot water, and falling objects. They should have firm uppers and slip resistant (rubber) soles. Employees are not permitted to wear tennis (athletic) shoes, unless of all leather construction (no fabric or nylon canvas). No sandals, open-toed shoes or elevated platform-sole shoes are to be worn. White, navy or black shoes are requested. Cooks are permitted to wear clogs with the stipulation they are “Chef quality clogs” with anti-skid sole and closed back with at least a 1 inch backing; sling backs and backless clogs are not permitted.

Hair must be clean and secured at all times. Long hair touching your collar or shoulders must be secured in a braid or bun. Beards, mustaches, and sideburns must be neat, clean, and well trimmed at all times. The decision regarding the cleanliness and control of hair is exclusively that of the unit managers and University Dining Services administration.

Jewelry is considered a safety and sanitation hazard in food service and the wearing of it is discouraged while at work. The following restrictions apply:

- No jewelry may be worn on the hands or arms with the exception of a simple band style ring.
 - Earrings must be single studs or hoops no larger than ½” in diameter.
 - No more than two earrings per ear.
 - Only a **single** facial piercing will be permitted. A facial piercing may include, but is not limited to the tongue, lip, labret, Madonna, nose, and eyebrow. The facial piercing is to contain a single **stud**, no rings or spikes will be permitted. In the instance that an individual has more than one facial piercing, a clear spacer/ retainer may be worn to ensure the additional piercing does not close. *
 - Facial chains are not permitted.
 - Bracelets and necklaces are not permitted.
 - Watches are not permitted while serving food.
 - Buttons, ribbons, pins, badges, etc., are not permitted unless supplied and required by University Dining Services.
- * Employees working catered events, in full service restaurants or Starbucks® will adhere to a “no facial piercing policy” and will not be permitted to wear jewelry.

Name Tags are an important part of your uniform so that customers and other employees can easily identify you. University Dining Services will issue one nametag to each employee. Nametags should be worn on the upper left or right side of your apron. Employees are **not** permitted to wear their nametag on their hat. If an employee loses their nametag, they may have to purchase a replacement.

4- Unit Notice Board

A bulletin board in each dining operation is the place where policies, notices, and scheduling announcements are posted. Employees are responsible for checking the board each time they work.

5- Change of Address

Employees must notify University Dining Services and the unit manager if they have a change in name, address, or telephone number.

6- Incident Reports to the Unit Manager

Employees are required to report the following incidents immediately after they occur:

- Criticism or remarks about the quality of food, menu selection, or food service practices
- Any attempt by an individual or individuals to interfere with other employees’ job performance
- Any individual or individuals violating University Dining Services or BGSU policies
- Accidents that result in personal injury to a customer or staff member or physical property

7- eTime (Time Attendance Reporting System)

Employees are required to record in and out punches by either swiping their student ID cards at a reader, or time-stamping at a PC. Once employees are in uniform they may punch in. Employees should not clock in any earlier than time necessary to report at your workstation. No time worked in excess of posted and/or scheduled hours will be paid without the approval of the unit manager. Employees must have prior approval from their manager to receive overtime pay. Unit managers must approve each employee’s time sheet each week.

When a student either swipes in or uses the time stamp method, they will have to also distinguish between their two (or more) jobs. The different jobs are determined by the "appointment ID number" which is currently found on student time sheets on the top right hand side as "**Appointment ID#:**" Each time a student is cleared for employment by Student Employment, the supervisor receives either a fax or email communication indicating the student's name, student employee ID, substituting zero for the P (P00# becomes 000#), and Appointment ID#. For eTime, the Appointment ID is a critical piece of information that the supervisor uses to instruct student employees as to how to record their time.

An interim time sheet is to be used to record in and out punches for the period of time after employers have been notified that a student has been "cleared to work" up until the student's eTime card is "live" in the system.

Managers must correct time sheets if the employee forgets to punch in or out. Employees are responsible for punching in and out for themselves only. Punching another person's time is **not** permitted and will result in disciplinary actions including termination.

The manager has the authority to deduct any time that has not been earned from an employee's time. The manager will notify employees immediately if the time sheet is questioned or adjusted. No time adjustments will be made without the employee's notification.

Employees should be provided with an eTime orientation session.

WARNING: When you access eTime (the electronic time keeping system) to record hours, you are responsible for the in punches and out punches recorded under your username and password. Any time a student employee, student manager, or supervisor accesses the system, eTime creates an audit trail, which identifies which reader or computer was used, the location of the device, the date, and the time. In addition, the Payroll Office monitors punches to identify when students are punched in at two jobs at the same time.

Using another student's username or password to falsify time cards (paper or electronic), is grounds for immediate dismissal, and IS a violation of the BGSU Code of STUDENT Conduct. If you are found in violation of the CODE OF CONDUCT, A RANGE OF DISCIPLINARY SANCTIONS CAN BE IMPOSED THAT INCLUDES SUSPENSION AND EXPULSION. REFER TO YOUR STUDENT HANDBOOK FOR MORE DETAILED INFORMATION. If you are being paid from Federal Work Study funds and YOU falsify your time card or another student's time CARD, additional penalties, including fines, imprisonment, or both CAN OCCUR.

In signing the back page of this document, I certify that I have read, understand and agree to the above paragraph.

8- Work Schedule

Scheduling is completed each semester, based on the employee's class schedule and the unit's staffing needs. If your schedule changes during the semester, it is the employee's responsibility to notify the unit Student Personnel Coordinator to make any changes.

Sign-up schedules are posted for most holidays, finals week, the first week of the semester, and special events. A posted notice will describe the sign-up procedures before a specific event.

At the end of each semester, the next semester's work schedule is prepared. As soon as you know your class scheduled, submit a copy to the Student Personnel Coordinator in your unit.

International Students – Immigration law allows international students to work ON CAMPUS up to **20 hours** (maximum) per week when classes are in session. Any work or service you perform as part of your assistantship counts toward the 20 hours per week limit. For example, if your assistantship requires 10 hours of service, you may work an additional 10 hours per week at another job on campus. For exceptions, please visit the following web site for additional information <http://www.bgsu.edu/offices/sa/career/page48550.html>

Overtime

If you have more than one on-campus job or you work more than 40 hours per week, the department under which the 41st hour falls will be charged against the student's first appointment, as well as any hours that follow. If you work for more than one BGSU department, it is your responsibility to inform each department that you have multiple jobs and to alert your University Dining Services manager when you will reach the 40-hour mark. You

must alert your manager before you are scheduled, so that University Dining Services is aware that you are close to overtime status.

Absences

Attendance is very important. Your absence affects your co-workers, slows down productivity, and the efficiency of the shift. We understand that situations may be unavoidable. Should an emergency arise or illness occur, you must notify your manager at least one hour prior to the start of your shift, regardless of the reason for your absence.

Substitutes

Substitutes can be used to cover a work shift of an employee. However, if an employee frequently needs a substitute, they may have to discuss their work schedule with a manager. A policy for obtaining a substitute is available in each dining unit.

Resignations

Following standard business practices, if an employee must resign, they must provide a two weeks notice (see the manager to obtain the resignation form). If an employee resigns without proper notification, or during the last two weeks of a semester (unless there are extenuating circumstances agreed to by the general manager), the employee may not be rehired by any University Dining Services facility.

9- Pay Periods and Paychecks

BGSU operates on a 2-week pay period. A workweek begins on a Sunday and ends on Saturday. Employees with direct deposit can view or obtain a copy of their pay stub via **MyBGSU** "View My Paycheck" in the unit's office, a computer lab or at home. Employees are permitted to reference their check stub information only during their break periods.

Paychecks must be picked up at the Bursar's office, 1st floor Administration Building on paydays. Employees are required to show their University I.D. If a payday falls during a vacation period, employees may opt to have their paycheck mailed. In order to have a paycheck mailed, the employee must complete a self-addressed, letter-size envelope; print your name, date of the check, and your P# on inside flap, postage is not required, and turn it into the unit office or Payroll office, 3rd floor Administration Building so that your check can be mailed.

10- Meal Breaks

If you are working a short work shift, University Dining Services recommends that you arrange to eat either before or after your scheduled shift. If you eat during your work shift, you must obtain approval from a manager. You must also clock out while you eat. University Dining Services does permit employees to store packaged lunches for snacks in a designated University Dining Services area. Any packaged food or beverage **must** be clearly labeled and dated.

Students must swipe in and out at a card reader for meal break(s) following appropriate KRONOS procedures. Staff members should swipe out at a KRONOS terminal before getting their food.

11- Rest Breaks

Rest periods are a privilege, not a right. Misuse of rest periods may result in the privilege being revoked. Unused rest periods may not be saved. Unused rest breaks may not be used to arrive late or leave early. Employees are not permitted to leave the building during rest breaks without permission from their unit manager.

The supervisor on duty must approve all breaks.

Although rest periods are not officially provided under State Civil Service law, it is the University policy that each department may allow two 15 minute or one 30 minute rest period during each nine hour day for full-time employees, or one 15 minute break for each 5.1 hours scheduled for part-time employees. Students who work 5.1 hours or more are entitled to a 15 minute rest break provided with pay. Employees must obtain the approval of the manager.

University Dining Services policy states that employees must pay full price for any food bought at a dining center and consumed at this time.

12- Holidays

University Dining Services employees are periodically required to work on a holiday, even though other University offices may be closed. University Dining Services will notify employees in advance when this situation will occur, scheduling will be done accordingly. Only positions deemed necessary will be scheduled on a holiday.

13- Inclement Weather

If classes are cancelled or the University is closed due to inclement weather, the dining centers are still required to operate. Local television and radio stations carry cancellation announcements. In such events, the dining centers revert to “weekend hours” opening at 10:00 a.m.

The University will not put employees in jeopardy by requiring them to attempt travel during extreme weather conditions. We do require all employees to contact their unit manager so that we are aware of their intentions to attempt travel if they live a distance off campus. The manager will advise employees of particular situations.

We do require employees to contact their unit manager in all such cases so we are aware of their intentions to attempt to travel, if they live a distance from campus. Campus residents DO need to report to work if the University is closed. Call the unit manager and they will advise each employee in their particular situation.

14- Use of Telephones

BGSU telephones are for University Dining Services business only, except in an emergency. If the situation warrants, employees may make a telephone call with permission from a manager.

Employees are not permitted to carry or use cellular phones during their work shift. If an employee should bring a cellular phone, it may be kept in an employee’s locker. Under special circumstances can an individual employee approach a manager about carrying the cellular phone during work hours.

15- Smoking Policy

Smoking is prohibited inside all buildings, structures, and vehicles owned or leased by Bowling Green State University. BGSU provides a smoke-free working environment for all employees’ benefit. All University Dining Services facilities are designated as non-smoking areas. **Employees may smoke outside during their regularly scheduled breaks, but must be at least 30 feet away from an entrance to the building.** Employees must wash their hands after smoking and before returning to work. To view State of Ohio Smoking Regulations, go to: <http://www.odh.ohio.gov/alerts/ohiosmokingban.aspx>. For information on the Smoke Free Workplace Act, go to: http://www.law.capital.edu/Tobacco/CleanIndoorAir/Smoke_Free_Workplace_Act_Summary.pdf.

16- Parking

All policies of University Parking and Traffic apply to student employees. Employees are required to use parking facilities as directed while working.

17- Locker Rooms

Locker rooms are to be used for temporary storage of street clothing, uniforms, and personal articles. Lockers are limited and must be assigned. Employees must provide the lock and may keep it locked at all times, if space allows this. Lockers are subject to periodic inspection for health and sanitation purposes, uniform inventory, and/or pest control. Do not leave valuables unsecured in the locker room. Employees may ask a manager to secure their valuables. University Dining Services is not responsible for any lost or stolen articles. Report any loss to the unit manager immediately and file a police report in case of any theft.

18- Packages

No equipment, clothing, bags, boxes, cans, baskets, or other University property may be brought in; or taken from the unit unless authorized by the unit manager. The unit manager reserves the right to inspect all packages taken from the unit.

19- Employee Purchases

Any purchase of merchandise must be paid for immediately. A signed cash register receipt must be attached to the item or be in the employees possession when the purchase leaves the building.

20- Purchasing Food from Purveyors

Employees may not purchase any items from purveyors who deliver to University Dining Services.

21- Performance Evaluations

It is not necessary for all student employees to be evaluated at the close of the spring semester. The employee or manager may request an evaluation be conducted at anytime. The evaluation is used as a training and educational device, or promotional tool. Performance evaluations are a means of communication and designed to let an employee know how they are doing. The employee's evaluation will be treated with the strictest confidence. Evaluations are to be done for, but not limited to: Student Supervisors, Student Manager Is, Student Manager IIs, SPC's, Student Cook's, Cook's Help, and Office Managers. If a GFSW wishes to be evaluated they are responsible for beginning the process through their unit manager.

Employees will be given the opportunity to review and discuss their evaluation with the manager. Employees will then be asked to sign the evaluation.

22- Disciplinary Policy

Any employee may be disciplined, suspended, discharged, or reduced in pay or position for the following types of unsatisfactory conduct: incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, lack of good behavior, or any acts of misfeasance, malfeasance, or nonfeasance (Section 124.24 Ohio Revised Code.)

Disciplinary action is normally progressive. Repetitions of causes for disciplinary action should lead to progressive charges, verbal (oral and/or written) warnings, suspensions, and removal. Some actions, however, because of their seriousness, may warrant immediate suspension, reduction in classification, and removal.

BGSU has developed supervisory guidelines that identify and classify types of unsatisfactory behavior and specify the range of disciplinary action warranted by such conduct.

Employees may be dismissed for violating operational policies and procedures. Verbal (written and/or oral) warnings may be issued for infractions.

The following may result in immediate dismissal:

- Failure to follow the rules, procedures, and policies outlined in this handbook.
- Neglect of customers
- Rudeness towards customers
- Insubordination toward any manager or manager's designee.
- Punching in or out for another employee
- Being absent without a valid excuse
- Showing signs of drunkenness or drug intoxication
- Disorderly or displaying inappropriate, unsafe behavior
- Stealing (Managers reserve the right to inspect all packages taken from the designated unit. Eating food or drinking beverages while on duty is also considered theft and is cause for dismissal.)
- Being habitually late or absent frequently

Any proven criminal violation (including theft) may be subject to action under the Ohio Revised Code, as well as local action by the Office Judicial Affairs on campus. Each case for referral will be judged on its merit. This means that an employee could lose their job, be dismissed from BGSU, and/or have criminal charges brought against them.

23- Incentive Programs

Recognition of Exceptional Performance is a commitment of the senior management for University Dining Services which recognizes outstanding performance among its employees who uphold and exemplify the values of the department and Bowling Green State University.

4-U Free Meal Award

Students who exceed performance expectations may receive a \$4.00 free meal award. To receive this award the employee must meet several criteria:

- Exceptional service
- Exceptional ability to handle excessive demands and pressure with grace
- Exceptional ability to handle emergency situations
- Exceptional initiative to take on difficult tasks or filled open shifts as identified by management
- Consistently being at work during the scheduled time and be on time

1. 4U coupons are issued to UDS student staff only and are not permitted to be issued to classified staff, administrative staff, intermittent staff, or non-UDS personnel.
2. 4U coupons cannot be used at Starbucks®, Wendy's, Concessions, or for the purchase of alcohol.
3. 4U coupons are valid at UDS facilities only and can be used to purchase both food and non-food items.
4. 4U coupons can be requested starting on the Monday two weeks prior to first day of classes in fall through the last Friday before the final week of classes in spring.
5. 4U coupons are issued for one academic year and expire on the last day of the spring semester.
6. 4U coupons are preprinted and numbered. Coupons are retained in restricted areas within UDS Accounting until issued by UDS Accounting personnel as authorized by the Associate Director for Business Affairs and as requested by UDS management.

Procedure for Redeeming a 4-U Coupon

The student brings their selected items to the cashier. The cashier rings the sales items onto the Micros POS device. The student informs the cashier they are paying for the items, at least in part, with 4U coupon(s) and hands the coupon(s) to the cashier. Multiple coupons can be used by the student at a time. If the amount of the sale is less than the value of the 4U coupon(s), no change is given. If the amount of the sales is more than the 4U coupon(s), the student is required to pay for the difference using an additional means such as cash, credit card, or BG Bucks.

Student Employee-of-the-Month Award

Each dining facility management staff will select one student employee of the month. Student of the month may not be selected as employee of the year.

“Thanks so Much” Write-ups

You will be rewarded by management for good performance. You will receive a “Thanks so Much” or “4-U” write-up slip. You receive a copy, and management retains a copy.

Dining Services Spring Employee Recognition Dinner

At the end of each academic year University Dining Services hosts an all-inclusive banquet for the entire staff. Dinner is provided along with door prizes. Individuals and unit staffs are recognized for outstanding accomplishments.

25- University Standards and Practices

OSHA Compliance

University dining Services employees are required to comply with the standards set by the Occupational Safety and Health Administration (OSHA). OSHA regulations involve safe work practices, identification of problem situations, and proper handling of hazardous chemicals. OSHA standards help ensure a safe workplace for everyone. Training will be provided to make you aware of these standards. You must be familiar with these standards and also follow them closely.

Affirmative Action Policy

BGSU affirms its policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational and other services to the public. BGSU will not discriminate against any person because of race, religion, color, national origin, gender, marital status, age, disability, veteran status, or sexual orientation. BGSU will not knowingly cooperate with, support, or employ the services of organizations and individuals that do not adhere to this policy.

BGSU's Affirmative Action Plan is designed to establish the actions of the University in providing equal opportunity to all persons and in acting affirmatively in instances where such opportunity may be limited. This meets both the spirit and intent of the rules and regulations governing affirmative action.

Contact the Officer of Affirmative Action, Room 705, Administration Building, if you have any concerns related to discriminatory practices or the Affirmative Action Plan.

Handicap Reasonable Accommodation Procedures

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 provide that no otherwise qualified disabled individual shall receive unequal treatment or be discriminated against under any program or activity receiving federal financial assistance. This legislation applies to BGSU faculty, classified staff,

administrative staff, temporary staff and students. Questions regarding the procedure should be directed to the Office of Disability Resources (2-8495) or the Human Resources Office (2-8421)

Special Needs

If you have a disability, handicap, or special need of any kind, please make sure the management is aware of this. Special medications or dietary requirements as well as work restrictions for medical conditions need to be understood and documented.

Drug-Free Workplace

BGSU maintains a drug-free working environment and is committed to ensuring that all workplaces are safe and free from illegal use, manufacture, possession, distribution, or dispensing of controlled substances by employees on University premises. If you use drugs, you may be immediately discharged and criminal charges may be brought against you.

Environmental Policy

University Dining Services shares a deep concern with the public for the improvement of our environment and the preservation of natural resources.

As a department and as individuals, we are committed to responding positively and proactively to environmental problems. As an example of our commitment, University Dining Services has developed convenient self-service busing stations to encourage customers to sort cans and glass items. Every day University Dining Services sorts and recycles cans, glass items, and cardboard. We strongly encourage the use of permanent utensils instead of disposable by providing beverage glasses and silverware in a self-service area.

If you have additional ideas about ways to help University Dining Service conserve resources or recycle, speak with your manager.

Weekends for the 2008-2009 Academic Year

A

August 15, 16, 17
 August 29, 30, 31
 September 12, 13, 14

 September 26, 27, 28
 October 10, 11, 12
 October 24, 25, 26
 November 7, 8, 9
 November 21, 22, 23
 December 5, 6, 7
 December 19, 20, 21
 January 2, 3, 4
 January 16, 17, 18
 January 30, 31, February 1
 February 13, 14, 15
 February 27, 28, 29
 March 13, 14, 15
 March 27, 28, 29
 April 10, 11, 12
 April 24, 25, 26
 May 8, 9, 10

B

August 22, 23, 24
 September 5, 6, 7
 September 19, 20, 21

 October 3, 4, 5
 October 17, 18, 19
 October 31, November 1, 2
 November 14, 15, 16
 November 28, 29, 30
 December 12, 13, 14
 December 26, 27, 28
 January 9, 10, 11
 January 23, 24, 25
 February 6, 7, 8
 February 20, 21, 22
 March 6, 7, 8
 March 20, 21, 22
 April 3, 4, 5
 April 17, 18, 19
 May 1, 2, 3

CLASSIFIED AND STUDENT STAFF PAY SCHEDULES FOR FISCAL YEAR 2008-2009

	PAY PERIOD	PAY DATE
1	June 15 - June 28, 2008	July 11, 2008
2	June 29 - July 12, 2008	July 25, 2008
3	July 13 - July 26, 2008	August 8, 2008
4	July 27 - August 9, 2008	August 22, 2008
5	August 10- August 23, 2008	September 5, 2008
6	August 24 - September 6, 2008	September 19, 2008
7	September 7 - September 20, 2008	October 3, 2008
8	September 21 - October 4, 2008	October 17, 2008
9	October 5 - October 18, 2008	October 31, 2008
10	October 19 - November 1, 2008	November 14, 2008
11	November 2 - November 15, 2008	November 26, 2008
12	November 16 -November 29, 2008	December 12, 2008
13	November 30 - December 13, 2008	December 24, 2008
14	December 14 - December 27, 2008	January 9, 2009
15	December 28/08 - January 10, 2009	January 23, 2009
16	January 11 - January 24, 2009	February 6, 2009
17	January 25 - February 7, 2009	February 20, 2009
18	February 8 - February 21, 2009	March 6, 2009
19	February 22 - March 7, 2009	March 20, 2009
20	March 8 - March 21, 2009	April 3, 2009
21	March 22 - April 4, 2009	April 17, 2009
22	April 5 - April 18, 2009	May 1, 2009
23	April 19 - May 2, 2009	May 15, 2009
24	May 3 - May 16, 2009	May 29, 2009
25	May 17 - May 30, 2009	June 12, 2009
26	May 31 - June 13, 2009	June 26, 2009

Associate Reporting Agreement

University Dining Services is committed to serving safe food to our guests. Under current health regulations all associates must report to management when they experience any of the conditions listed so that we can take appropriate steps to preclude the transmission of foodborne illnesses.

I AGREE TO REPORT TO THE MANAGEMENT AT THE TIME I BECOME AWARE OF THE FOLLOWING:

SYMPTOMS, MEDICAL CONDITIONS, and PUSTULAR LESIONS:

1. Diarrhea
2. Fever
3. Vomiting
4. Jaundice
5. Sore throat with fever
6. Lesions containing pus on the hand, wrist or an exposed body part (such as boils and infected wounds, however small)

MEDICAL DIAGNOSIS:

A diagnosis by a health care professional that I am ill with:

Typhoid fever (Salmonella), Shigellosis (Shigella spp), Escherichia coli 057:H7 (E-Coli), Hepatitis A virus, Entamoeba histolytica, Campylobacter spp., Vibrio cholerae, Cryptosporidium, Cyclospora, Giardia, or Yersinia.

HIGH RISK CONDITIONS:

1. Exposure to, or I am suspected of causing, any confirmed outbreak of Typhoid fever (Salmonella), Shigellosis (Shigella spp), Escherichia coli 057:H7 (E-Coli), or Hepatitis A virus.
2. A household member of mine has been diagnosed with Typhoid fever (Salmonella), Shigellosis (Shigella spp), Escherichia coli 057:H7 (E-Coli), or Hepatitis A virus.
3. A household member of mine attends or works in a setting experiencing a confirmed outbreak of Typhoid fever (Salmonella), Shigellosis (Shigella spp), Escherichia coli 057:H7 (E-Coli), or Hepatitis A virus.

I have read (or have had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this Associate Reporting Agreement. I agree to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and high-risk conditions specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

Applicant or Food Employee Name (print) _____

Signature of Applicant or Food Employee _____ Date _____

Signature of Manager _____ Date _____

Bowling Green State University Dining Services

I have received and read the Dining Services' 2008-2009 College Student Handbook and understand my responsibilities to this job. I understand University and departmental procedures and policies outlined in the handbook, as well as for announcements posted on-line via *MyBGSU*.

I will maintain the proper standards of sanitation required in a food service operation and an awareness of OSHA safety standards for co-workers, customers, and myself at all times.

I realize that to terminate employment in good standing and to be potentially rehired in University Dining Services; I must complete an employee resignation form, provide two weeks notice and obtain my manager's approval.

Employee's Signature

Date

Return this form to your manager.