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# ***DINING SERVICE ADMINISTRATION***

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## **STUDENT HANDBOOK**

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## WELCOME

Welcome to Dining Services. We're glad you're part of our team. Each individual on our team plays a very important role in making Dining Services a great service organization.

Dining Services takes pride in serving healthful and high-quality meals throughout all our dining services, retail units and catering department. Our list of values identifies areas of importance for each of us to achieve as we provide the best service and menu items to all our customers.

You were selected to be part of our team because we believe that you'll help make us even more successful in meeting our mission of providing high quality and safe menu items, as well as the best customer service. This handbook was designed to help you be effective in meeting your goals as a member of the Dining Services team and in meeting our goals of service to our students, faculty, staff and guests.

We're glad you're here and we know you give us your very best every day. Make our goal your goal — a high quality dining service in a welcoming environment.

### *Best wishes and welcome,*

**Dave Annis**  
Director

**Pam Edwards**  
Assistant Director

**Dale Kruse**  
Assistant Director

**Barb McCain**  
Willa Cather Dining Service Manager  
*Knoll, University Suites, Eastside Suites*

**Marilyn McCalla**  
Abel/Sandoz Dining Service Manager  
*Abel North, Abel South, Sandoz & Courtyards*

**Pat McManus**  
Harper Dining Service Manager  
*Harper, Schramm, Smith, Village*

**Gina Guernsey**  
Selleck Dining Service Manager  
*Selleck, Kauffman*

**Wahadi Allen**  
Interim East Campus Dining Service Manager  
*Massengale Residential Center*

**Rebecca (Becca) Wood**  
Assistant Director – Retail

**Tammi Traeger**  
Procurement & Food Service Systems Manager

## VALUES

Employees of Dining Services work in an environment that upholds and maintains ethical work values. By working at Dining Services, you become part of our value system!

*Integrity | Respect | Teamwork | Good Nutrition | Positive Communication | Consistency | Excellent Customer Service | Cooperation | Professionalism | Fun | Excellence | Fairness | Fiscal Responsibility | Flexibility | Diversity Inclusion | Quality Service | Quality & Safe Food | Trust*

## MISSION

The mission of the University of Nebraska–Lincoln (UNL) Dining Services is to provide a safe and inviting atmosphere, healthful meal choices and quality service in an environment that promotes the diversity, growth and education of our students, faculty, staff and guests.

## PAYROLL INFORMATION

- Hourly employees are paid on a biweekly schedule every other Thursday. Payroll is processed two weeks in arrears. You can log-in to firefly at <https://firefly.nebraska.edu> to view your paycheck.
- UNL offers two methods of payroll payment; direct deposit or debit card payment through US Bank Focus Card.
- If you have questions about your pay advice, please check with your manager.
- Report address, email and phone number changes promptly to your supervisor and the dining secretary. NOTE: Your W-2 will be mailed to the permanent address on file on January 10th.
- Update your manager with any changes to your student status (i.e., no longer taking classes, not enrolled, etc.).
- Continued employment with Dining Services is not automatically renewed each semester. Inform your manager of your interest in working additional semesters, including the summer.

## HUSKER GROW

A unique university-wide program where all Dining Services student employees engage in conversations with your manager(s) on how to connect job experiences with academic learning and future professional goals. The conversations focus on four key questions about what students are learning and how they are applying their learning as follows:

- How is this job fitting in with your academics?
- What are you learning here that's helping you in school?
- What are you learning in class that you can supply here at work?
- Can you give me a couple examples of things you've learned here that you think you'll use in your chosen profession?

## TIME CLOCK PROCEDURES AND WORK SCHEDULES

- Ensure you clock in under the correct position.
- Notify a manager to have your time corrected if you fail to clock in/out or the time clock/your NCard (timecard) is not working. Time sheets must accurately represent the number of hours you work each day.
- Under no circumstances may you use the clock to record another employee's time. Failure to follow this rule subjects you to disciplinary action.
- Employees are expected to clock in and out at the assigned time. Corrective action may be taken for unexcused tardiness.
- Employees are required to clock out and back in for meal breaks. Per University Housing policy, a complete

30-minute, unpaid break must be taken within six hours from the beginning of your shift. If working a four-hour shift, a 15-minute paid break is given. Contact your immediate supervisor to determine the best time for a break.

- You must get permission from your manager or another member of the management team if you must leave the unit during your shift. Clock out when you leave the building; clock back in upon returning and be ready to work.
- You must review for accuracy and sign your time sheet and Period Totals Report at the end of each pay period.
- International students can work a maximum of 20 hours per week. If this regulation applies to you, it is your responsibility that you abide by it. If someone asks you to sub for them or work extra hours and you will go over 20 hours, you must say no.
- You may check your current hours worked using the EmpCenter website (<http://housingtime.unl.edu/>) and you will need your Blackboard/MyUNL.edu login information to access the website.
- Do not clock out until your assigned duties are completed. Check with your supervisor before leaving.
- If you finish your tasks early, you will be expected to help out wherever needed. "Spare time" should be spent productively, assisting your co-workers. If work is slow, you may be asked to clock out.

## WAGES AND RAISES

Hourly rates are established by position and location. All student employees are paid in one of the following classifications:

- Student Dining Service Workers (includes work on serving lines, salad and vegetable preparation, dessert and cooking areas, dining rooms, dish rooms, retail operations, catering, cashiering, to-go locations and offices)
- Dining Service and Dining Service Retail Student Employee
- Dining Service Student Supervisor and Dining Service Student Manager
- Dining Service Office Assistant
- Dining Retail Student Manager

For current wage rates, please see the employment page on the housing website: <https://go.unl.edu/xppk>

## PROMOTION

Many Dining Services units employ student supervisors and student managers. These positions offer an opportunity to advance, participate in management and supervise other student employees.

Job openings will be posted within each unit. Applications are accepted, interviews are conducted and the selection is made. Contact your manager for specific information

regarding student supervisor or student manager positions.

Students who work five (5) shifts or more per week during the summer are given five (5) shirts.

## ATTENDANCE

You and the job you do are important to maintain a quality food service organization. You are expected to be at work on time according to your schedule. You are expected to be in uniform, clocked in and at your designated station at the assigned time.

- Student employees are responsible for their scheduled times.
- If you must change your schedule for ANY reason, speak to your manager to obtain permission.
- Call the KITCHEN OFFICE (at least two hours before the shift start) when you cannot come to work for any reason. Follow the directions for leaving messages as set forth by your dining center but continue to call until you can speak to a person.
- If you have cause to be absent, it is your responsibility to find a substitute. Your substitute slip/tradeboard must be approved by the manager in advance of your absence. Continual use of substitutes is discouraged.
- Verbal agreements for substitutes are not permitted. Any substitute who does not fulfill a work agreement could receive corrective action.
- Requests to report late for work or to leave early should not be made, except in extreme emergencies, unless a substitute is available.
- An employee must report to their manager if they are experiencing any of the following symptoms: vomiting, diarrhea, jaundice, a sore throat with fever or a lesion that is open or draining.
- If you become sick during work and must leave, notify the manager on duty before clocking out.

## UNIFORMS

### General Information

- An employee's uniform consists of a red t-shirt top, pants, skirt, shorts, shoes, socks (required), apron and hair restraint (black ball cap or hairnet).
- Employees are responsible for keeping his/her uniform clean and in good repair.
- Uniform t-shirt top(s) will be provided by the university at initial hire. The number provided is based on the following guidelines, which are based on hours worked.
  - 5 to 10 hours/week = one (1) shirt
  - 11 to 20 hours/week = two (2) shirts
  - 21 and more hours/week = three (3) shirts
- Retail employees will be given a t-shirt at initial hire. The number provided is based on the number of shifts scheduled per week.

Students working consecutive years for either Dining Services or Retail will only receive new t-shirts if their original t-shirt(s) is/are no longer acceptable. Replacement t-shirt(s) is/are provided at the manager's discretion.

### Specific Uniform Policies - To Be Followed

- Uniforms must be worn whenever a dining unit is in service operation unless notified by the unit manager.
- The Dining Services department will purchase tops (t-shirts) in the style and color designated.
- Uniform bottoms must fit properly to allow for ease of movement while working. During the academic year: slacks, skirts or capris and during the summer: slacks, walking shorts, shorts, skirts, or capris must be a mid-rise style or higher, must cover any undergarments and must be no shorter than mid-thigh. Any clothing that is too tight, too loose, or have holes and/or slits in the material are not acceptable. Sweatpants are not acceptable. It is the manager's discretion to determine if an article of clothing is too tight, too loose, poses a hazard to the employee or does not display a professional appearance.
- Shoes must be enclosed, comfortable and safe in all dining, retail, and catering areas. Shoelaces and fasteners should not present a tripping hazard. Employees are required to wear socks for their protection.
- Hair restraints
  - Hairnets - supplied by Dining Services
  - Black ball caps - supplied by Dining Services
- Hair restraints (hairnets or ball caps) are required in the following Dining Services areas:
  - Production
  - Service lines
  - Salads
  - Dish room
  - Desserts
  - Ingredient room
  - Salad preparation
  - Catering - production
  - Retail - production
- Hair restraints (hairnets or ball caps) are not required in the following Dining Services areas:
  - Cashier - unless asked to work in production or in the service line areas
  - Storeroom
  - Secretaries
  - Catering - service
  - Custodian
  - C-Stores

### Special Uniform Conditions

Managers may use their discretion and exempt the requirement of uniform wear. Employees will be notified when holidays, theme days or other special events will be observed in their individual unit. Additionally, clean-up day and special dress days, such as t-shirt days, may be observed.

Requests for uniform accommodations due to any legally protected reason must be discussed with the Office of Institutional Equity (IEC).

## Catering Uniforms

Red or black polo shirts or a black dress shirt will be provided to individuals working catered events. These items will remain the property of the catering department and are not to be taken home by the employee. It is the responsibility of the catering department to launder the shirts. Catering employees are required to wear black dress slacks, black shoes (enclosed toes) and black socks for the catering events. It is the employees' responsibility to provide the black slacks, black shoes (enclosed toes) and black socks.

## EXPECTATIONS FOR YOUR APPEARANCE ■

Dining Services will monitor the acceptable appearance of employees. You may be asked to correct uniform problems. The following are policies for Dining Services employees:

- Always use good personal hygiene; be neat and clean.
- All clothing must be clean and in good repair.
- Wear clean socks/hose and clean, comfortable shoes with closed toes and heels.
- Tie all shoelaces.
- Have clean hair and keep it covered with a designated Dining Services ball cap or hairnet as required. Ball caps can be purchased on site. Hairnets are available to all employees at no charge. When wearing a ball cap, hair must be pulled back and restrained with a tie or pulled back through the opening in the ball cap. Your Dining Services ball cap should only be worn at work, bill forward. You are responsible for keeping your ball cap clean at all times. Employees choosing to wear hairnets must keep all hair restrained.
- Unit managers will determine acceptability of facial hair, keeping in mind that professional appearance is the standard.
- Facial hair that is one (1) inch or less and is neat, clean and trimmed is permitted without a beard guard.
- Facial hair that is longer than one (1) inch and is neat, clean and trimmed must be covered with a beard guard.
- Keep your fingernails clean and in good repair. Fingernail polish and artificial nails require wearing gloves when preparing and serving food.
- Loose or dangling jewelry is considered a safety/sanitation hazard. Dining Services recommends following the Nebraska Food Code while working, (Nebraska Food Code 2-303.11 "Prohibition: Except for a plain ring such as a wedding band, while preparing food, food employees may not wear jewelry including medical information jewelry on their arms and hands.") However, Dining Services does allow most earrings (to be determined by your manager); a small chain necklace inside your top; and work-related pins. Accessories and jewelry must conform to state and federal sanitation guidelines and should complement a business-like appearance.
- Always conduct yourself in a professional manner. People who feel good about themselves produce good results.

Individual operations may have special uniform requirements. Your manager will let you know of any further expectations. You are expected to be in uniform at your assigned station.

All uniform items provided by the department must be returned when you leave employment. If items are not returned or are mistreated, you may be held responsible.

## SAFETY AND HEALTH

The health and safety of our customers and employees is very important. Major sources of food contamination and the spread of infectious disease occur from the nose, mouth and hands. Therefore, it is essential that all employees maintain high personal hygiene standards. You are a representative of Dining Services. Our guests will determine the quality of our service by both cleanliness and professionalism.

- You must report to your manager if you are experiencing any of the following symptoms: flu-like symptoms, vomiting, diarrhea, jaundice, a sore throat with fever or a lesion that is open or draining.
- You must report to your manager if you have had, or have been exposed to, any of the following illnesses: Norovirus, Hepatitis A, Shigella, E-Coli or Salmonella. This action is to prevent the spread of disease and to comply with Nebraska health laws.
- You must always follow food safety guidelines.
- There must be no bare hands contact with ready-to-eat foods. A Dining Services employee working with or serving a ready-to-eat food must have a second barrier between their hands and the food (i.e. tongs and non-latex gloves are required). All staff working in the kitchen must wear a hairnet or a Dining Services ball cap.

Any Dining Services employee absent from work because of illness may be required to submit a doctor's statement verifying that the employee is free of communicable disease before he or she may return to work. Employees should follow these procedures:

- Report to your manager if you are experiencing any of the following symptoms: flu-like symptoms, vomiting, diarrhea, jaundice, a sore throat with fever or a lesion that is open or draining.
- Hands and arms must be thoroughly washed with soap and warm water before starting work, after handling soiled articles and after using the restroom. Please refer to the hand washing procedures outlined in the Food Handler's Permit training.
- All blood and other bodily fluid spills should be promptly reported to your supervisor. Blood spills require a special cleaning procedure. Do not attempt to clean up without checking first with your supervisor.
- Never wear your apron when going into the restroom.
- Do not cough, sneeze or clear your throat/nose near food or dishes. Use a tissue to cover your mouth and nose when necessary and wash your hands immediately after each use of the tissue.
- Keep your hands and fingers away from your and/or

other's hair, face, nose and mouth where germs may be picked up and transmitted to food.

- Eat and drink only in the dining room or designated area.
- Gloves should be changed as often as you would wash your hands.
- Drinking during work time is allowed from beverage cups with lids and straws from the following areas:
  - a. Employees will place their beverage cups on a shelf or rack in identified dining center work areas, designated by the dining center manager, that are close to hand sinks. Employees may drink beverages in that area during work and must wash their hands following having a drink.
  - b. Employees may go to the dining room area and select a drink from one of their beverage dispensers, drink the beverage in the dining room and wash their hands before returning to work.
- Chewing gum, chewing tobacco, and chewing toothpicks are NOT allowed during work per food health safety standards.
- The university has a Tobacco Free Campus Policy located at <https://bf.unl.edu/policies/tobacco-free-campus-policy>
  - a. To provide a healthy environment that promotes the wellness and safety of students, faculty, staff and visitors, the University of Nebraska (NU) and the University of Nebraska-Lincoln prohibit Smoking and the use of Tobacco Products in and on all University Property.

### Smoking

*Smoking means inhaling, exhaling, burning, or carrying any lighted or heated tobacco, plant (including marijuana), or synthetic products.*

### Tobacco Products

*Tobacco products includes all forms of tobacco, inclusive of but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and similar devices, and smokeless tobacco products. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine. FDA approved nicotine replacement therapy products, when used for the purpose of cessation, are not considered "Tobacco Products" under this policy.*

### University Property

*University property means all buildings, structures, grounds, parking structures, parking lots, and vehicles (on or off campus) owned, leased, occupied, operated, maintained, or otherwise controlled by the University.*

### General Safety Practices

- You must wear a Band-Aid and a disposable glove over open cuts or sores. These need to be changed frequently (please refer to the hand washing policy).
- All infections, open cuts and sores must be reported to the employee's supervisor.
- Good personal hygiene is expected.
- Always follow food safety guidelines.

- Walk (rather than run) in all work areas.
- Think safety and work carefully. Many accidents can be prevented.
- Report any unsafe conditions to your manager.
- Walk carefully and cautiously on wet floors.
- Sweep up broken china and glass immediately and dispose of it in the appropriate receptacle in the dish room.
- Never place a glass jar, knives or any sharp utensils in a sink. They should always be placed in a pan.
- Immediately report needed equipment maintenance repairs/adjustments to your supervisor rather than attempting to make repairs yourself or operating malfunctioning equipment.
- Keep your work area neat and orderly. Immediately cleanup spills, dropped food items and water on the floor
- Shut off equipment before leaving the workstation.
- Turn off and disconnect all equipment before disassembling or cleaning.
- Clean and sanitize your area thoroughly before clocking out.
- Check with a supervisor concerning the correct use of chemicals.
- Use only proper utensils (feeder plate, plunger or paddles) to hold or feed food into slicers, mixers, choppers, disposals or grinders.
- Use hot pads or gloves when handling hot containers and utensils. Never use a wet rag to handle hot pans, etc.
- Keep clear access to all fire exits and fire-extinguishing equipment.
- In case of fire, pull the alarm and leave the building.
- Know where the fire and tornado exits are in your building.
- Use proper lifting techniques and carts whenever appropriate. Ask for help lifting items weighing 50 pounds or greater.

Your help is needed to maintain a safe work environment. Watch for unsafe conditions such as greasy or wet floors; be alert and cautious while using the equipment and be sure you thoroughly understand how to operate each piece before using it.

Report any on-the-job injury to your manager. The importance of completing the proper forms and making sure you receive proper treatment for an injury cannot be overemphasized. Failure to do so jeopardizes not only your personal health, but also your claim for disability and workers' compensation.

Depending on the severity of an injury, the employee may need to see a physician or be sent to the emergency room in an ambulance. University guidelines state that only an employee's manager should transport a university employee to a health care provider. If the injury is not of a serious nature, the injured employee should arrange for transportation from a friend or family member. If warranted by the nature of the injury, an ambulance should be summoned by calling 9-911. Tell the health care provider that the injury is work related and have the provider file the claim with Gallagher Bassett (the university's carrier for workmen's compensation). For your safety, you must

furnish your manager with the required doctor's release before you return to work.

Meetings and training on safety and sanitation are held regularly in your unit. Following the safety rules and regulations listed protects you, our customers and your fellow workers.

## PERSONAL CONDUCT

- Be courteous and attentive to all customers.
- Be friendly but no excessive socializing.
- Appropriate language is expected.
- Speak in a normal or low voice. Shouting is not allowed.
- Do not eat or drink in the food production and serving areas.
- Telephones in the units are for business use only. As a rule, employees are only called to the telephone in an emergency. If it is necessary to make a personal phone call during work, you must obtain permission from the manager on duty.
- Employees that are not required by Dining Services to carry a cell phone must turn off personal cell phones during scheduled work time.
- Technology used for music in production and server areas must be arranged by the manager.
- Use of personal electronic devices such as cell phones, earphones, personal CD players, MP3/iPod players, iPads, e-readers, etc., is restricted to break time.
- Do not lean or sit on counters, tables, glass racks, or other equipment.
- You are always expected to be working. Check with your supervisor if you need a task to do.

## EMPLOYMENT INSTRUCTIONS

For your protection, safety, comfort and to ensure the quality of our products and services the following instructions policies apply to all employees. This list does not include every situation that may occur. Others will be handled on a case by case basis.

- Assignments are made by your managers and team leaders. You are expected to work where assigned.
- Employees are expected to be at their workstation when their shift begins and remain there during working hours.
- Employees are responsible for following all oral and written instructions given by their managers and team leaders.
- If you finish your tasks early, please help wherever needed. Your time should be spent productively, assisting your co-workers.
- No property belonging to others (e.g. students, faculty, staff, guests or university-owned) including empty containers, may be removed from the work site or campus without specific written approval of the manager on duty.
- No food or equipment may be removed from the unit.
- All packages and containers you wish to bring into

or take from the work site or campus are subject to inspection and approval of the manager on duty.

- Each employee is provided an email address; it is your responsibility to read email communication from the university. A departmental computer is available for your use.
- While you are on duty, friends and relatives should visit you only in the case of an emergency. They must report to the office and remain there until the manager gets you. Friends and relatives should not be in the working area or provided food at any time. They may purchase and eat meals during meal hours by paying the cashier and eating in the dining room.
- Meals are provided to employees only during their scheduled work shifts. One free meal per day is provided.
- An employee on his/her day off is considered a visitor. He/she should only be in the office or dining room as a paying guest during meal hours. If eating a meal, he/she would pay the guest meal rate.
- To set an example for our customers, dining service employees must wait their turn in the serving line and are only offered the same food as the customers. No food item may be saved to be eaten later.
- Possession of, the use of or reporting for duty while under the influence of narcotics, alcoholic beverages or other unlawful drugs on university property or while performing duties of employment will result in corrective action.
- Sexual harassment and discrimination are prohibited. (<https://www.unl.edu/equity/NonDiscrimination.htm>)
- Employees are expected to maintain a secure and safe work environment by locking designated doors, following the set cash handling procedures, maintaining security of passwords, etc.
- Gambling, fighting, threatening or abusive language and bodily injury to another is prohibited.
- Dining Services is not, under any circumstances, responsible for money or other valuables brought to the work site. Lockers, if available, are subject to inspection.
- Employees are required to complete an annual University Housing Policy Review and background check.

## TRAINING

Students are required to complete the Student Employee Handbook the first day of work. Students are required to complete the following classes within 30 days of starting work. A manager will arrange a time for you to take the classes:

- CORE (Injury, Illness and Accident Prevention) and Chemical – online training
- Food Safety online training – completed annually
- Ergonomics
- Discrimination/Harassment/Title IX training
- Security/Cash Handling online training (annual) – for Dining and Retail Dining student cashiers

**On-the-Job Training (OJT)** – will occur throughout the department on an on-going basis.



## MEAL POLICY

- Meals are limited to one free meal per shift and must be eaten at the dining center where you work.
- You must clock out during the meal break if it is more than 15 minutes.
- You may only receive a meal if you are scheduled to work that day.
- You must take your meal right before your shift, right after your shift, or during your shift if you have a meal break.
- You must have your uniform top on in order to receive your one free meal per day worked.
- You must have your NCard scanned for the meal taken.
- Food may not be taken from the unit (except at Abel or Cather Husker Heroes or Selleck) and all food must be eaten in the dining room or designated area. Check with your manager for specific meal policies in your unit. Beverages are available, free of charge, during employee break periods and during work in designated work areas.

These meal practices must be followed or corrective action may occur. If you have questions, please discuss with your manager.

## RESIGNATION

If you are considering resigning from your job with Dining Services, please discuss your work situation with your manager. Should you then decide to proceed, you are required to give two weeks' notice in order to be considered for future employment in good standing. You are responsible for working or finding a substitute for your shift(s) during the two-week notice period. If you do no work or find a substitute, you will be ineligible for rehire.

## TERMINATION

A Corrective Action and Counseling form will be completed by the on-duty manager for improper actions or behavior and other performance concerns which could include but is not limited to:

- Not being courteous or attentive to a customer's needs or requests.
- Unsatisfactory work.
- Dishonesty.
- Excessive tardiness, absenteeism, excessive use of substitutes for work, etc.
- Horseplay and fighting.
- Meal plan misuse/abuse.

## THANK YOU

We hope this information helps you better understand your role as an employee of Dining Services. To achieve the mission of Dining Services, we need your great ideas, your good job performance, enthusiasm and dedication. You are part of a great University Dining team and we value your input!

**We're glad you chose Dining Services!**

- Impairment of any kind or being under the influence of alcohol, narcotics, or other unlawful drugs while on duty.
- Obscene language or conduct.
- Repeated/serious conduct violation.
- Insubordination including failure or refusal to carry out instructions.
- Disrespectful/refusal of a legitimate request from a customer.
- Repeated failure to follow appearance, hygiene and uniform requirements.
- Dishonesty or theft.
- Possession of firearms, dangerous weapons or explosives.
- Any repeated time card violations using another person's NCard to clock in or clock out.

Four corrective action/counseling instances in a semester may result in termination of employment. Any one corrective action/counseling instance may be cause for termination based on individual circumstances and concerns.

Two instances of no-call-no-show may result in termination.

- The definition of a no-call-no-show incident is when a student employee is scheduled to work and does not attend the work shift (show) and does not call or follow call-in procedures after 15 minutes of the start of the shift. If the student employee is tardy and arrives within 15 minutes, it is considered a tardy and is not covered under the policy and procedure related to two instances of no-call-no-show may resulting in termination.

## EMPLOYEE AGREEMENT

I have read and understand the information presented in the Dining Services Student Employee Handbook.

\_\_\_\_\_  
Employee Name (SIGN)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (PRINT)

\_\_\_\_\_  
Manager's Name (SIGN)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dining Center

