

Dartmouth Dining Services – Student Employee Contract

Hour Requirements:

Position	Minimum Hours Per Week	Minimum Hours Per Pay Period	Minimum Hours Per Term
Associate I*	6	12	60
Associate II	10	20	100
Supervisor	10	20	100
Area Manager	10	20	120

Failure to meet the above pay period hour requirement will result in forfeiture of the 20% employee discount the following pay-period.

Failure to meet the term hour requirement will result in forfeiture of the wage increase the following term worked.

* Associate I's do not qualify for the discount.

Attendance:

Attendance to all shifts is mandatory. Absenteeism places an unfair burden on DDS as well as on co-workers. **Students are expected to work from the opening date of the area to the last scheduled final examination or closing date of the operation, whichever occurs first.**

Student employees must attend all shifts the entire term or find a sub to work the shift.

The sub-list is only an aid to help you find coverage for your shift, if you cannot find coverage you are still responsible for that shift.

Failure to find a sub for a shift will result in an unexcused absence.

The only excused absences are academic conflicts or illness. In order for either to be considered an excused absence, documentation from a professor or Dick's House must be provided to the appropriate manager or Personnel Administrator verifying the absence.

Employees who miss a shift will be contacted by the Attendance Manager and will have 48 hours to respond to the "dds attendance" account with the reason for their absence. **RESPONDING TO THE DDS**

ATTENDANCE ACCOUNT INQUIRY DOES NOT EXCUSE THE ABSENCE.

An unexcused absence will result in forfeiture of the 20% discount the following pay period.

Failure to meet the term hour requirement will result in forfeiture of the wage increase the following term.

One unexcused absence will result in a written warning.

Two unexcused absences will result in a final written warning.

Three unexcused absences will result in termination. Employees will not be considered eligible for rehire in Dining Services.

Punctuality:

Tardiness to shifts will not be tolerated. Tardiness is defined as showing up to work six minutes or more after the start of your shift. Supervisors are expected to arrive 5 minutes early to shifts and Associates should be on site, dressed in uniform and punched in at the starting time of their shift.

Repetitive tardiness will be addressed by the professional manager and disciplinary action may be taken.

Each late occurrence is considered one-half of an absence and affects attendance as outlined above.

Wages and Discount Credit:

Employees in positions of Associate II and higher are entitled to a 20% discount on all food purchases using DBA excluding purchases made at Topside Convenience Store **as long as** the pay period hour and attendance requirements are met. Purchases at Byrne Hall and Concessions will not be discounted.

Wage increases and discount credit are contingent upon the following:

- students must complete DDS employment forms each term worked
- students must be in good standing
- employees who receive an unexcused absence will lose their discount credit the following pay period
- the per term hour requirement must be met in the current term in order to receive a pay increase the following term
- students that sign up as an Associate II but who fail to meet the 10hr/week hour requirement on a consistent basis will be demoted to Associate I for the remainder of the term
- Promotion rates are contingent upon continued employment in the location in which you were promoted. Promotion rates do not apply if you transfer to another area unless pre-approved and authorized by a professional manager.
- students who desire to work less than 6hrs/week may do so but will not be eligible for term increases or promotions
- all overtime must be pre-approved and authorized by Kelly Mousley, Personnel Administrator or David Newlove, Associate Director.

Rate increases and the discount credit are effective on the date employment forms are completed each term.

Uniforms:

DDS will issue each student employee two shirts and a hat or hairnet to be worn while working. Closed-toed shoes must be worn at all times. Employees are expected to wear their uniform to every shift. For additional information regarding the dress code please refer to pages 4 and 5 of the Student Manual. Failure to show up for work dressed in uniform may result in a late being accrued because the employee will be sent home and asked to return in uniform. The use of headphones, iPods, and cell phones is prohibited while working.