
Student Employee Guide to UK Dining Services

By signing below, I attest that I have received a copy of the Student Employee Handbook, that I know I am responsible for the information held within, and that I will accept any consequences for violations of the rules and regulations within said handbook.

Signature _____

Name Printed _____

Date _____

By signing below, I attest that I have completed the Dining Services Online Student Training.

Signature _____

Name Printed _____

Date _____



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GREETINGS

Welcome to our Team!

Welcome to University of Kentucky Dining Services. The enthusiasm and dedication of our student employees have contributed to the success of Dining Services.

We are committed to making your employment a satisfactory and educational experience. Employment with Dining Services offers not only financial rewards, but also personal satisfaction as you develop your leadership skills, broaden your work experience, and make new friends. The variety of jobs and flexible work hours will accommodate most students' interests and schedules.

We hope you enjoy being a part of our team. This handbook has been prepared as a guide to explain our policies, procedures and practices concerning student employment. However, if you have further questions, please feel free to contact your supervisor or manager.

We wish you the best of luck!

Who We Are

Dining Services is one department with fifteen different units. These units are:

- √ Atrium Café and Bytes & Bits @ Lexington Community College
- √ Blazer Cafe
- √ Ag Sciences North
- √ Campus Convenience Stores
The Corner Store and Blazer Xpress
- √ Cats Oasis Carts
- √ Commons Market
- √ The Food Court at Student Center
- √ Catering
- √ Intermezzo
- √ K-Lair Grill
- √ Lemon Twist
- √ Ovid's
- √ Starbucks
- √ Student Center, Kentucky Clinic & Commons
- √ Vending
- √ Dining Services Administrative Office and Warehouse

What We Are

Dining Services is a self-supporting, self-funded division of the University.

Our Mission

Dining Services, a student-centered department within the Division of Student Affairs, will provide the highest quality food and service to the campus community. We will enhance the University's recruitment, retention and satisfaction for our students and the University, while being innovative, creative and financially self-supporting.

Our mission is based on these guiding principles:

Trustworthiness, Respect, Diversity, Learning and Teamwork

- √ Employees are respected and given every opportunity to succeed.
- √ Trust is the foundation for carrying out our mission.

Our Guarantee

“You’re satisfied or we make it right.”

We’re glad you’re here!

It is important for you to understand “why” you are an essential member of our Dining Service team. Every position plays a vital role in the ultimate goals of taking care of our guests and contributing toward our philosophy and mission. This consists of **High Quality Food, Excellent Customer Service** and a **Rewarding Dining Experience** in order to achieve a high level of customer satisfaction. This handbook has been provided to answer some basic questions and help you get a good start on your new job.

We try to maintain a pleasant friendly work atmosphere. Most of our employees genuinely enjoy working for Dining Services. In fact, many remain with us during their entire college experience. We want to make your work experience with us more than “just a job”! We hope you will find your Dining Services employment a positive part of your university life.

All we ask is that you take pride in your work, and follow the golden rule. Our reputation depends on the work that you do everyday. Some aspects of your job are: courteous, reliable service; dependable performance; and maintenance of consistent sanitation standards. We are proud of Dining Services and the contribution we make to the university community, and we’re glad you have come to work with us.

Customer Service

A great attitude makes for great customer service. Our customer service guarantee is “You’re satisfied or we make it right.” Working for a service organization demands courtesy, helpfulness and enthusiasm directed toward both customers and co-workers. At Dining Services, we embrace our differences and are committed to a professional, diverse, and fun workplace based on teamwork. Customers should be greeted, served with a smile, and thanked for their patronage. The customer’s opinion and our image are formed by the food they are served, the service they receive, and the atmosphere they experience. It is very important that you remember that the last customer is just as important as the first.

Report criticism or remarks about the quality of food, or food safety practices to your supervisor.

If someone brings food back and says it is not good, not cooked, has a hair or foreign substance in it **APOLOGIZE** and offer something else from the line. (Save the item to show to your supervisor) If the customer is not satisfied, call your supervisor to handle the problem.

You should become familiar with items on the menu; price, portion size, proper serving utensil and serving instructions each day in order to better serve our customers. You are responsible for reading and understanding the information written in the daily memo.

Telephones are for University business only. Employees are requested to discourage personal incoming phone calls, Friends and relatives should not call me at work except for emergencies. Outgoing personal calls should be for emergency purposes only. Employees are not allowed to make personal long-distance telephone calls. The use of cellular telephones and paging devices are not permitted while on the clock.

Visitors are not permitted and should be discouraged. Only authorized guests may tour food storage, preparation, and serving areas—and even then, only when accompanied by a supervisor or manager.

Headphones prevent an awareness of your work environment and are not permitted. Music selection is determined by management. Do not bring CDs, tapes, etc.

Do not bring your personal cell phone or beeper to work with you. If you need to make a call, wait until an authorized 15 or 30 minute break.

Employment

You may only work 37.5 hours per week. Any hours worked over 37.5 must be approved by your supervisor. You will only be compensated for **actual hours worked**, and should not work ANY overtime without permission of your supervisor. International students may work 20 hours per week during the school year with proper documentation (green card, notification from International Student Office). It is **YOUR** responsibility to keep track of the hours you work. Check with your supervisor or manager if you have paycheck questions or problems.

Due to absences, heavy business volume, or other circumstances, your schedule may be altered by your supervisor. You must be willing to accept such changes and perform any job assigned by your supervisor. Dining Services requires a good attitude and a willingness to work, listen, and ask questions. You should interact with other employees in a friendly team-oriented fashion. Always be willing to help in other areas when needed. Keep your area clean and ready for use at all times. Be open-minded and willing to learn new positions. Always take the initiative—find a useful task to occupy your time if the restaurant isn't busy. If you find that you have absolutely nothing to do, ask a supervisor what else needs to be done—there is always something that needs to be done in a restaurant.

You are hired for one semester at a time and must be rehired for each subsequent semester. You are required to work at least one shift during finals week to be eligible for rehire. Those who quit before finals will not be rehired. Your employment does not include academic recesses or the summer sessions.

Newly hired student employees must complete the following forms: employee application, federal and state withholding forms and the immigration I-9. Paychecks will not be issued to anyone who has not completed all the required paperwork. If you have any questions about filling out any of the paperwork, a supervisor or manager will assist you.

Your supervisor or manager has the authority to dock you for any time that you did not earn.

You must keep Dining Services advised of your current address, phone number, and available work schedule.

Wages and Evaluations

Student employees of Dining Services receive a rate of pay that is usually above the federal minimum wage. Pay raises are given once a year in order to encourage retention and reward the responsible, dependable employee for good performance. Performance evaluations are completed at the end of the spring semester in order to help students improve their performance. Your ambition, attitude, and job performance will not go unnoticed. Dining Services requires a good attitude and a willingness to work, listen, and ask questions. Outstanding student employees are given the opportunity to gain supervisory experience and management skills in positions as Student Supervisors. Added responsibilities mean that the student supervisors will be paid at a supervisory rate.

Dining Services operates on a two week pay period. The work week begins on a Saturday and ends on Friday. Payday is every other Friday. The University will not advance a check. Prior to receiving your check review the timesheet and sign it verifying that your hours were properly recorded. If you would like direct deposit is available. Your supervisor or manager will tell you when your first payday will be.

The University is required by law to make deductions from an employee's paycheck for such items as federal and state income taxes and social security. Your pay stub will reflect all deductions.

If any hours were missed on a paycheck, they will be added on your next check. If you think that there is any error on your check, you must inform your supervisor immediately so that the problem can be resolved expeditiously.

Rest Breaks

You are eligible for a 15-minute rest break for every 4 hours worked. Your rest breaks, which are counted as time worked, cannot be added to your lunch break or other off-duty time. Rest periods are scheduled as near as possible to the middle of your shift before and after your meal break. Rest breaks are arranged by supervisors in a manner that does not disrupt service. If you leave the building on your break you must inform your supervisor and clock out.

Meal Allowance

All employees are entitled to an employee meal allowance for each shift worked. An additional meal is offered if a student works more than an eight hour shift. You must receive a 30 minute lunch period for each 5 hours worked and that 30 minutes will be deducted from your time. For any meal taken during a work shift 30 minutes will be deducted from your time. **Meals must be eaten during the thirty minute meal break.** Your employee meal is for you alone and not to be shared, in whole or part, with customers, friends, or fellow employees. You may not take home or give away anything from your employee meal that you do not eat during your meal break. Employee meals or portions of the meal cannot be saved for breaks or removed from the building at the end of the work shift. Bulk food, candy, newspapers, bulk coffee, and non-food merchandise cannot be bought with the employee meal allowance. Your employee meal allowance may not be used in the convenience stores. Employees may order only what can be eaten during the meal break. Your employee meal allowance cannot be accumulated for later use or refunded if unused. You are to eat only when instructed by your supervisor. You do not have to take advantage of your meal allowance. You may leave the work place if your supervisor is notified, but you must clock out.

Go through the serving line on your meal break. Your meal must come from the available menu. You are allowed the same standard portions that our customer receives. Never prepare your own

food. Eating behind the counter or in the kitchen is not allowed. Employee meals must be rung up at the register. Employees must sign their name on the back of the receipt. If customer assistance is required during your meal time, your meal can be interrupted to meet our needs.

Fountain soft drinks are unlimited during the time you are working. If you are not on a shift, you must pay for your soft drinks. Your total meal allowance is \$5.10 per shift, and it is to be used at one time and in one location. The \$5.10 amount represents the maximum value of the employee meal and, if unused, cannot be refunded or accumulated for later use.

Misuse of the meal allowance can result in forfeiture of meal privileges. There are some differences in this policy in certain service units. Please see your supervisor for details.

Scheduling, Absences, and Resignations

Scheduling

As a general rule, it is wise to schedule classes and work so that time is left for study and relaxation. Students are responsible for working their scheduled times unless they have obtained a qualified substitute who has been approved by a supervisor. All units have substitute request forms and phone lists to help find substitutes. Missing work without getting a qualified substitute three times is grounds for dismissal.

Scheduling is performed at each Dining Services unit on a semester by semester basis. Each employee's class schedule is given full consideration. To be eligible for rehire during the next semester students must be available to work at least one shift during finals week. Necessary adjustments are made to schedules during finals week to allow employees to attend their finals, while permitting Dining Services to remain in full operation.

It is your responsibility to know your work schedule and to report to work as scheduled.
Missing three consecutive work shifts is job abandonment and will result in termination of your employment as a no REHIRE.

You should report anticipated absences as far in advance of the date that you will miss as possible. You should report unanticipated absences as soon as you know you will be absent. When you are unable report to work, you must notify your supervisor no later than 2 hours before your scheduled work shift. If you are unable to work you are required to get a qualified substitute approved by your supervisor. All calls notifying absences and tardiness must be directed to managers and supervisors only. We will not accept a call from your roommate unless dire circumstances occur. You must call in!

Substitutes

We understand that there will be times when it will be difficult for you to honor your commitment to your work schedule. Equally understandable is Dining Services commitment to provide quality service in which YOU are a vital participant. When you are unable to work, it is your responsibility to find a qualified substitute. If a qualified substitute is not found, it remains your responsibility to work your scheduled shift. Qualified means your substitute has been approved by your supervisor in advance and must be an employee of the unit at which you work. You should post a substitute request form to help find a qualified substitute. Once signed take your substitution slip to your supervisor. Employees signing a substitution slip are responsible for working that shift. Make it a habit to check the student employee bulletin board for extra shifts and notices and announcements. Plan ahead; be sure to fill out a sub-slip and post it. Posting a substitution slip does NOT relieve you of your responsibility to find a qualified substitute. If you are having a problem finding a sub,

ask a supervisor for a phone list. Your absence compromises the quality of the service of the team. Any student who is absent without a substitute will be considered as absent without an excuse.

Absenteeism

Absenteeism is unacceptable unless approved by a supervisor. Disciplinary actions will be taken for excessive absenteeism.

- √ 1st absence- oral warning.
- √ 2nd absence- written warning
- √ 3rd absence-dismissal

Tardiness

Tardiness is unacceptable unless approved by a supervisor. Disciplinary actions will be taken for excessive tardiness.

- √ 1 minute late is considered tardy
- √ Two tardies are considered the same as one absence.

Excused Absences

Any excused absence will require written verifiable proof. Examples of such proof include: a doctor's note or a note from a professor.

Resignations

When voluntarily leaving the employment of Dining Services, a written two week notice is required in order to receive a positive reference, or be eligible for rehire at the University. This also applies to transfers between Dining Services units. If you know that you will have to stop working at your restaurant, make sure that you clearly explain your intent to your supervisor.

Arrival at Work

It is your responsibility to arrive at work at the beginning of your shift. You must be prepared to work at the beginning of your shift. You should not clock in early without the permission of your supervisor. You should be in uniform before clocking in. Clocking in on the time clock is the responsibility of the employee. Should you have any questions about your time you should speak with a supervisor. **Failure to punch in or out with your timecard will result in a delay in getting your paycheck.** Clocking in anytime—even one minute—after your scheduled arrival time is considered a tardy.

If you forget to clock in or out, or make an error in recording your time, immediately bring it to the attention of your supervisor or manager. Obviously, any discrepancies in your pay check due to improper in or out punches are your responsibilities. You will not get paid until your supervisor is made aware of the error in your check.

Clocking another employee in or out, or in any way falsifying your time or that of anyone else, is a serious offence and grounds for dismissal.

Failure to comply with time clock procedures—improperly clocking in or out for work, breaks, overtime, etc.—will be considered theft of time and is definite cause for termination.

Work Departure

You are expected to remain on the job performing the duties of your job until the completion of your shift. When finished working, check with your supervisor then clock out. Do not stand around waiting for the clock to advance. No time worked in excess of posted and or scheduled hours will be paid without the approval of your supervisor. Clock out in uniform.

Cash Handling and Theft

Theft, whether it is money, products, a violation of policies, or unethical behavior, will not be tolerated. Dining Services will provide the supplies and materials necessary for you to perform your job. All supplies, materials and facilities are to be used for business only and should not be used for personal gain. You are responsible for the money in the cash register if you are assigned to one. A significant shortage of cash is a serious matter and you realize that such an occurrence may result in disciplinary action. You are responsible for the product, equipment, vehicle and stockroom, with which you work. Money, products, equipment, etc. should be secured at all times. Failure to do so will subject you to disciplinary action. Willful destruction of property or any action that endangers yourself or another's safety is a valid reason for which you may be held accountable for your actions and any costs involved. You should report any vandalism or theft to your supervisor immediately. Failure to do so will subject you to disciplinary action.

You bring personal items to work at your own risk. Dining Services is not responsible in case of loss or theft. No food, equipment, clothing, bags, boxes, cans, baskets, or other University property may be brought in or taken from the unit unless authorized by your supervisor. Dining Services reserves the right to inspect all packages taken from the unit.

Failure to charge a customer is grounds for dismissal. Do not give food to your friends; do not give your friends anything more than what they paid for.

You are not allowed to take home any leftovers or excess food after work. Taking food items home is grounds for dismissal.

Appearance, Dress Code & Personal Hygiene

A neat clean appearance indicates to the customer the amount of pride you take in yourself and your workplace. In order to give our customers a positive impression, care must be taken that the uniform furnished is worn neatly. You may provide the customer's only personal contact with Dining Services; the customer may judge the entire operation by your appearance, attitude and quality of service. Every Dining Services employee should maintain a clean, neat, well-groomed appearance at all times. Part of your "look" should be a smile. Dining Services sets the dress and appearance requirements and all employees are expected to meet our standards of grooming, dress and personal hygiene.

Dress Code

It is important that all employees follow the dress code of their unit. How our employees dress is a direct reflection upon Dining Services. It is our goal to project a clean and professional image to our customers. Management will enforce the dress code using these guidelines. Any dress code decision made by management will be final. NOTE: Dress code/uniform requirements may vary from unit to unit. The facility manager will address

specific clothing requirements during the hiring process. If you are not in compliance with your units dress code when you show up to work, your manager or supervisor may require you to change what you are wearing or may send you home without pay. Such an instance may result in an absence on your record.

You are required to wear:

- √ Clean, neat clothing that is in good repair
- √ Uniform shirt
- √ A hat or hairnet (long hair must be completely covered)
- √ Apron
- √ Nametag
- √ Socks with closed toed shoes

You are not permitted to wear:

- √ Short mini-skirts
- √ Frayed jeans or cutoffs. All pants must be hemmed.
- √ Sweat suits (including stirrup pants, leggings, spandex, knit cotton tights, sweatpants, or windbreaker pants)
- √ Sleeveless shirts, halter tops, tank tops or similar attire
- √ Clothes with tears or patches
- √ Open-toed, open heeled or high-heeled shoes
- √ Scarves and bandanas are not to be worn as head coverings

Clothing

All clothing worn on the job should be clean and neat, without holes, tears, patches, or campaign material. Clothing should not contain profanity, offensive language or promote the use of tobacco products, alcohol, or illegal narcotics.

Uniform

The Uniform is defined as the Dining Services shirt provided at the time you were hired. All uniforms provided to employees by Dining Services remain the property of Dining Services. Uniforms are only to be worn in Dining Services areas. The purpose of a uniform is to identify an employee with a particular work site. When you end your employment with Dining Services, all uniforms provided by Dining Services must be returned. Failure to return uniforms may result in the withholding of wages. You are responsible for laundering the uniform provided.

Hair

Should be clean and combed and restrained in a cap, visor or hairnet. Beards, mustaches, and sideburns must be neat, clean and well trimmed at all times. The decisions regarding the cleanliness and control are exclusively that of the supervisor and manager.

Jewelry

is considered a safety and sanitation hazard in the food service industry and its use is discouraged at work. The use of jewelry is permitted, but restrictions apply. Jewelry should be limited to simple rings, non-dangling earrings (in ears only). No facial jewelry is permitted (no eyebrow, nose, lip, or tongue jewelry). Jewelry must be conservative pieces not worn in excess. Necklaces must be worn under (inside) clothing. Bracelets are not permitted. Buttons, ribbons, pins, badges, etc. are not permitted unless supplied and required by Dining Services. All are contingent on being neither a

sanitation nor safety hazard, or inappropriate to the Dining Services image standard. Unit management will make this determination.

Apron

Must be worn with the bibs up, in the style it was designed to be worn. You may not fold it over, down or roll it up.

Nametag

Dining Services provides a nametag, which you are required to wear while on duty. Lost name tags must be replaced at the employee's cost.

Shoes

You must wear shoes that are closed-toe and in good condition. Shoes should have firm uppers and slip-resistant (rubber) soles. Bare feet, high heels, thongs, sandals, slippers, clogs, or other unsafe footwear are not permitted.

Gloves

Anyone wearing nail polish, acrylics, stylings, nail tips, artificial nails, or anything else that has been added to your nails must wear gloves when serving or preparing food. When food is being served that has already been cooked great caution needs to be taken to preserve the sanitation of the food. Wearing clean, disposable gloves does this.

How to properly wear gloves to ensure cleanliness:

- √ First, wash your hands before putting on gloves. Gloves can become contaminated just as easily as hands and only protect food from contamination if kept clean.
- √ If gloves stick together do not attempt to open them by blowing into them. Instead, rub the ends together with your fingers.

When to change your gloves:

- √ If you touch anything considered a contaminant, such as dirty rag, your cloths, your apron, your hair, your face or another person.
- √ If you are serving and they become covered in food.
- √ If you sneeze or cough.

Do not hesitate to change your gloves. It's better to be sure of being clean, than not be sure and be dirty.

Personal Hygiene

Good personal hygiene is important in all social situations but most especially in a work environment where we must deal with food and the public.

1. Daily bathing and use of deodorant and mouthwash are encouraged.
2. Before starting work, thoroughly wash your hands with soap and water.
3. Wash your hands after visiting restrooms, smoking, sneezing, taking a break, touching your hair or any part of your face, or performing any task during which your hands may have been contaminated.
4. Keep your hair clean and secured at all times (see the requirements under Dress Code).
5. Keep your nails clean and neatly trimmed (see requirements under Gloves).
6. Use a deodorant. If you use perfume or cologne, use it sparingly.
7. Do not chew gum. Gum chewing while you're on the clock is prohibited.
8. Report colds and all other illnesses and open cuts to your supervisor or manager.
9. Handle all foods with the proper utensils and/or plastic gloves.

10. Smoking is not permitted in the building. According to state regulation, University buildings, and vehicles are designated as smoke free environments. Smoking is allowed in authorized smoking areas before or after work or during meal periods and breaks. Check with your supervisor for the location of authorized smoking areas. Cigarette butts must be properly disposed of in designated receptacles. The appearance of docks, entrance and exit areas are to be kept neat, clean and free of debris.
11. If you have a blister, sore, or cut, make sure that it is bandaged and covered.
12. Eating is not permitted in food preparation, storage or serving areas.

Safety and Sanitation

The safety of yourself and those around you while on the job is your responsibility!!!

- √ Pay attention to your job
- √ Learn and follow established safety operational practices for your job.
- √ Use all equipment safely. If you do not know how to operate a piece of equipment, ask your supervisor for help.
- √ Come to work with a clear mind and keep distractions to a minimum.
- √ Headphones prevent an awareness of your work environment and are not permitted.
- √ Unsafe work habits and failure to follow established working procedures can result in disciplinary action up to and including termination.
- √ Carefully read all chemical labels and use chemicals only for purpose it is designed for.
- √ Wear prescribed protective equipment
- √ Report all faulty equipment.
- √ Take caution and use the correct method when handling hot food, hot pans or equipment.
- √ Wipe up spills even if you did not cause it. Clean up as you perform your duties.
- √ Walk— don't run or slide— across the floor. Look where you are going.
- √ Handle knives with care.
- √ Do not spray chemicals near food.
- √ When mopping up a spill, use a wet floor sign.
- √ Read the MSDS Sheet or check with your supervisor if you are unsure how to use a chemical.

Sanitation is a way of life and involves every person and every position. Consistent cleanliness makes a good impression on our guests. Our goal is to prevent food borne illness and provide a clean working and dining environment

Accidents or Injury

Job related injuries are covered by Workers' Compensation Insurance. Promptly report all on-the-job accidents to your supervisor. **Even minor injuries need to be reported and checked.** Proper first aid or medical attention will be provided as necessary. An accident report must be filled out to safeguard your interest under the Workers' Compensation Law.

Know the location where First aid supplies are kept. Supplies can be used by employees and injured guests.

Immediately report any injured guest to the manager or supervisor!

Emergency Procedures

Learn your Unit's:

√ Fire Evacuation Plan

Each facility has an evacuation plan posted. Fire fighting equipment, fire alarm systems, heat and smoke detectors, and fire evacuation procedures are provided for your protection.

√ Emergency Close Plan

Throughout the academic year, emergency situations may occur, such as extreme weather, which result in the University being officially "closed." When this occurs, certain departments must remain operating in order to service the safety and well-being of the students who remain on campus. These departments are referred to as "Essential Services" Dining Services falls into that category. All scheduled employees are expected to report to work when the university closes.

√ Spill Policy

√ Right to Know

Material Safety Data Sheets, known as MSDS, for all chemicals used in your department are located at the MSDS station. See your supervisor for the MSDS location at your work site.

Disciplinary Procedures & Dismissals

Inevitably, problems and challenges arise when dealing with people in any work environment. In Dining Services most problems are resolved simply by making sure both parties are discussing the problem and searching for solutions together. Any employee that is not performing their job in a satisfactory manner will be required to meet with his or her manager and/or supervisor to discuss the employee's performance. In situations where an employee's performance remains unsatisfactory after the supervisor has brought the performance problem to the employee's attention—or a serious performance problem arises—the supervisor will use a series of formal warnings to explain the specific problem. This secures the employee's understanding of the problem and the solutions that will resolve the issue quickly and permanently. Oral warnings are used to bring the problem to the employee's notice; written warnings are used when the employee does not correct their performance following the oral warning. A probation/suspension is the final notice. It is the most serious level. It is used when employees do not improve following the written warning, or when the single infraction is serious enough to warrant this level of action. The probation/suspension is a one-day unpaid formal corrective assignment. Termination is the final step in the process and is completed if the situation continues following probation/suspension. Some situations can not be tolerated and are cause for immediate dismissal. Any termination of your employment with a Dining Services unit becomes part of your permanent University employment record. Grounds for dismissal include, but are not limited to the following:

- √ Giving away food
- √ Stealing
- √ Excessive Absenteeism
- √ Unsatisfactory Work
- √ Insubordination
- √ Fighting
- √ Harassment
- √ False reporting of time worked
- √ Clocking in or out for a fellow employee
- √ Not adhering to the schedule time
- √ Improper treatment of guests or fellow employees

- v Imperiling the safety of University employees or the public. (Horseplay)
- v Willful destruction of University property
- v Reporting to work under the influence of alcohol or drugs
- v Bringing firearms, knives or other weapons, alcoholic beverages, and drugs onto the premises.

Operation of University Vehicles

You must be over 21 in order to operate a University vehicle and have a valid driver's license. You are to obey all traffic laws while driving a University vehicle. Failure to do so will subject you to disciplinary action. You must carry your driver's license at all times while operating a University vehicle. Report any accident to your supervisor and the UK Police immediately. Failure to report an accident will subject you to disciplinary action.

You may park only in designated parking areas. You are responsible for all traffic or parking citations while operating a University vehicle. Failure to follow proper parking procedures will subject you to disciplinary action.

Your Rights as an Employee

The University of Kentucky is an equal opportunity employer. All employment decisions are made uniformly on the basis of merit. The University provides for equal opportunity in recruitment, appointment, promotion, payment, training and other personnel practices without regard to race, ethnic origin, sex, color, creed, religion, age, political belief, national origin, veteran status, sexual orientation or physical or mental handicap. Discrimination and harassment are not tolerated by Dining Services or the University of Kentucky. Nothing will be tolerated that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Under no circumstances will sexual harassment, terroristic threatening, abusive, obscene, derogatory, racial comments or other inappropriate actions be tolerated by the management or supervisory staff. If you feel you that you are being mistreated, please inform your supervisor or manager so that appropriate action can be taken immediately. If for some reason you feel uncomfortable talking with your supervisor or manager, contact the Director of Dining Services, 257-6156, or the employee counselor/affirmative action office at 257-8927. Participating in any form of harassment or discrimination will be dealt with under appropriate disciplinary procedures.

Orientation and Training

All employees are required to complete the Dining Services Online Hazard Communication Training Program prior to their first day of work. In-house training occurs in the different units on campus. Our goal is to help make each employee be successful while creating a fun and professional work place.

Probationary Period

Your employment is conditional upon successful completion of a two-week probationary period. The probationary period is used to determine if an employee belongs in their position and is progressing as expected. In addition, it will provide a chance for the new employee to assess whether they would like to continue working. It is a time of supportive action toward the employee as training needs are identified and the training process begun. Your work performance will be monitored not only through this period but during your entire employment with the department. At

the end of the probationary period you will be dismissed if you do not exhibit the qualities necessary to do the job as required by your supervisor.

Disclaimer

This handbook is a general guide and it in no way covers all University policies and procedures. The provisions of this handbook do not constitute an employment agreement or a guarantee the continuance of employment. This handbook should not be construed as a contract. The University of Kentucky and Dining Services reserve the right to change the provisions of this handbook at any time.

