

student handbook

- [Pay Rates](#) • [Promotions](#) • [Pay Procedures](#)
 - [Bonus Shifts](#) • [Hygiene](#) • [Substitution Policy](#)
 - [Meal Discounts](#) • [Meal Policy](#) • [Dress Code](#)
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PAY RATES

All student employees of Ohio University Dining Services will be paid according to the following pay scale:

Level 1, \$5.50/hr.-\$6.30/hr. - Checker, c-store worker, walk-up window attendant, snack bar worker, server, salad helper, dessert helper, dining room clean up, dishroom worker, runner, laundry worker, outside clean up, dining room host, continental breakfast server, student clerk, kitchen assistant I, and student bakery workers.

Level 2, \$5.75/hr.-\$6.65/hr. - Vegetable prep worker, Food Pro clerk, senior student clerk and kitchen assistant II.

Level 3, \$6.00/hr.-\$7.20/hr. - Concessions worker*, student secretary, dishroom clean up, steward (pots & pans), beverage attendant, kitchen clean up worker, grill clean up worker, waitstaff*, Baker Center Stateroom attendant.

Level 4, \$6.50/hr.-\$7.70/hr. - Bartenders*, Food Pro assistant, Veg Prep and Bakery assistant, senior student secretary, assistant student managers*.

Level 5, \$7:00/hr.-\$9:00/hr. - Student Manager*

Level 6, \$8:00/hr. and up - Student Coordinator*

* These jobs include a free meal for the shift worked.

RAISES AND PROMOTIONS

Students will start at the bottom of the pay level based on the job they are doing. If a student performs two different jobs in two different pay levels, he/she will be paid at the appropriate level.

Every three consecutive quarters a student works he/she will earn a \$0.40/hr. raise. **In order to be eligible for the raise, the student employee's name must appear on the last payroll sheet of each quarter and the student may not have more than one strike per quarter.**

Students will continue to earn raises as long as they meet the the previously stated criteria until they reach the pay level maximum. A student who is promoted or takes a job in a higher pay level will retain all earned raises up to the new pay level maximum.

In order to be eligible for promotion students must have a history of good work performance, which is defined by the Student Employee Handbook as no more than 1 strike per quarter. Student employees who are in jobs with more than one pay level must start at the lowest level.

Student employees may be promoted to student manager and coordinator positions with a minimum of two quarters of good work performance. All promotions must be approved in writing by the Director on the recommendation for promotion form.

BONUS SHIFTS

On hard-to-fill weekends and times, the Director of Dining Service has the authority to declare certain key shifts "bonus shifts" and increase the pay rate \$1.00/hr. for that shift. For example, a student earning \$5.50/hr. will be paid \$6.50/hr. for any bonus shift he/she works.

Not all shifts worked during the same day may be declared "bonus shifts". For example, during Homecoming there may be hard-to-fill catering shifts that will receive bonus pay, but shifts in a dining hall may not receive bonus pay.

Bonus shifts might be, but are not limited to, Commencement, end of basketball tournament season, Saturday before Spring Break, Homecoming etc. Students will be informed in advance when a shift is a "bonus shift", and will use a separate time card for this shift.

PAY PROCEDURES

Payday is every other Friday. After 9 AM you may pick up your check at the dining hall where you work. (Please do not come in during busy meal periods).

You must work a minimum of eight hours, but not more than 40 hours in any two week period. Student employees **may not work more than 20 hr/week**.

Only you are authorized to clock in and out on your time card. You are to clock in, ready to work, in your uniform. The student uniform consists of a **clean apron and clean Ohio University hat**. When finished working, clock out!

You **MUST** have your time card signed by a manager if you work over your scheduled work time or work in a position different than the one you are assigned.

SUBSTITUTION POLICY

When you are unable to work, it is your responsibility to find a qualified substitute, and register your substitute on the substitute board. If a sub is NOT found, you are **REQUIRED** to work your scheduled shift.

If you write your name on the sub list intending to work a job for someone else, realize that you are now responsible for that job. If you sign up for a job which you have not been trained, show up to work **10 minutes early** for training.

If you are unable to work due to illness, you must notify the dining hall of your absence at **least 3 hours before your scheduled shift**.

Baker Center---593-4035
Veg Prep-----593-2980
Bakery-----593-2980
Boyd-----597-5904
Bromley-----566-9010
Concessions----517-2428 or 597-1735
Jefferson-----597-5800
Nelson-----597-5888
Shively-----597-5900
Oasis-----566-9696

MEAL POLICY

Students may eat before or after their assigned shift. Students on a meal plan must give their meal card to a student manager or dining hall manager before eating.

Students who are not on a meal plan, or choose not to use their meal plan, are eligible for a substantial meal discount. The meal must be eaten directly before, or directly after, working a shift. These special discounted meal prices are for board operation meals only. No carryouts or meals-to-go will be allowed.

The following specially discounted rates will be deducted from your paycheck, or you may pay with cash or [Bobcat Cash](#):

Breakfast and Lunch - \$2.50

Dinner - \$3.00

HYGIENE

All employees are required to maintain personal hygiene appropriate for food service operation. You **must** be clean shaven.

All employees must wear gloves when serving or handling food that will receive no further cooking.

DRESS CODE

You are required to wear: clean clothes, socks with closed toed and closed heeled shoes, clean OU Baseball cap without greek symbols.

You are NOT permitted to wear: goatees, short mini-skirts, frayed jeans, sweatsuits, windbreaker pants, clothes with tears or patches, loose jewelry.

SPECIAL EVENTS (banquets)

Females: Black skirt or pants, white blouse, nude pantyhose, black dress shoes.

Males: Black dress slacks, white collared shirt, bow tie(provided), black dress shoes.

SHORTS POLICY

Student employees may wear shorts that are hemmed, in good repair, and are not more than four inches above the knee. Students working any catered event, kitchen cleanup, snack bar student employees, and student managers/coordinators **may NOT** wear shorts.