Dartmouth Dining - Student Profile

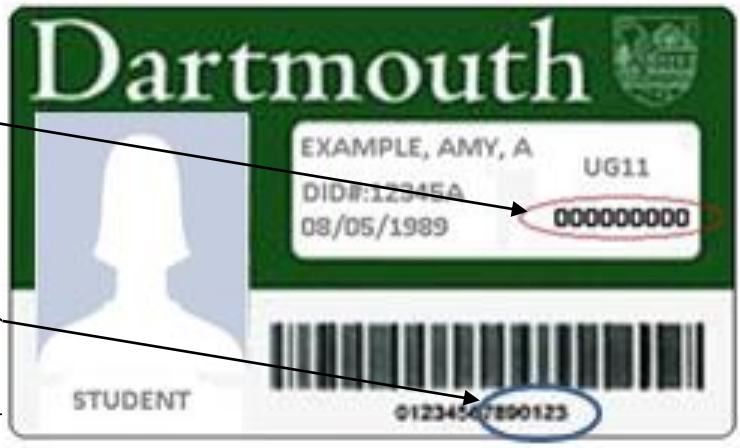
Name: _____ Dartmouth Class: _____

Work Area: _____ Term: _____

DID#: _____

PIK(9 digit #):

Barcode Number
(Last 7 digits 2331100**XXXXXXX)**



Have you worked on Campus Before? Yes __ No ___

If no, you must fill out a W-4 and I-9. You may fill these out at the following three places: Admin HR Services (Lower Floor, Class of 1953 Commons); Payroll (3rd floor, 7 Lebanon Street, Suite 309); Human Resources (2nd floor reception, 7 Lebanon Street, Suite 203).

Are you taking classes this term? Yes ___ No ___
If not, are you in good academic standing as an active student (not withdrawn or suspended)? Yes ___ No ___

Do you currently work for another department? Yes ___ No ___

I, _____ (Print Name) have read and understood the documents which outline my obligations and responsibilities as an employee with Dartmouth Dining:

a) Student Employee Agreement including Dining Attendance Policy
b) Dartmouth Dining Student Wage Structure

I agree to comply with the requirements for the _____ (specify Associate, Supervisor, or Area Manager) position and am aware that failure to do so will result in forfeiture of the employee discount, term increases or possible termination.

By signing this form, I understand and acknowledge that I have read and agree to abide by the policies for Dartmouth Dining. I understand that progressive warnings and discipline will result if said policies are not followed.

_____ _____
Signature Date

NOTE: Please make sure to fill in Associate, Supervisor, or Area Manager above. If this space is left blank, Dining will consider the employee an Associate . Supervisor and Area Manager positions are promotional positions and are verified with the Managers. Please refer to the chart on the reverse side for hour requirements for each position.

Rate increases and the Dining Dollar credit are made effective on the date employment forms are completed each term.

Office Use Only

Rate _____ Database _____ Spreadsheet_____ I-9 _____
Kronos _____ Flag _____ Blitz _____ Jobnet_____

10/19

Dartmouth Dining | Student Preference Sheet
2019 - 2020

Name _____

Please provide as much information as you can about your schedule.

Class Schedule: _____ Desired # of hours per week _____

Preferred Area(s)*: Please rank at least three areas:

Dish Room (in 53 Commons) ☐ '53 Commons ☐

Collis Café ☐ Collis Late Night ☐ Collis Market ☐

Novack Café ☐ Courtyard Café ☐ House Center B ☐

East Wheelock ☐ McLaughlin ☐

Preferred Time Frame(s)/Days that you would like to work - ***no guarantees***

Morning (7am-11am) _____ Lunch (11am-1pm) _____
Afternoon (1pm-3pm) _____ Afternoon (3pm-5pm) _____
Afternoon (5pm-7pm) _____ Evenings (7pm-11pm _____
Late Night (11pm-2am) _____

Preferred Length of shift, i.e. 2hrs, 4hrs, etc. _____

Have you set you up hours with your Area Manager yet? ____
If not, would you like someone to contact you about setting up your hours? ____

Potential academic conflicts (labs, drills, etc.). Please list specific times and days if you know them.

Potential athletic or P.E. conflicts (time and days of practice, days of games, etc.)

Potential extra-curricular conflicts (meetings, choir practice, etc.) & any other potential conflicts:

OFFICE USE ONLY: SCHEDULE

Dartmouth Dining – Student Employee Agreement

Hour Requirements

Position	Min Hrs/Wk	Min Hrs/Pay Pd	Min Hrs/Term
Associate	6	12	60
Supervisor	10	20	100
Area Manager	10	20	120

Failure to meet the above pay period hour requirement will result in forfeiture of the Dining Dollar credit the following pay-period. Failure to meet the term hour requirement will result in forfeiture of the wage increase the following term worked.

Attendance:

- Attendance to all shifts is mandatory. Absenteeism places an unfair burden on Dartmouth Dining 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. For either to be approved, documentation from a professor or Dick's House must be provided to the appropriate manager.
- Employees who miss a shift will be contacted by the Attendance Manager and will have 48 hours to respond to with the reason for their absence.
- An unexcused absence will result in forfeiture of the Dining Dollar credit the following pay period. **One unexcused absence** will result in a written warning; **two unexcused absences** will result in a final written warning; **thee unexcused absences** will result in termination. Employees will not be considered eligible for rehire in Dining.
- Failure to meet the term hour requirement will result in forfeiture of the wage increase the next term.

Punctuality:

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.

Uniforms:

Dartmouth Dining 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. 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.

Texting or the use of electronic devices such as headphones or cell phones is prohibited while working.

Dartmouth Dining, Student Wage Structure: 2019-2020

Novack Café, '53 Commons, Collis Café/Collis Late Night:

	Min hrs/term	Credit	Term 1	Term 2	Term 3	Term 4	Terms 5+
Associate	60	$3	$13.00	$13.50	$13.75	$14.00	0.25 Increase per term
Supervisor	100	$3	$14.00	$14.50	$14.75	$15.00	0.25 Increase per term
Area Manager	120	$3	$15.00	$15.50	$15.75	$16.00	0.25 Increase per term

Collis Market, Snack Bars:

	Min hrs/term	Credit	Term 1	Term 2	Term 3	Term 4	Terms 5+
Associate	60	$2	$12.00	$12.50	$12.75	$13.00	0.25 Increase per term
Supervisor	100	$2	$13.00	$13.50	$13.75	$14.00	0.25 Increase per term
Area Manager	120	$2	$14.00	$14.50	$14.75	$15.00	0.25 Increase per term

- Student employees who are promoted to Supervisor and Area Manager positions will receive a $1/hour increase to their most recent Dining rate.

Wage increases and the Dining Dollar credit are contingent upon the following:

● Students must complete Dartmouth Dining employment forms each term worked.
● Students must be in good standing.
● Students must meet the minimum hours per pay period and have no unexcused absences in order to receive the discount credit.
● Students who desire to work less than 6hrs/week may do so but will not be eligible for term increases or promotions.
● The per-term hour requirement must be met to receive a pay increase the following 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 or work less than the majority of your shifts in the area in which you were promoted (unless authorized by a professional manager).
● All overtime must be pre-approved and authorized by a professional manager.

Dining Dollar Credit:

● Employees who receive an unexcused absence will lose their Dining Dollar credit the following pay period.
● Students who sign up as an Associate but fail to meet the 10hr/week hour requirement on a consistent basis will not receive the Dining Dollar credit.

NOTE: Rate increases and the discount credit are effective on the date employment forms are completed. If you do not submit a new student profile each term you will not receive the rate increase or discount credit.

By accepting a job with Dartmouth Dining, you understand and acknowledge that you have **read, understand, and agree to abide by** the student employment policies for the Dartmouth Dining and that you understand that progressive warnings and discipline will result if said policies are not followed. Please sign to acknowledge receipt.

Print Name:_____ Signature & Date:_____

Questions? Contact Admin HR Services, lower floor, Class of 1953 Commons
admin.hr.services@dartmouth.edu