

# Dartmouth Dining - Student Profile

Name: \_\_\_\_\_ Dartmouth Class: \_\_\_\_\_

Work Area: \_\_\_\_\_ Term: \_\_\_\_\_

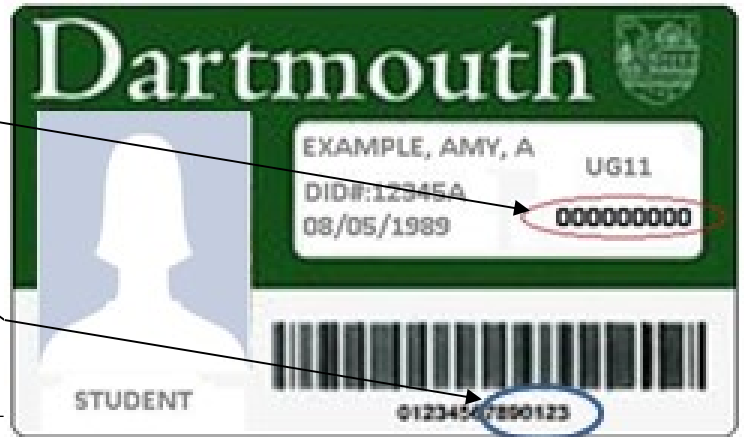
DID#: \_\_\_\_\_

PIK(9 digit #):  

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Barcode Number  
(Last 7 digits 2331100XXXXXX)  

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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 (3<sup>rd</sup> floor, 7 Lebanon Street, Suite 309); Human Resources (2<sup>nd</sup> 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If not, are you in good academic standing as an active student (not withdrawn or suspended)?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 from 1 to 3):

Dish Room (in 53 Commons)  '53 Commons  Collis Café   
Collis Late Night  Collis Market  Novack Café (Baker Library)   
Courtyard Café (Hopkins Ctr)  House Center B ("the Cube")   
East Wheelock (Brace Commons)  McLaughlin (Goldstein)   
Ramekin (Dana Hall)

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:



## Dartmouth Dining – Student Employee Agreement

### **Hour Requirements**

<b>Position</b>	<b>Min Hrs/Wk</b>	<b>Min Hrs/Pay Pd</b>	<b>Min Hrs/Term</b>
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; **three 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, Rm 005, Class of 1953 Commons  
admin.hr.services@dartmouth.edu