

Dartmouth Dining Services Student Profile

Bring completed forms to Admin HR Services, lower floor, Class of 1953 Commons: admin.hr.services@dartmouth.edu

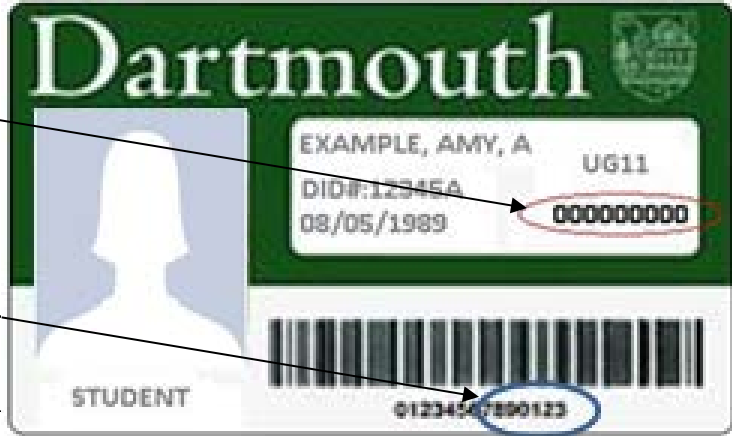
Name: _____ Dartmouth Class: _____

Work Area: _____ Term: _____

DID#: _____

PIK(9 digit #):
[] [] [] [] [] [] [] [] []

Barcode Number
(Last 7 digits 2331100XXXXXXXX)
[] [] [] [] [] [] []



Have you worked on Campus Before? Yes ___ No ___

If no, you must fill out a W-4 and I-9. You may fill this 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If not, are you in good academic standing as an active student (not withdrawn or suspended)?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 attached which outline my obligations and responsibilities as an employee with Dartmouth Dining Services:

- a) Student Employee Agreement including DDS Attendance Policy
- b) DDS Student Wage Structure

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

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

Signature

Date

NOTE: Please make sure to fill in Assoc I, Assoc II, Supervisor, or Area Manager above. If this space is left blank DDS will consider the employee an Associate I. 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 flex dollar credit are made effective on the date employment forms are completed each term.

DDS Office Use Only

Rate _____
Kronos _____

Database _____
Flag _____

Spreadsheet _____
Blitz _____

I-9 _____
Jobnet _____



Dartmouth Dining Services – Student Employee Agreement

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 flex 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 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 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 flex 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 Services.
- 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:

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. 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.



DDS Student Wage Structure – Spring 2017

	Min hours per term	Term I	Term 2	Term 3	Term 4	Terms 5+
Associate I	60	11.00	11.50	11.75	12.00	0.25 Increase per term
Associate II	100	12.00	12.50	12.75	13.00	0.25 Increase per term
Supervisor	100	13.00	13.50	13.75	14.00	0.25 Increase per term
Area Manager	120	14.00	14.50	14.75	15.00	0.25 Increase per term

- Student employees in the Dishroom will receive \$13.00/hr pay.
- Associate II's and above receive a \$2/hr flex dollar credit to their DBA.

Wage increases and the flex dollar credit are contingent upon the following:

- Students must complete DDS employment forms each term worked.
- Students must be in good standing.
- 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.
- 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 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.

Note: Student employees receive credit for terms worked as an Associate I when changing to an Associate II status and vice-versa...i.e. if a student works two terms as an Associate I and is earning \$11.50 then the third term signs up as an Associate II their rate would increase to the base rate of Associate II at \$12.00. A two-term Associate II earning \$12.50 who then signs up as an Associate I would earn \$11.75.

Flex-dollar DBA credit:

- Associate I's are not eligible for the flex-dollar credit.
- Employees who receive an unexcused absence will lose their flex-dollar credit the following pay period.
- 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 and will not receive the flex-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.

DARTMOUTH DINING SERVICES

Class of 1953 Commons, 5 Mass Row, Hanover NH 03755

STUDENT EMPLOYMENT APPLICATION

If you are a new applicant to DDS you must complete this application prior to employment.

Name _____ Class _____

Dartmouth ID # _____ Phone # _____

Are you enrolled in classes during the term for which you are applying to work?

If not, are you in good academic standing as an active student (not withdrawn or suspended)?

Are you a current or previous employee of other campus departments? _____

If yes, what department(s) and dates of employment: _____

Supervisor's name(s): _____

Reason(s) for leaving: _____

Have you ever received any disciplinary sanctions from the Deans' Office?

_____ If yes, please explain _____

By accepting a student staff position with Dining Services, you acknowledge that you are committed to working throughout the entire term. Students who break this commitment jeopardize the likelihood that they will be rehired in the future and put undue burden on the remainder of the staff and operations.

A student can be released from his or her DDS position for any reason including but not limited to: absenteeism, failure to work assigned schedule, timekeeping infractions, theft, or disruptive or rude behavior.

Please sign and date below to acknowledge that you have filled out the student staff application to the best of your ability and that you understand the expectations identified above.

I hereby authorize Dining Services to contact my references and/or my previous supervisors and to contact the Dean of the College Office, Judicial Affairs and any other Dartmouth College office to obtain information deemed by Dining Services to be relevant to my application for employment.

Name

Date

Dartmouth Dining Services Student Preference Sheet
Fall Term 2017

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 Food Truck
House Center A House Center B 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