Welcome to UM Dining! We are pleased to have you as a member of our team. This guide is designed to introduce you to UM Dining (UMD). You are responsible for knowing the contents of this manual and how this information relates to you as an important member of our team. Your unit manager or supervisor will provide you with training and information specific to your job. The following is only a summary for easy reference.

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A. Mission Statement
UM Dining supports student success through superior cuisine, exceptional dining experiences, and sustainable business practices.

SHARED VALUES AND GUIDING PRINCIPLES

Nourishment: We serve wholesome, high quality, and nutritious food.

Guest service: The people we serve are our guests. We will exceed our guests’ expectations.

Sustainability: We commit to local, regional, and global environmental stewardship through sustainable business practices and agricultural economic development in Montana through the UM Farm to College Program.

Professionalism: We exhibit passion, excellence, integrity, loyalty, responsiveness, and innovation in the pursuit of our profession. We affirm, cultivate, and value our employees through professional development.

Diversity: We respect and celebrate the contributions, rights, and dignity of our diverse employees and guests.

Partnerships: We cultivate collaborative and financial partnerships with our on- and off-campus colleagues in support of the University’s mission.

Fiscal responsibility: As a self-operated dining department, we maintain profitability to meet our obligations as a self-funded state auxiliary account. We are entrepreneurial in our exploration and development of new revenue opportunities.

B. Terms of Employment
All hiring paperwork must be completed and turned in before a student employee may work their first shift. After a student completes their initial hiring paperwork, they may only need to refresh their paperwork with a new student hire card at the beginning of each academic year. International students and work study students will have additional requirements, please see your supervisor. Completed applications must include your current class schedule. Gaps in service longer than a semester will require completion of all new hiring paperwork. To qualify as a student employee, you must be enrolled at one of the campuses of The University of Montana and take at least six (6) credits per semester. If your credit load drops below six (6) credits at any time during your employment, you are required to notify your manager immediately.

C. Expectations
- Always put guest service first.
- Commit to an assigned work schedule and perform designated tasks quickly and efficiently.
- Be in uniform, ready to work, at your assigned time before clocking in.
- Clock in and out correctly for each shift. (Missed clocking may result in a delay in getting paid.) If you don’t have your Griz card write your time down on the time sheet.
• Adhere to UMD standards of conduct and dress.
• Work as scheduled during finals week unless there is a direct, same hour work/exam conflict.
• Arrange alternative coverage (find a sub) for assigned work shifts in non-emergency situations and notify your supervisor accordingly.
• Notify your supervisor as early as possible (at least four hours prior to your shift) if you will not be at work due to an emergency or illness.
• Treat co-workers and guests with respect and report problems to your supervisor.
• Refrain from making and receiving personal phone calls, text messaging, or causing disruptive activity. Cell phone use during working hours is not permitted.

D. Wages

<table>
<thead>
<tr>
<th>Position</th>
<th>Wage</th>
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<tbody>
<tr>
<td>General Entry Wage</td>
<td>$8.30/hour</td>
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<tr>
<td>Student Admin Assistant</td>
<td>$9.00/hour</td>
</tr>
<tr>
<td>Student Trainer (Lead)</td>
<td>$9.00/hour</td>
</tr>
<tr>
<td>Student Supervisor</td>
<td>$10.00/hour</td>
</tr>
<tr>
<td>Student Manager</td>
<td>$11.00/hour</td>
</tr>
<tr>
<td>Culinary Student Cook I</td>
<td>$10.00/hour</td>
</tr>
<tr>
<td>Culinary Student Cook II</td>
<td>$11.00/hour</td>
</tr>
<tr>
<td>Special Projects Intern</td>
<td>$9.50-$12.00/hour</td>
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<tr>
<td>Student Coordinator</td>
<td>$11.50 - $12.50/hour</td>
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</tbody>
</table>

Any openings for student employees that are advancement opportunities (wages above the entry wage for our students) are posted on the UMD Hiring Website for a minimum of ten (10) business days. Please follow the instructions on the posting to apply or speak to your supervisor if you are interested in advancement opportunities.

Student paydays are on the 1st and 15th of every month. You may pick up your pay check in Lommasson Center room 252 or sign up to receive your paychecks via direct deposit.

E. Staff Meal

Description of a Staff Meal
• Student staff meals are issued via a paper voucher system in conjunction with the staff meal account on the student’s Griz card.
• Students are allocated a maximum of $10.25 to spend on fresh, non-retail-packaged food in a UM Dining operation approved by the student’s manager.
• Where approved, fountain soda, drip coffee, ice water and tea (not bottled) are free to student staff and do not count toward the $10.25 limit.
• Students may purchase fresh menu items, fruit, baked goods, and UMD-branded grab-and-go products from approved UM Dining operations and approved third-party vendors.
• Student staff meals may not include items packaged for retail, such as bottled beverages, bagged chips, candy, F'Real shakes, etc.

• When redeemed in the Food Zoo, student staff meals consist of one entry into the dining room during the current meal period.

Qualifying for a Staff Meal

When a student employee has completed a qualifying shift of at least three consecutive hours, the student may clock out and request a meal voucher from his or her supervisor or manager. The supervisor should fill out and sign the meal voucher, entitling the student employee to a staff meal, providing all the criteria below are met:

• The student staff member has completed his or her scheduled shift of at least three consecutive hours, or
• The student staff member has worked at least three consecutive hours and it is conducive for the operation to offer the employee an unpaid lunch break of 30 minutes;

• The student has his or her Griz card;
• The student employee has completed their work and clocked out.

When and where

• Student employees are asked to purchase and eat their staff meals in the UM Dining operation approved by their manager immediately following their scheduled shift. In some cases, exceptions to this requirement may be made by the manager.

• In all cases, the student must consume their staff meal on campus and on the same calendar day as the student’s qualifying shift. Meal vouchers expire at the end of each calendar day and are valid for one POS transaction only.

UM Concessions:

• Student staff working events for UM Concessions may receive staff meals at the discretion of the manager or assistant manager.

• The time, approved location, break length, and items eligible for student staff meals will be determined by the manager or assistant manager and may vary event to event.

UM Catering:

• UM Catering student employees are not guaranteed a meal during or after an event shift; student staff meals will be provided depending on the shift worked, the type of event, and the availability of food.

• If food is available and the Catering manager deems it appropriate, student staff may clock out and enjoy their staff meal in a location approved by the manager.

The Iron Griz:

• Student employees working at The Iron Griz may redeem their student staff meals at the restaurant following a qualified shift. In order to accommodate the $10.25 limit, staff should order from a special menu of approved staff meal items.

• Alcohol may not be purchased with student staff meal funds.

• Student employees may choose to order an entrée from The Iron Griz lunch or dinner menu as their staff meal and apply the $10.25 staff meal voucher toward the purchase, but he or she must pay the balance using personal funds.
F. Work Schedule

- Once you have been hired by UMD, you are expected to work your scheduled shifts for the duration of the semester.
- A student employee’s work week is never to exceed a total of twenty-nine (29) hours for all campus jobs. Students must not work overtime. International and work study students may not work over nineteen (19) hours per week.
- Finals week is considered a regular workweek. Student employees are expected to commit to all regularly scheduled shifts except those that directly conflict with a scheduled final exam. Students with a direct conflict of an exam and a scheduled shift must make arrangements with their supervisor at least two weeks in advance.

Orbital Shift

- Your unit may utilize the online scheduling program Orbital Shift. You will be expected to check your schedule regularly on the Orbital Shift website.
- Please refer to the orbital shift information guide for user directions.
- Your unit manager will be able to answer any specific scheduling questions you may have.

G. Attendance Policy

Unexcused Absences:
Missing a shift without prior management authorization is considered an unexcused absence. Employees are subject to disciplinary action up to and including termination after one (1) unexcused absence. Failure to attend a mandatory meeting, not calling into work, or not showing up are considered unexcused absences.
No call / no show offenses are very detrimental to UMD operations. This type of absence adversely affects guest service, and your co-workers will be required to carry your workload along with their own. You are responsible for finding a substitute if you are unable to work for any reason. Discuss with your manager or supervisor the proper procedure for finding a replacement for your shift.

Excused Absences:
Any time you cannot work a shift and you follow the proper procedures for calling in and finding a substitute, your absence will be considered an excused absence. The following are examples of excused absences:
- Calling in sick at least four (4) hours in advance and finding a substitute.
- Missing work without finding a substitute after being excused from your shift by a manager upon consideration of your situation.
- A doctor’s release may be required if repeated absences occur, and is required for students missing five (5) or more days of work to reduce risk of food borne illness.
H. Substitutions

Planned Substitutions:
A planned substitution occurs when an absence is planned at least 24 hours in advance. In this case, you are responsible for finding a replacement for your shift. Continue to seek out coverage to see if anyone can work your shift. If someone is available to work your shift, inform your supervisor as to who it is and what shift they will be covering. Following this line of communication will eliminate confusion about who is working and when. If no one is available to cover your shift, contact your manager at least four (4) hours prior to that shift. The manager will instruct you on how to handle the situation at that time.

Short Notice Substitutions:
A short notice substitution occurs when an absence is planned with less than a 24 hour notice. It is your responsibility to obtain a list of approved substitutes and contact individuals on it to find someone to cover your shift. If you find a replacement, inform your supervisor as to who it is and what shift they will be covering. If you do not find a replacement prior to your scheduled shift, you must show up for your shift.

Excessive Substitutions:
Excessive substitutions or absenteeism will result in a reduction of your scheduled hours. This may also affect your opportunity for rehire, and may result in disciplinary action. UMD reserves the right to consider extenuating circumstances in any given situation.

I. Dress Code

- Student employees are expected to have a valid Griz card as part of their uniform.
  - Two uniform t-shirts will be issued per student employee.
  - Two uniform polo shirts will be issued per student supervisor/manager.
  - Student employees are responsible for maintaining clean uniform shirts at all times.
  - If an issued uniform shirt becomes soiled or damaged due to normal work-related wear and tear, student employees may return the shirt to the unit manager and a replacement will be issued.
  - Clean uniform shirts must be returned to the issuing unit at the end of each semester or at the end of your employment, whichever occurs first. A charge of $15 per shirt will be assessed for items not returned within two weeks of the end of employment. Catering student employees who do not return their shirt will be charged $25. All uniform shirts must be in re-usable condition or you will be charged for the shirt.
  - Additional or replacement uniform shirts may be purchased for the cost of the shirt.
  - Student employees are required to purchase a UM Dining logo baseball hat or use a clean University of Montana baseball hat for hair control. Hats must be clean and in good physical
condition without holes or tears, fraying etc. Hats may be purchased in Lommasson building room 114 for $10.00. This fee may be paid for upfront or charged to your student account.

- Beards and mustaches must be trimmed and well-groomed at all times, or you will be required to wear a beard net in food prep areas.
- Clean, damage-free, solid-color slacks or pants, including jeans must be worn. No tears, stains, holes, cut offs, or sagging pants will be permitted. Shorts and capris will also not be permitted.
- Shoes must be closed toed, closed heel, and in clean, presentable condition.
- Your manager or supervisor will provide you with unit specific dress codes.
- See dress code matrix below

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<thead>
<tr>
<th>Student Dress Code</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Hat/Hair Restraint</td>
</tr>
<tr>
<td>Shirt</td>
</tr>
<tr>
<td>Pants</td>
</tr>
<tr>
<td>Dresses/Skirts/Kilts</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
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<tr>
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<tr>
<td><strong>Miscellaneous</strong></td>
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**J. Student Evaluations**

All new student employees will get a performance evaluation before the end of their first semester. Once this assessment is complete, another assessment of performance will not be required that year unless it is determined that the student is eligible and interested in a promotion. At that time a new performance evaluation must be completed. After the first performance evaluation, a student should expect to be evaluated once an academic year for the duration of their employment with UMD.
K. Student Leadership Program
The student leadership program is designed to meet the business needs of UMD and enhance the learning experience of student employees.

Our program will:
- Give real life experience in supervision and leadership development
- Reward outstanding student employees with better compensation and more well-rounded work experience for their resumes
- Provide advancement opportunities to students allowing them to work in a variety of UMD operations

Some of the leadership positions offered within UMD include:
- Student Admin
- Student Supervisor
- Student Manager
- Culinary Student Cook
- Special Project Intern
- Student Coordinator

The aforementioned leadership positions still must be applied to like any regular job. Just because you have completed the leadership course does not automatically place you in a leadership role.

Leadership courses are typically held at the beginning of each new semester. If you are interested in becoming a student leader, speak with your unit supervisor or manager. The courses are typically four hours long and usually take place in the evening. You will be paid for attending the training.

Please feel free to contact Deb Hill (deb.hill@mso.umt.edu) if you have further questions.

L. Student Employee Scholarship Program
About the UMD Scholarship Program:
The purpose of the UM Dining Student Employee Scholarship is to recognize outstanding student employees. UM Dining awards these scholarships to full time students (12 credits or more for undergraduate students; 9 credits or more for graduate students) who are current UMD student employees at the time the scholarship is awarded. Students may not be awarded scholarships in two consecutive semesters that the scholarships are offered. UM Dining awards the scholarships during the first week of the semester to which the scholarship is applied (the semester following the application process). Application materials are available in the UM Dining Administrative
Office (Lommasson 145), from the administrative support staff in your unit, or follow the links available on the UM Dining webpage.

*Please note: Scholarship funds are determined on a yearly basis. The scholarship may not be offered every year. Scholarship opportunities will be advertised well before the submission deadline. Look for announcements by email, poster, flyers, and from your unit supervisors. If you have any questions regarding the UM Dining Scholarship Program please contact Deb Hill (deb.hill@mso.umt.edu)

Eligibility and Evaluation Criteria:
The selection committee will use the following criteria to evaluate scholarship applications:

- Longevity of employment (Y/N)
  - Student must have worked with UM Dining a minimum of 120 total hours (up to and including finals week). This specific requirement must be met in order for applicants to be considered.

- Personal essay (500 words or less) **40 points**

- GPA (minimum of 3.0 to apply) **40 points**

- Letters of recommendation (minimum of two) **10 points**
  - One professional reference and one academic reference required

- Student employee must be in good standing (attendance, punctuality, availability, willingness to work special events, no disciplinary actions on file, etc.) **10 points**

Application Packet Must Include:

- UM General Scholarship Application Form
- An unofficial copy of a current transcript that demonstrates:
  - Full-time UM student status: currently carrying 12 or more credit hours for an undergraduate, or 9 or more credit hours for a graduate student.
  - Cumulative grade point average of 3.0 or higher
- An essay (500 words or less) defining your educational accomplishments, community involvement, career aspirations, and transferrable skills acquired while employed by UM Dining.
- At least two letters or recommendation (one profession reference and one academic reference required).
- UM Dining Student Scholarship Eligibility Verification Form with your name, signature, and associate director’s signature
  - Upon completion of the semester Deb Hill, UM Dining Personnel Associate, will verify the eligibility criteria listed on the form have been met. The verification form will affirm the items listed above in the Eligibility and Evaluation Criteria section of this document.
M. Safety and Work Related Injury

SAFETY TIPS:

- Operate equipment only after you have received proper training in its use.
- Always disconnect power and attach safety shields before you clean any electrically powered piece of equipment. Always re-attach all safety guards after cleaning equipment.
- Handle all kitchen knives with extreme caution. Keep them away from table edges. If a knife falls, do not try to stop it.
- Do not take knives to a dish room or pots and pans areas. Knives must be washed carefully by hand.
- Immediately inform your supervisor about faulty equipment.
- Be cautious when cleaning hot equipment. Use handled scrubbers when cleaning grills.
- Always use dry potholders when handling hot pots and pans. Using a wet cloth will result in a painful steam burn.
- Never stand on food service equipment.
- When putting a pan into a steam table, set the pan in gently so as not to splash hot water or food.
- When removing pans from the steam tables, or opening steam-filled containers, lift the corners farthest away from you first to prevent steam burns.
- Wipe liquid spills off the floor immediately, always keeping the floor clean and dry. This is especially important around the deep fryers and on both sides of the serving lines.
- Always safely pick up any foreign objects on the floor, such as napkins, food, glass, etc.
- Do not run in the kitchen or dining rooms.
- Never combine chemicals (esp. bleach and ammonia or bleach and Quat sanitizer).
- When lifting, bend your knees and lift the weight with your legs. Never attempt a task you are physically unable to do. Report any injury, no matter how small to your supervisor.
- If you are unsure of how to proceed in any of your duties, ask a supervisor for training and assistance.
- Be alert for possible food contamination. Keep hot foods hot (135 Fahrenheit or hotter) and keep cold foods cold (41 degrees Fahrenheit or colder). All cooks and supervisors have food thermometers. Ask a supervisor if you question the temperature of any item.
- If you receive a report of a food borne illness from a guest, immediately notify your unit manager or supervisor and they will contact the Director and/or the Executive Chef. Do not discuss the event with any other employees.
- Be alert to the quality of food being served.
N. Leaving UMD Employment

Involuntary Termination
The following are examples of activities that may warrant immediate termination:

- Using or being under the influence of drugs and/or alcohol during your work shift.
- Dishonesty or theft (i.e. eating unauthorized meals or leaving campus with an employer provided meal).
- Excessive absenteeism (or one unexcused absence).
- Cashiers allowing students to eat without paying.
- Willful and unauthorized destruction or abuse of UMD or state property.
- Improper use of Griz Cards (clocking other people in or out).
- Any act or threat of physical violence toward co-workers or guests.
- Management discretion during 30-day probation period, based on performance issues.

Voluntary Termination
The previously mentioned guidelines are established to ensure that a consistent procedure is followed when a student employee chooses voluntary termination from UMD. UMD expects the following when a student employee voluntarily terminates:

- Ten (10) working day’s notification. Written notification is required.
- Return of uniform to the appropriate UMD office at the end of last shift. The employee will make sure that office personnel are on hand to record the return of the uniform. The employee will be held responsible for the cost of the uniform if it is not checked in by authorized personnel.
- Students are encouraged to request an exit interview with the associate director or their unit manager to discuss any issue concerning the circumstances surrounding voluntary termination of employment. We use this valuable feedback to assist us in training our staff.

Closing
If you have any questions or concerns please contact your unit manager or supervisor.

Thank you for joining the UM Dining Team!