

## **DINING SERVICES ABSENCE PHONE NUMBERS**

### **Primary Contact**

- Always email the Student Employment Coordinator at [tmariani@skidmore.edu](mailto:tmariani@skidmore.edu)
- Phone: 518-580-5857 (Monday - Friday - 8:30am to 4:30pm)
- WEEKEND CONTACT: (Saturday and Sunday only) - [Dhallabsence@skidmore.edu](mailto:Dhallabsence@skidmore.edu)

### **Other Contacts**

- Atrium Café - 518-580-5859
- Burgess Café - 518-580-7510
- Central Receiving - 518-580-5850
- Dining Services - 518-580-5850 or 518-580-5853
- SPA - 518-580-5899

## **EXCUSED ABSENCES**

### **Illness or Injuries**

If you are unable to come to work due to severe illness or injury, please notify the Student Employment Coordinator via email or contact a supervisor prior to your shift.

Students with severe symptoms that would interfere with work duties should not report for work but should be evaluated at Health Services. A medical excuse note will be given if warranted. It is acceptable to work with minor illness. Alternative duties to working directly with food are available see the Student Employment Coordinator or a supervisor.

Students who have crutches, casts, non-weight-bearing status, or are concussed should contact the Student Employment Coordinator, who may reassign your placement according to your injury. A medical excuse note should be obtained from either Health Services or a doctor and submitted to the Student Employment Coordinator.

Students who have missed shifts for more than (2) consecutive shifts may not return to work until cleared in writing by Health Services or a doctor.

If your supervisor sends you home from work due to a medical illness, you will receive an excused absence for the remainder of that shift.

Family or personal emergencies and hospitalizations are considered excused absences. Contact the Student Employment Coordinator or a supervisor as soon as possible.

## **NEGATIVE ABSENCES**

**No Call/No Show:** Failure to notify the Student Employment Coordinator via email or a supervisor before scheduled start time that you will be unable to work.

A continued pattern of no call/no show absences at any time during the whole academic year may result in immediate termination.

**Unexcused Absence:** With prior notification to the Student Employment Coordinator via email or a supervisor, you will be given one unexcused absence for each missed shift that is

not covered by either a sub, a make-up card or a note from Health Services/doctor.

- Three unexcused absences = 1 no call/no show absence

**Late/Leaving Early:** Coming to work after your shift has begun or leaving early without the prior approval of a supervisor.

If you are late by 30 minutes or more, it will be marked as an unexcused absence. If you leave early by 30 minutes or more, you will also be marked as an unexcused absence unless you are leaving early because you are ill.

- Three lates/leave earlies = 1 unexcused absence

An attendance card is kept for each student employee, tracking all absences and extra shifts worked.

### **IF YOU NEED TO MISS A SHIFT**

#### **Academic or Sports-related Absences**

(i.e. lectures, field trips, class-related theatrical performances, or sports games. This does not include clubs or intramural sports.)

- Ask your professor or coach to email the Student Employment Coordinator at least 1 day prior to the scheduled shift to confirm.
- Class-related absences must be required by the professor for the class. It does not include optional class related absences such as study sessions.
- Arrange make-up shifts with the Student Employment Coordinator or a supervisor (must be made up within 2 weeks of original shift in same location except Central Receiving shifts.)
- If you do not make up the shift within 2 weeks, you will receive an unexcused absence to your attendance record.

#### **Make-up Cards** (given 3 per semester)

- Must be turned in to the Student Employment Coordinator or a supervisor 30 minutes before the start of the shift being missed.
- Arrange make-up shift (must be made up within 2 weeks of original shift in same location except Central Receiving shifts.)
- If a make-up card is submitted less than 30 minutes prior to the start of your shift it will be considered an unexcused absence and the make-up card will not be accepted.
- Lost or misplaced cards will not be replaced, and they do not carry over from semesters.

**Subs** - A total of 3 substitutions may be used each semester. If you go beyond using the allotted number, it will initiate a meeting with either the Employment Coordinator or the Assistant Director in Dining Services.

There are two options when looking for a sub:

#### **Option #1 - Electronic**

- Join the Dhall-substitution-list - If you are interested in this option you can email the Student Employment Coordinator and have your name added to the list.

- If your name is on this list, it will mean that every time someone requests a sub you will be part of the email thread.
- If you use this option, it is your responsibility to confirm with the person taking the shift so they have it on their schedule.
- If you use this option, it is your responsibility to inform the Student Employment Coordinator or a supervisor the name of the person taking the shift.

### **Option #2 - Manual**

- Post a “Looking for a Sub” slip; ask co-workers if they can sub.
- Have person who is subbing sign the sub slip.
- Turn slip into the Student Employment Coordinator or supervisor prior to start of shift.
- If you get a sub, you do not have to make up that shift.
- Sub slips will not be accepted after start of shift.

### **Religious Holidays:**

- We respect the rights of all individuals to observe customarily recognized religious holidays throughout the academic year.
- Students who leave campus or are unable to work on a religious holiday will be given an excused absence, as long as prior arrangements have been made with the Student Employment Coordinator or a supervisor.
- If no prior arrangements are made, students will be given one unexcused absence for each shift missed.

### **STUDY DAYS & FINAL EXAM PERIODS**

#### **EXAMS**

**Normal Exams and Study Days** - These are regular workdays. You are expected to work your scheduled shifts.

**Fall and Spring - Final Exams** - These are excused absences with prior notification given to the Student Employment Coordinator via email or notification to a supervisor and do not need to be made up.

#### **SNOW DAYS/COLLEGE CLOSINGS**

Dining Services is still open. You are expected to work for your scheduled shift. If you live off campus and are unable to make your shift due to hazardous transportation conditions, you must email the Student Employment Coordinator and provided a make-up date for the missed shift.

#### **GOING TO WORK**

You cannot stay later than your scheduled shift time to make up being late. If you are 30 minutes or more late for your shift, it will be marked as an unexcused absence. It is the expectation if you are running late to contact the Student Employment Coordinator via email or a supervisor to inform them.

You will use your Skidmore ID to swipe in and out at the time clock each time you work. You are also expected to sign in on the sign-in sheet whenever you work.

Most of your training will be on-the-job; all our supervisors, student supervisors, and employees are there to help you learn how to do your jobs properly and safely.

Before leaving at the end of your shift, please make sure to clean up your work area and check in with a student supervisor or supervisor. This is also the time to return your cut gloves, apron, and shoe covers to the proper locations.

### **WORK ATTIRE FOR ALL LOCATIONS**

All student employees must wear their Dining Services hat or visor forward while working; this is the only hat which may be worn. If you lose this hat, a replacement hat may be purchased in the Dining Services Office for \$7 in cash.

- Hair that is shoulder-length or longer must be tied back.
- You will be given an apron to wear while working; at the end of your shift, please put it in the dirty laundry area. Your apron must be taken off prior to using a rest room.
- No shorts, capri pants, or skirts - only full-length pants may be worn.
- No sleeveless shirts, tank tops, or crop tops may be worn while working.
- Only t-shirts or long-sleeve shirts may be worn.
- No open-toed shoes, sandals, slippers, Crocs, or high heels - only sneakers or closed rubber-soled shoes may be worn. Socks must be worn.
- If you are wearing nail polish and/or artificial nails, you must wear gloves when coming in contact with, preparing, and/or serving food.
- It is mandatory that the provided slip-resistant shoe covers be worn while working in all locations.

If you come to work in unacceptable attire you will be sent back to your room to change. If you return after the start of your scheduled shift, you will be considered tardy.

The use of cell phones (phone calls or text messaging), iPods/iPads, MP3 players, electronic book readers, or any other electronic device is not allowed during a work shift in any area.

### **EXAMPLES OF MISCONDUCT**

Expectations are you will show up for your scheduled shifts on time and perform all work responsibilities during your shift.

Here are examples of misconduct that may lead to negative consequences on your attendance record and potential termination.

- standing around talking with friends
- sitting or leaning on counters, tables, walls, etc.
- eating and/or drinking
- reading, doing homework
- using personal electronic devices
- swiping and/or signing in for anyone else
- theft
- a record of tardiness
- a record of frequent absences
- unsatisfactory work performance

- refusal to do assigned tasks
- leaving your work area without permission
- disappearing during your work shift
- violation of department work policy
- repeated improper attire, per department's policy