



"Creating an excellent  
college experience"

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<b>Section:</b> Operations	
<b>Subject:</b> Drink Policy for TSC Staff	

## **Drink Policy for TSC Staff:**

This policy outlines the drink policy for TSC Staff. As part of the integral, ongoing relationship between the TSC and Dining Services, certain TSC Staff are allowed beverages for free. This defines how that works.

### **Policy and Procedure:**

1. All scheduling and setup staff as well as all custodial and maintenance staff are allowed free beverages during work hours. Beverages included are:
  - a. Any fountain drinks. Fountain drinks are to be taken in refillable mugs and not in paper cups provided by Dining Services.
  - b. Coffee or other hot beverages. Refillable mugs are also necessary to take advantage of this privilege.
2. Canned or bottled beverages are NOT allowed. Any and all canned, bottled, or other prepackaged beverages are not allowed under this policy. All such beverages will be paid for thru the cash register. Anyone caught taking such items without paying may be prosecuted.
3. During open hours of operation, TSC staff will take their free beverages thru the cash register and show their TSC Staff Id to get the free beverage. TSC Staff must enter and exit the establishment as a customer would. This is to avoid any perception of theft by third parties.
4. During closed hours, staff may help themselves.
5. Any questions as to who is or who is not approved to take advantage of this privilege will be referred to the Executive Director of Dining Service for the final decision.