



“Creating an excellent college experience”

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Section: Human Resources	
Subject: Employee Meals	

Employee Meals Policy:

All employees of USU Dining Services receive free or discounted meals. This policy describes what those discounts are and the process for utilizing the discount. All meals are to be rang up thru the register and paid for with a Management Meal Card. The only exception to this is for Catering personnel eating leftovers from a banquet and employees of The Skyroom eating in The Skyroom.

Policy:

Individual operations may reduce or adjust this benefit with approval from the Executive Director.

- 1) Employees receive free meals based on hours worked per week as determined and setup by management. Full time is defined as being scheduled for 30+ hours per week
- 2) Meals that are not eaten are lost; Meals do not accumulate from day to day.
- 3) Employees will wait in line and are not allowed to serve themselves.
- 4) All employees will select from regular menu
- 5) Employee meals are for personal consumption only and are only allowed for takeout with prior approval from the shift supervisor.
- 6) All food must be consumed in the Dining Room or eating area of the establishment purchased and should be consumed in conjunction with your shift and class schedule. Any exceptions to this rule must be **pre-approved** by a member of management.
- 7) Hourly and non-exempt employees must be clocked out to eat.
- 8) Fountain Drinks & Drip Coffee are free while working (designated cup) -- bottled drinks & specialty beverages must have management approval each time. Certain instances require the use of bottled drinks.
- 9) NO package goods may be purchased with an Employee Meal Plan. This includes, but is not limited to, Chips, Ice Cream, Granola Bars, Candy and Bottled Beverages. (Items prepared and packaged by Commissary are not considered packaged goods.)
- 10) All food eaten from QuickStop is to be paid for by the employee.
- 11) Meal Cards may be used in The Skyroom for special occasions as determined by Management. Cardholder is responsible to ensure that a tip of at least \$1.00 per person eating is paid out of employee(s)' pocket.

Not following above procedures will result in loss of meal privileges and may result in termination

Category:

Full-Time

Meals Allowed:

2 meals per day worked used on the day you work

Meals do not carry over day to day – use or lose

(Above meals are eaten in The MarketPlace or The Junction or on a \$7 per meal maximum in cash operations as approved by management)

Part-Time

1 meal per day worked used on the day you work

Meals do not carry over day to day – use or lose

(Above meals are eaten in The MarketPlace or The Junction or on a \$7 per meal maximum in cash operations as approved by management)

Catering Employees

Eat from banquet unless other arrangements are made

(Management will provide for payment of meals in operations outside of catering as appropriate)

Skyroom Employees

Full-Time policy applies – One meal will be eaten in The Skyroom
A meal card must be used to track meals eaten.

Contract Employees

Unlimited meals in The MarketPlace or The Junction
2 meals per day in retail operations (excluding The Skyroom and The Quickstop) \$7.00 max

Procedure

- 1) As part of new employee orientation, the meal policy will be explained.
- 2) Managers and other key persons will be issued a Management Meal Card to be used to pay for their personal meals as well as meals for people who work in their department as appropriate.
 - a) These cards are issued by the Executive Director and tracked in the Administrative Offices.
 - b) Management Meal Cards are ONLY used for employees of Dining Services. Customer service issues should be paid for by a Customer Service Block Meal Plan. (see policy 123)
 - c) Misuse of the Management Meal Card will be considered theft and may be prosecuted as such.
- 3) Employees when utilizing their employee meal privilege will go thru the operation as any regular customer would. In Residential Dining, this means that the meal is paid for BEFORE ordering or eating.
- 4) There are 2 different situations when an employee may utilize their employee meal plan:
 - a) Eating in the same operation in which you work:
 - i) As an employee reaches the register, a member of the management team for that operation will be notified to come and swipe their card for that employee.
 - ii) A receipt is printed and the employee's name is written on the receipt and the receipt is placed in the designated location.
 - b) Eating in an operation different from the one in which you work:
 - i) Either the employee will be accompanied by a Management Meal Card holder or the employee will be loaned the Management Meal Card for that transaction.
 - ii) A receipt is printed and the employee's name as well as the operation where they work is written on the receipt and the receipt is placed in the designated location.
- 5) Receipts will be reviewed by management as deemed appropriate in each operation.