

## Handbook

The handbook contains the rules you're expected to follow as a Dining employee. You should read all of it to make sure you're familiar with the rules. This guide is just a summary to make it more clear.

### Point system (pg. 4)

- You get 1 point for an absence (unless you have a doctor's note)
- You get .5 points for lateness or absence in the middle of a shift
- After a warning, you get 1.5 points for breaking a work rule. Work rules are found in the handbook.
- When you hit 2.5 points, you're fired
- There is no punishment for having anything less than 2.5 points, so use your points if you need to!
- Points reset every term

### Uniform (pg. 5)

- You have to wear your uniform. See the handbook for all the details.

### Scheduling (pg. 6-8)

- Use Whentowork
- If you need to change a scheduled shift 2 weeks or more in advance, email [msupervisor@grinnell.edu](mailto:msupervisor@grinnell.edu) and [thornton@grinnell.edu](mailto:thornton@grinnell.edu) and put the shift on tradeboard.
- If your pod gets shifted around and you lose your shift, **you will get paid for the missed shifts** if you signed up for it a week in advance and you pick up two shifts in your new pod schedule.
- See the handbook for details

### Absences (p. 8 - 9)

- If you're going to miss a shift less than 2 weeks in advance, put it on the tradeboard. If someone picks it up, you're covered, and if not you'll get a point.
- If you're sick, call a supervisor at 641-269-3769 and tell them. If you end up getting a note from a doctor, you won't get points.
- If you have COVID symptoms, call SHAW. If they tell you to isolate, and you call your supervisor to tell them and put it on the tradeboard, and you signed up for the shift at least a week in advance, **you will get paid for the shifts you miss.**

### Breaks (p. 10)

- You get a 10 minute paid break for every shift. Use it!
- You can also take an unpaid meal break of up to 30 minutes if you don't have time to eat before or after your shift.

The rest of the handbook contains many different safety and other rules. Let us know if you have any questions about the handbook.

### **Know your rights**

1. If you ever get disciplined (given points) or terminated and you don't think it was fair, **contact the union immediately** at [cgo@ugsdw.org](mailto:cgo@ugsdw.org). We can fight for you through the grievance process but we need to act fast.
2. If you're in trouble at work and a supervisor wants to talk to you, you have the right to have a union rep there before the conversation starts. Tell your supervisor you want to wait for a union rep and call us at (319) 343-7718. We may be able to deescalate the situation before something unfair happens in the first place.
3. If you have any problems at work or wish things were different, email us! The union is all about workers collaborating to improve our workplace.