

# Work Rules



Approved By: Gwyn Scott  
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## **Clocking In and Out**

This work rule applies to Bargaining Unit employees that are required to clock in and clock out for their scheduled shift. Employees must clock in and out using their OHIO ID or 6008 number on the back of the OHIO ID card, utilizing the Workforce System. Employees are not permitted to clock another employee in or out as it is a violation of Federal Law.

Employees must clock out when leaving the building beyond 10 feet of any entrance to the building in which they are assigned. If the employee leaves beyond 10 feet of any entrance they must obtain approval by a manager, and if approved, they must clock out and then clock back in (i.e., training, temporary transfers, university functions, university business).

An exception to this work rule would be if the venue in which the employee is assigned has established a sign in and sign out procedure for tobacco usage. For detailed information refer to OHIO University Policy 44.113, the Smoke and Tobacco Free Policy as employees are not permitted to utilize tobacco on OHIO property.

Employees must use their approved break periods and abide by Article 32 of the Collective Bargaining Agreement and not exceed designated time periods.

## **Employee Meals**

Food Production is Culinary Services' core function and furnishing meals to our employees plays an important role in the evaluation process to ensure the highest quality food is being served to our customers.

Culinary Services employees who are scheduled more than a six (6) hour shift are entitled to a meal from the daily menu in the venue in which the employee is assigned. Product(s) cannot be removed from the inventory to prepare any food that is not on the menu for that period. Employees that work a 6-hour shift or less are provided a 15-minute break, but no meal break is provided.

Employees working a catered event may eat the food from the event after the catered meal has been served to their customer. Retail employees may eat in areas designated by the venue manager.

Meals must be consumed in the venue in which the employee is assigned. Our employees' meal break may vary daily, based on the unit's operational needs. Maintaining employees on-site assists in meeting our customer demands when emergency situations arise with little or no notice.

Meal participation questions should be directed to the manager on duty in the venue in which the employee is assigned.

## **Grooming and Personal Hygiene**

This work rule has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace. The standards of grooming and hygiene outlined below set forth the minimum requirement to which all employees are required to adhere. Each person working in the food service industry must maintain a high degree of cleanliness and a tidy external appearance. Personal hygiene is extremely important to maintain food health/safety standards. OHIO University Culinary Services recognizes that the presentation of its employees in the workplace contributes to a professional, safe and sanitary environment that contributes to the success of our organization.

The following standards are to be followed and enforced:

### Personal Hygiene

Employees must maintain a clean body and clean hair. Clothing must be clean, in good repair and cover the body properly. Wearing socks is a requirement in the food industry. Proper handwashing and gloving techniques must be followed at all times. Injuries (i.e., cuts and wounds) must be properly protected and covered. Aprons must be removed when leaving the production areas. Staff are not permitted to consume food in a food production area or adjacent areas. The only exception would be sampling to test the quality of the product being prepared at the time.

### Fingernails

Natural fingernails must be maintained so that they are clean and trimmed. If an employee chooses to wear fingernail polish or have artificial nails, they are to be properly maintained, clean and trimmed and they are required to wear gloves the entire time they are in production areas.

### Hair Restraints

Please reference the Uniform Work Rule per Ohio Food Code 3717-1-02.3C. Any person(s) that enters a production area must wear a hair restraint. Hair that touches the shoulders must be tied back and up off the shoulders and the hair restraint must cover as much hair as possible.

### Facial Hair

Facial hair must be neatly trimmed to the face to no more than 1 inch long. Facial hair must be covered by a beard restraint (Ohio Food Code Policy 3717-1-02.3C). Beard nets are not required during breaks and lunches when taken outside the food production areas. Mustaches must be groomed to not cover the mouth.

### Jewelry and Piercings

Jewelry is limited to a plain band ring, a medical alert bracelet, small hooped or small post earrings and a watch or fit bit. Facial piercings are limited to one per face at managements' discretion.

Employees working in the Central Support Kitchen are limited to only a plain band and a medical alert bracelet.

Interpretation of the Grooming and Personal Hygiene will be at Management's discretion.

## **Notification of Absence**

If any employee is unable to report for work as scheduled, the employee must notify the manager on duty at least one-half (1/2) hour before the designated starting time of their scheduled work shift, on the first day of absence. At the time of call off, the employee must state the reason for the call-off, type of leave requested, and the anticipated return to work date. If employee is unable to provide an anticipated return to work date, employee is required to call in each day of absence. The employee will not be required to notify the venue each day, provided the employee has provided adequate notification of the nature of the illness and anticipated return date to the venue/department.

If the manager on duty is not available, the employee must leave a message on the designated voicemail in their venue at least one-half (1/2) hour before the starting time of their scheduled work shift. Employee shall state in the message the reason for the call-off, type of leave requested, and the anticipated return to work date.

It is the employee's responsibility to know if they have a sufficient balance of accrued time to cover the type of leave being requested. Failure to have sufficient amount of requested leave to cover the absence may result in an unexcused absence which could lead to disciplinary action.

Failure to notify the venue/department of intended absence pursuant to this policy shall cause the absence to be unapproved and the employee's record shall be marked "unapproved absence." The employee shall not receive pay for the absence and the employee shall be subject to disciplinary action up to and including termination of employment.

If an unforeseen emergency arises which prevents the employee from notifying the venue/department of an intended absence, the absence may be considered approved provided the employee submits satisfactory evidence to the venue/department that the emergency prevented the required notice.

The employee must submit accurate and timely documentation for each absence. The documentation must be submitted no later than the first day back from the absence or prior to the end of the pay period whichever comes first. This provision does not apply to absences due to a qualifying FML condition for which the department has an active approved certification on file. It is the responsibility of the employee to notify the department at the time of call off that the absence is due to the active certification on file.

## **Safety**

Culinary Services will comply with Ohio University's Safety Policy 44.109, all appropriate safety regulations and policies, and federal and state laws and regulations. We value safety in our workplace, and we will continuously strive to provide and maintain a safe and healthful environment with a daily goal of zero workplace injuries. We believe that all incidents are preventable and that working safely is our duty. We will all lead by example by demonstrating best safety practices. Culinary Services employees will:

1. Recognize and correct equipment and workplace safety hazards. Report deficiencies to management or a safety team member immediately. Report incidents/injuries/unsafe acts that could have led to an incident immediately to management and complete an incident report immediately.
2. Know the locations of emergency exits and established evacuation process in your venue.
3. Complete internal training required for performing job tasks. Follow training procedures and request additional training if necessary. Sign off on required training documentation. Do not perform tasks for which you have not been trained and signed off. Follow instructions and best safety practices when operating and cleaning all equipment, tools, appliances, etc. Inspect equipment before use.
4. No headsets, ear buds, or personal electronic devices in work areas.
5. Employees are not permitted to use cell phones in work areas. Cell phones may be used in areas that a General Manager has identified as a safe zone. If carrying a cell phone on your person, the cell phone must be secured in a pocket below the waist. Cell phones are not permitted to be used when driving a university owned vehicle unless using a hands-free device.
6. Always use proper personal protective equipment (PPE) for required tasks (i.e., cut gloves, burn sleeves, steamer gloves, hot pads). When handling sharp objects, wear proper PPE. Never place a knife in a sink. Notify manager immediately for proper sharps disposal and procedures.
7. Identify and clean up spills to prevent slips, trips, and falls. Use proper signage and floor matting.
8. Use proper safety techniques when using chemicals. Inquire with a manager if unsure of the PPE or proper usage of a chemical. Refer to SDS.
9. Use proper lifting techniques and abide by the 50-pound weight limit restriction. If over 50-pound limit, ask for assistance, use dolly, divide load, or ask management for instruction. Never sling trash bags or materials.
10. Drinking cups in work areas must have a fitted lid and be marked with the employee's name or initials. No glass cups or bottles are allowed.
11. Abide by all local, state, federal and Ohio Food Code regulations to include not consuming food in food production areas, labeling and dating product and proper temperatures.
12. When driving a state vehicle abide by all state laws including wearing your seat belt.
13. When using a ladder, follow the manufacturer's label for weight restrictions and guidelines.
14. When using a cart, when possible, employees should push the cart and not pull the cart moving in only one direction. When possible, only one cart should be moved at a time.

The safety and wellness of Ohio University employees and the campus community is the primary concern during the COVID-19 pandemic. To address the safety and wellness concerns during the

national health emergency, in accordance with local, state, and federal department of health regulations, the following work rules and guidelines are implemented. The work rules and safety guidelines are subject to modification in accordance with health and safety guidelines.

1. Immediately prior to reporting to campus, employees will complete the Required Daily COVID Symptom Assessment and follow protocol.
2. The following workplace controls shall be followed to maximize workplace safety and minimize potential risk of exposure:
  - a. Employees shall always practice social distancing by ensuring a 6-foot distance between people.
  - b. Employees shall wear a face covering when on campus, in a university building, or in a university vehicle/piece of equipment unless exempted from doing so by their supervisor in accordance with the Ohio Department of Health regulations.
    - i. Employees working alone in an office, space, or vehicle, or single operation of a piece of equipment (i.e., riding mower, backhoe, etc.) may remove the mask; however, the mask must be worn properly prior to entering any space where employees could potentially meet/come in contact with another person; including exterior campus spaces (i.e., walkways, parking lots, athletic fields, etc.)
    - ii. Appropriate workplace safety precautions still apply. The face covering is a secondary level of PPE. Examples include, but are not limited to, the following:
      1. Face coverings should not be worn when in proximity to moving machinery that could catch on the ties or other loose material.
      2. Those with a safety concern associated with wearing the face covering while executing their job should notify their supervisor for guidance.
  - c. Employees shall engage in regular handwashing and hand sanitizing.
  - d. Employees shall frequently disinfect their personal workspace.
  - e. Employees shall avoid touching their eyes, nose, mouth with unwashed hands or after touching surfaces.
  - f. Employees shall cover their mouth with a tissue when coughing or sneezing.
  - g. Employees shall follow the following guidelines while operating University Vehicles:
    - i. Only one (1) person may be in the cab of truck or low speed vehicle at a time.
    - ii. High touch areas of the vehicle need to be wiped down at the end of each shift, or when a different person is going to use the vehicle.
  - h. Employees shall follow the following guidelines regarding break rooms:
    - i. Shared break rooms will be reconfigured and/or furniture removed to ensure physical distancing.
    - ii. Where shared break rooms are in place, breaks will be staggered to minimize risk of personal exposure.

- iii. High touch areas in shared break rooms will be wiped down between break periods by those that most recently used the space.
- i. Employees shall follow the following guidelines regarding Time Clocks/Key Banks:
  - i. When practical, will minimize use of time clocks by management manually entering time.
  - ii. Time clocks and key banks will be wiped down before and after any clock in/out event.
  - iii. Shifts may be staggered (typically +/- 30 minutes) to minimize risk of personal exposure.
- j. Employees shall abide by University signage, floor decals, or other marking indicative of physical spacing and direction of travel.

## **Uniforms**

### Regular Work Uniform expectations:

Employees are required to wear the designated Culinary Services uniform during work hours. Uniforms must be well maintained, clean and in good repair. Special events may be an exception to this work rule if approved by the General Manager of the venue. During cleaning day(s), employees may wear black/blue jeans or khaki pants (no sweatpants) and a t-shirt. OHIO University t-shirts are preferred. Employees will not be permitted to wear a t-shirt that promotes alcohol or other unprofessional messages. Interpretation of this work rule will be at management's discretion.

### BUC, Jefferson Marketplace, and Residential Dining Segment

#### Cooks and all Food Service Workers:

Cooks within the segments listed above and Food Service Workers will wear the prescribed white chef coat. Chef coats must be buttoned during work time with no more than 1 top button undone under normal temperature conditions. Chef coats are not to be tucked in. Long sleeved shirts are permitted to be worn under the uniform but are not permitted to be worn on top of the uniform. Only solid black, grey, white, or OHIO green may be exposed when worn under a chef coat and should be plain in color without décor. It is the responsibility of the employee to maintain the uniform in clean, professional condition.

Pants must be all black, all white, or may be a chef pant with a black and white pattern. Pants must be clean, hemmed, professional looking, and in good repair, and must be durable and non-transparent consisting of a sturdy weave. For example, 100% cotton twill, cotton denim, or a cotton polyester blend.

### CFF Segment

#### Cooks, Bakers and Meat Cutter:

Cooks, Bakers and the Meat Cutter will wear the prescribed white chef coat or the polo. Chef coats must be buttoned during work time with no more than 1 top button undone under normal temperature conditions. Chef coats are not to be tucked in. Long sleeved shirts are permitted to be worn under the uniform but are not permitted to be worn on top of the uniform. Only solid black,

grey, white, or OU green may be exposed when worn under the uniform and should be plain in color without décor. It is the responsibility of the employee to maintain the uniform in clean, professional condition.

Pants must be all black, all white, or may be a chef pant with a black and white pattern. Pants must be clean, hemmed, professional looking, and in good repair, and must be durable and non-transparent consisting of a sturdy weave. For example, 100% cotton twill, cotton denim, or a cotton polyester blend.

### All Segments

Custodial Workers, Stores Clerks, Storekeepers, Equipment Operators and Catering Services Workers will wear the annually issued shirt during operational periods.

Uniform issued t-shirts are not part of the Culinary Services uniform except during the summer months as described in Article 40 but can be worn under the issued uniform shirt. Long sleeved shirts are permitted to be worn under the uniform shirt but are not permitted to be worn on top of the uniform. Only solid black, grey, white, or OHIO green may be exposed when worn under a uniform shirt and should be plain in color without décor. Hooded sweatshirts are prohibited from being worn during the normal course of the workday. However, employees who are assigned outside of the building, in coolers, or in freezers may wear outer garments while performing those specific outside duties.

Pants must be blue/black jeans or khaki pants. Pants must be well maintained, clean, hemmed, professional looking, and in good repair and must be durable and non-transparent consisting of a sturdy weave.

### Head covering

Cooks and Food Service Workers (other than in CFF) will wear a black or white (or combination of black or white) baker's cap or hair net. Custodians, Stores Clerks, Stores Keepers, EQ1's and Catering Service Workers will wear the uniform designated ball cap (black, grey, white or OHIO green OHIO University logoed hat) or a hair net. At CFF, a white hair net must be worn (in any location other than the warehouse) over a baker's cap or uniform ball cap if the cap does not effectively cover all of the hair. This hair restraint rule also applies to any non-food employee (such as maintenance and administrative personnel) when they enter a food preparation area. Hair coverings must be kept clean and in good repair.

### Shoes

All bargaining unit employees must wear black, brown or white slip resistant shoes or boots. Shoes must be closed toed and closed heel, well maintained, clean and in good repair. Slip resistant shoes are identified as such on the sole of the shoe. Employees may be required to show proof of slip resistant sole.

### Shorts

# Work Rules



The only classifications permitted to wear shorts are Stores Clerks and Equipment Operator 1 based on management approval throughout the year. Black/Blue jeans, black shorts or khaki shorts are acceptable. Shorts will not be provided, must be clean and in good repair, professional looking, hemmed and no shorter than 4 inches above the knee, must be durable and non-transparent consisting of a sturdy weave. Employees who are permitted and choose to wear shorts must be prepared and ready to work in any weather conditions and will not be provided leave to change. Employees are encouraged to keep a regular work uniform with them at all times.

I have read and acknowledged the Work Rules effective 2/18/2021 and agree to abide by them.

Print name:

Signature:

Date: