

Pay Periods

Start Date	End Date	Date Paid
08/09/09	08/22/09	09/04/09
08/23/09	09/05/09	09/18/09
09/06/09	09/19/09	10/02/09
09/20/09	10/03/09	10/16/09
10/04/09	10/17/09	10/30/09
10/18/09	10/31/09	11/13/09
11/01/09	11/14/09	11/27/09
11/15/09	11/28/09	12/11/09
11/29/09	12/12/09	12/24/09
12/13/09	12/26/09	01/08/10
12/27/09	01/09/10	01/22/10
01/10/10	01/23/10	02/05/10
01/24/10	02/06/10	02/19/10
02/07/10	02/20/10	03/05/10
02/21/10	03/06/10	03/19/10
03/07/10	03/20/10	04/02/10
03/21/10	04/03/10	04/16/10
04/04/10	04/17/10	04/30/10
04/18/10	05/01/10	05/14/10
05/02/10	05/15/10	05/28/10
05/16/10	05/29/10	06/11/10
05/30/10	06/12/10	06/25/10
06/13/10	06/26/10	07/09/10
06/27/10	07/10/10	07/23/10
07/11/10	07/24/10	08/06/10
07/25/10	08/07/10	08/20/10
08/08/10	08/21/10	09/03/10
08/22/10	09/04/10	09/17/10



CLASSIFIED
employee
handbook
DINING SERVICES

2009-2010
housing and dining services

Table of Contents

Welcome to Kansas State University.....	3	Cutting down on cuts— To Prevent Cuts:.....	19
What It's All About.....	3	Don't get burned— To Prevent Burns :	20
Code of Ethics.....	5	Pushing Carts	20
Housing and Dining Services History	5	Spills	20
Getting to Know Your Organization	6	Proper Lifting Procedures	21
Mission	6	Emergency Procedures.....	22
Vision.....	6	Fire Procedures :	22
Philosophy.....	6	Tornado Procedures :	22
Values.....	6	Incident Weather and University Closing.....	23
N A C U F S	7	Security	24
Awards.....	7	Violence in the Workplace	24
Professional Standards	7	Hostage Situation	24
Teamwork Values.....	7	Bomb Threats.....	24
Continuous Quality Improvement	8	On The Job Orientation.....	25
Procedures and Policies.....	9	Basic Personal Safety Knowledge Check List	25
Job Standards	9	Work Hours, Salary, and Compensation.....	26
K-State ID Card	9	Using the KRONOS® Timeclock.....	26
Parking	10	Hours of Work and Days Off	26
Telephone Calls and Cellular Telephones/PDAs.....	10	Telephone Numbers to Use When Absent	27
Electronic Devices and E-mail.....	10	Overtime	27
Preparatory and Concluding Activities.....	11	Paychecks.....	27
Lockers	11	Pay Period	27
Rest Periods	11	Distribution	27
Meal Periods	11	Electronic (Direct) Deposit?.....	28
Visitors	12	HRIS Employee Self-Service.....	28
Personal Appearance and Sanitation Standards.....	13	Attendance	28
Health and Wellness.....	13	Leave Requests	28
Personal Cleanliness	14	Performance Reviews.....	29
Personal Appearance	15	Evaluation Process.....	29
Uniform and Jewelry.....	15	Getting Along.....	30
Hair Restraint.....	15	Sexual Harassment.....	31
Foot Wear	16	Diversity	31
Employee Work Practices.....	16	"I Am A Teacher".....	32
Personal Safety and Workers' Compensation..	17	Policies in Handbook.....	33
Emergency Medical Information Cards	17	Appendix.....	34
Accident Reports and Workers' Compensation	17	Campus Map	34
What if I have an accident at work?	17	Chemicals Used in Dining Center	35
Medical Treatment?	18	Pay Periods.....	36
Safety	18		
Chemicals and Bloodborne Pathogens	18		

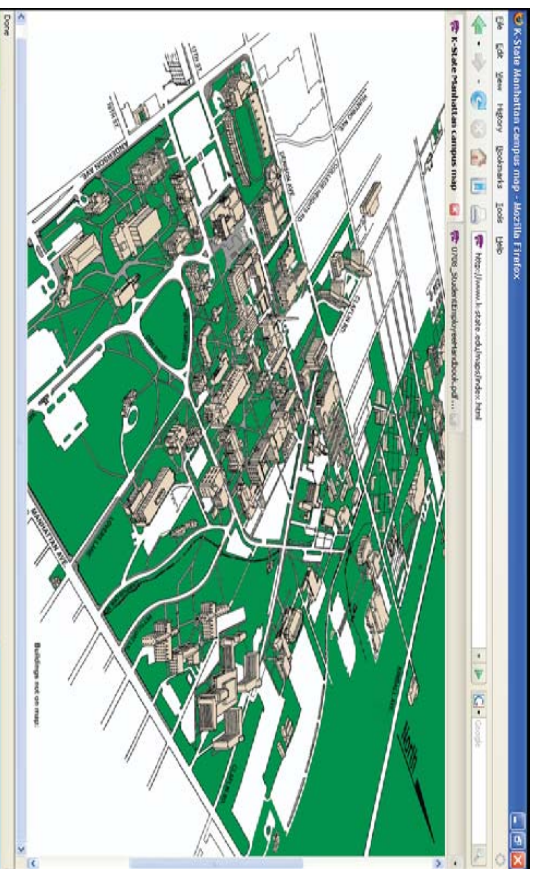
Chemicals Used in Dining Center

Product	Physical Hazards (includes the potential for fire, explosion, reactivity)	Health Hazards	Protective Precautions	Special Handling Requirements
Dish soap	None known	May cause skin & eye irritation	None required	None required
Wash hands	None known	May cause skin & eye irritation;	Use rubber gloves & goggles if splashing occurs	Do not store near food Wash hands after use
Orbit Oven Cleaner	Corrosive material	May cause skin, eye & respiratory tract irritation	Use rubber gloves, goggles, face shield, & rubber apron	Avoid sources of ignition Do not mix with anything but water Wash hands
Rinse-Dry (Rinse Agent)	None known	May cause skin, eye and stomach irritation	None required	Do not mix with anything but water Wash hands
Scouring Powder	None known	May cause skin, eye and stomach irritation	Use rubber gloves, goggles, & a dust respirator	Avoid contact with aluminum and strong acids Rinse Wash hands
Solid Insure (Dishmachine Detergent)	Corrosive material	May cause chemical burns on skin or eyes; may be fatal if swallowed	Use rubber gloves and goggles or face shield None under normal use due to the solid form	Reacts violently with acids Wash hands
Solvs-it Degreaser	None	May cause skin & eye irritation	Use rubber gloves & goggles if splashing occurs	None required Wash hands
Stainless Steel Polish	Flammable	May cause mild eye & skin irritation	Rubber gloves, safety glasses or goggles	Avoid contact w/strong acids, alkalis & oxidizers Wash hands

Appendix

Campus Map

<http://www.k-state.edu/maps/index.html>



Welcome to Kansas State University

We are happy you are on our award winning team! Welcome to the 2009–2010 academic year.

To continue our tradition of providing a great foodservice program for our residents, it is important to refresh our memories of some of the policies and procedures that keep us at the top of our game. Please acquaint yourself with the information included in this handbook and ask questions if you would like clarification on any points.

Let's make it a great year!

What It's All About

A Message from Dr. Chuck Werring,

Assistant Vice President/Director of Housing and Dining Services:

To experience residence hall and apartment living is to experience human development. Individuals all over the world are testing, identifying, labeling, searching, evaluating, thinking and feeling about life. There are thousands of very diverse individuals that are fulfilling these processes in our Kansas State housing and dining facilities each year. For many, the college years are the most critical, in that the experiences gained have the most long-term impact over one's life span. For a few, this next year will be the most significant period of their lives. Living in a housing facility does not necessarily make these learning periods easier, but I do believe our housing program can provide a supportive environment for transitions that complement the academic mission of the institution. There are few places where identity formation, interpersonal relationship interactions, career and future life planning decisions can take shape as quickly and as intensely as in a residential group setting.

Consequently, everything within a housing environment contributes to this growth, including services, programs, facilities, assignments, information technology, maintenance and housekeeping, policies and procedures, food services and staff. It is, therefore, our obligation and responsibility to insure that as staff we are accountable to this environment. As an organization we must work diligently and cooperatively to create the resources, methods and strategies that will effectively promote an environment conducive to individual and group growth. Our programs must meet needs, our policies must be fair, our facilities must be safe, convenient and clean, our technology must be state of the art, our food must be appealing and nutritious, our assignments must be accommodating, our staff must be approachable, understanding, patient, responsive and sincere, and our fiscal management must be prudent and strategic.

It is my belief that in order to successfully support human growth we must effectively balance the natural development of individuals with the carefully planned implementation of group living limitations. Our customers represent a cross-section of various races, cultures, ethnic backgrounds, interests, ages and values. People will learn formally and informally, intentionally and by accident. They will learn at their own pace, in their own time, when they desire to learn, or in some cases when they are forced to learn.

For the most part, I hope that we as a staff can allow our customers to naturally experience learning with the fewest amount of barriers and limitations, realizing that within campus residential settings we do not have the ability to espouse total freedom of behavior and action. We must encourage our customers' involvement in everything we do. Supporting an environment that is conducive to self and community responsibility is critical.

How do we accomplish this balance? I believe that the greatest fundamental attribute we can all practice is that of being genuine. If we can be genuine with students, genuine with the various staff we interface with and genuine with ourselves then natural human growth will occur. As staff we must always be sensitive to the thoughts and feelings of our customers and to each other as well. We must de-emphasize the attention to our own egos and concentrate on the unique and wonderful ego-development of each individual person with whom we work. Our existence is for our customers. Our vision is to support their visions.

Concurrently, we must use common sense and our experience in the planning, design and implementation of environmental management components such as policies, procedures, renovations, food services, information technology, fiscal operations and educational programs that support growth in this diverse world. We must manage these functions in such a way that they do not hinder the natural human learning and growth process. We must be perceived as a convenient, safe and involved community. Our services must support the "whole" development of each individual and accentuate the opportunities for learning outside of the classroom.

The Department of Housing and Dining Services has a very simple mission. We are here to improve the quality of life for all who use our services. We are here solely because our customers are here. Our mission is twelve months because our customers are twelve months. As a team we all have the ability to positively affect the people we serve, the people we work with each day and ultimately ourselves. Hopefully, each of us will be dedicated and committed to these goals. I know I am. Welcome to the Department of Housing and Dining Services.

Policies in Handbook

The policies described in this handbook are not conditions of employment and are subject to change. The language is not intended to create a contract between Kansas State University and its employees.

K-State Notice of Nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons. In admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to the Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124. (Phone) 785-532-6220; (TTY) 785-532-4807.

Kansas State University dining facilities serve as teaching laboratories for classes in the Department of Hospitality Management and Dietetics (HMD). All employees share in the charge to help students gain work and management experiences in a model dining facility. Students often write about their learning experiences with us and remark about what help the dining staff was in shaping their careers. You are very important to the success of the teaching program and the success of the students who graduate from it. The HMD department contributes financially to Housing and Dining Services for your participation.

In addition to some HMD internships, classes taught in the dining centers include the supervised practice component for:

- Food Production Management (FPM)—Derby, Kramer,
- Management in Dietetics (MGT)—Derby, Kramer, Van Zile, Smurthwaite

A sampling of student learning expectations for the three classes are:

FPM	MGT
Menu Planning	Labor & Food Controls
Recipe Standardization	Evaluation of Quality
Sanitation Principles	Food Production
Systems Approach to Management	Production Scheduling
Food Quality	Fiscal Management
Service Quality	Value Analysis
Time Management	Marketing
Food Production Principles	Merchandising
Product Standards	Decision Making
Production Schedules	Purchasing
Equipment Operation	Training
Forecasting	Food Production
Productivity	Systems Approach to Management
Labor & Food Controls	
Costs	
Motion Economy	
Equipment Maintenance	

Code of Ethics

We commit to:

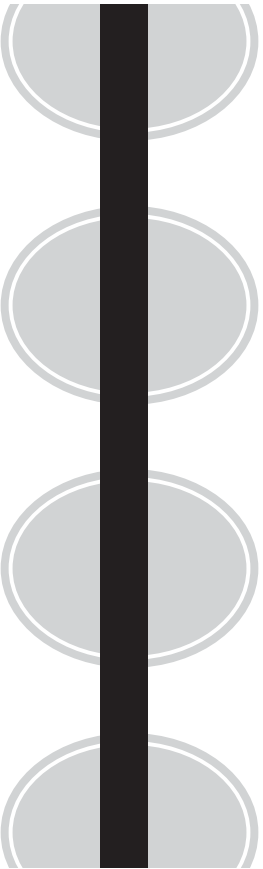
- Serving Kansas State University with loyalty, competence and professionalism.
- Maintaining the highest standards for service, food, nutrition and safety.
- Refraining from engaging in activities where there is or appears to be a conflict of interest with Kansas State University.
- Maintaining standards which support the mission of Kansas State University Housing and Dining Services.

Housing and Dining Services History

Prior to building residence halls, Kansas State University's on-campus living consisted of the greenhouse, the dairy barn and other agriculturally related buildings. In 1926, Van Zile, an all-women's residence hall with dining service, was opened. At the close of World War II, the great influx of veterans made many temporary measures necessary. Two resident areas were constructed east and west of what is now known as Old Stadium, and military barracks were moved to the southeast corner of the campus. Additional barracks were fashioned into a temporary dining service, fondly referred to as "Bessie's Beanery".

Dining Services at Kansas State has long been known as a quality provider of student food service and has evolved since the 1946 Bessie's Beanery. In 1926, Van Zile Dining Service served 150 women. Today, the Van Zile Complex serves the 580 residents of Boyd, Putnam and Van Zile. Kramer Dining Center was completed in 1964, and now serves approximately 1200 residents of Marlatt and Goodnow Halls. Derby Dining Center was opened in 1966 for service to the 2,000 residents in Ford, West, Haymaker and Moore.

You are now part of the Housing and Dining Services' proud heritage. You are a member of a team, comprised of approximately 95 classified employees and over 400 student employees, whose role is to serve quality food in pleasant surroundings to Kansas State University's hall residents and their guests.



Getting to Know Your Organization

Mission

K-State Dining Services creates a supportive environment that is responsive to students' needs as they pursue their academic goals. Quality food, services and programs are designed to enhance students' educational experience and personal growth.

The Housing and Dining Services' Mission is accomplished as we:

- Provide our residents and guests friendly, courteous service.
- Work as a team to serve quality food that is nutritious and tastefully prepared.
- Add to students' knowledge by introducing new foods and by using different types of service. Many students come to college knowing only the food customs of their own family.
- Move students in the direction of good food habits by providing and promoting nutritional education.
- Encourage and welcome suggestions and ideas.
- Promote social and educational programs (special theme dinners, scholarship receptions, leadership activities...)
- Provide convenient, secure, reasonably priced housing and dining service. All employees are active participants in the financial operation of the department. All ideas for saving money are welcome and much appreciated.
- Keep buildings properly maintained and clean by providing working conditions that are supportive of team development.
- Remember that students are not an interruption of our work, they are the purpose of it.

Vision

K-State Housing and Dining Services will contribute to the value of each student resident's education by offering high-quality goods, services, and programs through a diverse collection of experiences.

Philosophy

Providing a caring, friendly atmosphere will serve students, employees and the university, and make our vision attainable.

Values

Excellence	Integrity	Respect
Dignity	Communication	Collaboration
Fiscal Responsibility	Recognition	Action
Service	Trust	

Sexual Harassment

Sexual harassment is a form of prohibited discrimination and Kansas State

University is dedicated to providing an environment free of it for students and employees. Sexual harassment is any behavior which, through inappropriate sexual content or ridicule of members of one sex, interferes with an individual's work or learning environment. Such actions violate not only the dignity of the individual but also the integrity of the University as an institution of learning.

Any behavior, whether verbal or physical, constitutes sexual harassment if a person is intimidated by a threat, overt or implicit; a person is required to tolerate or accept sexual attentions as a condition of employment or learning; the behavior creates an environment that is intimidating, hostile, or offensive for members of one sex and thus interferes with a person's ability to work or learn; any educational or employment decision that has been affected by a person's refusal to accept or tolerate sexual attentions or inappropriate sexual behavior; or any reprisals that are taken for reporting or objecting to sexual harassment.

It is the obligation of any person who becomes aware of sexual harassment to take appropriate steps to prevent its continuation. Failure to do so is a violation of University policy.

Complaints should be reported to your department head or the Office of Affirmative Action, 214 Anderson Hall.



Diversity

Housing and Dining Services is committed to fostering an open, inclusive environment that promotes respect for individual rights and differences and affirms the value of human diversity. All forms of prejudice and discrimination will be rejected, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, economic status, or any other difference.

How Do You Communicate Openly?

Consider how the words you choose are interpreted by others. Express your concerns as ideas and opinions rather than facts. Ask questions and listen carefully to answers. A simple “I don’t know” or “What do you think?” can open the door to better communication.

How Do You Say “No”?

In the dining centers, it is very important to work together. However, if you know that you have reached your limit and cannot help someone, you must try to refuse graciously. Perhaps you can offer an alternative suggestion. Explain your position honestly.

How Do You Soothe The Sting Of Criticism?

No one likes criticism! When you are criticized, put off any discussion until you are calm. Make an effort to see your critic’s view. You might learn something useful. Take criticism for what it’s worth... and nothing more. Very often, criticism is given as a way to help you improve.

How Do You Temper Your Temper?

When you feel a surge of anger, remove yourself until you can rationally evaluate the situation. Next, express your anger in a non-accusatory manner. Say how you feel, state what your problem is—not what so-and-so did. Ask yourself, “Is this conflict worth it?”

Admit When You Are Wrong.

When you must apologize do so directly, straightforwardly and as soon as possible. Know when to apologize. Don’t say you’re sorry if you don’t mean it! If you are not at fault, don’t take the blame—you may sell yourself short.

Treat People With Respect.

Listen carefully when others have a different view than you and try to understand their perspective. Talk to people as you would want them to talk to you.

Getting Heard

Sometime you will want to make a suggestion, register a complaint or just want to talk to someone. There are many in your facility ready to listen. The dining services Employee Advisory Committee serves also as your advocate for ideas, suggestions, and concerns. Ask your supervisor for the name of your representative on this very important departmental committee.

The formal organizational channels are identified on the organizational charts found in the Appendix of this booklet. The informal organization will become apparent as you network between departments. Often accomplishments happen through cooperation and communication between functional areas. If you have questions or concerns, please talk to your supervisors and/or Unit Director.

You will hear about the National Association of College and University Food Services (NACUFS) many times during your employment. This national association, comprised of nearly 650 institutions of higher education, joins members to promote the highest quality of food services on school, college and university campuses. Participation in NACUFS activities help strengthens our food service and the association. Following are some NACUFS activities we share in.

Awards

Kansas State University Residence Hall Dining Services has been recognized many times for having the best foodservices in the nation.

2009 NACUFS Awards include:

Silver Placing	Single, Stand-Alone Concept
Bronze Placing	Catering—Special Event
2009 Midwest Region	Mary Molt Student Excellence Award for the Student Employee of the Year

Professional Standards

- Every effort is made to comply with a set of operational standards outlined in the NACUFS Professional Practices in College and University Foodservices Manual. Your supervisors integrate the standards into training programs, job expectations and work assignments. Periodically, a review is undertaken to see how our service compares to the established NACUFS standards. This review will compare how close your functional unit comes to the standards and also will note progress made from year to year.

A copy of the NACUFS Professional Practices in College and University Foodservices Manual is available from your Unit Manager. You are encouraged to look at the Professional Practices Manual and make suggestions for ways we can continue to improve.

Teamwork Values

Signing on with Dining Services means you have become part of a work group that transforms the efforts of many into the services we are so proud of. The teamwork values that make this transformation possible include:

- Listening and responding constructively to views expressed by others
- Giving others the benefit of the doubt
- Providing support to your co-workers
- Being flexible with your work schedule
- Recognizing the interests and achievements of others

Continuous Quality Improvement

Knowing and meeting customers' requirements, and accomplishing continuous quality improvement require everyone working together. The Department of Housing and Dining Services encourages all employees to express their concerns about the way things are handled and to give recommendations for improvements. In return, management and employees together, will work to understand, analyze and implement new and better ways of doing things.

Embracing a philosophy where continuous quality improvement is ongoing will benefit employees and the organization. Some of the ways:

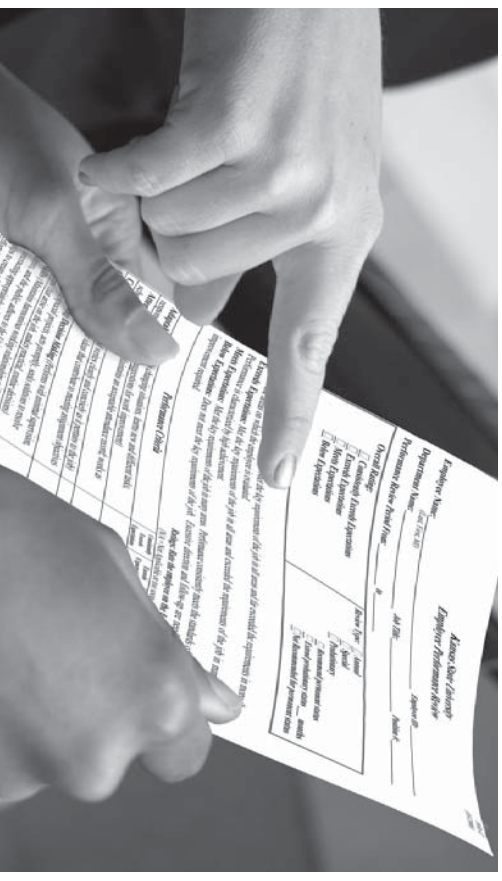
- Customer's perception of quality is kept at the core of decisions.
- Individuals work together as a team to produce quality outcomes.
- Employees can help change ways of doing things.
- Departments are brought together in ways that showcase everyone's important role in producing quality outcomes.

K-State Housing and Dining Services places a high priority on quality. Each person is encouraged to get involved in order to meet customer expectations, improve quality and to make their job enjoyable.



Performance Reviews

Performance reviews are designed first and foremost to facilitate communication between you and your supervisor. The evaluation of your work will also help clarify your duties and responsibilities and identify how well you are doing your job or how you might improve your performance. Performance reviews serve as a basis for salary increases, promotional decisions, etc. Newly hired employees will be evaluated informally throughout a six months probation period, followed by a formal evaluation at the end of the probation and, at least, annually thereafter. Your supervisor may also evaluate your work at any time to document changes in your performance. You are encouraged to talk to your supervisor anytime. You may just ask, "How am I doing?"



Evaluation Process

At the beginning of employment, you and your supervisor will set performance objectives and competencies based on the primary duties and responsibilities reflected in your job description.

You and your immediate supervisor will meet to talk about your performance, concerns and suggestions you may have to help you do your job more effectively. A performance review is required after the probationary period and annually October 1–December 31. Mid year discussions between employees and supervisors occur April 1–June 30. In the spirit of good communication, you will be provided informal and formal feedback on your performance. You are encouraged to talk to your supervisor at any time if you have questions or concerns about your job.

Occasionally, disciplinary action is needed when standards are not met by an employee. Please read the Kansas State University Disciplinary Action Procedures. <http://www.k-state.edu/police/ppm/4020.html>

Electronic (Direct) Deposit?

- It's faster. Your paycheck will be automatically deposited in your checking or savings account, no matter if you're scheduled off, on vacation, sick or too busy to go to the bank.
- It's safer. Your pay can't be stolen or lost with electronic deposit.
- It's reliable and convenient.

Deposits are made every pay period at the same time. To begin your electronic deposit, you will need to complete a form which is available from the unit secretary. Along with the form you will need a deposit slip or a copy of a voided check. It is possible to have your pay electronically deposited to almost any bank or financial institution in the United States.

HRIS Employee Self-Service

Employee self-service allows K-State employees to view their paycheck data, leave balances, benefit and personal information summary on-line. Employees may update their W-4 and/or K-4 tax information, personal information, and direct deposit elections on-line. Employees access this electronic service at <http://www.ksksu.edu/HRIS> by using their eid and password.

Attendance

As an employee of Dining Services you have the unique and very important role of preparing and/or serving meals to 4,200 student residents at K-State. All Dining Services employees are considered "essential personnel" and your attendance is critical to the success of the Dining Services team. During known periods of inclement weather your attendance is imperative. Please speak to a manager if accommodations need to be made to insure your safe and on-time arrival to work.

As a condition of employment, employees are expected to report for work at the assigned time and place and to remain on duty during scheduled work hours. Failure to attend your scheduled shift will result in the enforcement of the University's Disciplinary Action Procedures <http://www.k-state.edu/policies/ppm/4020.html>

Please take time to read the Attendance Guidelines for Classified Staff <http://www.k-state.edu/policies/ppm/4025.html>

Leave Requests

Leave requests must have prior approval from a supervisor. This is necessary to ensure adequate coverage before granting your request. Because of the work we do, advance notification is important and it may not be possible to grant all requests for time off. Types of leave and leave requests will be further explained during your new employee orientation session. If you have any additional questions, please feel free to ask the unit secretary or call Personnel/Payroll, 785-532-7658.

Procedures and Policies

As a new employee, you are asked to obtain and complete the following as soon as possible:

What	Where	When
Employment Documents and Benefits Enrollment Forms	Personnel/Payroll, Pittman Building	Upon employment
K-State Parking Permit	K-State Parking Services 103 Edwards Hall	Prior to parking on campus
Parking Gold Overlay for K-State Parking Permit (allows access to staff parking)	Personnel/Payroll, Pittman Building	After purchasing parking permit at Parking Services
K-State ID Card	K-State Union	First day at work
Uniform Information*	Work Unit	When hired or during first week of work
Medical Information Card	Work Unit	Prior to working first shift
Sanitation Quiz	Work Unit	Prior to first paycheck, annually thereafter (see appendix)
Hazard Communication and Blood borne Pathogen Quiz	Work Unit	Prior to first paycheck, annually thereafter (see appendix)

Some of the forms listed above may have been completed. If you are unsure, please see your dining center secretary.

*Uniform styles vary between dining centers and positions.

Job Standards

Job standards are objective statements that focus on expected performance outcomes. You will receive your job standards within the first week of your employment. These standards will be used to guide your learning and to evaluate performance at the end of your rating period. (see Performance Reviews, page 29)

K-State ID Card

The most important use for your K-State ID card is to access the dining center cafeteria and to clock in and out for work. You are required to run your card through the card reader each time you eat a meal and through the time clock each time you arrive and leave work.

Your employment at Kansas State University enables you to take advantage of many opportunities and services. K-State child care, fitness and recreational

center, library, credit union, auditorium attractions, notary public service and K-State Union services are a few of the services that require an ID card. More information about these opportunities and services may be found in the K-State Classified Employees' Handbook.

http://www.k-state.edu/emplrel/services/employee_handbook.html

To obtain your ID card, take a copy of your appointment form (this will be provided to you by personnel/payroll staff) to the K-State ID Center, located on the second floor on the K-State Union. The initial ID card is provided free of charge. A replacement fee will be charged for subsequent cards. Care should be taken to keep the read electronic strip from becoming damaged.

Parking

Classified employees using Housing and Dining parking areas must have a Faculty/Staff permit with a gold overlay affixed to it. To purchase your parking permit, take a copy of your appointment form to Parking Services, located in the Parking Garage, south of the K-State Student Union, located at the corner of 17th Street and Anderson Avenue. The cost for a permit is determined by an employee's annual salary. A payroll deduction plan for full year (only) parking permits is available for employees appointed to a 4 time or greater position.

For more information call Parking Services at 785-532-2725, or visit their website: <http://www.k-state.edu/parking/>

To receive your gold overlay, take your parking permit (hang tag) to the personnel/payroll area in Pittman Building. A staff member will affix the gold overlay to your permit. You are responsible for any ticket(s) received because of traffic or parking violations. Please ask your supervisor if you have questions about parking. (See appendix for employee parking map.)

Telephone Calls and Cellular Telephones/PDAs

The dining center telephones are reserved for business use and not for personal calls. You will be contacted if you have an emergency phone call. Please tell your family, or anyone who might call you for an emergency, to inform the receptionist if their call is urgent. Personal cell phones (including use of text messaging) are restricted to use during scheduled meal and rest breaks only. Cell phones should be kept in your locker, not carried in a uniform or apron pocket. Rare exceptions to this policy will be made in emergency situations. Please discuss your emergency with a member of the management staff before your shift.

Electronic Devices and E-mail

The use of iPods, portable radios, and other electronic devices are not permitted while clocked in. The dining center's office computers are for official business and are not available for employees to send or receive personal e-mail, Facebook, Twitter, or MySpace interactions. Some dining centers have computers designated for personal e-mail and Internet access. These computers may be used during scheduled breaks and rest periods.

Telephone Numbers to Use When Absent

If illness or an emergency delays you in getting to work, it is required you phone your dining service office (below) at least one hour before your scheduled shift. Each dining center follows slightly different procedures for reporting absences. Please be familiar with your building's procedures.

Derby..... 785-532-6483
Kramer..... 785-532-6482
Van Zile..... 785-532-6484

Overtime

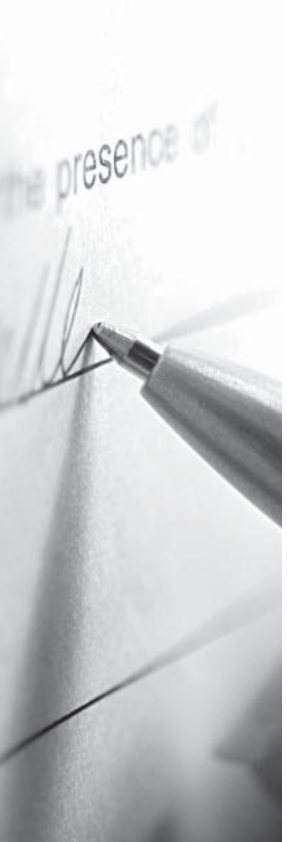
Overtime is not anticipated and never allowed without supervisor approval.

Employees are not to work "off the clock", while eating meals, or taking a rest break. If a problem arises during your work day, discuss it with your supervisor so adjustments can be made to prevent the need for you to work late or miss breaks. If overtime is approved, the employee may decide between compensatory time or compensatory pay.

Paychecks

Pay Period

Pay periods are biweekly and pay occurs every other Friday. (A chart in the appendix shows the pay periods for the school year.) If a pay day occurs on a University holiday, pay will be issued the working day before the holiday begins. Each biweekly pay period begins at 12:01 a.m. Sunday and ends two Saturdays later at 12:00 midnight.



Distribution

Paychecks will be mailed from the Division of Accounts and Reports, Topeka, Kansas, to an employee's local address as listed in the Human Resources Information System (HRIS). Employees are strongly encouraged to have their paychecks electronically deposited. Employees electing direct deposit are mailed a pay advice (pay stub) each pay day. Your pay advice will list your gross and net earnings, deductions, the amount deposited to your account, as well as your leave balances. If you do not receive your paycheck or pay advice, or find an error, notify your supervisor immediately.

- Contact your supervisor, if you have received an electrical shock from an appliance, equipment or switch.
- Immediately report needed equipment maintenance repairs to your supervisor. Do not attempt to make repairs yourself.
- Use a wooden-handled broom or mop to knock a plug from the socket in the case of an electrical fire or an electrical short.
- During times of emergency, do not use the elevators.

Work Hours, Salary, and Compensation

Using the KRONOS® Timeclock

The number of hours you work per pay period will be recorded by an electronic time clock. You K-State ID Card is used for clocking in and out of the Kronos® timekeeping system. You **must** clock in and out each day using your ID card. If you make a mistake in time recording, forget to clock in or out, or your ID card is rejected, report it immediately to your supervisor. You will need to fill out a time edit form and have it signed by your supervisor. Failure to complete an edit form can result in an incorrect pay check.

At work, allow up to 10 minutes for preparatory and concluding activities. (See page 11.)

Each employee should take responsibility for clocking only themselves in and out. Clocking in or out for other employees, a habitual pattern of not using your ID card to clock in and out and inaccurately reporting hours worked and leave taken may be considered fraudulent and may be cause for disciplinary action up to and including dismissal.

If something is left undone at the end of the work shift, make sure a supervisor is informed prior to leaving work.

Hours of Work and Days Off

Full-time Dining Service employees work 40 hour weeks with two meal breaks (30 minutes each) and two rest breaks (15 minutes each) scheduled each eight hour shift. Part-time employees are scheduled for one 15-minute rest break during any four consecutive hours of work and a meal break, when scheduled over a meal. Meal breaks are in addition to the hours scheduled for the work week. Schedules are set up on a two week or three week cycle; Week I and II or Week I, II, and III. Full-time employees will have two days off each week. Part-time employees' schedules will vary. The work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12 midnight.



Preparatory and Concluding Activities

Dining Center employees are allowed 10 minutes at the beginning and end of their shift for work related preparatory and concluding activities. The preparatory activities may include putting on a uniform and/or apron, washing hands, getting hair nets on, coordinating with the early shift staff (if on the late shift), etc. The concluding activities may include such things as putting away work-sheets and HACCP forms, coordinating with the late shift staff (if on the early shift), changing out of a uniform, etc. The time is not designated for breaks, using the phone, reading e-mail or newspapers, smoking, drinking coffee, or other personal activities.

Lockers

Lockers are provided for you to use. You need to bring your own padlock, and we ask that lockers be locked when personal items are inside. The dining center is not responsible for lost personal items. Lockers must be emptied and left open for cleaning during semester break and at the end of the academic year.

Rest Periods

Classified employees are encouraged, when operations allow, to take two 15 minute breaks for each 8 hour work shift. Rest periods begin when the employee leaves the food production floor and ends upon return to the production floor. Supervisors will schedule break times. Please enjoy coffee, tea, Crystal Light, or soft drinks when you take a break. Beverages must be consumed in the dining rooms. Food, including whole fruit, may not be saved from meals to eat at rest breaks. If you have a medical condition that requires food be consumed during your break, please see the unit director or a member of the management staff.

Meal Periods

- It is against food safety regulations to bring food prepared in a non-inspected kitchen to the dining centers. Meals should be selected from foods on the dining center menu and not brought from home or other outside sources. If there is a medical reason for bringing food into the dining center, please talk to the Unit Director before bringing food into the building.
- Meal breaks, 30 minutes each, will be scheduled. Some employees may have a rest break scheduled with the meal period, making the time away from work 45 minutes. It is NOT necessary for classified staff to clock out for meal or rest breaks.
- Because of meal times, scheduling needs, and resident eating patterns, meals are provided for classified dining center staff. This usually includes two meals for each 8-hour work shift. The number of meals for part-time employees will vary depending on hours worked. For questions regarding this policy, please ask your unit director.

- Food and beverages may NOT be taken out of the building. This includes fresh fruit selected as a dessert and student resident's "to go" meal option. If you are taking your rest break outside of the building, you may bring a beverage with you.
- Employee meals should follow the established portioning guidelines used for resident meals. **Some menu items served to residents may not be available for employee meals.** Employees must select from the food offered on the cafeteria line and may not reserve food for their meals. Please set a good example for student employees and residents by taking only what you can eat during that meal period to minimize food waste and control food cost.
- A K-State ID card is required to eat cafeteria meals and must be scanned by the checker prior to eating.
- Food should be consumed only in the dining room during designated meal breaks. The exceptions: food taste testing is approved and expected as a quality assurance measure. Setting cups of beverage in the food production area to drink from is not permitted and is a violation of the federal Food Code.
- Dining Services schedules two major dining events each year: Thanksgiving and December Holiday. Each employee may attend one of the events as a guest of Housing and Dining Services. Reservations must be made with the Unit Secretary. Tickets for family members may be purchased when reservations are made.



Visitors

- The dining centers are not public buildings. Please ask family members or friends to check in at the dining center office when they arrive in the facility. If you see someone unfamiliar walking through the building, please ask if you can help them.
- The dining centers are not public cafeterias. Unit Director approval is necessary before employees invite family members or friends to eat in a dining center. Regular cash guest prices will apply.

On The Job Orientation

The following is a list of important safety items which will be explained during your "on-the-job" orientation. Ask your supervisor if you have questions about any of these items. If there are other questions concerning safety, don't hesitate to ask.

- First Aid Kit
- Eye Wash
- Material Safety Data Sheets (MSDS)
- Tornado Procedures
- Fire Procedures
- Use of Fire Extinguishers
- Building evacuation procedures
- CPR and Blood Pathogen Training

Basic Personal Safety Knowledge Check List

The dining centers work hard to protect you. However, the only person who can keep you safe, every day, on the job is you. Make these common-sense rules part of your job.

- Identify hazards before you start a job, i.e. spills on the floor, equipment in the way.
- Walk (do not run), in all the work areas.
- Respect all precautions—don't take chances.
- Know in advance what could go wrong and what you will do if it does.
- Know the emergency procedures for your area. (Fire, tornado, etc.)
- Know how to reach the nearest exit in your work area, and other evacuation routes in areas you may frequent.
- Know the location of fire alarm pull-stations in your work area.
- Know where your nearest severe-weather safe area is located.
- Know where your designated evacuation area is located.
- Turn off and disconnect all equipment before disassembling or cleaning.
- Use only the proper utensils to hold or feed food into slicers, mixers, choppers or grinders.
- Learn basic first aid procedures.
- Know how and where to get help and know which employees are trained in CPR.
- Know what to do in case of blood spills.

Violence in the Workplace

The safety and security of our employees and customers is very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the University's ability to execute its mission will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on state-owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off state-owned or leased property but directed at state employees or members of the public while conducting official university business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Report any threats or behavior you witnessed, received or have been told another employee witnessed or received to your supervisor or unit director.

Remember: It is illegal to possess unauthorized firearms while on state property.

If you see a person with a weapon contact your supervisor, unit director and/or campus police.

Hostage Situation

Becoming a hostage to an armed assailant is not a likely event. However, if you should be in a hostage situation:

- Obey all commands and instructions of your captors. Remain as calm as possible.
- Treat all displayed weapons as lethal objects! Do not do anything to jeopardize your safety or the safety of others.
- Do not complain to, or confront captors. Avoid direct eye contact.
- If you are not being held captive, but are trapped in the building or work area and unable to get away, stay where you are and hide. Lock doors, if possible. Attempt to contact the police to inform them of the situation.

Bomb Threats

Bomb threats may be made in a variety of ways. The majority of threats are received through phone calls, but can be communicated in writing or by a recording. Questions to ask a caller making a bomb threat are located near the phones. Be aware of your surroundings. Could you identify packages that do not belong to your work area?

If you see a suspicious device or package, tell your supervisor immediately.

Don't panic! The potential for personal injury and property damage is greatly increased in a panic situation, often giving the individual making the threat the very thing they most desire.

Health and Wellness

Your health and wellness is important for the safety of residents, guests, and fellow workers. Disease transmitted through food frequently originates from an infected food service employee even though the employee shows little outward appearance of being ill. A wide range of communicable diseases and infections may be transmitted by infected employees through the contamination of food and through careless food-handling practices.

It is the responsibility of both management and staff to see that no person who is affected with any disease that can be transmitted by food shall work in any area of a food service establishment where there is a possibility of disease transmission.

To help provide and maintain a safe work environment, the department asks these practices be followed:

- No person, while infected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, and infected wound, or an acute respiratory infection, shall work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces with pathogenic organisms or transmitting disease to other persons.
- Employees should inform their supervisor if they exhibit symptoms that might suggest influenza or another contagious illness or are infected with a communicable disease that can be transmitted through food. Employees presenting contagious or communicable disease symptoms should leave work.
- Employees should not handle food when they have an external cut, scrape, or open sore, unless the affected part of the body can be safely covered by a durable, moisture-proof barrier to isolate it from coming into contact with food, utensils, equipment, or work surfaces.
- If an employee unexpectedly becomes ill and cannot work, a telephone call must be placed to the telephone number or person specified in each dining center. This call is expected a minimum of 30 minutes before the start of the work shift. The advance notice of 30 minutes is appreciated as advanced planning benefits the entire team.
- Employees who use sick leave for more than three (3) consecutive work days will be required to submit a doctor's statement upon return to work indicating they have seen a doctor for treatment of the illness. A doctor's statement will be required before returning to work after any hospitalization or emergency room care whether due to an accident on-the-job or away from the job. Any work limitation shall be clearly stated and will be considered carefully before the employee can return to work. In some cases employees may be asked to provide a work limitation form filled out by their personal physician.

Personal Cleanliness

Personal cleanliness and neatness are necessary to prevent the contamination of food and food-contact surfaces, and the resulting potential transmission of food borne illness. It is essential that employees observe strict standards of cleanliness and proper hygiene during their working period and before starting work or returning to work after any interruption of their food service activities. Each employee must maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods in the food service establishment.

To help maintain acceptable cleanliness standards, the department asks these practices be followed:

- Employees shall thoroughly wash their hands and the exposed portions of their arms that may come in contact with food with soap and warm water before starting work, during work as often as is necessary to keep them clean, and after smoking, eating, drinking, or using the toilet. Hands should be washed after eating, drinking, using tobacco, coughing, sneezing, touching the mouth, nose or hair, using the toilet, handling raw meat, poultry, or seafood, handling soiled utensils or equipment, handling garbage, or doing any other activity that could contaminate their hands and/or arms.
- Employees shall keep their fingernails clean, trimmed, and nail polish free. Artificial nails are not permitted.
- Employees shall wear a clean uniform and adhere to the department's uniform policy.
- Employees shall keep their body clean and odor-free by bathing on a regular basis.
- Men shall be clean shaven. Closely trimmed mustaches not extending below the upper lip and sideburns not extending below the ear tip are acceptable. (Exceptions granted for documented medical or religious reasons.)
- Employees shall remove aprons prior to dining or using the rest room.



Inclement Weather and University Closing

Because snow and cold only seems to increase students' appetites, all dining center employees are expected to work their scheduled shifts regardless of weather conditions. It is recognized, however, that severe weather conditions may prevent employees from reporting to work, cause some to report late, or require those at work to leave earlier than scheduled. Rooms may be available in the residence halls for dining center employees needing overnight accommodations because of developing snow and ice conditions that are making, or are forecasted to make, travel hazardous. Upon request, your unit director will check for room availability.

On rare occasions the University President may announce a "Declaration of Inclement Weather" and close the university for non-essential state employees. All dining center employees are considered **essential** when school is in session and meals are scheduled to be served. During student holiday periods when meals are not being served, all dining services employees are considered non-essential. The essential and non-essential designation also applies when the university is closed by the University President for reasons other than inclement weather.

Employees should listen to one of the local radio stations listed below for weather related statements made by the University.

Closing the university for reasons other than weather will be posted on the University website: <http://www.k-state.edu/>

WIBW 94.5 FM	KMKF 101.5 FM	KABI 1560 AM
WIBW 580 AM	KQLA 103.5 FM	KSJU 98.5 FM
KMAN 1350 AM	KSAL 1150 AM	KZBZ 104.9 FM
KJCK 1420AM/97.5FM	KYEZ 94 FM	KBLS 102.5 FM

It is important that employees contact their work supervisor with any weather related schedule changes they may need to make. The standard call-in number to your dining location should be used during the period when meals are being served. When working in Housing Maintenance or Dining Services during student holiday periods when meals are not being served, ask your supervisor for the phone number that should be used.



Emergency Procedures

Fire Procedures :

Your supervisor will help you become familiar with fire safety rules and with the location and use of fire extinguishers. Following are some fire safety guidelines.

- DO NOT put yourself at risk, the most important factor is your safety! If possible, turn off and unplug equipment. In case of an electrical short, use a wooden handled broom to avoid shock. Know how to exit the building safely.
 - Use water only on small fires like a pot-holder, napkin or some small objects. Never use water on grease or electrical fires.
 - If you suspect a fire, immediately contact the fire department and your supervisor. If you see a fire, pull the fire alarm and exit the building. Call 9-911 to report a fire.
 - Know where the designated safe area is located for your building. Once the fire alarm sounds, all personnel should leave the building and continue to their designated safe area. Account for all personnel! Once you are out, stay out!
 - Before opening a door, if you suspect a fire in another part of the building, feel the inside of the door with the palm on your hand. If the door is hot, do not open! If smoke is pouring into the room from under the door, stuff available clothing into the crack. In smoke, keep low! Cover mouth and nose with a damp cloth.
 - Know where the primary and secondary exits are for areas in the building you work. Exit the building through either the primary or secondary exits, whichever is closer to you. DO NOT USE ELEVATORS! When using stairs, stay along the outside or wall side if you need to proceed slowly. Fast traffic should follow the inside or rail side. Assist customers to exit the building.
 - NOTE: Temporary injuries such as broken limbs or conditions such as late term pregnancy, may limit your mobility; if you believe you may have difficulty evacuating a building, talk to your supervisor.
- ### Tornado Procedures :
- A three minute sounding of the city siren plus spaced blasts of the University whistle means take cover.
 - Guests and employees take cover on the lowest level of the building. Stay away from windows.
 - Avoid running.
 - The telephone is only to be used for emergencies and for sending and receiving instructions.
 - Wait for the "All Clear" signal from a supervisor, manager or dietitian before returning to the work site. The city does not sound an "All Clear" signal.

Personal Appearance

Because appearance is an important aspect of public relations and customer service, Dining Services employees are expected to show pride in their personal appearance. For safety and sanitation reasons, appropriateness and cleanliness of personal attire must always be considered.

To help maintain acceptable personal appearance standards, the department asks these practices be followed:

Uniform and Jewelry

- Department uniform policies should be followed. Uniform requirements may differ between functional units. Uniform guidelines for your building and work area are available from your supervisor.
- Employees should wear a clean uniform. Time is allotted at the beginning and end of each shift to change uniforms. Uniforms should be worn for work purposes only.
- Long-sleeve shirts/blouses may be worn under a uniform.
- Apron pockets should not contain articles that may fall into food or convey a negative image, i.e. cigarettes, candy.
- Aprons are required for most positions. Aprons appropriate for your work area will be provided. Remember to remove your apron prior to dining or using the restroom.
- Simple bands (rings) and small pierced earrings are permitted. Elaborate jewelry, dangling earrings and bracelets are sanitation and safety hazards. Necklaces, including religious and medical pendants, should be worn under clothing. Large bars or rings in facial piercings are not permitted.

Hair Restraint

- Hair restraints and food service employees clothing play important roles in preventing food and food contact surface contamination. Because of this, hair should be restrained to prevent it touching or falling into food.
- Hair should be neat and clean. Effective hair restraints should be used to prevent the contamination of food or food-contact surfaces. A hairnet, covering all hair, including bangs is required in all areas. For long hair that cannot be neatly contained by a hairnet, additional hair restraint techniques may be required: ponytails, braids, or multiple bands and barrettes.
- Men should be clean shaven. Closely-trimmed mustaches, not extending below the upper lip and sideburns not extending below the ear tip are acceptable. (Exceptions are granted for documented medical or religious reasons).

Foot Wear

- Acceptable shoes must cover the entire foot, have closed toes and closed heels, nonskid soles, and made of a material and constructed in a way that provides protection against hot liquids and dropped objects. Light canvas or soft rubber shoes are not acceptable. Remember to wear shoes that are comfortable and provide adequate foot support.

Employee Work Practices

The overall cleanliness and observation of good hygienic practices by an employee include not only the personal cleanliness of the employee, but also the way he/she performs his/her routine duties. This creates a situation where both factors are interdependent; since an unclean employee cannot handle food in a sanitary fashion, and, in a work situation any employee soon accumulates excessive soil if proper sanitary procedures are not observed. Smoking or eating by employees anywhere but in designated areas is prohibited because of the probability of contamination of food and food-contact surfaces by the employees as a result of these activities.

Non-sanitary and unsightly personal practices such as scratching the head, placing the fingers in or about the mouth or nose, or indiscriminate and uncovered sneezing or coughing may not only result in contamination of the food, but may adversely affect consumer confidence in the establishment. Careless handling of, and unnecessary contact with, the soiled surfaces of tableware or linens should be avoided because it unnecessarily exposes employees to health hazards and increases the possibility of disease transmission to consumers.

The department asks these work practices be followed:

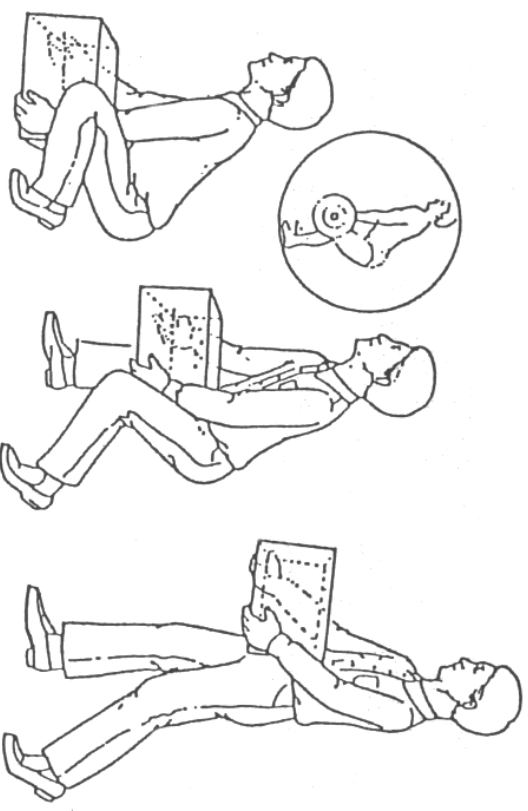
- Employees shall consume food and beverages only in designated dining areas. An employee dining area shall not be so designated if consuming food there may result in contamination of other food, equipment, utensils, or other items needing protection.
- Employees shall not use tobacco in any form while engaged in food preparation or service, nor while in areas used for equipment or utensil washing or for food preparation. Employees shall use tobacco only in outdoor designated areas.
- Employees shall handle soiled tableware in a way that minimizes contamination of their hands.
- Employees shall remove aprons prior to dining or using the rest room.



Proper Lifting Procedures

It is very important that you use proper lifting techniques to prevent back injury and fatigue. Therefore, it is important to follow proper lifting procedures as sprains and strains account for 30% of food service injuries. Helpful suggestions to reduce lifting injuries follow.

- Never lift a heavy object alone. Ask for assistance or divide the load.
- Never carry an object that will obstruct your view. Always divide the weight between two hands.
- Check the condition of the floor to make sure it is dry and clean. If necessary, clean or mop before beginning the task.
- Use your legs for lifting as much as possible. Kneel or squat and always bend at the knees to lift load, never at the back!
- Stand facing the load, feet spread naturally apart. Lift slowly using leg and arm muscles, keep load close to the body to take the load off your back and other weaker muscles.
- To maintain alignment and balance, arch the lower back in, stick your chest out and tighten your stomach muscles.
- Avoid twisting while lifting; instead pivot your feet if you need to turn.
- Develop a rhythm and go with the movement of the task at hand. An economy of motion eliminates unnecessary waste of time and energy.
- To set the load down, bend at knees and go down smoothly, reversing the steps of lifting.



Don't get burned—To Prevent Burns :

- Use dry pot holders and arm guards when needed.
- Be aware of where hot equipment is located.
- Make sure that steam equipment is shut off before opening door and allow for steam to dissipate before reaching inside.
- Open lids and remove foil from pans away from you.
- Use precaution at all times. Think Safety.

What to do for burns?

When a burn occurs, greases, ointments or over-the-counter remedies should NOT be applied without a physician's advice. Usually these creams have to be removed before medical evaluation and proper treatment can be accomplished, often increasing the patient's pain. Apply cool water to the burn instead. Immerse the area in cool water for 10 minutes (may be repeated as needed) or apply cold moist towels. Do not apply ice to the skin as this could damage the tissue.

Pushing Carts

Moving equipment improperly may cause accidents, endangering both you and the equipment. Pulling equipment could cause great back strain. Make sure that while moving equipment you push it. Use arm and leg muscles, never your back to push or pull something. Be aware of the proper direction certain equipment should be pushed. For example: push lowerators end to end, never sideways. Ask your supervisor for correct pushing procedures.

Spills

Cleaning up spills is very important in preventing accidents. Instead of "What to do when you have fallen and broken your neck?," take action and prevent the accident before it happens. Help co-workers keep the area safe—if a spill is sighted, prevent an accident and mop it up! When mopping floors for cleaning, always mark with wet floor signs to prevent falls.



Personal Safety and Workers' Compensation

As an employee, you share the responsibility for the safety of residents, guests, fellow workers and yourself. Unfortunately, not all accidents can be avoided. The following is information dealing with medical procedures, personal safety and worker's compensation. As an employee, you share the responsibility for the safety of residents, guests, fellow workers and yourself. Unfortunately, not all accidents can be avoided. The following is information dealing with medical procedures, personal safety and worker's compensation.

Emergency Medical Information Cards

An Emergency Medical Information Card should be completed by each employee. This card supplies the dining center with information needed in case of an accident. A change of doctor, phone number or address will require you to update the Emergency Medical Card. The unit secretary will provide you with a new form—please ask for one when changes are needed.

Accident Reports and Workers' Compensation

Workers' Compensation is compensation provided by an employer for an injury caused by an accident arising out of and in the course of employment. Employees who sustain compensable injuries from an accident, injury, or occupational disease may be entitled to reasonable and necessary medical treatment expenses; disability compensation to replace part of the wages lost due to a disability. If you have any questions concerning Workers' Compensation, contact the unit secretary or Personnel/Payroll, 785-532-7658.

What if I have an accident at work?

- Call 911 for any LIFE THREATENING injury or report directly to the Emergency Room at Mercy Regional Health Center located at 1823 College Avenue.
- Non-life threatening injuries are treated at Mercy West Occupational Health Services, 315 Seth Child Road (north of Home Depot) from 8 a.m.–5 p.m. Mercy West's 24 hour Occupational Health Hot Line is 785-323-6000 or toll-free at 866-323-6003. The 24 hour Hot Line is especially helpful for non-life threatening situations that occur after 5:00 p.m. or on week-ends.
- All accidents must be reported to your supervisor as soon as possible so that the accident may be investigated to prevent recurrence. However, the most important purpose of prompt reporting is to allow you to receive timely medical care and/or other benefits an injured employee may be entitled to. Failure to report an injury in a timely manner may jeopardize benefits.
- A written accident report and follow-up must be completed by you and your supervisor and submitted, by your supervisor, to the unit secretary within 24 hours of the accident. It is very important that these reports are specific and complete. Failure to report an accident could jeopardize a claim for benefits, so report any and all accidents to your supervisor regardless of their severity. Completing an accident report form does not mean an employee has been

approved for workers' compensation benefits. It is important that you check with the dining center office secretary, to make sure that the report was properly processed.

Medical Treatment?

You are entitled to all reasonable medical treatment that may be needed to cure or relieve the effects of an injury. Under the law, the employer has the right to choose the treating physician. The State of Kansas has contracted with Mercy West Occupational Health Services, 315 Seth Child Rd. (located between the movie theatre and Home Depot.) If you first receive medical care from a provider not approved by the State, you may receive unauthorized medical payments limited to \$500. Seeking medical treatment does automatically mean a claim will be approved. For information, contact your unit secretary or Personnel/Payroll, 785-532-7658.

What should I do following medical treatment?

If you receive medical treatment for an on the job injury, you should receive a summary and instructions sheet. This will outline any work or activity restrictions. You should immediately share this information with your supervisor. A determination will then be made if any restrictions can be accommodated and you can return to work. It is important you communicate changes in any restrictions to your supervisor.

Safety

Chemicals and Bloodborne Pathogens

The Department of Housing and Dining Services works hard to protect you against the dangers of hazardous chemicals. Safety training, engineering controls and record keeping are just a few of the things being done to keep you safe. The department also believes strongly in "The Occupational Safety and Health Administration's Hazard and Communication Standard"—this states that you have the right to know what hazards you face on the job, and how to protect yourself against them. That's Your Right to Know! (see Appendix)

Much useful information about chemicals used in the Department of Housing and Dining Services is available for your benefit. You will find this information in two convenient places; the container labels and Material Safety Data Sheets (MSDS) Material Safety Data Sheets give details on chemical and physical dangers, safety procedures and emergency response techniques. Everything that is known about the chemical, its hazards and the things you can do to avoid injury and illness when handling the hazardous substance, is on the sheet. The chemicals which are used in dining centers have been highlighted for your convenience. This information is in large, colored, 3 ringed binders which are attached to the walls at different areas of the dining centers. Ask your supervisor to direct you to where they are located.

Training has been provided for selected employees on how to clean up human blood and body fluids. Report any blood "spills" to a supervisor, dietitian or manager. Unless you have been trained in blood spill clean-up, do not touch another person's blood. The same holds true for clean-up of body fluids. The department policy and procedures can be found in the MSDS books.

Cutting down on cuts—To Prevent Cuts:

- Use caution when tearing plastic film or foil on the serrated box edge. Let falling boxes fall, never try to catch them.
- Keep knives sharp, report dull knives to your supervisor.
- Cut away from your body and don't hack. Ask your supervisor for proper cutting instructions.
- When chopping, curl your fingers under while holding the food item being cut.
- Let falling knives fall, never attempt to catch them.
- Always point the knife down when carrying.
- Wash one knife at a time with blade pointed away. Never leave knives soaking under water where they can't be seen.
- Use a cutting board to prevent the knife from slipping while cutting or chopping. Be sure to place a damp cloth under the cutting board to keep the board from shifting.
- Be aware of sharp edges when handling or discarding cans or open boxes.
- Discard lids inside of empty cans.
- If you break a glass item, use a broom and dustpan or a damp paper towel to pick up the pieces. Never use your hands. Ask your supervisor how to dispose of broken glass.
- Always know how to use and clean equipment properly before handling or operating.

What to do for cuts

- A cut may or may not require physician treatment, but always requires proper care.
- Wound should be cleansed quickly. Soap and water will do.
- A clean dressing may prevent further contamination. First aid kits are available in the work areas.
- To stop the bleeding, direct pressure applied to the wound (not too tight) should be helpful. Note: All blood "spills" must be handled safely. Check with your supervisor before touching or cleaning up someone else's blood from a cut or other accident.
- For gaping or deep wound, stitches may be necessary for proper healing.
- Use "Finger Cots" to keep bandages clean and dry.