

## FOOD SERVICE ADDENDUM TO BCSC SUPPORT STAFF HANDBOOK

### OVERTIME

For catering duties that an employee is required to perform in the evening after completion of the employee's normal work day, the employee will be paid one and one-half (1 ½) times the employee regular hourly base rate of pay. Evening shall mean after 6:00pm. The purpose of this provision is to compensate employees who have previously clocked out and left the job site, and are required to come back to work in the evening to perform their duties.

### WORKDAY

The employee's workday is complete when said employee's manager or immediate supervisor determines and informs said employee that all necessary work is complete for that day.

### LUNCH

A 30 minute duty free lunch period without pay shall be provided to all cafeteria employees. The cafeteria manager will determine the scheduling of time for this lunch period.

### RELIEF OF MANAGER/DEPARTMENT HEAD

When a kitchen assistant takes the place of an absent Department Head, said employee will receive an additional \$0.75 per hour.

When a kitchen assistant or Department Head takes the place of an absent manager, said employee will receive an additional \$1.00 per hour.

### ORIENTATION WORKSHOP/BACK TO SCHOOL WORKSHOP

A cafeteria employee who attends the orientation workshop or back to school workshop shall be paid on the basis on the number of hours in attendance at the workshop exclusive of lunch break. Rate of pay shall be their hourly rate as shown on the salary schedule in effect at the time the workshop is held.

### ATTENDANCE

Employees late or absent are expected to telephone their manager or the Food Service Office prior to 6am on their scheduled work day.