



Hospitality Services

Policy: Employee Meals

Effective: September 1, 2012

During their work shift, there will be no limitations or restrictions to what Hospitality Services employees (including all CUPE Local 2692 members, as well as administrative staff and management) can purchase for their personal consumption under the Hospitality Services Employee Meal Plan program.

Campus & Residence Operations* (*during Academic Year):

- All employee purchases on the HS Employee Meal Plan will receive a 50% discount off all retail pricing.

Catering Operations:

- Great Hall Catering, Spencer Hall & Summer Conference Business
- A 50% discount will be applied to all employee purchases in these operations. A special purchase price will be allocated for buffet-style situations. Ask your Manager for details.

Stadium Operations:

- A 50% discount off all retail pricing will be applied to all purchases made by employees working stadium events.
- Stadium payment will be on a CASH ONLY basis.

All Hospitality Services employees will be required to pay for their meal and/or beverage purchase at the cash register with a valid Western ONECard (staff ID card) and must keep the receipt while consuming their meal/beverage. If the receipt is requested by a Supervisor or Manager, employees must ensure it is available.

- Employees are not required to stay in their own unit to eat; they can visit any location, as long as it does not interfere with their break allotment times.
- There will be NO CHARGE for drip coffee and regular tea for Hospitality Services employees, while on shift.

The Western ONECard will be the only method of payment accepted for food and beverage purchases under the HS Employee Meal Plan (with the exception of Stadium Operations). If there are no funds on an employee's Western ONECard or if the employee forgets his/her card, he/she will be required to pay full price for purchases with cash or debit (where applicable).

Hospitality Services employees who are Western students will require a special *HS Student Employee Card* to participate in the HS Employee Meal Plan program.

If you have any questions or concerns, please contact your Unit Manager.

Thank you for your co-operation.

Frank Miller
Director
Hospitality Services