

ARRANGEMENTS FOR SUPPORT STAFF SUBSTITUTES

Kitchen Staff

Each kitchen manager shall be responsible for securing substitute kitchen employees when a member(s) of the regular staff is absent.

The procedure will be as follows:

- a) if possible, hourly employees currently employed in the same kitchen will have the opportunity to have their hours increased to fill in for an absent employee;
- b) substitute employees from outside the normal kitchen staff will then be hired for the fewest number of hours possible in the judgement of the kitchen manager.

Adopted: October 20, 1982