



Welcome to Dining Services!

Thank you for your interest in working with **EMU Dining Services** in our **Collegiate Advantage Program (CAP)**. This program is designed to help ensure that your room and board expenses are taken care of in return for working with us.

The attached sample copy of our contract will explain what we expect from our CAP students:

1. Should you be accepted, you will be required to **sign the Official CAP contract by: 4:00 pm on September 2, 2011 (Fall 2011) and by 4:00 pm on January 16, 2012 (Winter 2012)**.
  - a. **The contract that you will sign is only a semester long contract. Therefore, you must resign the contract each semester that you plan to participate in the program.**
2. If you would like your room and board paid in full, you will be required to work a total of **375 hours per semester** in exchange of full payment of your room and board. **The current Full CAP contract rate is based on the Fall 2011/Winter 2012 Housing & Dining rates for living in a double occupancy room in Wise Hall on the Gold 13 meal plan.**
3. If you are only interested in receiving half of your room and board fees paid, you will be required to work **187.5 hours per semester** in exchange of half payment of room and board. **The current Half CAP rate is based on one half (50%) of the Fall 2011/Winter 2012 Housing & Dining rates for living in a double occupancy room in Wise Hall on the Gold 13 meal plan.**
4. **If you prefer to live in a residence hall other than Wise Hall; choose to live in a single room residence hall; or elect an alternative meal plan; you will be responsible for any difference in the cost that will remain on your student account.**

**Please note that this program is only available to students who have already received a room assignment from the EMU Housing Department.** We realize that you may have not received your room assignment yet, but we invite you to complete and return the enclosed CAP application as soon as possible. Positions are limited and applications will be reviewed on a returning student and first-serve basis. After reviewing your application we will contact you for an interview.

If you have further questions, please feel free to contact one of our EMU Dining committee members. You are welcome to do so Monday through Friday from 9:00 am to 4:00 pm at [ds\\_diningservicesemployment@emich.edu](mailto:ds_diningservicesemployment@emich.edu).

Best Regards,

EMU Dining Recruitment Committee

Enclosure



The Collegiate Advantage Program, CAP, is designed to cover room and board costs in exchange for working for Dining Services.

### TYPES OF CAP

- Full CAP - Covers 100% of the cost of a double occupancy room **in Wise Hall** with the **Gold 13 meal plan**. This requires the student to work **375 hours** a semester (approximately 23-25 hours per week).
- Half CAP - Covers 50% of the cost of a double occupancy room **in Wise Hall** with the **Gold 13 meal plan**. This requires the student to work **187.5 hours** a semester (approximately 11.5-15 hours per week).

### STUDENT ELIGIBILITY

- All EMU undergraduate and graduate residence hall students are eligible to participate in the CAP Program. **Please note that EMU policy states that international students are only allowed to work 20 hours per week. Thus, all international students are only eligible to participate in the Half CAP Program.**
- One year of food service experience is required.

### HOW TO APPLY FOR CAP

- 1) Use your "My.Emich" user name and password to submit your application for CAP at the Dining Services employment website:  
<https://www.emich.edu/dining/employment/myemichlogin2.php>
- **Note: The student is to be hired by Dining Services and formally assigned a room from the Housing Department.**

### DEADLINES

- **Students must turn in the following completed paperwork by 4:00 pm on September 2, 2011 (fall semester) and by January 16, 2012 (winter semester) to the Dining Services Senior Secretary or Accounts Payable Manager:**
  - 1) CAP contract
  - 2) Copy of WAP-37 form and a work schedule signed by the unit manager
  - 3) CAP Employment Verification Form
- **CAP contracts can only be changed by September 30, 2011 / January 31, 2012.**

### CONTRACT PAYMENTS TO BE APPLIED TO STUDENT'S ACCOUNT

- **Please be advised that you will not receive CAP Funds Applied to your student account until your contract is signed! After your contract is signed, your CAP award will not be applied to your student account until 30 days or less into the academic semester of the program that you are enrolled.**
- Full CAP - The current Full CAP contract rate is based on the Fall 2011/Winter 2012 Housing & Dining rates for living in a double occupancy room in Wise Hall on the Gold 13 meal plan.
- Half CAP - The current Half CAP rate is based on one half (50%) of the Fall 2011/Winter 2012 Housing & Dining rates for living in a double occupancy room in Wise Hall on the Gold 13 meal plan.

## **STEPS THAT AN ELIGIBLE STUDENT MUST COMPLETE TO PARTICIPATE IN THE CAP PROGRAM**

- 1) Must pay \$200.00 room deposit fee. Secure a room assignment with the Housing Department.
- 2) Submit your employment application online via the Dining Services employment website (see above).
- 3) Follow up or respond to all interview/hiring inquiries you may receive via email (at your My.Emich address) or phone calls.
- 4) Students, who have formally been admitted to the University but have never worked on campus before, must fill out and submit "Form I-9, Employment Eligibility Verification" to The University Advising and Career Development Center (UACDC) department if hired during the interview process. The UACDC office is located in 200 McKenny Hall (734-487-0400). After you have submitted your Form I-9 and it is approved, you will receive a blue "I-9 Form (Employment Eligibility) Confirmation" from the UACDC Representative. **Please hold on to this form as you will need to submit it to your hiring authority.**
- 5) The student is responsible for obtaining the original copy of their weekly work scheduled signed by the student and Dining Unit Management. The student is also responsible for submitting the original copy of the signed work schedule to the Dining Services Senior Secretary or Administrative Associate at the time his or her CAP contract is signed.
- 6) The student must complete a WAP-37 form with the hiring authority.
- 7) **The student must sign the CAP program contract with Dining Services Senior Secretary or the Administrative Associate by the deadlines listed above.**
- 8) **It is the student's responsibility to make sure that they are scheduled and work enough hours to meet their required contracted work hours by the contract deadline.**
- 9) Student must follow all University policies (e.g. Student Conduct Code, Dining Services Student Employee Handbook, Guide to Campus Living, etc.) as a violation of these policies could lead to CAP contract termination.

## **THE DINING UNIT'S RESPONSIBILITIES**

- 1) Hire the student and schedule student for sufficient hours to complete contract.
- 2) Provide student with a work schedule signed by the unit manager.
- 3) Provide biweekly reports to the CAP students so they know the status of their hours.
- 4) Document any disciplinary evaluations. If the student does not show up for their assigned shift, the disciplinary action should be documented in the CAP database to document the time and shift. This will be used to support termination if necessary.
- 5) Student Hours must be recorded in the CAP database each Tuesday after payroll is due.
- 6) An evaluation form must be completed and kept in the student employee file.

## **DINING SERVICES DIRECTOR OFFICE'S RESPONSIBILITIES**

- 1) Receive the CAP contract, WAP-37 form; receive the "blue receipt" and the signed work schedule from the student.
- 2) Submit a financial aid award letter to the Financial Aid Department upon completion of the contracted hours.

**NOTICE: If you sign a CAP contract and fail to work the required number of hours, your CAP pay rate will be recalculated to the current State of Michigan's minimum wage rate for the total number of hours you worked. This will generate a balance due for your room and board on your student account.**