



Hospitality Services

Employee Meal Policy – FAQs

1. Where do I get my Western ONECard (staff ID card)?
 - Western ONECards are issued in Student Central, in the Western Student Central Building, Room 1120 (attached to the UCC building).
2. Do I need to take anything with me to get Western ONECard (staff ID card)?
 - YES. You will need your staff ID # (a current pay stub will do) and photo ID, such as your driver's license. Bring your smile, as your photo will be taken for the card.
3. What can I buy with my HS Employee Meal Plan?
 - ANYTHING. There are no exceptions to what can be purchased. Whatever you buy, will be at a 50% discount.
4. How and where do I add \$ to my card?
 - For your convenience, you can add money to your staff meal plan at these four locations:
 - Top up online using your credit card at:
www.mealplan.uwo.ca/online_topup.htm
 - Campus Meal Plan Office – UCC, Room 185A (cash, debit, Visa and MasterCard accepted).
 - Hospitality Services Admin Office – Lambton Hall (cash, debit, Visa and MasterCard accepted).
 - Housing Office – Elgin Hall, Room 102 (cash, debit, Visa and MasterCard accepted).
5. What happens if I forget my card?
 - The staff discount applies to HS Employee Meal Plan purchases only; if you do not have your card, you will need to pay full retail price.
6. What can I buy at the 50% discount?
 - EVERYTHING. There are no exceptions to what can be purchased including prepackaged items such as chocolate bars, gum, bottled beverage, etc. Whatever you purchase, will be at a 50% discount.

7. Can I use my staff discount while I'm off?
 - NO. The HS Employee Meal Plan can only be used during your working shifts.
8. Can I take food home?
 - NO. The HS Employee Meal Plan can only be used during your work shift and purchases are to be consumed at work.
9. Do I have to buy my meal in my own unit?
 - NO. But you must be back to your own unit and back on the floor on time.
10. Will I have to pay tax on my purchases?
 - YES, if applicable.
11. Where else can I use my meal card?
 - You can use your HS Employee Meal Plan at any of the Campus Meal Plan off-campus partners and in some vending machines on campus. Remember... no discounts apply to these purchases.
12. Will I be required to show proof of purchase?
 - After the cashier rings in your purchase(s), you will receive a receipt. Keep this with you while consuming your purchase.
13. Can I bring my own lunch?
 - YES. There will be a designated refrigerated area set aside for employee lunches.
14. Do I have to pay for all beverages?
 - NO. There is NO CHARGE for drip coffee and regular tea for Hospitality Services employees, while on shift.
15. Will I be able to refill my water bottle?
 - Water bottles can only be refilled at specified sinks or stations.
16. Is the HS Employee Meal Plan a taxable benefit?
 - NO.
17. What will happen to the Campus Meal Plan \$ that I already have on my Western ONECard?
 - Any existing funds on your card will switch over to the HS Employee Meal Plan and you will save 50% on your future purchases, during your working shifts.