

APPENDIX B – Food Service

Section 1: Work Year

- A. Employees shall be assured of employment for a minimum of one hundred seventy (170) days per school year.

Section 2: Snow/Call-In Days

- A. If school is delayed and/or cancelled, it is agreed for the life of this contract that employees will be paid for "2 hours of show-up time," if they are not notified by 6:30 a.m., provided the employee(s) can be reached by phone.
- B. When school is closed due to inclement weather, health or other conditions, employees shall receive their regularly scheduled pay for up to two (2) days only. Should an employee wish to exercise the option of substituting up to two (2) unused personal days and one (1) sick day to avoid a pay deduction for additional days not worked when a "snow day" is called, he/she may do so by submitting a personal day leave form request to the Food Service Director upon the next day worked.
Any make-up days (after 2 days) will be paid at their regular wages.

Section 3: Work Week

The standard workweek is established at five (5) days a week.

Section 4: Work Day

The normal work day will include two fifteen (15) minute paid break periods for employees working seven (7) hours daily and one (1) fifteen (15) minute paid break period for employees working four (4) continuous hours.

Section 5: Part-time or Temporary Help

If the Employer deems it necessary to add on part-time or temporary help, the Employer may do so. Part-time or temporary help shall not be utilized to reduce hours of other employees.

Section 6: Work Site

All cafeteria employees shall remain in their respective buildings during this work time unless directed otherwise by the immediate supervisor.

Section 7: Promotion of Food Service

For the duration of this agreement, the school district and the employees, in an effort to

promote a quality food service program, agree to promote the food service program on a united front for the purposes of improving the program from a financial standpoint and a working relationship standpoint.

Section 8: Program Evaluation

It is further agreed that program evaluation will occur periodically for service to the students, financial operation, and human relations between supervisors and employees.

Section 9: Overtime/Extended Work

An employee will be paid time and a half for work over forty (40) hours per week. When overtime work is required of employees by this agreement, they shall be rotated according to seniority. Any employee who does not accept overtime when offered must wait until rotation is completed before they can, again, claim overtime work.

Overtime/extended work will be permitted only when authorized by the Superintendent of Schools.

Section 10: Late Reporting

Employees reporting late for their shift are not to work over to make it up. Deduction will be made for the amount of time they were late. The hour will be divided into six (6) ten (10) minute segments.

Section 11: Emergency Call-in

Employees called in on emergency shall be paid not less than two (2) hours overtime pay. Employees shall remain for as long as deemed necessary by an administrator or the employee's immediate supervisor.

Section 12: Wages 2015-2016

A. Wages:

	Years of Service	
Head Cook	1-10	\$ 13.01
	11	\$ 13.41
	16	\$ 13.97
	21	\$ 14.68
Assistant Cook	1-10	\$ 11.88
	11	\$ 12.28
	16	\$ 12.84
	21	\$ 13.55

Cafeteria Worker	1-10	\$ 11.12
	11	\$ 11.52
	16	\$ 12.08
	21	\$ 12.79
Probation		\$ 8.93

Off-Schedule Pay: In addition to the hourly pay provided above, food service workers will receive one \$250.00 off-schedule payment for the 2015-2016 school year.

- B. Probationary employees successfully completing 60 work days will be eligible to move to the next pay range, but will continue to serve the one year probationary period.

Section 13: Health Benefit:

The Board agrees to offer health insurance to eligible food service employees. A food service employee may elect single, double or full family coverage. The Employer contribution toward health insurance is based on the employee’s weekly work schedule status (see below). The Board shall pay no more than \$5,857.58 for single coverage or \$12,250.00 for double coverage (“Board Maximum Costs”).

		<u>District Percent of Board Maximum Costs</u>
<u>Single Person</u>	20 hours or more	100%
<u>Single Person</u>	19 hours or less	
<u>Two Person</u>	30 hours or more	90%
	20 to 29 hours	70%
	19 hours or less	
<u>Full Family:</u>	Purchased at employee’s expense beyond benefit provided	

- B. Employees who do not elect to receive the health benefit or who work 19 hours or less shall receive dollars in-lieu of health benefit, Section 14.
- C. Probationary employees must successfully complete their one (1) year of probation to qualify for in-lieu of health benefit dollars.

Section 14: In-Lieu of Health Benefit

Those food service employees who qualify for cash in-lieu benefits will receive payments pro-rated and paid each pay period with required taxes deducted. Yearly amounts are based on the employee’s weekly work schedule status and total:

30 hours or more	=	\$2,000
20 to 29 hours	=	\$1,500
19 hours or less	=	\$1,000

Section 15: Dental

The Employer will provide dental benefit without cost up to six hundred dollars (\$600.00) for the employee and his/her family based on the employee's weekly work schedule status:

30 or more hours per week:	100% up to \$600
20 up to 30 hours per week:	60% up to \$360
Less than 20 hours per week:	40% up to \$240

Section 16: Vision

The Employer will provide vision coverage based on the employee's weekly work schedule status up to the schedule listed below:

30 hours or more	=	\$250
20 hours up to 30	=	\$150
Less than 20 hours per week:	=	\$100

Section 17: Uniforms

- A. Employees will be provided three (3) shirts and reimbursed, based on submitted receipts, up to one hundred dollars (\$100.00) per year for appropriate foot wear and uniform purposes. Employees are expected to keep these clean.
- B. Probationary employees will be provided three (3) shirts and reimbursed, based on submitted receipts, up to one hundred (\$100.00) per year for uniform purposes following the successful completion of sixty (60) days of their probationary period.
- C. Probationary employees are required to return the provided shirts if they or the employer terminates their employment prior to the conclusion of their probationary period.

Section 18: Substituting

- A. Employees working less than full-time shall be offered cafeteria-substituting assignments on a rotating basis. The rotation list shall be established on the basis of seniority.
- B. The supervisor shall designate an assistant cook to substitute for the head cook during his/her absence. This employee shall be paid for substituting at the head cook's hourly pay rate.
- C. Part-time substitutes will receive the pay rate that the full-time employee regularly performing that position receives.

Section 19: Catering Events

- A. When the school district caters events and/or functions (proms, banquets, meetings, etc.), it shall determine the positions needed and offer catering work to cafeteria employees by seniority on a rotating basis. The rotation list shall be established on the basis of seniority.

- B. Employees shall be paid at their regular rate of pay for catering work with the following exceptions, which shall be paid at one and one-half times their regular rate of pay:
1. Employees working over eight (8) work hours.
 2. Employees returning to work after 6:00 p.m.
 3. Employees working on holidays and/or weekends.

Section 20: Sick Leave

Upon initial employment and thereafter full-time regular employees shall be granted ten (10) sick days and two (2) personal days (pro-rated in the first year of employment). Unused sick days shall accrue to a maximum of one-hundred (100) days.

Section 21: Severance

Severance for unused sick time for Food Service employees upon retirement will be granted according to the following multipliers:

1 – 29	=	\$10	60 – 69	=	\$16
30 – 39	=	\$12	70 – 79	=	\$17
40 – 49	=	\$14	80 – 89	=	\$18
50 – 59	=	\$15	90 – 100	=	\$20
			100 days	=	\$2,000

Severance pay outs will be calculated by multiplying the total number of unused sick days by the multiplier number that corresponds to the total number of sick days accumulated. For example, if an employee has accumulated 75 unused sick days, the payout for those sick days would be \$1275 gross income. (75 X \$17 = \$1,275)

Section 22: Holidays

Employees covered under this agreement will be entitled to the following holidays off with regular pay.

- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- Good Friday
- Memorial Day

Section 23: Criminal History Check

The "School Safety" Legislation of 2005 requires that, not later than July 1, 2008, the board of a school district request for each individual who, as of January 1, 2006, is either a full-time or part-time employee of the school district, a criminal history check from the criminal records division of the state police.

To ensure compliance with this legislation, the district agrees to pay the fees charged for conducting this check.

Section 24: Temporary Vacancies

When temporary vacancies occur, they will be filled on the basis of seniority and qualifications without undue interference with the regular work schedule. All shift openings must be posted. When permanent vacancies occur and no employee bids on the shift opening, the last individual employed can be assigned to the posted vacancy.

Section 25: Attendance Incentive

An employee who works 5 ½ hours or more in food service per day with no sick days taken during the school year will earn \$100 to be paid at the end of the school year. An employee that works 5 ½ hours or more in food service a day and uses only 1 sick day in the school year shall earn \$50 to be paid at the end of the school year.

Section 26: Duration

Upon ratification by both parties, this Agreement shall be effective upon ratification and shall remain in full force and effective until June 30, 2018. Either party can request a reopener of this agreement to adjust wages or benefits no later than April 15th of each year.

LAKE CITY SUPPORT STAFF FEDERATION

BOARD OF EDUCATION
LAKE CITY AREA SCHOOLS

Inne Bullett 9/21/15
Food Service Unit Date

Ruby T. Hoag 9-9-15
Board President Date

Tammy Sprague 9/21/15

[Signature] 9-10-15
Board Secretary Date

[Signature] 9/11/15
Superintendent Date