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Agreement

Lakeview Public Schools Board of Education

St. Clair Shores, Michigan

and

**International Union of
The American Federation of State,
County, and Municipal Employees,
Council 25, Local 1317.13 Food Service**

2019 – 2023

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ARTICLE I RECOGNITION

- 1.01** The Lakeview Board of Education (when used hereinafter in this Agreement, shall be referred to as the Board) hereby recognizes AFSCME, Council No. 25, Local 1317 Union, as the exclusive bargaining representative, as certified through appropriate statutes, for all cafeteria personnel represented by the union in the bargaining or negotiating unit as above defined. Excluded from the union are supervisors and substitute employees.
- 1.02** The Board will not aid, promote, or finance any labor group or organization purporting to engage in collective bargaining or make any agreement with any such group or organization which would violate any rights of the union under this contract.
- 1.03** Nothing contained herein shall be construed to deny or restrict any employee rights he/she may have under the Michigan General School Laws. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- 1.04** Prior to being printed, the negotiating board chairman and the union negotiating committee shall proofread and initial the contract.

The Board Negotiating Committee shall be responsible for providing electronic copies of the Agreement within fifteen (15) days of ratification by the Board of Education to all union members now employed or hereafter employed by the Board.

ARTICLE II BOARD POWERS

- 2.01** A. **Board Powers** – The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitutions of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, the right:
1. to the executive management and administrative control of the school system and its properties and facilities, and the activities of the employees;
 2. to hire all employees and, subject to the provision of the law, to determine their qualifications and conditions for their continued employment or their dismissal or demotion; and to promote and transfer all such employees;
 3. to determine hours of employment, duties, responsibilities and assignments of all employees under this Agreement and the terms and conditions of employment.

ARTICLE II (continued)

- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the State of Michigan, and Constitution and laws of the United States.

ARTICLE III UNION AND EMPLOYEE RIGHTS

- 3.01** A. Pursuant to Michigan Statutes, the Board hereby agrees that every employee in this bargaining unit shall have the right to organize, join, and support the union.
 - B. The Board hereby agrees that it shall not, directly or indirectly, discriminate, deprive or otherwise coerce any member of the union in the enjoyment of any rights conferred by law, federal, or state, or in regard to wages, hours or working conditions or in the application of the provisions of this Agreement by reason of race, creed, religion, color, national origin, handicap, age, sex, marital status or union membership.
- 3.02** The union and its members shall have the right to use School District facilities in accordance with Board policy regarding the use of facilities by outside groups. The union shall have the right to use the District's interschool mail service for communications to its members.
- 3.03** The Board agrees to furnish to the union in response to reasonable requests available information concerning, the financial resources of the District, tentative budgetary requirements, and allocations and such other information as will assist the union in developing intelligent, accurate, informed, and constructive programs on behalf of the employees.
- 3.04** Recognizing the education of children is the basic reason for establishment and operation of our public school system, the Lakeview Cafeteria Personnel Union agrees that no strike, as defined under Act 379 of the Michigan Public Acts of 1965, will be voted, condoned, authorized, or undertaken by its members within the life of this contract and that any employee engaging in a strike, authorized or unauthorized by the union, in the Lakeview Public Schools , or in any of its schools, will be subject to dismissal according to statutory provision.
- 3.05** If negotiation meetings are scheduled with the School Board representatives, employees involved shall be excused from work without loss of pay, when such meetings are scheduled during the workday.

ARTICLE III (continued)

a. **Union Release Time**

The Chapter Chairperson and the stewards shall be excused with paid release time up to two (2) hours to represent a member of AFSCME Local #1317 Food Service Bargaining Unit. The purpose of this release is to allow the union leaders to represent members in a grievance meeting, disciplinary hearing, or in area of violations of the collective bargaining

If negotiation meetings are scheduled with the School Board representatives, employees involved shall be excused from work without loss of pay when such meetings are scheduled during the workday period. The Employer shall not be required to release more than three (3) bargaining unit members for any meeting taking place during the school day.

Both parties will agree that said negotiation meeting will be held on a “shared time” schedule and at least twice a month unless otherwise mutually agreed upon.

- b. The Executive Board Local #1317 Food Service bargaining unit representative shall be excused with pay release time to three (3) days to attend conferences and/training.

3.06 **Agency Shop**

The Superintendent will send a copy of the new employment letter to the president of the union at the same time a copy is sent to the newly hired employee. The Union will contact the employee in reference to the terms of the Agreement and will provide its own new member orientation packages. The District will provide a space for the Union to meet with its new members.

- 3.07 All union dues will be collected directly by Council 25, Local 1317.13 Food Service. The Board shall have no responsibility for the collection of initiation fees, membership (union) dues, special assessments or any other fees.

The union will protect and save harmless the Board from any claims, demands, suits, and other forms of liability for reason of action taken or not taken by the Board.

SUCCESSOR CLAUSE

This Agreement shall be binding upon the successor and assignees of the parties hereto and no provisions, terms of obligations herein contained shall be effected, modified, altered or changed to the detriment of the other party in any respect whatsoever by voluntary consolidation merger, or assignment of either party hereto.

ARTICLE IV WORK POLICY

- 4.01** The normal workday for a cafeteria employee shall be based on a schedule setup by the Superintendent or an administrator designated by the Superintendent. Such schedule shall include a 30 minute lunch for employees who work four (4) consecutive hours per day. The lunch shall be taken outside of peak times. Employees working less than four (4) hours a day will not have a lunch hour included in their schedule.
- 4.02** Each employee will have a fifteen (15) minute break in the morning, to be scheduled by the immediate supervisor.
- 4.03** The work year for employees shall be the number of days in the student calendar plus three additional days for prepping the kitchens and training.
- 4.04** Employees shall be expected to exercise reasonable care with respect to the safety of students and property.
- 4.05** Bargaining unit members will not be required to report to work (up to three (3) days per year) when the District is closed to students due to inclement weather. Should the District be closed to students due to inclement weather in excess of three (3) days, bargaining unit members will be required to report to work, utilize one of their personal leave days, or be docked their per diem daily rate of pay should they not have any leave days remaining. In the event that a building is closed to students due to mechanical, electrical or structural failures, bargaining unit members are still expected to report to work. Depending on the circumstances, members may be required to report to a different location.

ARTICLE V SENIORITY

- 5.01** **Seniority**
1. Seniority shall be defined as length of continuous service to the School District in a position that is included in the bargaining unit.
 2. It is expressly understood that seniority will accrue for leaves related to workman's compensation and disability.
 3. A coin toss or number draw will determine the order of seniority for any new employees hired on the same date. The coin toss or number draw will be performed with a member of the administration and a union officer present. New employees will be informed of the results of the seniority determination.
- 5.02** **Seniority List**
- An updated seniority list will be furnished to the union (here) and shall show the name and date of hire of the union members each October.
- 5.03** **Loss of Seniority**
- An employee shall lose their seniority for the following reasons:
- a. Resignation.

ARTICLE V (continued)

- b. He/she is discharged and the discharge is not reversed through the Grievance Procedure.
- c. He/she is absent for three (3) consecutive working days without notifying the proper authority. The Board may grant an exception based on extenuating circumstances.
- d. He/she does not return from a leave of absence.
- e. He/she gives a false reason for leave of absence or engages in other employment during such leave. However, if no job vacancy is available at the end of the employee's leave of absence, he/she may engage in other employment until a position in the District is available.
- f. Retirement.

5.04 Non-Contract Position

If an employee presently covered under the contract applies and is hired by the Lakeview Public Schools for a position outside the contract, the employee's seniority shall be frozen. Said employee may return to a position covered by the contract between the Lakeview Public Schools and the union and shall retain all previously accrued seniority when an open position is available for which said employee is qualified.

5.05 Re-Employment

Any employee who terminates his/her employment voluntarily shall be considered as a new employee, if rehired.

ARTICLE VI VACANCIES - NEW POSITIONS - PROMOTIONS

6.01 All job vacancies within the bargaining unit shall be filled in accordance with the following provisions of this Agreement. A job vacancy shall be defined as a vacancy, which is created as a result of the resignation of an employee, termination, promotion, death of an employee, or the creation of a new position not previously filled. Job vacancies within the bargaining unit will be filled on the basis of seniority and qualifications.

6.02 A promotion shall be defined as changing the employee's classification to one in a higher wage classification. The employee shall receive salary commensurate on the same step as the employee received when promoted.

6.03 All postings for vacancies and new positions, listing the requirements of the position, shall be posted for at least five (5) working days.

Duties and qualifications will be stated for each vacancy or new position(s) and the hours of employment.

ARTICLE VI (continued)

6.04 Employees interested in the vacancy shall apply in writing to the Personnel Office within the posting period.

If there is more than one opening, the employee may apply for both.

6.05 A probationary employee may apply for a posted position to be considered only when status employees have not bid. If the probationary employee wins a position, such employee must serve the remainder of the ninety (90) day probationary period in the new position as well as the trial period of a status (regular) employee.

6.06 The union shall be notified of all applicants for the position. The top bidder for the position must make his/her decision to accept the position by 12:00 noon, two (2) working days following notification of the appointment.

6.07 The union shall be notified when the position has been filled, listing the qualifications of the employee hired. The union will be notified of all new hires, their classification, and rate of pay.

6.08 **Probation**

1. All new employees shall serve a ninety (90) working day probationary period, pursuant of evidence of satisfactory performance.
2. A probationary period is the time an employee is demonstrating his/her qualifications and abilities to his/her supervisor.
3. Earned business and sick leave will be credited after the end of the probationary period. New employees do not have sick leave days available during their probationary period. Employees must contact that supervisor in the event they are sick during the probationary period.

6.09 **Evaluation**

1. Evaluations of trial period employees shall be a continuing process through verbal guidance, directives, and clarification of job performance.
2. All formal evaluations of trial period employees will be made by the immediate supervisor directly responsible for the employee's work, by completion of the evaluation form agreed upon by this contract. The appropriate administrator shall review and sign the evaluation.
3. The immediate supervisor evaluating the employee will conduct an interview with the employee, in private, to discuss the evaluation and compare it with prior evaluations.
4. The immediate supervisor evaluating the employee will sign the evaluation. The employee will sign the "employee evaluation" indicating only that he/she has reviewed the completed form in an evaluation interview. The employee's signature does not necessarily indicate agreement by the employee with the evaluation.

ARTICLE VI (continued)

5. A copy of the signed evaluation form will be placed in the employee's personnel file and a copy will be given to the employee at the evaluation interview.
6. No member of the bargaining unit may evaluate another member of the bargaining unit.

ARTICLE VII LAY-OFF AND RECALL

7.01

Lay-off Procedure

In the event of a lay-off, position elimination, or to exercise contractual bumping rights, the senior qualified employee will have the option to "bump" the least senior employee down in the Classification Schedule on the basis of qualifications and District-wide seniority and shall receive the rate of pay for the position.

- a. Lay-off shall mean a reduction in the employee work force due to a decrease in work or a case of financial emergency.
- b. An employee on lay-off may engage in other employment until a position in the District is available.
- c. In the event that the lay-off is necessary due to financial reasons, the affected employee and the union will be given notice ten (10) working days in advance of the effective day of lay-off. Notice shall be in writing.

The affected employee will have the option to "bump" either the least senior employee in their classification or below. Employees who have exercised "bumping" rights shall receive the rate of pay for the newly acquired position.

7.02

Recall Procedure

- a. After a lay-off, employees shall be recalled according to the inverse order in which they were laid off, providing that the employee with the greatest seniority shall be recalled according to his/her seniority whenever he/she is qualified for the position available.
- b. If the employee fails to report for work within five (5) calendar days after mailing, wiring, or delivery, as the case may be of the recall notice, the Board may consider the employee as having terminated his/her employment.

ARTICLE VIII TERMINATION OF EMPLOYMENT

- 8.01** Any employee terminating his/her employment must give two weeks' notice in writing to his/her immediate supervisor and to the Board of Education. When possible more notice will be given.

ARTICLE IX PROGRESSIVE CORRECTION & DISCIPLINE

- 9.01** The Board agrees that its rules and regulations governing employee conduct shall be reasonable and non-discriminatory. Any discipline, up to and including discharge, shall be only for just cause, subject to the provision of the Paragraphs 10.01 - 10.07 and shall be progressive with a union representative present. The employee has the right to waive (in writing) union representation.
- 9.02** Disciplinary action will be understood as meaning verbal or written reprimand; suspension (meaning loss of pay and/or time on the job); and discharge (meaning involuntary termination of an employee by the Board of Education).
- 9.03** A verbal reprimand will be handled in a manner that will not embarrass an employee before other employees, students, or the public.
- 9.04** After the probationary period and before determination is made to discipline an employee, the immediate supervisor shall have offered reasonable assistance and direction to the employee when appropriate.
- 9.05** Discipline of the employee shall be progressive. It is expressly understood that due to the gravity and nature of an offense, discipline may be implemented at an appropriate level, which includes discharge.

Progressive Correction & Discipline

A. Informal

In the first offense, the usual action will be a verbal warning.

The employee shall be accompanied by a union representative. The employee has the right to waive (in writing) union representation.

B. Verbal Reprimand

If a problem persists, a conference shall be held between the employee, his/her immediate supervisor, and a union representative to notify the employee of the alleged problem area.

1. A form which would include the employee's signature, a short statement as to why the conference took place, the signature of the union representative that witnessed the conference, and the signature of the administrator conducting the conference shall be used. A signed form

ARTICLE IX (continued)

will indicate a meeting has taken place but will not necessarily reflect agreement.

C. **Written Reprimand**

If the problem persists, a meeting will take place with the employee, the immediate supervisor, and a union representative, followed by a formal written reprimand which shall be issued to the employee. The written reprimand shall contain the specific problem area(s) that exist.

D. **Suspension**

If the problem persists, and if the supervisor still finds that the employee's conduct/performance has not improved, then the supervisor may request that the Superintendent or designee institute suspension with or without pay. Suspension is limited to a maximum of ten (10) working days per occurrence.

The Superintendent will provide written notice to the employee with a copy to the union president, listing incidents and/or behaviors resulting in suspension. Suspension will take effect immediately.

E. **Discharge**

If the problem persists and the supervisor still finds that the employee's conduct/performance has not improved, then the Superintendent or designee may discharge.

9.06 The Board agrees that the private life of any employee is not an appropriate matter for the concern or attention of the Board unless it adversely affects the employee's ability to carry out professional functions or responsibilities to the School District.

9.07 Discipline up to and including discharge is grievable as provided in ARTICLE X. The employee will have the right to appeal the suspension or discharge as a grievance.

ARTICLE X GRIEVANCE PROCEDURE

Time limits are defined in terms of school days. When school is not in session we will interpret school days as being synonymous with working days.

10.00 The term "employee" shall mean also a group of cafeteria personnel having the same complaint or grievance.

10.01 The Board of Education recognizes a grievance committee, which is composed of the union president, chief steward and one (1) additional member.

10.02 **Procedure**

a. Prior to filing a written grievance with the union, the aggrieved employee may meet with his/her supervisor with which the grievance originated, time limit not to exceed five (5) school days from the time of the incident over which the employee is aggrieved. A union representative, if requested, will

ARTICLE X (continued)

be present while the grievance is being discussed. Every effort will be made to resolve the grievance informally.

- b. In the event the aggrieved employee is not satisfied with the disposition of his/her grievance at Level 1, he/she may file the grievance in writing to the union.

A written grievance may be submitted to the supervisor. Such action must be taken within five (5) school days of the receipt of the decision at the by the supervisor, he/she shall render a decision in writing.

- c. In the event the aggrieved is not satisfied with the disposition of his/her grievance at the preceding level, the written grievance may be submitted by the union to the Superintendent, who may refer the grievance to a designee. Such action must be taken within five (5) school days of the receipt of the decision at the preceding level. Within five (5) days from the receipt of the grievance by the Superintendent, he/she shall render a decision in writing.

10.03

Arbitration Panel

- a. If the grievance is not resolved at Level 2, the Union has no less than thirty (30) calendar days from the receipt of the Level 2 answer to file a Notice of Intent to Arbitrate, by sending a letter to the Director, Human Resources or the appropriate employer representative. If the union fails to request arbitration within this time limit, the grievance shall be deemed not eligible to go to arbitration.
- b. Upon written request by either party, after the Notice of Intent to Arbitrate, the parties shall meet in order to attempt to resolve the grievance. Such meeting is not intended to be automatic for all grievances so as to defeat the purpose of Level 2. The meeting shall be composed of two (2) representatives of the union and two (2) representatives for the employer. The union members shall be the president and the Council 25 representative or their designee.
- c. If the parties agree to resolve the grievance, its disposition shall be reduced to writing and signed by both the union representatives and employer representatives.

10.04 **Selection of the Arbitrator**

1. Within ninety (90) days of the receipt of the written demand for arbitration, the Union shall notify one of the arbitrator's from the permanent roster of arbitrators listed below:

Mark Glazer
Ildiko Knott
Paul Glendon
Joseph Girolamo

ARTICLE IX (continued)

Selection shall be made on a rotation basis with the arbitrator listed first as the one who will hear the first case. The next arbitrator on the list will hear the second case and so on until each arbitrator shall have heard a case. Once the list has been exhausted, the Parties will go back to the beginning of the list and start the selection process over with the first name on the list.

2. The parties recognize that, through no fault of either, an arbitrator may not be available for an extended period of time to hear a case (extended period of time shall mean three (3) months or longer). The parties may then move to the next arbitrator listed.
3. Upon mutual written agreement of the Parties, an arbitrator may hear more than one case.
4. An arbitrator may be removed from the list by written notice of either party during the list of the Agreement. Upon such removal, no further cases will be assigned to that arbitrator, but the arbitrator will head and decide any cases already assigned to him/her. Within thirty (30) days after such removal, the parties shall meet and mutually agree upon another arbitrator to replace the arbitrator removed. The newly selected arbitrator will be placed on the list in the numbered position of the arbitrator he/she replaces. An arbitrator may remove himself/herself from the list at any time.
5. If the parties agree, in a particular case, not to use the list of arbitrators they may agree in writing to use the American Arbitration Association selection procedure. The arbitrator's fee and other expenses of arbitration shall be divided equal between the parties. Each party shall bear his/her own expenses in connection therewith.
6. All arbitration hearings shall be governed by the rules of the American Arbitration Association.

ARTICLE XI EVALUATION

- 11.01** All formal evaluations shall be based on supportable facts.
- 11.02** The evaluation process shall not be used for purposes of harassment.
- 11.03** A conference shall be held between the employee and his/her evaluator prior to the finalization of the evaluation report.
- 11.04** An employee may prepare a response to the evaluation, which shall be placed in his/her personnel file with the evaluation.
- 11.05** Employees shall sign their evaluations. Their signature only indicates receipt of the evaluation and does not necessarily indicate agreement.

ARTICLE XI (continued)

- 11.06** All employees shall be evaluated at least once every three (3) years thereafter by his/her immediate supervisor.
- 11.07** No material originating after original employment shall be placed in an employee's personnel file unless the employee has had the opportunity to review the material. The employee may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question.
- 11.08** All employees shall be accorded, in regard to their personnel file, those rights to examination, copying and comment provided under the Bullard-Plawecki Employee Right to Know Act. In addition, the employee may exercise these rights at all reasonable times, and with a union representative present, if so requested.
- 11.09** No evaluation or survey prepared by persons other than the employee's supervisor(s) shall become part of the employees personnel file, unless requested by the employee or immediate supervisor.

ARTICLE XII PERSONNEL FILE

- 12.01** Each employee may examine the nonconfidential/confidential and evaluation content of his/her personal file at any reasonable time and place and he/she may copy or otherwise reproduce any portion or the whole of such material.
- Positive materials shall be added to employees personnel file at any time.
- 12.02** All materials that are detrimental will be removed at three (3) year intervals, upon the employee's written request.

ARTICLE XIII SICK BANK

- 13.01**
- a. The bargaining unit members shall maintain an appropriate level of days as determined by the union thereafter, by directing the Board to deduct days from members' accumulated days to be added to the bank. Application for such leave shall be in writing and directed to the union.
 - b. The Bank shall be administered by a three (3) member committee composed of two (2) members appointed by the union, and one (1) member appointed, by the Superintendent.
 - c. The Committee may grant additional sick leave days after the employee has exhausted all but fifteen (15) of his/her accumulated personal leave bank, up to the date that disability insurance coverage would commence.

ARTICLE XIII (continued)

- d. A relapse of an extended illness covered by the Disability Bank, occurring within thirty (30) days of the employee's return to work, may be immediately referred for consideration by the Disability Bank Committee without the waiting period.

ARTICLE XIV LEAVES OF ABSENCE

14.01 JURY DUTY

Any employee called to jury duty will receive the difference in wages between the regular contract wages of the School District and the amount of money received for work when serving jury duty. The employee will report to Lakeview Public Schools for work when not actually serving jury duty. Employees are to notify the Superintendent or designee within forty-eight (48) hours of being called for jury duty. The Superintendent will attempt to have the employee excused from duty.

1. Days served on jury duty will not be charged to the accumulated leave days.
2. Any employee subpoenaed into court to give testimony relating directly to a student under the employee's charge shall be paid full wages minus the amount paid for the subpoena and will not have such days charged to the accumulated leave days.

14.02 PREGNANCY AND CHILD BIRTH

Pregnancy and childbirth shall be treated as any other disability under the terms of this Agreement. A doctor's statement regarding the terms of pregnancy shall be provided by the employee.

1. Child Care - Short Term Leave
 - a. An employee who adopts or assumes legal custody of a child shall be extended the same privileges (when applicable) as an employee with a natural born child.
 - b. Upon termination of disability, or in the case of adoption or legal custody, limited to ten (10) working days, and upon acquiring the child, an employee shall be granted a short term leave, without pay or benefits, for the remainder of the year (June 30).
 - c. This leave may be extended by the Board for an additional year upon the request of the employee. Such request must be filed in the Administration Office not later than April 1, the year the leave is to expire.
2. When an employee is released to return to work after having been absent for a short-term childcare leave, he/she will be reinstated to the classification held prior to the leave provided:
 - a. His/her physician has released him/her to return to a position with no job restrictions or limitations.

ARTICLE XIV (continued)

- b. He/she will be placed for immediate assignment in the first position for which he/she is qualified and which is commensurate with that which would be held had the leave not intervened.
- c. Upon return from leave, unused accumulated benefits will be reinstated; no additional benefits will be accumulated during the leave of absence.
- d. All leaves shall terminate on the date expressly agreed upon by the Board.

14.03

EXTENDED LEAVE - ILL HEALTH

- a. An employee may be granted a leave of absence for personal illness, accident, or equally grave emergency for rest and recuperation.
- b. Written applications for such leave shall be made by the employee, addressed to the Superintendent/Designee, who shall, upon receipt of same, make such investigations as he/she may deem necessary to determine to the best of his/her ability, if granting such leave would serve not only the interest of the employee, but also the interest of the School District.
- c. In computing service to determine the employee's position on the wage schedule upon return from a leave, the time spent on leave shall not be counted.
- d. Leave of absence as described shall be without compensation from this School District.
- e. The returning employee from sick or extended leave shall be restored to his/her original classification when such position is available, unless physically unable to perform the duties required by that position. The Board of Education will make every reasonable effort to place the employee in a position the employee is capable of performing, if such opening is available.
- f. If the employee has not recovered sufficiently during the sick leave granted, but medical testimony is to the effect that further sick leave would aid recovery, the Superintendent/Designee may request additional leave from the Board of Education.
- g. All leaves shall terminate on the date expressly agreed to by the Board of Education.

ARTICLE XV BUSINESS AND SICK LEAVE

15.01 All regular employees are entitled to twelve (12) days leave per year from service in their respective positions, for the following specific reasons with accumulation up to one hundred eighty (180) days. Employees working less than four (4) hours per day will receive twelve (12) half days leave. Employees working four (4) hours or more per day will receive twelve (12) full days leave. Leave shall be pro-rated from date of hire to July 31 for new hires. Leave days will also be pro-rated when a member is no longer employed by the district, with the proration being based upon the employee's separation date from the district.

- a. Personal and/or family illness, accident, funeral, bereavement, or personal business.
- b. Personal business days shall be used to conduct business that cannot be scheduled outside work hours.
- c. Personal business days shall not be utilized for vacation purposes and/or to extend holiday leaves or scheduled breaks.
- d. When a pattern of excessive absences persists, the District may reasonably require the employee to provide written justification.
- e. The week of, and the week after, that free and reduced lunch applications are due are black-out dates for food service employees. Food service employees cannot use personal leave or sick days to cover such absences.

15.02 Leave policy shall be earned at 1.2 days per paid work month.

15.03 **Contagious Diseases**

Employees will not be charged sick leave due to absence from their jobs for reason of illness definitely established as contracted as a result of their employment, from the following list:

- | | |
|------------------|--|
| a. Mumps | f. Rubella |
| b. Measles | g. Scabies |
| c. Chicken Pox | h. Head Lice |
| d. Scarlet Fever | i. Pink Eye |
| e. Impetigo | j. Job-related injuries, eight (8) day limit |

15.04 **Attendance Incentive**

Frequent absences reduce individual employee output and negatively impact the effectiveness of the organization. Therefore, the District encourages employees to only use leave days when absolutely necessary and will provide a monetary incentive for those members who utilize minimal leave days for the purposes of personal illness, family illness, personal business, bereavement, and/or unpaid vacation days. (The use of school business, professional development, union/association release, inclement weather forgiveness days (4.05), or jury duty days will not be counted in this calculation.)

ARTICLE XV (continued)

Members will be paid an off-schedule stipend, as follows;

- \$110 for no more than the use of four (4) leave days annually
- \$130 for no more than the use of three (3) leave days annually
- \$150 for no more than the use of two (2) leave days annually
- \$180 for no more than the use of one (1) leave days annually
- \$210 for no more than the use of zero (0) leave days annually

Stipends will be paid on the employee's regular payroll check upon completion of the his/her contractual work days.

ARTICLE XVI MEDICAL EXAMINATION

16.01 Upon request of the Board of Education, for cause, the employee shall undergo a medical examination at the expense of the Board.

The Board may designate a licensed physician, psychologist, and/or psychiatrist for these examinations, at the expense of the Board.

16.02 A negative x-ray, patch test, as required by law is required of all employees at the expense of the Board.

ARTICLE XVII INSERVICE TRAINING

17.01 Employee attendance at training sessions may be required at the Board's option at least once a year, for which expense shall be reimbursed by the Board of Education, including travel, lodging, and consultants.

17.02 Employees shall be released from regular duties without loss of pay to attend a workshop, in-service meeting, or a shared time in-service meeting, subject to the prior approval of the Superintendent.

17.03 All in-service to provide training for employees shall be paid for by the Board of Education. If such training is not during the regular workday, employees shall be compensated at the regular hourly rate of pay. It is expressly understood that time and a half, will not be charged for this training. The Board of Education reserves the exclusive right to determine when the training will be received.

ARTICLE XVIII SPECIAL CONFERENCES

- 18.01** Special conferences for important matters shall be arranged, by mutual agreement, between the chapter chairperson and the Board of Education or its designated representative upon the request of either party. Such meetings shall be between not more than two (2) representatives of the local union unless additional representation is mutually agreed upon by both parties.
- 18.02** Arrangements for such special conferences shall be made in advance and an agenda of the matters to be discussed at the meeting shall be presented at the time the conference is requested. Matters to be discussed in special conferences shall be confined to those included in the agenda. Conferences shall be held during normal working hours, if possible.
- 18.03** This meeting may be attended by a representative of the council and/or a representative of the International union.
- 18.04** All proposed supplemental agreements shall be subject to good faith negotiations between the Board of Education or its representative and the union. Any supplemental agreements resulting from a special conference shall be approved or rejected within a period of ten (10) days following the conclusion of negotiations.

ARTICLE XIX PAYROLL

- 19.01** **Wage Schedule**
The salary schedule is based upon an hourly rate. For extra work the cafeteria employee shall be entitled to appropriate additional compensation, at the current established hourly rate on individual level.
- All overtime work performed in excess of eight (8) hours in a day or forty (40) hours per week shall be paid at one and one-half (1½) times the individual hourly rate except Sundays or legal holidays, which shall be double time. All overtime must have prior approval of the immediate supervisor and the Superintendent/Designee.
- 19.02** Annual raises, based on wage schedule will become effective on August 1.
- 19.03** The wage rates of cafeteria employees covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement.
- 19.04** **Payroll Regulations**
The wages of an employee shall start at the time she/he reports for scheduled duty. The wages or salary shall be paid bi-weekly on such calendar dates as are established by the Board of Education. If employees do not work on Friday, paychecks are to be delivered on Thursday.
- 19.05** All payroll deductions or changes in deductions shall be supported by signed employee authorization forms submitted in writing.

ARTICLE XIX (continued)

- 19.06** No deductions from any employee's pay shall be made without his/her advance notice, except for withholding tax deduction and social security as required by law.
- 19.07** Employees may use payroll deductions for the following:
1. Hospitalization Insurance
 2. School Employees Credit Union
 3. Annuities approved by Board of Education
 4. Michigan Public School Employees Retirement System (MPSERS)
 5. AFSCME Political Contributions (P.E.O.P.L.E.)
 6. United Way
 7. Garnishments
- 19.08** Employees must utilize the district's time clock system and established payroll procedures to accurately record his/her work hours.
- 19.09** Afternoon and evening employees will be paid at the same rate of pay as day employees. No pay differential will be made between these shifts.
- 19.10** Each employee will have 100% of wages paid through direct deposit to a financial institution.

ARTICLE XX FRINGE BENEFITS

- 20.01** **Eligibility**
All employees hired after July 31, 2015 must work in a six (6) hour per day position or more to qualify for insurance benefits. Insurance benefits will start at the end of the probationary period.
- 20.02** **Hospitalization**
The Board will fund health insurance costs for eligible bargaining unit members, as described in Appendix A of this Agreement.
- 20.03** **Dental Insurance**
The Board shall provide dental insurance for all eligible employees as described in Appendix A. The Board reserves the right to select the carrier and/or self-fund the insurance.
- 20.04** **Optical Insurance**
The Board shall provide optical insurance for all eligible employees as described in Appendix A. The Board reserves the right to select the carrier and/or to self-fund this insurance.
- 20.05** **Disability Insurance**
Beginning on the 91st calendar day of the disability, employees eligible for insurance benefits may receive sixty-six and two-thirds (66-2/3rds) of their monthly base earnings (excluding overtime and special events). The amount of benefits is limited to three thousand dollars (\$3,000) per month and may be offset by income from

ARTICLE XX (continued)

other sources. These benefits may continue until the eligible employee reaches age sixty-five (65), in accordance with the terms of the insurance contract.

The Board reserves the right to select the carrier and/or to self-fund this insurance.

20.06 Term Life Insurance

The Board shall provide fifteen thousand dollars (\$15,000) life insurance for eligible employees.

20.07 Payment In-Lieu

In-lieu of health insurance, a full time food service member who opts out of Plan A and is covered by an alternative medical/prescription program will be paid three thousand dollars (\$3,000) for opting out of full family coverage and one thousand five hundred dollars (\$1500) for opting out of single person/two person coverage annually on a bi-weekly basis beginning at the conclusion of the open enrollment period. In addition, eligible employees who forego health insurance will be provided without cost to the employee dental, optical, LTD, and life insurance, if he/she makes these elections at the time of hire or during the open enrollment.

ARTICLE XXI HOLIDAYS

21.01 Cafeteria employees will receive payment for the following holidays:

- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year Day
- Good Friday
- Memorial Day
- Friday and Monday of mid-winter break
- Martin Luther King, Jr. Day

21.02 To qualify for holiday pay, employees must work the day before and the day after a scheduled holiday break.

ARTICLE XXII RETIREMENT

22.01 The Board agrees to pay on behalf of each employee the state retirement contribution.

22.02 Employees who retire after ten (10) years in the bargaining unit will receive thirty dollars (\$30.00) for each unused leave day up to the maximum allowable one hundred eighty (180) cumulative days.

ARTICLE XXIII WORKERS' COMPENSATION

23.01

- A. An employee who suffers an injury arising out of and in the course of employment with the School District shall receive such compensation and benefits as prescribed by the Michigan Workers' Disability Compensation Act.

The injury and accident shall be reported immediately to the employee's supervisor.

The first seven (7) days' absence will not be deducted from the employee's sick leave bank when absence is due to on-the-job injury covered by workers' compensation. Upon returning to work, seven (7) days will be deducted from the employee's sick leave bank, provided the employee was off more than fourteen (14) days.

- B. When an employee is on workers' compensation leave, he/she shall receive all fringe benefits set forth in this contract for the first year on workers' compensation, except that such fringe benefits shall end as of the date of any termination of employment. After the second year of disability, the employee will lose all rights to employment.

Employees on workers' compensation leave shall accrue seniority while on leave, except that such accrual shall end as of the date of any termination of employment.

ARTICLE XXIV COMPENSATION

24.01

a. Base Salary Schedule

	Probation (90 Working Days)	Step 1 (91st day- Year 1)	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	
Head Cook	\$14.07	\$14.47	\$14.76	\$15.05	\$15.36	\$15.66	15.98	\$16.30	\$16.63	
Assistant Cook	\$13.01	\$13.31	\$13.58	\$13.85	\$14.12	\$14.41	14.70	\$14.98	\$15.28	
Elementary Kitchen Coordinator	\$11.60	\$12.38	\$12.63	\$12.88	\$13.14	\$13.40	13.67	\$13.94	\$14.22	
Full-time Cashier/Helper (30 hours or more p/week)	\$11.60	\$12.38	\$12.63	\$12.88	\$13.14	\$13.40	\$13.67	\$13.94	\$14.22	
Part-time Cashier/Helper (28 hours or less p/week)	\$11.45	\$12.23	\$12.47	\$12.72	\$12.98	\$13.24	\$13.50	\$13.77	\$14.05	
Breakfast Server	Individuals Appropriate Rate of Pay									

If the head cook substitutes for the District Coordinator, he/she will be paid at the District Coordinator rate for the time spent replacing the District Coordinator. Bargaining unit members who substitute in a higher paying job will receive the hourly rate of the higher paying job for the step the substitute is currently on.

b. Profit Sharing

All positions will qualify to receive an annual profit sharing payment, beginning in the 2020-21 school year, equal to 3% of their wages for hours worked in the food service unit when the Food Service Department makes a profit of at least \$15,000 in that fiscal year. Profit sharing amounts shall not be cumulative. Employees entitled to profit sharing will receive their entitled payment percentage on the first pay in July.

24.02

As a condition of employment, each new employee hired into the bargaining unit, must acquire Level 1 Food Service Certification through the Michigan School Food Service Association (MSFSA) or the American School Food Service Association (ASFSA) within six (6) months of date of hire. Employees are to maintain at least Level 1 Certification.

The Superintendent/Designee must approve participation in this additional training.

ARTICLE XXIV (continued)

The District will pay for the certification fees, cost of completed courses, and the hourly wages while attending for new and current employees, if pre-approved by the Superintendent/Designee. Should the employee’s employment with the district be separated prior to them working one hundred and twenty (120) days for the District, the employee will be required to pay the district back for the cost of the training and certification fees.

24.03 The Board of Education will reimburse the employee for the cost of state and national food service certification fees upon presentation of paid receipt. Should the employee’s employment with the district be separated prior to them working one hundred and twenty (120) days for the District, the employee will be required to pay the district back for the reimbursement.

24.04 **Uniform Allowance**

The School District shall contribute two hundred twenty-five dollars (\$225.00) per year for the purchase of work uniforms and shoes. The District shall contribute an additional one-hundred dollars (\$100.00) at the beginning of the second semester. The uniforms may be “spirit” shirts of the school or District. The union and administration will participate in vendor selection of up to three (3) vendors. The District will pay up to two hundred twenty-five dollars (\$225.00) toward the purchase of the work uniforms and shoes to the selected vendor(s). Costs of the work uniforms and/or shoes beyond two hundred twenty-five dollars (\$225.00) will be borne by the employee. The allowance will be pro-rated based upon the employees’ date of hire and/or separation.

24.05 **Longevity**

Eligibility based on anniversary date:


After 6 years	\$175.00	After 14 Years	\$375.00
After 7 years	\$175.00	After 15 Years	\$425.00
After 8 years	\$175.00	After 16 Years	\$425.00
After 9 years	\$175.00	After 17 Years	\$425.00
After 10 years	\$375.00	After 18 Years	\$425.00
After 11 years	\$375.00	After 19 Years	\$425.00
After 12 years	\$375.00	After 20 Years	\$450.00
After 13 years	\$375.00		

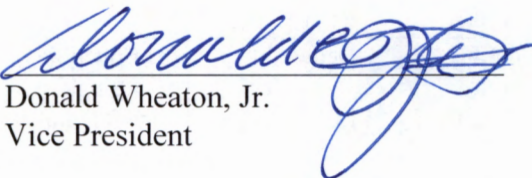
Payment is not cumulative each year and will be paid in the first pay of July.


DURATION

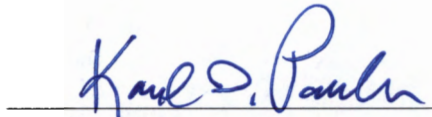
This Agreement shall be effective as of August 1, 2019, and shall continue in effect through July 31, 2023. Negotiations between the parties shall begin at least ninety (90) days prior to the contract expiration date. If, pursuant to such negotiations, an Agreement on the renewal or modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended by mutual agreement of the parties.

LAKEVIEW PUBLIC SCHOOLS BOARD OF EDUCATION


Daniel Dombrowski
President


Donald Wheaton, Jr.
Vice President

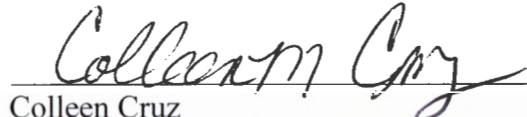

Robbyn Martin
Secretary


Karl Paulson
Superintendent

6/4/19
Date of Ratification

MICHIGAN AFSCME COUNCIL 25, LOCAL 1317.13, FOOD SERVICE, AFL-CIO


Paul Long
MI AFSCME Staff Representative


Colleen Cruz
Negotiator


Heather Thatch
Negotiator

5/31/19
Date of Ratification

Appendix A
Food Service-AFSCME
Insurance Benefits

Health Care

The Board shall provide multiple insurance benefits plan options, as listed below in Plans A-D, and allow all members in the bargaining unit to select the plan of their choice. Members may forego selecting an insurance benefits plan listed in Plan A-D and instead elect benefits under PLAN E as listed below to receive an in-lieu-of payment. Additionally, the Board shall provide the Long Term Disability Insurance benefits listed below for all members. Such benefits for Long Term Disability Insurance benefits and Health Care Insurance benefit plans that cost below the Hard Cap shall be provided, without cost to the members, and his/her eligible dependents. If an employee selects a health care insurance benefit plan that costs more than the Hard Cap, as annually established by PA 152, the employee is responsible for paying for the difference. The cost will be paid by payroll deduction.

Health Care Insurance Benefit Plans				
	BCBSM- Plan A CB Plan	BCBSM- Plan B CB 3 Plan	BCBSM- Plan C CB 12 Plan	BCBSM- Plan D SB 500 Plan
	Deductible: Single \$300/Family \$600 Member Coinsurance: 0% Office Visit: \$10 Preventive: 100% ER: \$50 Generic Rx: \$0/Brand Rx: \$20/Brand with Generic Rx: \$30	Deductible: Single \$250/Family \$500 Member Coinsurance: 20% Office Visit: \$20 Preventive: 100% ER: \$150 Generic Rx: \$0/Preferred Brand Rx: \$30/ Non-Preferred Brand \$50	Deductible: Single \$1,000/Family \$2000 Member Coinsurance: 0% Office Visit: \$30 Preventive: 100% ER: \$150 Generic Rx: \$0/Preferred Brand Rx: \$30/Non- Preferred Brand \$50	Deductible: Single \$500/Family \$1,000 Member Coinsurance: 20% Office Visit: \$20 plus Deductible & Coinsurance Preventive: 100% ER: \$150 Generic Rx: \$0/Preferred Brand Rx: \$30/Non- Preferred Brand \$50

*Both Parties agree that if different health care plan options are bargained for the District's other employee union groups before the expiration of this collective bargaining agreement, the food service employees will also be entitled to those same health care plan options.

Under Hard-Cap Insurance Rebate

If a food services employee selects the health insurance benefits plan that costs less than the annual hard-cap amount, they will be entitled to an off-schedule rebate payment of 40% of the savings between the plan cost and the hard-cap amount. This rebate will be paid out annually on the first payroll check in February, accrued from the previous fiscal year.

APPENDIX A (continued)

Dental Insurance

Dental coverage shall have the following benefits: Class I (diagnostic/preventive) 100%, Class II (restorative) 90%, Class III (major restorative) 90%, Class IV (orthodontic) 80%. There will be a maximum annual benefit of \$1250 on Classes I, II, III, and a lifetime maximum of \$1500 on Class IV. The 100/90/90/80 dental plan is an indemnity, self-funded plan administered by a third party administrator. It does not utilize a network and claims will be paid directly to the provider.

The Board reserves the right to select the carrier and/or to self-fund this insurance.

Optical Insurance

Vision coverage shall be a 12/12/12 vision program administered by a third party administrator.

The plan will pay up to thirty-five dollars (\$35) for an optometrist and forty-five (\$45) for an ophthalmologist, once every twelve months. It will cover up to fifty-five dollars (\$55) for standard eyeglass frames once every twelve months. It will also cover eyeglass and contact lenses once every twelve months up to the following amounts:

Eyeglass Lenses:

	Clear	Tints	Polarized
Single Vision	\$ 38	\$ 42	\$ 56
Bifocal	\$ 60	\$ 70	\$ 90
Trifocal	\$ 72	\$ 84	\$110
Lenticular	\$108	\$118	\$138

Contact lenses: \$115 (\$200 if contact lenses are medically necessary).

This 12/12/12 vision plan is an indemnity, self-funded plan. It does not utilize a network and claims will be paid directly to the provider.

The Board reserves the right to select the carrier and/ or to self-fund this insurance.

Disability Insurance

Beginning on the 91st calendar day of the disability, employees eligible for insurance benefits may receive 66 and 2/3% of their annual base earnings.

The amount of LTD benefits is limited and may be offset by income from other sources. These benefits may continue until the eligible employee reaches age 65, in accordance with the terms of the insurance contract.

The Board reserves the right to select the carrier and/or to self-fund this insurance.

Term Life Amount **\$15,000**



LAKEVIEW PUBLIC SCHOOLS

27575 Harper Avenue, St. Clair Shores, MI 48081
(586) 445-4000, ext. 2504

LAKEVIEW PUBLIC SCHOOL FOOD SERVICE CLASSIFICATIONS DESCRIPTION & QUALIFICATIONS

KITCHEN COORDINATOR

Classification: Elementary School (Breakfast & Lunch)

QUALIFICATIONS

- Maintain annual continuing education hours, as required by the State and the District
- Obtain/maintain proper food service certifications
- Ability to lift heavy objects

Essential Skills/Job Duties (Classification Description) – Elementary

BREAKFAST

- Check and record temperatures
- Set up and Cash out of Cash Register
- Prepare the breakfast food
- Serve the students breakfast
- Clean up work area

LUNCH

- Turn on the serving cart
- Process paperwork for ...
 - Milk Delivery
 - negative letters
 - inventory and orders
- Preparation of food
 - Receive deliveries and put away inventory
 - Serve 1-5th grade lunch
 - Serve kindergarten's lunch
 - Compose, access and respond to written, e-mail and voicemail communications
 - Attend Quarterly internal elementary meetings (Kitchen Coordinator)
 - Clean up work area
 - Assist with cash out and double check the deposits
 - Do Dishes
 - Be available to fill in when there is an absence for different positions/schools
 - Generate production records as needed
 - Take inventory after lunch is completed, record and report on production reports

- Other duties, as assigned

CASHIER HELPER

Classifications: Jefferson Middle School

QUALIFICATIONS

- Maintain annual continuing education hours, as required by the State and the District
- Obtain/maintain proper food service certifications
- Ability to lift heavy objects

Essential Skills/Job Duties (Classification Description) – JMS

- Prepare and serve lunches at Jefferson Middle school
- Clean all kitchen equipment daily to ensure cleanliness and sanitary conditions are met
- Perform cashier duties, accurately collect and balance the cash drawer at end of shift
- Make sandwiches, salads and cold lunch options
- Monitor the vending machine and deposit money from the machine
- Make mashed potatoes at Lakeview High school
- Cash out register at the end of lunch and make deposits
- Put away inventory stock (Gordon, etc.)
- Verify the milk count
- Be available to fill in when there is an absence for different positions/schools
- Assist with the cooking as needed
- Unpack the cold cart when it's delivered from the high school
- Perform register duties
- Perform daily set up/ fill ice cream for sale at lunch
- Do dishes
- Take inventory after lunch is completed, record and report on production reports
- Other duties, as assigned

CASHIER HELPER

Classifications: Lakeview High School

QUALIFICATIONS

- Maintain annual continuing education hours, as required by the State and the District
- Obtain/maintain proper food service certifications
- Ability to lift Heavy Objects

Essential Skills/Job Duties (Classification Description) –LHS

- Prepare and set up breakfast
- Serve breakfast and clean the work area
- Cash out at end of shift (Breakfast shift & lunch shift)
- Prepare the Cold cart
- Take latch key count
- Take GSRP count
- Prepare items for elementary lunch

- Fill and distribute items from the elementary order sheet
- Prepare and distribute ala carte items
- Monitor the calls for lunch count
- Fill out production records
- Set up front kitchen for servers
- Fill the refrigerators with pop, milk, water etc.
- Fill vending machine, pull money from machines, complete deposit, and record deposits in Meal Magic and on office calendar
- Cashier (ring students) must cash out and record lunch sales and give the count to the assistant cook.
- Do dishes and clean-up/sanitize work area at the end of day
- Record milk inventory
- Do daily set up/ fill ice cream cart for 3 lunch periods
- Prepare sandwiches and set up for 3 lunch periods
- Set up the salad bar
- Prepare fruit for 3 periods
- Set up condiments for all lunches
- Put away the inventory/stock in the refrigerator
- Prep the refrigerator on Thursday afternoon for Fridays delivery
- Order Gordon Foods (FIFO) for sandwiches and the salad bar
- Fill out production records for condiments and sandwiches
- Empty the hot and cold cart at the end of your shift
- Prepare the elementary schools cold options for the next day
- Make mashed potatoes
- Gather laundry at end of the shift and wash/dry
- Be available to fill in when there is a need at a different school/position
- Be available for catering and special events which includes prep, serve and clean up
- Other duties, as assigned

ASSISTANT COOK

Classification: Jefferson Middle School

QUALIFICATIONS

- Maintain annual continuing education hours, as required by the State and the District
- Obtain/maintain proper food service certifications
- Ability to lift Heavy Objects

Essential Skills/Job Duties (Classification Description) – Jefferson Middle School

- Set up and prepare breakfast, cash out and serve students
- Check and record the food/cooler temperatures
- Prepare the school lunches
- Assist with ordering on-line from Gordon Foods for Jefferson Middle School, latchkey and specials events
- Prepare and cook food
- Clear and clean dishes using dishwasher
- Coordinate with LHS on any issues such as equipment, food, student, staff, milk, etc.

- Monitor and complete production reports
- Follow District protocol for communicating personnel, programming, and customer issues at JMS
- Monitor and record the food count at the end of the day
- Monitor Gordon Foods receiver on Fridays
- Clean the steamer weekly
- Take inventory of kitchen/record all food
- Be available to fill in when there is a need at a different school/position
- Be available for catering and special events, which includes prep, serve and clean up
- Ability to expand catering, special event and expand adult food sales
- Other duties, as assigned

ASSISTANT COOK

Classification: Lakeview High School

QUALIFICATIONS

- Maintain annual continuing education hours, as required by the State and the District
- Obtain/maintain proper food service certifications
- Ability to lift Heavy Objects

Essential Skills/Job Duties (Classification Description) – Lakeview High School

- Monitor and record the food temperature
- Wash and dry the laundry daily
- Set up the equipment for the high school – Dishwasher, steamer, ovens, kettle stove, hot cart, serving lines and breakfast area.
- Prepare the production report
- Place the milk order
- Verify and submit online Gordon Foods order for JMS
- Place bread order
- Place Coke order
- Prepare for the elementary school lunch orders
- Prepare for the LHS lunch orders
- Cook hot lunches for elementary buildings
- Prepare cold lunch orders for elementary schools
- Cook for LHS for 3 lunch periods
- Expand catering, special event and expand adult food sales
- Clear and clean dishes daily
- Take food and milk count inventory at the end of each day
- Check and file district wide production records weekly
- Be available to fill in when there is a need at a different school/position
- Input JMS snack purchase orders in AS400 system
- Clean the steamer/dishwasher
- Other duties, as assigned

HEAD COOK

Classification: Lakeview High School

QUALIFICATIONS

- Maintain annual continuing education hours, as required by the State and the District
- Obtain/maintain proper food service certifications
- Ability to lift Heavy Objects

Essential Skills/Job Duties (Classification Description) – Lakeview High School

- Understand state and federal laws, rules and guidelines related to operating a school food service operation
- Wash and dry the laundry daily
- Set up the equipment for the high school – Dishwasher, steamer, ovens, kettle stove, hot cart, serving lines and breakfast area
- Inventory food/products to determine needs
- Gordon Food on-line ordering including –
 - Elementary
 - High School
 - GSRP
 - Ala Carte
 - Vending machine
 - Salad bar
 - K-12 Breakfast
 - Misc.
- Assist with the coordination of the vending and ala carte items
- Prepare for the elementary school lunch orders
- Prepare for the LHS lunch orders
- Cook hot lunches – High School and Elementary
- Prepare cold lunch orders for elementary schools
- Clean dishes in dishwasher
- Be available to fill in when there is a need at a different school/position
- Be available for catering and special events, which includes prep, serve and clean up
- Expand catering and increase the adult food sales
- Ability to expand special events orders
- Process purchase orders for district food needs
- Monitor any equipment issues and report them to District Coordinator
 - Receive and put away inventory/stock (Gordon's, Coke, milk, etc.)
 - Compose, access and respond to written, e-mail and voicemail communications
 - Train kitchen staff on proper inventory management (first in first out- FIFO)
- Other duties, as assigned

Letter of Agreement

Between

Lakeview Public Schools

And

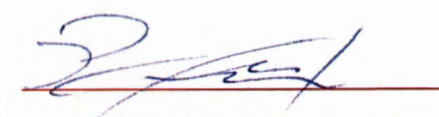
AFSCME, Council 25, Local 1317.13- Food Service Employee Union

It is understood and agreed upon that a committee will be formed to create job descriptions with essential skills/job duties and qualifications for all Food Service positions to accurately reflect the current qualifications and job responsibilities.

The Union will appoint three (3) members and the Superintendent/Designee will appoint two (2) administrative members. The committee will implement their recommendation by July 31, 2019.


Board Representative

3/27/19
Date


AFSCME Union Representative

3/27/19
Date


Union President


3.27.19
Date


TVP distributed @ 5/28/19 session @ 2:19 p.m.

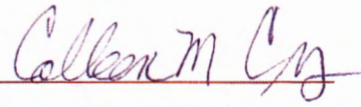
**Letter of Agreement
Between
Lakeview Public Schools
And**

AFSCME, Council 25, Local 1317.13- Food Service Employee Union

Due to the implementation of a new compensation base salary schedule that includes a step structure, both parties agree to the step placement of current bargaining unit members at the steps identified on the attached spreadsheet.

2:54 P.M.

Board Representative
5/28/19
Date


AFSCME Union Representative
5-28-19
Date


Union President
5/28/19
Date

**Letter of Agreement
Between
Lakeview Public Schools
And
AFSCME, Council 25, Local 1317.13- Food Service Employee Union**

Recognizing that it is in the best interest of the District to compensate its employees in a manner that is consistent with what the District's financial standing allows, both parties agree to the following changes to the previously bargained salary schedule. This additional salary improvement is a direct result of the District's 2018-19 Financial Statement and Audit. The Audit confirmed a significant, positive growth to fund balance as a result of additional revenue, growing enrollment, and prudent financial management. The Board desires to improve employee wages with an "on schedule" 2% wage improvement, to begin on October 21, 2019 and paid out on the November 15th pay, as a result of the successful year. The wage charts below illustrate how the new "base" wage will be established moving forward under the compensation section of the Master Agreement. No other language or procedures are being affected by this change.

**ARTICLE XXIV
COMPENSATION**

24.01

a. Base Salary Schedule (August 1 through October 20, 2019)

	Probation (90 Working Days)	Step 1 (91st day- Year 1)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Head Cook	\$14.07	\$14.47	\$14.76	\$15.05	\$15.36	\$15.66	15.98	\$16.30	\$16.63
Assistant Cook	\$13.01	\$13.31	\$13.58	\$13.85	\$14.12	\$14.41	14.70	\$14.98	\$15.28
Elementary Kitchen Coordinator	\$11.60	\$12.38	\$12.63	\$12.88	\$13.14	\$13.40	13.67	\$13.94	\$14.22
Full-time Cashier/Helper (30 hours or more p/week)	\$11.60	\$12.38	\$12.63	\$12.88	\$13.14	\$13.40	\$13.67	\$13.94	\$14.22
Part-time Cashier/Helper (28 hours or less p/week)	\$11.45	\$12.23	\$12.47	\$12.72	\$12.98	\$13.24	\$13.50	\$13.77	\$14.05
Breakfast Server	Individuals Appropriate Rate of Pay								

ARTICLE XXIV COMPENSATION

24.02

b. Base Salary Schedule with 2% On Schedule- Effective October 21, 2019

	Probation (90 Working Days)	Step 1 (91 st day- Year 1)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 <i>63</i>	Step 8	
Head Cook	\$14.35	\$14.76	\$15.06	\$15.35	\$15.67	\$15.97	16.30	\$16.93	\$16.96	
Assistant Cook	\$13.27	\$13.58	\$13.85	\$14.13	\$14.40	\$14.70	14.99	\$15.28	\$15.59	
Elementary Kitchen Coordinator	\$11.83	\$12.63	\$12.88	\$13.14	\$13.40	\$13.67	13.94	\$14.22	\$14.50	
Full-time Cashier/Helper (30 hours or more p/week)	\$11.83	\$12.63	\$12.88	\$13.14	\$13.40	\$13.67	\$13.94	\$14.22	\$14.50	
Part-time Cashier/Helper (28 hours or less p/week)	\$11.68	\$12.47	\$12.72	\$12.97	\$13.24	\$13.50	\$13.77	\$14.05	\$14.33	
Breakfast Server	Individuals Appropriate Rate of Pay									

Tracy Van Keuren

 Board Representative
 10-15-19

 Date

[Signature]

 AFSCME Union Representative
 10-15-2019

 Date

Colleen M G

 Union President
 10-15-19

 Date

Skater Shatch

 Date
 10.15.19.

**Letter of Agreement
Between
Lakeview Public Schools
And
AFSCME, Council 25, Local 1317.13- Food Service Employee Union**

Recognizing it is in the best interest of the District to keep high performing employees employed with the district during these challenging times created by the pandemic, the parties agree to allow an employee to take an unpaid personal leave for the remainder of the 2020-21 school year if they are unable to return to their normal work schedule on March 22, 2021 due to having to provide child care for their own children as a result of them being enrolled in a virtual school program. The employee shall be granted a short term leave, without pay or benefits until the end of the current school year. He/she would not be permitted to utilize any of their paid leave days to receive any compensation during this period of time. In addition, an employee that takes a voluntary unpaid leave of absence will only accrue seniority for the balance of the current school year.

This provision is for the remainder of the current school year only and any employee who utilizes a personal leave as a result of this Letter of Agreement will be required to return to work, per the contract, for the 2021-22 school year. Failure to return for the 2021-22 school year will result in termination of employment with the district.

Tracy D. Van Peer
Board Representative
3/29/21
Date

[Signature]
AFSCME Union Representative
3-29-2021
Date

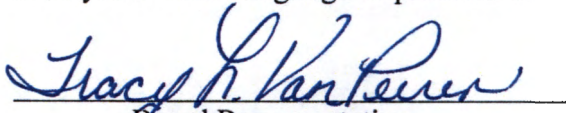
Colleen M. Cox
Union President
3/29/21
Date

**Letter of Agreement
Between
Lakeview Public Schools
And
AFSCME, Council 25, Local 1317.13- Food Service Employee Union**


The AFSCME, Council 25, Local 1317.13 Food Service Employee's Collective Bargaining Agreement 2019-2023 identifies in *Article XXIV 24.01 b. Profit Sharing* that "All positions will qualify to receive an annual profit sharing payment, beginning in the 2020-21 school year, equal to 3% of their wages for hours worked in the food service unit when the Food Service Department makes a profit of at least \$15,000 in that fiscal year. Profit sharing amounts shall not be cumulative".

Unfortunately, the Food Service Department ended the 2020-21 school year with higher expenses than revenue and did not make a profit in the fiscal year. This would normally result in members not qualifying to receive an annual profit sharing payment. However, we believe this financial standing was due to the unique conditions created by the COVID 19 pandemic and disruptions to the Food Service Department's normal operations, not due to any fault of the members.

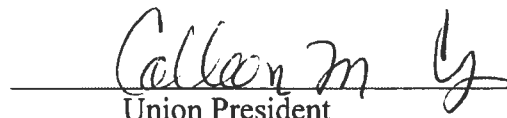
Recognizing that it is in the best interest of the District to compensate its employees in a manner that is consistent with what the District's financial standing allows, both parties agree to a one year exception to the current contract language for the 2020-21 year. For this year only, members will be paid a profit sharing payment equal to 3% of their wages for hours worked in the food service unit during the 2020-21 year. This off-schedule payment will be paid on the second pay in July. No other language or procedures in the contract are being affected by this change.



Board Representative
6/30/21
Date



AFSCME Union Representative
7/1/21
Date



Union President
7/1/21
Date