

AGREEMENT
between the

**REDFORD UNION BOARD OF
EDUCATION**

and the

**REDFORD UNION FOOD SERVICE
EMPLOYEE ASSOCIATION**

July 01, 2009

through

JUNE 30, 2012

TABLE OF CONTENTS

Employee Standards.....	3
Break Time.....	3
Employee Benefits.....	4
Leave of Absence.....	4
Job Postings and Transfers.....	5
Workers' Compensation	6
Retirement/Termination.....	6
Injuries	6
Reductions in Staff.....	6
Dismissal and Discipline.....	7
Grievance Procedures	7
Jury Duty.....	8
Employee Expenses	8
Salary Information	8
Salary Schedule.....	9
Management Rights	10
Duration of Agreement	10

EMPLOYEE STANDARDS AND GUIDELINES

- A. All employees, as applicable, working for the Redford Union Schools Food Service Department are expected to maintain the very highest standards of personal cleanliness, hygiene and professionalism. The department's uniform policy outlined below is intended to maintain a "uniform, sanitary and professional appearance," keeping in mind that the employee absorbs most or all of the cost of uniforms. Each food service employee must meet the below guidelines within one month of hire date. The School Food Service functions properly only when all employees uphold this standard. Employees are required to:
1. Wear a designated uniform top and clean, neat full-length pants in blue, black, gray or khaki with apron and standard hosiery. Employees may wear denim providing that the pants have no rhinestones, heavy embroidery, jewels or other like embellishment.
 2. Wear clean, white, rubber soled shoes. No open-toed, clogs or canvas tennis shoes will be allowed. A white leather tennis shoe is acceptable.
 3. Keep hair clean and restrained and long hair must be worn up (hair sprayed and away from face for short hair; hairnet, hat or visor is required for any hair style with loose hair around the face.)
 4. Employees must not wear any nail polish, acrylic or artificial nails, or jewelry, including chains or necklaces, watches, earrings or rings, except a wedding ring. Jewelry is a safety and sanitation hazard.
 5. Employees are not permitted to leave school property with any cash receipts, food or other property belonging to the district. Empty boxes and cartons from government donated commodity food items may not be removed.
 6. Hours of employment, building placement and position will be set by the Food Service Director based on the needs of the school lunch program.

BREAK TIME

Employees scheduled to work four or more hours per day are allowed to take a fifteen (15) minute break at a time scheduled by the Manager.

Positively, no beverage, food, gum or candy is to be consumed at any work or serving station during scheduled work time except during coffee and snack breaks, or upon approval of the Director of Auxiliary Services for medical reasons.

EMPLOYEE BENEFITS

A. LEAVE DAYS

1. All employees within group who have completed one (1) year of employment shall be granted five (5) leave days. The five (5) days will be initially granted on a prorated basis upon the first anniversary date. Five (5) leave days will be granted in subsequent school years effective July 1, assuming the employee works the entire year. Employees who terminate at any time during a school year or who miss time due to personal or health leaves will receive leave days on a prorated basis.
2. Leave time may be used for illness, business, Act of God, as defined by the Board of Education (optional 2 days only), or when school is in session for one-half (1/2) day, (for conferences, in-services, or exams). Leave days may not be used when an employee is not scheduled to work.
3. Leave days may accumulate up to a total of fifty (50). Any accumulated leave days over fifty (50) will be paid out annually or upon termination of employment in good standing. Accumulated leave days will be paid at the one pay level below the employee's current pay rate.
4. Accumulated leave days will be paid based on the average number of hours worked per day during the twenty (20) days most recently worked by the employee.
5. In the event school is cancelled due to an "Act of God", as defined by the Board of Education, employees will be paid up to two days, which will not be deducted from the employees leave days.
6. When all schools are closed because of an Act of God day, as defined by the Board of Education up to two (2) hours will be paid for time when personnel show up for work, if not called before. This will apply only if an employee is scheduled to report prior to an Act of God day being declared.

LEAVES OF ABSENCE

A. HEALTH LEAVE

1. An unpaid health leave may be granted by the Board of Education to employees in this group. An employee shall request a leave of absence in writing, accompanied by a letter from a physician stating reason or reasons for leave of absence.

2. Such leaves may be granted for periods up to one (1) calendar year. A statement from a physician stating that the person on leave for health reasons is physically and mentally able to fulfill his/her normal duties without restrictions shall be required upon that persons return to work.
3. At the expiration of the health leave, the employee shall be reinstated to his/her position or to a position of similar nature, seniority, status and rate of pay in effect on the date of return for that employee's classification.
4. Leave days will not be earned or accumulated during a health leave of absence.
5. A personal leave for employees may be granted for up to forty-five (45) working days for a non-medical reason, upon written request to the Food Service Director.

C. FAMILY AND MEDICAL LEAVE ACT

- A. The Redford Union Food Service employee Association shall be granted, subject to the terms of the Act, a leave under the Family and Medical Leave Act for the purposes and subject to the terms and conditions of said Act and its implementing regulations. Written application for such leave shall be made by the employee to the Director of Auxiliary Services.
- B. Any unpaid leave, which is otherwise available under the provisions of this Agreement for the same purposes for which leave is required to be provided under the Family and Medical Leave Act, shall be used concurrently with the leave provided under the Family and Medical Leave Act and credited toward the leave entitlement of an eligible member of the Redford Union Food Service Employee Association under the Family and Medical Leave Act to the extent permitted by said Act and its implementing regulations. An eligible member of the Redford Union Food Service Employee Association shall not be required to substitute his/her paid leave days for any period of leave provided through the Family and Medical Leave Act, but shall not be able to use paid leave to extend the twelve (12) weeks of benefits provided under said Act.

JOB POSTINGS AND TRANSFERS

- A. Staffing needs in each kitchen will be determined by the Director of Auxiliary Services based on production and service needs in that building. A specific position may be posted as a result of a vacancy or a newly created position. The posting will remain open for four business days. The Food Service Program Coordinator will make every attempt to communicate openings to employees who are absent during the time of the posting.
- B. Any employee may apply for any posting. However, this does not preclude hiring from outside the current group of food service employees. A thirty (30) working day probation will be in place for any employee involved in a job transfer or promotion.

WORKERS' COMPENSATION

The Board will pay the premium cost of Workers' compensation coverage. Employees who become eligible for Workers' Compensation payments will have their workers' compensation checks mailed directly to their home by the insurance company.

RETIREMENT/TERMINATION

- A. Those employees intending to retire shall notify the Director of Auxiliary Services of such intent in writing at least thirty (30) days prior to the effective day of retirement.
- B. Any employee wishing to leave the school food service shall write a letter to the Director of Auxiliary Services at least two (2) weeks prior to the effective date.

INJURIES

- A. All injuries to employees while on duty, no matter how trivial, must be reported at once to your manager, building principal and then to the Director of Auxiliary Services; an accident report must be completed and remain on file
- B. The Board will designate the medical treatment center for employees who are injured while in service of the Redford Union Schools during the course of the work day.

REDUCTIONS IN STAFF

- A. In the event the administration feels it is necessary for layoffs or cutbacks in the School Food Service Employee Association, such layoffs or cutbacks shall be made in accordance with the employment seniority of the School Food Service Employee Association and/or the ability of individual employees, as determined by the administration, to perform the specialized tasks of the School Food Service Department. A thirty (30) calendar day notice may be given before layoffs become effective.
- B. An employee who is laid off shall be given preference when a job opening occurs providing he/she is capable of said job and desires to return to Redford Union. Recall of laid off employees shall extend for one (1) year following the date of layoff. An employee who is offered a position for which he/she qualifies and refuses such position shall be deemed to have forfeited further rights under this contract provision. Any employee recalled from layoff under the terms of this Article shall be reinstated at his/her previous salary step and with other benefits enjoyed prior to layoff. Any employee on layoff or eligible to return from leave who refuses a written offer of employment from the Board for a position for which he/she is qualified or fails to respond in writing to accept such a position within ten (10) calendar days of making of said offer shall be considered to have resigned and shall have no further rights under this Agreement.

DISMISSAL AND DISCIPLINE

- A. The Director of Auxiliary Services has the right to suspend or discharge any employee who is guilty of gross incompetence, improper conduct not becoming an employee of the public schools, chronic poor attendance or tardiness, or other acts for which dismissal shall be considered.
- B. The following steps serve as examples by way of illustration and not limitation and may be followed with all disciplinary action:
1. Employee is given a verbal warning.
 2. Employee is given a written warning.
 3. Employee is suspended without pay.
 4. Employee is terminated.
 5. Administration reserves the right to take appropriate disciplinary action as determined by the Administration.
- C. Any employee, other than one on probation, who feels he/she has been subject to unjust dismissal, demotion or disciplinary action, shall be entitled to redress under grievance procedures.

GRIEVANCE PROCEDURES

- A. An employee who has a problem shall follow these procedures to correct the situation:
1. The employee shall seek correction of the problem with the Director of Auxiliary Services
 2. If the problem continues, the employee may sign a written request for help with the Committee Chairperson.
 3. The Committee Chairperson shall submit the request to the Committee.
 4. The Committee will meet and study the problem with the employee. The Committee must make its recommendation within fifteen (15) days of receipt of the problem by the Chairperson.
 5. If the Committee, after full study and consultation with the employee, decides that the employee is justified in pursuing correction of his/her problem, the Committee will meet with the Director of Auxiliary Services who shall give a decision within five (5) days or present the problem to the Assistant Superintendent of Business Services.

JURY DUTY

- A. Food service employees who are called for jury duty shall be compensated for the difference between their regular daily salary and the salary received for the performance of such obligation.
- B. In the event that the compensation for jury duty is more than the regular daily wage, no additional payment shall be received.
- C. No leave days shall be charged for such absence.
- D. Immediately upon receiving a summons for jury duty, the employee must notify the food service office. The employee, in order to receive payment, must supply satisfactory evidence that he/she performed jury duty and/or was examined for such duty, with the specific days indicated. No employee shall be entitled to such payment for voluntary jury duty.

EMPLOYEE EXPENSES

Food Service employees will be reimbursed, on a per mile basis, for travel in their personal vehicle, not including their normal commute, for the purpose of conducting school business. The per mile reimbursement rate will be consistent with that in effect in the Redford Union School District No. 1.

SALARY INFORMATION

- A. Employees hired initially by the School Food Service Department shall be placed on a probationary status as food service personnel for ninety (90) working days.
- B. A designated cook will receive a manager's hourly rate on the sixth day of his/her unplanned absence or on the first day of a planned absence, if assuming all of the manager/assistant manager's responsibilities. An employee assuming a higher classification shall receive that position's rate of pay on the sixth day of the unplanned absence. The employee shall assume their previous rate upon returning to their former position.
- C. Employees will receive one (\$1) dollar per hour over their regular hourly rate when they work outside activities on Saturdays and Sundays. Employees will receive fifty (50) cents per hour over their regular hourly rate when they work outside activities other than Saturday and Sundays, for any hours worked after 2:00 p.m.
- D. All employees will receive compensation for working meetings at their hourly rate if the meeting is held after his/her workday and considered mandatory.

**REDFORD UNION SCHOOLS
FOOD SERVICE EMPLOYEE ASSOCIATION**

**SALARY SCHEDULE
2009-2012**

CLASSIFICATION	STEP	AMOUNT
Cook's Helper	Step 1	8.00
	Step 2 (After 90 days)	8.25
	Step 3	8.35
	Step 4	8.50
	Step 5	8.65
Kitchen Coordinator	Step 1	8.25
	Step 2 (After 90 days)	8.50
	Step 3	8.60
	Step 4	8.75
	Step 5	8.90
Head Cook	Step 1	9.00
Warehouse Coordinator	Step 2 (After 90 days)	9.25
	Step 3	9.50
	Step 4	9.75
	Step 5	10.00

MANAGEMENT RIGHTS


The Redford Union Board of Education reserves unto itself the right to provide food service operations in the most efficient manner possible including, but not limited to, the right to outsource all food service related operations. In the event of any outsourcing, the third-party organization will be encouraged to consider current employees as new hires.

DURATION OF AGREEMENT

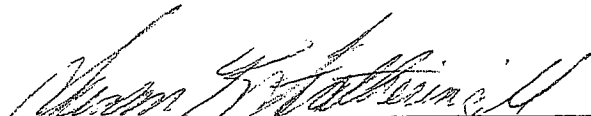
This Agreement shall be effective as of July 1, 2009 and shall continue in effect for three years until the 30th day of June 2012.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal this 6th day of May, 2009.

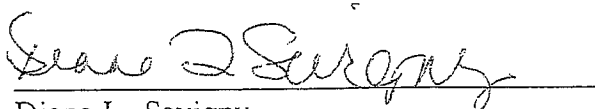
REDFORD UNION SCHOOLS



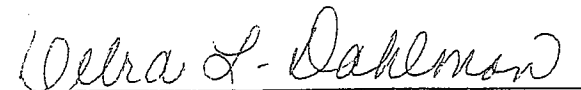
Donna L. Rhodes
Superintendent



Susan K. Featheringill
Assistant Superintendent of Business Services



Diane L. Sevigny
Director of Auxiliary Services

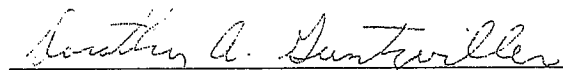


Debra L. Dahlman
Human Resources Coordinator

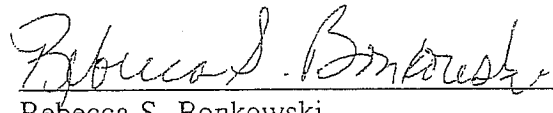
REDFORD UNION FOOD SERVICE EMPLOYEE ASSOCIATION



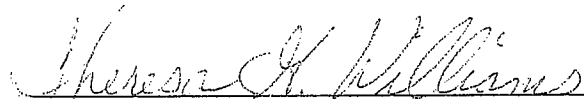
Lisa S. Santti
Chairperson




Dorothy A. Guntzville
Co-Chairperson



Rebecca S. Bonkowski
Secretary



Theresa G. Williams
Trustee



Salina T. Smithson
Trustee