

MILAN AREA SCHOOLS

2016-2017

CAFETERIA POLICIES

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A. Aims and objectives of the school lunch program.

The experience of the school officials in reviewing the benefits of the school lunch program to the health and education of children has resulted in establishing school feeding as an integral part of the total school curriculum.

The purpose of the program is two-fold:

1. To maintain and improve the health and physical fitness of the school child by providing him/her with an adequate noon meal.
2. To provide satisfactory learning experiences in the lunch program which will contribute to the overall development of the child.

With the increase in knowledge concerning child health, there has come an appreciation of the importance of good nutrition to health and inter-dependence of health and scholastic progress. The government subsidized program is the result of a rapidly growing understanding that the machinery of education is expensive and too often it is wasted on listless minds, many times the result of poor nutrition. You cannot teach a hungry child.

B. School lunchrooms serve an educational purpose when:

1. Opportunity is provided to correlate classroom learning with everyday living.
2. The total school staff accepts the program as an integral part of the social curriculum.
3. Attractive plate lunches of quality food are served which contribute to the well being of the child.
4. Suitable foods to supplement a lunch brought from home are made available.
5. The student's selection of food is supervised.
6. Attractive posters and visual aids are used to teach and illustrate healthy foods.
7. The environment is such that the students may find relaxation and enjoyment in the company of fellow students and are afforded an opportunity to practice courtesy in the line and in the dining area.
8. Good table manners are observed.
9. Cleanliness and sanitation are practiced and appreciated.
10. Good citizenship is exemplified when students realize that the school lunch program belongs to them and they have a chance to make suggestions in any area. Because we reach every child in the school, everyone has an opportunity to cooperate in all matters pertaining to its success.

RULES

1. DETERMINATION OF PAY

A cafeteria worker will be paid on the basis of the actual number of days worked in the year. Item 13 will be the only exception.

2. OVERTIME

Time and one half shall be paid to all employees for all hours worked:

- a. Over forty (40) hours per week.
- b. If a cafeteria worker is required to work on an "act of God" day, an amount equal to one and one-half (1 ½) the employee's hourly rate will be paid. This does not apply to anyone who has reported before school is canceled.

3. PHYSICAL EXAMINATIONS

Expense for a physical examination will be paid by the cafeteria fund if the physical is required by the district. The district may require new employees to have a physical within their probationary period. Employees will be required to present proof of a negative TB test every three (3) years. The district will make every effort to have the TB tests given in the district.

4. BANQUETS

Cafeteria workers will be paid at the rate of 50 cents per hour over their regular rate when employed to prepare and serve a banquet. The person responsible for the banquet shall be paid at the rate of \$9.50 per hour or \$1.00 per hour over their regular rate, whichever is higher. If a cafeteria worker is scheduled to work at an outside banquet and is not notified that she is not needed at least 24 hours ahead of the banquet, the worker will be paid an amount equal to ½ the amount scheduled to be earned.

5. VACANCY AND PROMOTION

A cafeteria employee may apply for any position at any time. Such application should be in writing, addressed to the Food Service Director. If a vacancy occurs during the school year, the job will be posted in all schools. Applicants will be considered by qualifications (including ability, prior training, and experience, capacity to get along with others and employment record) and seniority. Outside applications will be sought after two (2) days. If a vacancy occurs during the summer, the position will be posted on the first Monday on or after August 10.

Additional vacancies will be posted each succeeding Monday until the start of the school year. Employees will have five (5) working days to apply. Outside applicants will be sought after the five (5) day period. The final determination as to who will be employed will be made by the director, the cook manager of the kitchen involved and the superintendent. An employee changing positions shall be on probation twenty (20) working days.

6. LEAVES WITHOUT PAY

A leave without pay may be requested in writing to the Food Service Director. Requests will be considered on a first come- first serve basis. A leave without pay request should be for no longer than one week. Only one employee in the school lunch program will be granted a leave without pay in any given week. Approval will be granted provided a sub is available. The decision of the Food Service Director is final.

7. TEMPORARY ASSIGNMENT

- A. If a cafeteria employee is temporarily assigned to another position for five (5) or more consecutive days she/he will receive an adjustment in the hourly rate retroactive to the first day of the assignment. If an employee is temporarily reassigned to the same position, the employee will receive an adjustment in the hourly rate beginning on the first day. The rate differential will be the rate of pay for the position at the same step the employee is currently on up to a maximum of \$1.50 per hour additional. It is the responsibility of the employee to request an adjustment on his/her time sheet when applicable.
- B. If an employee is temporarily assigned to another position for thirty (30) calendar days or more, any and all sick leave days, snow days, business days, and holidays occurring within the scheduled temporary assignment time will be paid to said employee at the currently scheduled hours and rate of pay that said employee is employed at in the temporary position.

8. RESIGNATION

A cafeteria employee who resigns will give at least two (2) weeks notice to the Food Service Director.

9. COFFEE BREAK

Proper break times will be observed in all kitchens. A 15 minute lunch/break will be taken together at each kitchen. All employees that work a minimum of 4 hours will receive one fifteen minute paid break. All other breaks taken are not paid and do not apply toward the daily hours worked. All paid breaks are to be taken on the premises and smoking is prohibited on school grounds.

10. PROBATION

All new regular cafeteria employees will be considered to be on probation for the first thirty (30) working days of employment. The employee shall not collect sick leave nor be paid for holidays while serving the probation period.

11. LEAVES WITH PAY

A. Sick Leave

1. For employees working less than 4 hours a day, sick leave of one half day per month accumulative to 5 days per year. For employees working 4 or more hours per day, sick leave of one day per month accumulative to 10 days per year. For accounting purposes, employees will be credited with their potential year's accumulation of days, after the completion of the first day of work of each year (July or later), provided, if the employee terminates employment during said year he/she shall repay any unearned sick days used up to that point, thereby authorizing a payroll deduction for said reimbursement from his/her final check.
2. Unused sick leave shall accumulate from year to year to a maximum of 120 days. Employees who have reached the maximum number of sick days shall be compensated for days lost at ninety-five percent (95%) of pay at the end of the school year.
3. The current year's sick leave of up to a maximum of 10 days will be used before deducting from the accumulation of previous year.
4. A day of sick leave is defined as the individual's currently scheduled working day. If on a temporary assignment section 8B. will apply.
5. Sick leave is based on:
 - a. Personal illness including medical or dental reasons
 - b. Serious illness in the immediate family (spouse, children, parents, parents-in-law, brothers, sisters, or minor dependents).
 - c. Bereavement: Up to a maximum of five (5) days may be used for death in the immediate family (spouse, children, grandchildren, parents, mother-in-law, father-in-law, brother, sister, or minor dependent) or a maximum of three (3) days for grandparents, brother-in-law or sister-in-law.
 - (1) Up to five (5) additional days may be granted upon request to the superintendent or designee, upon request of the employee, for emergency or unusual needs.
6. All sick leave days are charged to the individual whether or not a substitute is hired.
7. Sick leave will be charged in increments of one-half (1/2) days.
8. When employees change positions their sick day accumulation will be prorated.

B. Personal Business Leave

1. Employees working less than 4 hours a day will be granted a maximum of one (1) day of leave per year. Employees working 4 or more hours a day will be granted a maximum of two (2) days of leave per year. These days may be used to transact business which is of urgent nature that cannot be transacted at another time and, in the opinion of the cafeteria employee, requires her/his presence, provided arrangements for such leave are made at least twenty-four (24) hours in advance with the supervisor and approved by the superintendent of schools. The business days should not be charged to sick leave. Unused business days will be added to personal sick leave accumulation at the end of the school year.
2. The day immediately preceding or the day immediately following a legal holiday recess (e.g. Christmas, Memorial Day, etc.) will not be recognized by the Board of Education as a business leave day; with the exception, however, of such cases which may cause undue hardship on the individual concerned. Circumstances presenting unusual conditions will, upon request, be reviewed by the superintendent of schools to determine whether such time should be granted. These days shall not be used to lengthen a vacation period or to seek other employment.

NOTE: This section is meant as a clarification of the general guidelines used in administering the business-day section of this regulation:

1. Legal business or court appearance
2. Funeral of non-immediate family
3. Emergency
4. Graduation or wedding of immediate family member (not to include preparation for)
5. Hardship cases will be reviewed and considered individually
6. Days cannot be used for vacation.

Days that are missed due to medical or dental reasons will be charged as sick leave days, not business.

C. Terminal:

1. Terminal leave pay will be granted to an employee who has (10) years or more of continuous employment. In 1999- 2000 and thereafter seventy-five (75) percent of the employee's average daily rate will be paid for each unused day of sick leave. The maximum amount of terminal leave pay shall not exceed:

- Employees who work less than six (6) hours – \$2525
- Employees who work six (6) or more hours per day – \$7750

D. Jury Duty:

Employees required to report for jury duty during working hours shall be released with pay provided they turn over to the district any earnings (excluding mileage) received for jury duty.

12. IN-SERVICE

Cafeteria employees will be paid for up to a maximum of ten (10) hours for participation in approved inservice training sessions per school year with approval of the Food Service Director.

13. EMERGENCY CLOSINGS

Cafeteria employees will be paid for the first six (6) inclement weather days. All additional inclement weather days will be unpaid days. If any paid days are rescheduled to meet legislative guidelines the employees will work those days with no additional pay. If any unpaid days are rescheduled to meet legislative guidelines the employees will work those days with pay.

14. INSURANCE

A regular cafeteria employee who is scheduled to work two and three quarters (2.75) or more hours per day will receive life insurance in the amount of \$20,000 after completion of the ninety (90) day waiting period.

15. WAGE SCHEDULE

2016-2017

Position	Year 1	Year 2	Year 3	Year 4	Years 5-9	Year 10-14	Years 15-19	Years 20-24	Year 25 and Beyond
Manager	\$13.54	\$13.89	\$14.27	\$14.62	\$15.36	\$16.16	\$16.89	\$17.09	\$17.31
Cashier/Helper	\$11.29	\$11.59	\$11.89	\$12.19	\$12.49	\$12.81	\$13.28	\$13.48	\$13.69
Helper	\$10.74	\$11.06	\$11.34	\$11.67	\$11.96	\$12.25	\$12.56	\$12.77	\$12.97

*The Helper classification shall include: dishwashers, helpers, servers, and dining room supervisors.

An employee must have worked a minimum of five (5) months at the preceding step to move up to the next step. The rate for an employee will be determined at the beginning of the year, or at the beginning of employment, whichever is later. The Food Service Director has the final determination regarding the step at which an employee will be placed to reflect a fair wage.

16. ATTENDANCE POLICY

Any cafeteria employee that is absent from work two (2) or fewer days in any school year (either sick, personal business leave, or unpaid days or any combination thereof) will receive the following attendance incentive in the second pay in June:

- For employees who work less than six (6) hours per day = \$250
- For employees who work six (6) or more hours per day = \$500

17. LUNCH POLICY

A cafeteria employee shall be allowed a fifteen (15) minute unpaid lunch period. The Food Service Director or designee will be responsible for scheduling that time. Each cafeteria employee shall be entitled to receive a free lunch. Food selections shall be limited to food prepared in the kitchen and offered on the regular "Type A" lunch line (this includes salad). Food shall be consumed on the premises. Cafeteria employees may purchase ala carte items according to the schedule of prices available from the Food Service Director. Ala Carte items purchased by a cafeteria employee, at cost, shall be for his/her consumption only.

18. USE OF THE KITCHEN

School Board policy requires an employee of the kitchen to be on duty, with pay, if anyone uses the kitchen facilities.

19. COMPETITIVE FOODS

Vending machines in and near the cafeteria should be off-line during the lunch periods.

20. ATHLETIC EVENTS

An athletic pass will be provided, upon request, to the employee and spouse.

21. DRESS CODE

The dress code in all kitchens is: black knee length or longer pants, capris, or skirt. No holes, faded, or cargo style pants (No strings, buttons, or long pockets that could catch on equipment). Shirt is Milan Area Schools Food Service Shirt. White or black slip resistant type shoes with white or black ankle socks. Simple jewelry is acceptable. No watches, bracelets. Light makeup allowed. No nail polish or acrylic nails. Long hair must be pulled back and hair restraints required for all employees. Cell phones should be kept in lockers and should only be used at breaks (when necessary).

SIGNATURES

BOARD OF EDUCATION

CAFETERIA EMPLOYEES

President, Board of Education

Superintendent of Schools

Date
