

**METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP
CHILD NUTRITION EMPLOYEES
SALARY AND BENEFIT SCHEDULE
July 1, 2017 – June 30, 2019**

I. SALARY AND RESPONSIBILITIES

A. Work Hours/Salary Basis

The full-time minimum hours are 32.5 hours per week. If additional time is required to complete assigned tasks, employees will be paid straight time for said hour of portions thereof. Any work time over forty (40) hours per week will be at one and one-half times the employee's hourly rate.

Beginning with an employee's first paycheck of the academic year, he/she shall have his or her annual pay divided into twenty-six (26) equal installments. Pay dates will be scheduled for Fridays.

Additional time must be approved by the Supervisor of Food Services or her designee.

B. Experience Credit

1. Previous experience in institutional food service may be compensated at a higher pay level at the discretion of the Supervisor of Food Services and the Director of Personnel.
2. Employees hired on or after March 1 shall remain at their entry-level pay for the second year of employment.
3. Employees who are placed on probation through the employee appraisal process shall remain at their current level during their probationary period. Employees will move up to the next pay level upon completion of their probationary period.

C. Responsibilities

All Child Nutrition employees shall be responsible to the Director of Food Service or his or her designee.

D. School Closing Procedures

Child Nutrition employees do not work on school closing days.

HOURLY RATE

Level	2017-2019
A	\$11.29
B	\$11.85
C	\$12.40
D	\$12.98
E	\$14.51
F Personnel Hired prior to 6/1/88	\$17.15

A catering rate of pay shall be \$2.00 per hour above the employee's current rate of pay for catering functions prepared and served outside the regular work shift.

Junior and Senior High School department heads shall receive an additional \$.75 per hour during the term of agreement.

The Assistant Manager in each building shall receive the following:

Elementary and Junior High	\$.75/hour
Senior High	\$1.00/hour

The employee replacing the manager shall receive an additional \$5.00 per day beginning on the fourth consecutive day of absence.

II. INSURANCE – Full time employees

A. Group Term Life

The Board of Education shall provide a group term life policy in the amount of \$47,000 for each employee with the provision that each shall contribute \$1.00 per year toward the premium.

B. Group Health

1. The Board shall provide the following contribution toward the per pay membership cost of an approved health insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

Plan	2017-2019
Single	\$188
Employee + (Child)ren	\$346
Employee + Spouse	\$360
Family	\$470

2. Employees who retire prior to Medicare eligibility may remain in the health insurance group in which they held membership at the time of retirement. Membership will be discontinued at Medicare eligibility or upon death of the member. Employees shall make semi-annual payments in advance for the health insurance premium.

C. Group Dental

The Board shall provide the following contribution toward the per pay membership cost of an approved dental insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

	<u>Employee</u>	<u>Double</u>	<u>Family</u>
All Plans	\$5.54	\$5.54	\$5.54

D. Section 125

Section 125 of the IRS code allows an employee to pay his or her share of health and dental premiums with before-tax dollars, thereby reducing tax deductions on the money paid for insurance benefits. Employees may participate in the Flexible Fringe Benefit Plan as long as such is provided for by law or IRS rules.

III. RETIREMENT

A. PERF

1. The Board of Education shall pay the full-time employee's share of the Public Employees Retirement Fund (PERF) of three percent (3%).
2. Public Employees Retirement Fund is in effect for all full-time employees. Those not eligible for PERF shall receive severance benefits upon retirement if they have at least five (5) years of service and have attained the age of sixty-two or greater as follows:

1 through 9 years -- \$25.00 per year
10 years and over -- \$30.00 per year

B. Severance Pay

Upon retirement, any Child Nutrition employee who has accumulated sixty or more sick days is entitled to:

1. An additional seven days' pay at the current rate, and

2. An amount equal to fifteen (\$15) multiplied times the number of unused sick days over sixty (60) accumulated sick leave days on record with the school corporation at the time of retirement.

The retirement severance pay is computed upon a formula utilizing the number of accumulated sick leave days; however, retirement severance pay is not and should not be interpreted nor construed as pay for unused sick leave days, nor is it the buy-back of the school corporation of the employee's unused sick leave.

3. Entitlement to these severance pay provisions shall be conditioned upon the following:
 - a. The employee shall be fifty-five years of age or older.
 - b. The employee shall have ten or more years of service in Wayne Township.
 - c. The employee shall have made application for PERF retirement benefits.

Retired personnel shall be allowed to remain on the substitute list.

IV. ALLOWABLE DEDUCTIONS

Employees are eligible to participate through payroll deductions in the following program:

- Tax Sheltered Annuity
- Disability Insurance
- Voluntary Term Life Insurance
- Voluntary Vision Insurance

V. LEAVE PROVISIONS

A. Sick Leave

1. Employees in their first year of service shall receive seven (7) sick leave days as follows:

-3 days first semester (Those hired after the beginning of the school year shall receive a **pro rata** share of the three days.)

-4 days second semester (Those hired after the beginning of the second semester shall receive a **pro rata** share of the four (4) days.)

July	3 (7) days	January	4 days
August	3 (7) days	February	4 days
September	2 (6) days	March	3 days
October	2 (6) days	April	3 days
November	1 (5) days	May	2 days
December	1 (5) days	June	1 day

2. Employees of record on the first working day of the school year shall receive seven (7) sick days. Sick leave may accumulate to a maximum of 108 days. An employee may begin a school year with no more than 108 days. Excessive

absenteeism will be noted in the evaluation. An employee will be required to submit a physician's statement in order to be paid for two (2) or more consecutive sick leave.

3. Each employee may donate one or two sick days each school year to another Wayne classified employee who has exhausted his or her sick leave and income protection benefits (see income protection eligibility). Such donation must be in writing by the signature of the giver.

B. Income Protection

1. Child Nutrition Employees with three (3) years or more contractual experience will be eligible for additional income protection according to the following provisions:
 - a. Benefits will begin after all accumulated sick leave has been used and after additional waiting period of five (5) working days.
 - b. Salary benefits will be equal to sixty-six and two-thirds percent (66 2/3%) of the hourly rate of pay of the employee in question.
 - c. Benefits will continue one week (five [5] days) for each year of contractual service in Wayne Township Schools, up to a maximum of twenty (20) weeks per employee per career.
 - d. The employee shall furnish to the employer prior to the assumption of such benefits a physician's certificate stating the employee's inability to perform his/her duties. During extended illness the employee shall submit new physician's certification each thirty (30) calendar days.

C. Emergency Leave

1. Family Illness

Child Nutrition employees will be granted a maximum of two (2) days per year of emergency leave in case of illness or accident in the immediate family. Child Nutrition employee will be granted one (1) day if the date of employment begins after the first semester of the school year has been completed. The definition of immediate family is found in the section on immediate family death leave.

Additional days needed for the purpose of family illness may be taken, but shall be deducted from accumulated sick leave. Any absences beyond two additional consecutive days must be documented with a medical excuse.

One day of emergency leave may be used as a business day if requested no less than one day in advance. Business Days must be taken in full day increments.

Business days are not permitted on the day before or after a holiday or recess period.

The unused portion of these days at the end of the work year shall be added to the next year's available sick leave. The Income Protection Plan shall not be used for family illness.

2. Immediate Family Death

Emergency leave for death in the immediate family for a period of not more than five work days beyond such death shall be granted. If death occurs after the working day, the following day shall count as the first day.

Immediate family is interpreted to mean: father, mother, brother, sister, husband, wife, child, grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparent, brother-in-law, sister-in-law, or any other relative, who at the time of death, is living as a member of the household of the cafeteria worker. These five days will not be deducted from accumulated sick leave.

3. Other Family Death

Child Nutrition employees are entitled to one day of leave with compensation in the case of death of an aunt, uncle, niece, or nephew. This leave will be for attendance at the funeral and will not be charged against sick leave.

C. Paid Holidays

1. Child Nutrition employees shall be paid for the following seven (7) holidays annually:

New Year's Day	Memorial Day
Presidents' Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

2. Any employee who is absent from work for any part of the day preceding or following a scheduled holiday or recess period must have a physician's certificate of illness before (s)he will receive pay for the holiday or be allowed to use a sick day for the absence prior to a school recess (ex: Fall Break and Spring Break). Leave for immediate family or other family death shall not be restricted by this item.

D. Attendance Bonus

Employees hired for the full school year are eligible for a bonus for perfect or outstanding attendance. Employees with perfect attendance (no absences for any reason – including bereavement time) will receive \$150.00 (full time) or \$75.00 (part time).

Full time employees with one absence will receive \$100.00 and part-time employees will receive \$50.00. ***Employees must work their COMPLETE shift daily to be considered for any attendance bonus.***

Absences are counted on a daily basis – not by occurrence. Example: An employee absent for 2 consecutive days will have two absences and two occurrences.

V. MISCELLANEOUS PROVISIONS

A. At-Will Employees

Persons covered by these provisions are at-will employees whose employment will continue as long as the individual's performance is satisfactory and the position occupied continues to exist, unless notified otherwise.

B. Law

Parties to this agreement understand that all provisions must remain consistent with federal and state law and that such law takes precedent over terms of the agreement.

C. Payroll Distribution

Employees shall have their pay deposited directly to accounts in financial institutions which are members of the Automatic Clearing House program.

D. Other Conditions

Beginning and ending times, assignments, and other conditions of employment not specified elsewhere in this benefit schedule may be changed or altered with appropriate notice from the management staff. If the changes impose difficulties, the employee may seek the assistance of the Human Resources Office in securing a different position in the district when such positions become available.

E. Shoe Reimbursement

Shoes: All employees will wear a SLIP RESISTANT, black shoe – this is different from a non-skid sole. The district will reimburse the employee up to \$35.00 per school year for one pair of shoes. Employees have 2 options for shoes:

1. Purchase the shoes through Shoes for Crews – shoes may be ordered through the food service department, and the employee will be billed for cost of the shoe less the district stipend.
3. Purchase SLIP-RESISTANT shoes at a local store. Shoes MUST be approved by the food service office prior to being worn. Receipts need to be turned in by November 15 for the stipend payment in December or by April 15 for the stipend payment in May.

F. Postings and Transfers

1. Any employee who wishes to apply for transfer to any posted position may complete the Request for Transfer form and submit it to the Human Resources Office.
3. Any employee who wishes to apply to any other posted position may submit a letter of interest to the Human Resources Office. All employees will be notified of the job status.

G. Termination of Employment

Any employee leaving the MSD of Wayne Township of his or her own accord shall submit a letter of resignation to his or her supervisor.