

Metropolitan School District of Wayne Township

CHILD NUTRITION MANAGERS

SALARY AND BENEFIT SCHEDULE

July 1, 2023 – June 30, 2025

I. SALARY AND RESPONSIBILITIES

A. Work Hours/Salary Basis/Twelve-Month Pay

Child Nutrition Managers work 8 hours per day with a 30 minute non-paid lunch. 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.

B. Responsibilities

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

C. School Closing Procedures

Child Nutrition employees do not work on school closing days.

DAILY SALARY

Daily Rate	Level	2023-2024	2024-2025
High School	1	\$243.26	\$245.81
	2	\$249.31	\$251.97
	3	\$255.36	\$258.14
	4	\$261.40	\$264.31
	5	\$267.28	\$270.31
7 th & 8 th Grade Centers	1	\$231.26	\$233.81
	2	\$237.31	\$239.97
	3	\$243.36	\$246.14
	4	\$249.40	\$252.31
	5	\$255.28	\$258.31
Elementary and Preschool	1	\$207.26	\$209.81
	2	\$213.31	\$215.97
	3	\$219.36	\$222.14
	4	\$225.40	\$228.31
	5	\$231.28	\$234.31

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	2023-2025
Single	\$156.66
Employee + (Child)ren	\$390.01
Employee + Spouse	\$412.13
Family	\$557.05

2. Managers 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. Managers 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	\$6.65	\$7.79	\$9.15

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

The Board of Education shall pay the Child Nutrition Manager's share of the Public Employees Retirement Fund (PERF) of three percent (3%).

B. Severance Pay

Upon retirement, any Child Nutrition Manager who has accumulated a minimum of 60 days and a maximum of 115 days is entitled to:

1. An additional fifteen (15) days pay at the current rate, and
2. An amount equal to twenty (\$20) 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 on 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 employees used 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.

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. On July 1, full-time personnel shall receive ten (10) sick days.

New employees will be assigned a share of sick leave according to the following schedule:

July	9 days	January	4.5 days
August	8 days	February	3.5 days
September	7.5 days	March	3 days
October	6.5 days	April	2 days
November	6 days	May	1.5 days
December	5 days	June	.5 day

2. In the event that an employee has three (3) consecutive sick days, the employee must provide a medical certification. In the case that an employee is absent before or after a holiday or scheduled break as designated in the Board approved calendar, the employee may be required to provide a medical certification in order to be paid for the day/holiday.
3. Unused sick leave shall be accumulated to a maximum total of one hundred forty-five (145) days. Once one hundred forty-five (145) days have been accumulated, and the employee begins the year with the same, no additional days will be provided. If any portion of the accumulation is used during a calendar year, the employee will receive new days at the start of the next calendar year up to the annual maximum of ten (10). An employee may begin the year with no more than one hundred forty-five (145) days.
4. Each employee may donate one or two sick leave 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 over the signature of the giver. Donations can only be made to an employee who is on an FMLA Approved leave. Additionally, the leave must be consecutive days, and not intermittent. The use of donated days applies to a leave due to the employee's illness, and is not applicable to leave for an employee to care for his/her family member. Donated days cannot be banked, or carried over to the following school years.
5. 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.

B. Income Protection

1. Full-time employee with three (3) years or more experience (at full-time capacity) 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 an additional waiting period of five (5) working days.
 - b. Salary benefits will be equal to sixty-six and two-thirds (66 2/3%) of the hourly rate of pay of the employee.
 - c. Benefits will continue one week (5 days) for each year of 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 or her duties. During the extended illness the employee shall submit new physician's certification every thirty (30) calendar days.
 - e. Income protection is available to an employee who is on an FMLA Approved leave. Additionally, the leave must be consecutive days, and not intermittent.
 - f. Income protection applies to a leave due to the employee's illness, and is not applicable to leave for an employee to care for his/her family member.

C. Emergency Leave

1. Immediate Family Death

Emergency leave for death in the immediate family shall be allowed with full compensation for up to ten (10) consecutive or non-consecutive contract days for the death of a spouse or child, or five (5) consecutive or non-consecutive contract days for all other immediate family members. The consecutive or non-consecutive contract days shall begin on either the day of the death or the day immediately following the death. The leave days are to be utilized for bereavement and related obligations for services and/or related business matters within ten (10) consecutive contract days of the passing of the family member. For extenuating circumstances that cause an employee to not meet the timeline of bereavement leave, a written request may be submitted to the Deputy Human Resources Officer to modify the leave window.

Immediate family is defined as husband, wife, child, father, mother, father-in-law, mother-in-law, brother, sister, grandchild, son-in-law, daughter-in-law, grandparent, brother-in-law, sister-in-law, or any relative who at the time of death is living as a member of the household of the employee.

3. Other Family Death

Cafeteria Managers are entitled to one (1) day of leave with compensation in the case of death of: aunt, uncle, niece, or nephew. This leave will be for attendance at the funeral and will not be charged against sick leave.

D. Business/Personal Days

1. Each employee shall be entitled to one (1) days per school year for business leave for the transaction of the employee's business and/or the conduct of civic affairs. Persons employed after the first grading period shall receive one and one-half (.5) business days. Unused business days shall be transferred to sick leave on June 30 of each year.

2. Each individual must file with the Director of Child Nutrition a request for business leave at least one working day in advance of the requested date.

3. Personal business leave shall not be taken immediately before, or immediately after, a holiday, or a break or intersession as indicated on a Board approved school calendar.

4. Personal business leave may be charged in half-day (.5) or full-day increments.

D. Paid Holidays

1. Cafeteria managers 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 manager 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.

E. Attendance Bonus

Annually, cafeteria managers (employed the entire year) with exemplary attendance (0-1 absences, excluding bereavement leave) will be awarded an attendance bonus. Said bonus will be paid according to the following schedule:

<u>Days Missed</u>	<u>Amount</u>
0	\$150.00
1	\$100.00

VI. 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 precedence 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 \$60.00 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.
2. 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.
2. 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.