

71.C.



ALLEGAN PUBLIC SCHOOLS

FOOD SERVICE

EMPLOYEE

HANDBOOK

1997-98

Allegran Public Schools

Michigan State University
 LABOR AND INDUSTRIAL
 RELATIONS LIBRARY

TIME CARDS - 1

- A. Hourly employees are required to report their time worked on a time card. Recording another employee's time card will be cause for immediate discharge for both the employee recording another's time card and the employee requesting or directing the false recording.
- B. Each employee will:
 - 1. Fill in his/her card daily for each day worked during the two-week pay period. Each employee will record time in at arrival and record time out at the close of the day. Employees will record times out and in during their lunch break or during their normal workday only **if they leave the building.**

PAYMENT OF WAGES/HOURS WORKED - II

- A. Employees will be paid according to job classification and years of experience.
- B. It is expected that all hourly employees will work the hours they are scheduled or assigned to work unless given prior authorization to work different hours.
- C. Employees shall be paid every two weeks with the pay week running Sunday through Saturday. Pay day is one week after each two-week pay period, and pay day is on Friday.
- D. Hourly employees shall be paid for hours worked and for approved sick leave, holiday leave, and vacation time.
- E. Hourly employees will be paid time and one-half for authorized hours worked beyond 40 hours per week. Employees may not work hours beyond the normal day or work week without prior authorization. Paid sick leave, holiday leave, vacation leave, and days off due to inclement weather are not considered hours worked when computing overtime pay.
- F. No sick leave shall be used to increase an employee's work week (for overtime computation) to over forty (40) hours.

SENIORITY - III

- A. Seniority for purposes of salary, lay-off and transfer shall be defined as continuous length of service to the Employer as a food service employee within the Allegan Public Schools since any break in service. Absences during an approved leave shall not be considered a break in service. A break in service shall occur if an employee:
 - 1. Resigns or quits
 - 2. Is discharged
 - 3. Retires or is retired
 - 4. Takes an unauthorized leave of absence
 - 5. Fails to return from an authorized leave of absence or from lay-off on the agreed-upon date.
- B. The Employer agrees to maintain an up-to-date seniority list.

GRIEVANCE - IV

- A. A grievance is defined as a claim by an employee that there has been a violation, misinterpretation, or misapplication of the expressed terms of this handbook.
- B. The procedures for adjustment of grievance shall be as follows:

Step 1 - An employee with a problem or grievance shall first discuss the matter with his/her immediate supervisor with the objective of settling it quickly and informally. It shall be the responsibility of the employee to indicate that the parties are in a grievance discussion.

Step 2 - In the event the grievance has not been satisfactorily settled, the matter shall be presented in writing to the employee's immediate supervisor within (10) work days from the date of occurrence. The written grievance shall include:

- a. The discharge, discipline, or suspension of a probationary employee.
 - b. Any provision of this handbook which contains an express exclusion from this procedure.
- F.** Any grievance or request for advancement to the next grievance level which is not made within the time prescribed shall be deemed to have been withdrawn and shall automatically terminate any further proceedings. Any grievance which is not answered in the time specified shall be deemed to have been denied and the grievance shall automatically advance to the next grievance level unless withdrawn, except at Step 4, the time constraints shall be in effect.
- G.** All grievances, replies, and requests shall be in writing. The grievant shall be present in all meetings between the parties after Step 3 during the grievance procedure.
- H.** All proceedings in the grievance procedure process shall be held on the Employer's premises (may exclude court proceedings).
- I.** It is understood that if any grievant of the Employer files a charge with a governmental agency such as the Equal Employment Opportunity Commission, Michigan Civil Rights Commission, Michigan Employment Relations Commission, and/or a similar State or Federal agency, said charge shall not be subject to arbitration under this handbook. It is further understood that the Employer reserves the right to set aside the findings and conclusions of any arbitration award where the grievant files with the before-mentioned governmental agencies on a charge previously determined by arbitration within a twelve (12) month period, except that if related issues were raised in the petition for arbitration, the findings and conclusions of said issues shall continue to be binding.

DISMISSAL - V

- A.** Any employee who shall fail to maintain proper standards of conduct or to discharge his/her responsibilities shall be subject to such disciplinary action as follows:
- a. Discussion of problem
 - b. Verbal warning
 - c. Written warning kept at building level
 - d. Written warning included in personnel file
 - e. Suspension without pay
 - f. Transfer to the position of the least senior employee
 - g. Dismissal
- B.** Among the reasons for dismissal are the following (not inclusive):
- 1. Unsatisfactory or incompetent work performance or neglect of duty.
 - 2. Personal misconduct.
 - 3. Persistent violation of policies, regulations, and laws.
 - 4. Insubordination.
 - 5. Chronic absenteeism or tardiness.
- C.** Violation of the following rules will result in immediate discharge:
- 1. Unlawful possession of narcotics or controlled substance.
 - 2. Unlawful possession of a firearm or other lethal weapon on school property.
 - 3. Unauthorized removal of school property from the premises, theft.
 - 4. Willful destruction of school property.
 - 5. Aggressively fighting or assaulting another person on school property.
 - 6. Intoxication on duty. The consumption or possession of alcoholic beverages on school property is forbidden. Employees presenting themselves for work under the influence of alcohol or with the odor of alcohol on their breath will be subject to immediate discharge.
- D.** Any employee whose employment is terminated for any reason other than for an approved leave of absence forfeits all accrued rights, privileges, and benefits.

Option 2 – Any employee who does not desire health insurance coverage may receive \$5.00 for every hour worked in a regularly scheduled day, not to exceed \$30.00 per month. The employee may choose to invest this cash benefit via payroll deduction.

- B. The benefits for either Option 1 or Option 2 will be paid by the Board of Education for employees who are employed by the school district eight (8) hours per day, forty (40) hours per week, and are "full school year" employees. "Full school year", for insurance purposes, includes regular eight-hour employees who are employed in a position that extends throughout a full nine-and-one-half month school year.
- C. Regular part-time employees (working throughout the school year but less than eight (8) hours per day) who select one of the above options will have their insurance premium benefit pro-rated. The employee's share of any required additional premium will be deducted from the employee's paycheck each month (or paid directly to the Business Office by the employee during summer periods when the employee is not working).
- D. Substitute employees or regular employees who are employed less than fifteen (15) hours per week will not be eligible for any of the above benefits.
- E. When an employee leaves the school system for any reason, his/her insurance will terminate on the last day of the month in which the employment was terminated.
- F. While the above benefits are available as outlined, individual employees must assume the responsibility of signing up to receive the benefits, as benefits are not automatic. Marriage, childbirth, death, or any other change in an employee's family status should be brought to the attention of the Business Office for purposes of keeping insurance coverage current. It is important that all employees review their benefits with the Business Office when accepting a position with Allegan Public Schools, when a change in the family occurs, when there is a job assignment change, or when there is a change in the hours worked weekly. It is a good practice to check your coverage at the beginning of each school year. If an employee does not sign up for insurance within one (1) month from the date of hire, the employee must wait until the open enrollment period (presently between August 15th and September 15th) to sign up the insurance benefit.

DENTAL/VISION INSURANCE – X

- A. The Board will make available to each employee (and the employee's eligible dependents) dental care insurance equivalent to MESSA Delta Dental Plan D, Class I and II (80/80 co-pay) and vision insurance equivalent to MESSA VSPI.
- B. The Board will provide the above insurances without cost to eligible employees. The Board will name the specific insurance carrier for each insurance coverage.
- C. Employees who are eligible for dental/vision insurance will include all those employed as regular employees and who are assigned to work regularly at least five (5) hours per day. Employees who are employed fewer than five (5) hours per day as a regular employee are not eligible for dental/vision insurance benefits.
- D. Individual employees must assume the responsibility of signing up to receive dental/vision benefits, as such benefits are not automatic. Marriage, childbirth, death, or any other change in the employee's family should be brought to the immediate attention of the Business Office for purposes of keeping insurance coverage current. Employees must sign up for dental/vision insurance coverage during the first month of employment or during the open enrollment period each year, presently at the beginning of the school year.
- E. Dental/vision insurance benefits are subject to the following limitations and conditions: Spouse and/or dependent benefits shall not be paid if such benefits are already being received by a spouse employed by Allegan Public Schools.
- F. The Board's contribution for the above dental/vision insurance shall terminate at the end of the calendar month in which the employee's employment terminates.

INCLEMENT WEATHER – XIII

- A. When schools are closed by the Superintendent because of inclement weather or other unforeseen reasons, food service employees need not report for work. A paid deduction for such closing shall not be made provided said employee was scheduled to work and provided the school day is not rescheduled by state law.
- B. A food service employee will receive regular pay as indicated in A above if the food service employee has worked the regularly scheduled day both before and after the inclement weather day or days (unless the food service employee is on an approved sick or funeral leave day).
- C. On days when equipment failure, etc., forces closing of a school building, food service employees will report to work as scheduled unless otherwise directed by the Administration. If food service employees are directed not to report to work on such days, they will not receive pay. Those who are directed to report will receive pay for hours worked.

PERSONAL BUSINESS LEAVE – XIV

- A. Employees may be granted no more than two (2) days of their accumulated sick leave to be used as Personal Business Leave each year, without loss of pay, to transact non-social, non-recreational personal business, which is of an urgent nature and cannot reasonably be transacted at another time. A personal business day is not a vacation day. Arrangements for such leave must be made in writing 24 hours in advance (except in emergencies) with the employee's immediate supervisor. No Personal Business Leave day shall be taken on a work day immediately before or after a holiday or vacation period.
- B. Approved Business Leave days may be taken only when an employee has accumulated sick leave available, as all Personal Business Leave shall be deducted from an employee's accumulated sick leave. Personal Business Leave shall be deducted from an employee's accumulated sick leave. Personal Business Leave days are not cumulative from year to year.
- C. The following guidelines are examples of acceptable and non-acceptable reasons for a Personal Business Leave Day. The examples are not meant to be all-inclusive.

ACCEPTABLE

1. Legal, banking, and real estate matters involving the employee and the banker, lawyer, or broker.
2. Critical injury of a relative with whom the employee is close.
3. To attend the wedding of another member of the employee's immediate family or to attend a wedding in which the employee is a member of the wedding party.
4. Funeral of a close friend.
5. Other requests will be reviewed, and if granted, similar requests would be approved for all other non-teaching employees.

NON-ACCEPTABLE

1. Any form of recreation such as an extended holiday, vacation, hunting, fishing, travel, sporting events, reunions, picnics, birthdays, weddings, etc.
2. Housekeeping, shipping, preparation for social events or home improvement projects.
3. Job interviews and routine physical examinations.
4. Lottery drawings, political campaigns or events, participation in volunteer organizations or other events and activities where attendance is not required.
5. Transportation problems.
6. Note: While the above are unacceptable with pay, some of them may be acceptable without pay.

OTHER REMUNERATION – XV

- A. **Mileage** -Employees required by the Employer to use his/her motor vehicle in school business will be reimbursed at the prevailing per mile school district rate provided that a mileage record is submitted to the Employer on a monthly basis and in accordance with procedures established by the Employer.

**SALARY SCHEDULE – XVIII
FOOD SERVICE EMPLOYEES
1997-98 (2.75%)**

	Beginning	After 60 days	After 1 Year	After 2 Years	After 3 Years	After 4 Years	After 5 Years	After 10 Years	After 15 Years
Satellite Kitchen	\$7.82	\$8.07	\$8.55	\$9.09	\$9.63	\$9.91	\$10.21	\$10.88	\$11.42
Coordinator (MS)									
Cook	\$7.82	\$8.07	\$8.55	\$9.09	\$9.63	\$9.91	\$10.21	\$10.88	\$11.42
Central Kitchen	\$7.67	\$7.91	\$8.40	\$8.94	\$9.48	\$9.76	\$10.06	\$10.73	\$11.27
Attendant									
Satellite Kitchen	\$6.97	\$7.20	\$7.69	\$8.18	\$8.70	\$8.98	\$9.28	\$9.94	\$10.46
Attendant									
Driver	\$7.97	\$8.23	\$8.72	\$9.25	\$9.80	\$10.11	\$10.40	\$11.09	\$11.64

**SALARY SCHEDULE
FOOD SERVICE EMPLOYEES
1998-99 (2.5%)**

	Beginning	After 60 Days	After 1 Year	After 2 Years	After 3 Years	After 4 Years	After 5 Years	After 10 Years	After 15 Years
Satellite Kitchen	\$8.01	\$8.27	\$8.77	\$9.32	\$9.87	\$10.15	\$10.47	\$11.15	\$11.71
Coordinator (MS)									
Cook	\$8.01	\$8.27	\$8.77	\$9.32	\$9.87	\$10.15	\$10.47	\$11.15	\$11.71
Central Kitchen	\$7.86	\$8.11	\$8.61	\$9.16	\$9.72	\$10.01	\$10.31	\$11.00	\$11.55
Attendant									
Satellite Kitchen	\$7.14	\$7.38	\$7.88	\$8.38	\$8.92	\$9.21	\$9.51	\$10.19	\$10.72
Attendant									
Driver	\$8.17	\$8.44	\$8.94	\$9.49	\$10.05	\$10.36	\$10.66	\$11.36	\$11.93