

**NORTHFIELD PUBLIC SCHOOLS
POLICY COVERING WAGES, HOURS AND FRINGE BENEFITS
FOR CHILD NUTRITION PERSONNEL**

FOR THE PERIOD EXTENDING FROM JULY 1, 2010 THROUGH JUNE 30, 2012

*This policy is written in alignment with the Northfield Public Schools Mission to
"Deliver educational excellence that empowers all learners to participate in our dynamic world".*

I. Wages

<u>Job Classification</u>	<u>2010-11 Hourly Rate</u>	<u>2011-12 Hourly Rate</u>
Child Nutrition Manager II - H.S. or M.S.	\$17.53	\$17.53
Child Nutrition Manager I - Elementary	\$17.21	\$17.21
Child Nutrition Associate III	\$16.09	\$16.09
Child Nutrition Associate II	\$14.50	\$14.50
Child Nutrition Associate I	\$13.55	\$13.55
Substitute	\$ 9.60	\$ 9.60
Summer Child Nutrition Associate	\$14.00	\$14.00

The Child Nutrition Director shall determine the job classification for each employee based upon the responsibilities of the position and the corresponding qualifications of the incumbent / entry level employee.

Longevity Appreciation:

Employees working 20 hours/week or more Longevity Appreciation:

After 5 years:	\$200.00/yr	After 15 years:	\$350.00/yr
After 10 years:	\$275.00/yr	After 20 years:	\$425.00/yr

Employees working less than 20 hours/week Longevity Appreciation:

After 5 years: \$175.00

The above stipulated Longevity Appreciation amounts are on an annual basis and are to be paid in addition to the basic salary schedule. When a covered employee becomes eligible for Longevity Pay, the effective date will be either July 1 or January 1, following the completion of the required number of years. All longevity pay will be based on the latest hiring date in cases of broken service. The longevity amount shall be prorated for employees who leave the service of the school district prior to the end of the school year.

Training Stipend

1. An hourly stipend of \$.10 per hour for individuals who have completed Level I of the School Nutrition Association Certification will be added to the hourly rates of pay for Child Nutrition Employees. Certification shall be provided to the Human Resources Office no later than September 1 to receive the stipend.

2. An hourly stipend of \$.25 per hour for individuals who have one of the following certifications:

- The Serve Safe Examination of the National Restaurant Association Educational Foundation.
- The Certified Professional Food Managers examination of Thomson Prometrics.
- The Food Protection Certification Examination of Professional Testing, Inc.

Certification shall be provided annually to the Human Resources Office no later than September 1 to receive the stipend.

A. Entry Level Probationary Period

Entry level employees probationary period shall be six (6) months. The purpose of Probation is to verify the match between Northfield Public Schools mission based Child Nutrition needs and the mission aligned knowledge, skills and work behaviors of entry level employees. Employees in this category may or may not pass probation at the discretion of the school district.

B. Rate of Pay for Child Nutrition Substitutes

Long-term Substitutes:

Individuals who substitute in the same position for twenty (20) consecutive work days or more shall be eligible to be paid at the CNA I hourly rate, upon the recommendation of the Child Nutrition Director and approval of the Superintendent or his/her designee. Upon completion of the long term substitute assignment, further substitute assignments will be paid at the regular substitute rate of pay. Eligibility for payment at this level cannot be carried over from one school year to the next.

Former Child Nutrition Employees who Substitute:

Substitutes who have formerly been employed in the Northfield School District in regular Child Nutrition positions for at least three continuous years shall be paid at the CNA I hourly rate.

C. Rate of Pay for Regular Employees Who Substitute in a Position of Higher Classification:

Regular Child Nutrition employees who substitute in a position with a higher classification shall be paid at the hourly rate established for the higher classification beginning with the sixth consecutive day of substituting in that position.

II. Hours of Service

A. Work Day

The number of hours authorized for each position shall be established by the School Board on the basis of the requirements of the job and financial resources of the District, and shall be scheduled by the Child Nutrition Director. The paid work day shall exclude time for lunch (30 minutes). Typically, hours worked will coincide with regular established schedules. However, hours may need to be reduced or extended when student activities result in less or more students eating lunch on a given day. Kitchen managers will notify employees of any change in hours. Employees will be paid only for time worked. The calculation of wages shall be based on the number of hours shown on the employee's weekly attendance record.

B. Paid Breaks

Child Nutrition employees shall be allowed a 15-minute paid break within each three and one half (3½) hours of actual work time, not to exceed two 15-minute breaks per eight hour day. These breaks shall be taken at a time when the least possible disruption in service results and as scheduled by the Kitchen Manager.

C. Overtime

Employees shall be paid at a time and one-half of the regular hourly rate for hours worked in excess of forty in any one work week. Vacation time and/or sick time will not be used to calculate hours worked in any work week. The time and one-half rate shall also apply to services rendered for special functions after 4:00 p.m. or on weekends. The scheduling of overtime for employees shall be approved in advance by the Child Nutrition Director and Kitchen Manager.

Child Nutrition Substitutes are not eligible for overtime unless they work more than forty (40) hours in any one work week. Substitutes will be paid \$3.00 per hour above their normal pay rate for services rendered for special functions after 4:00 p.m. or on weekends.

D. Work Year

The maximum number of work days in a given year shall be the number of student days scheduled on the approved school calendar plus up to three (3) days for opening and closing the kitchens (for example, 2 days to receive the food order, clean and open the kitchen in the Fall and 1 day to store food and supplies and organize the kitchen in the Spring). Additional days may be scheduled for special events such as a luncheon during preschool workshop and/or school staff in-service meetings, special workshops, etc. Any work days outside of the number of student days scheduled on the approved school calendar must be authorized as scheduled by the Child Nutrition Director.

E. Resignations

Employees electing to resign shall be required to give the Child Nutrition Director dated, written, and signed notice at least two (2) weeks in advance of the employee's final work day. The employee electing to resign shall continue Child Nutrition regular job responsibilities during the two-week Notice Period. Any request to leave sooner than the two-week Notice Period shall be considered by the Child Nutrition Director after a suitable replacement employee is obtained for the position.

III. Fringe Benefits

The following Fringe Benefits apply to regular Child Nutrition employees. Substitutes are not eligible for Fringe Benefits.

Proration Rates:

All Fringe Benefits which list "day" apply to Child Nutrition employees on a prorated basis. The proration is calculated to equal each employee's regular average number of work hours worked per average day. For example, an employee who on average works 5 hours per day will receive 5 hours of pay for each Holiday, Vacation and/or Sick day Fringe Benefit.

A. Holidays with Pay

Employees will receive the following four holidays with pay provided the Holidays occur within the employee's work year: Labor Day, Thanksgiving Day, Christmas Day, and Memorial Day.

Proration Days Calculation:

Each employee's average number of hours worked per day equals the amount of prorated hours s/he will be paid for a Holiday. For example, if an employee typically works 3 hours per day, that employee will be paid for 3 hours Holiday pay if typically scheduled to work on the day on which the Holiday occurs.

Job Share Calculation:

Employees who share one Child Nutrition Associate position also share the Holiday pay for that position. For example, two employees who share one 4 hour position will each receive 2 hours of Holiday pay if that position is typically scheduled to work on the day on which the Holiday occurs, regardless of which employee would have regularly worked on the day of the week on which the Holiday occurs.

B. Sick Leave

The school District may require an employee to furnish a medical statement from a qualified physician as evidence of illness in order to qualify for sick leave pay if sick leave requested is due to the illness or injury of the employee. Final determination as to the eligibility of an employee for sick leave will be made by Northfield Public Schools.

Employees Working 15 to 19.99 Hours Per Week:

Two (2) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, and/or the employee's dependent child, and/or for critical illness / bereavement leave, and/or for school conference and activities leave. Sick leave days are noncumulative from one year to the next.

Employees Working 20 Hours Per Week or More:

Ten (10) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, and/or the employee's dependent child, and/or for critical illness / bereavement leave, and/or for school conference and activities leave, and/or for personal leave. Sick leave days are cumulative to 120 days.

Proration Days Calculation:

Each employee's average number of hours worked per day equals the amount of prorated hours s/he will be paid for a Sick Day. For example, if a Sick Leave Eligible employee typically works 3 hours per day that employee will be paid for 3 hours of each Sick Day. If an employee misses work for illness or bereavement for less time than the employee's typical work shift, the employee will be paid any unused Sick Leave for the actual time gone to the closest fifteen minute calculation of any partial hour.

Job Share Calculation:

Employees who share one Child Nutrition Associate position also share the Sick Leave pay for that position if the full position is scheduled for at least 15 hours per week. Refer to the above information for positions scheduled for 15 to 19.99 hours, or for positions scheduled for 20 hours per week or more. For example, two employees who share one 3 hour position will each receive one (1) day of Sick Leave pay per year. Sick Leave pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, and/or the employee's dependent child, and/or for critical illness / bereavement leave, and/or for school conference and activities leave. Sick leave days are noncumulative from one year to the next.

C. School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to two prorated days of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. Such leave will be deducted from the employee's sick leave allowance.

Proration Days Calculation:

Each employee's average number of hours worked per day equals the amount of prorated hours s/he will be paid out of accumulated Sick Leave to attend his/her school-aged child's school conference and/or activity. For example, if an employee typically works 3 hours per day that employee will be paid for 3 hours of accumulated Sick Leave for each day missed to attend the school related conference or activity. If an employee misses work to attend a school conference or activity for less time than the employee's typical work shift, the employee will be paid any available accrued Sick Leave for the actual time gone.

D. Critical Illness / Bereavement Leave

Employees Working 15 to 19.99 Hours Per Week:

Up to two (2) days per year may be used in case of critical illness or death. Time off for critical illness/bereavement shall be deducted from unused Sick Leave.

1. Bereavement leave may be used in the case of a death in the immediate family (immediate family is interpreted as spouse, children, mother, father, brother, sister, grandparents, grandchildren, or spouse's mother, father, brother, sister, brother-in-law or sister-in-law).
2. Critical illness shall mean an illness requiring hospitalization, or requiring medically necessary in home care of a child, spouse or parent, as defined in the Family and Medical Leave Act.

Employees Working 20 Hours Per Week or More:

Up to ten (10) days per year of leave with pay in case of critical illness or death. Time off for critical illness/bereavement shall be deducted from unused Sick Leave.

3. Bereavement leave may be used in the case of a death in the immediate family (immediate family is interpreted as spouse, children, mother, father, brother, sister, grandparents, grandchildren, or spouse's

mother, father, brother, sister, brother-in-law or sister-in-law). Up to two (2) days leave allowance may be used for absence because of the death of friends or relatives outside the immediate family.

4. Critical illness shall mean an illness requiring hospitalization, or requiring medically necessary in home care of a child, spouse or parent, as defined in the Family and Medical Leave Act.

E. Personal Leave

Employees Working 15 to 19.99 Hours Per Week:

Employees working less than 20 hours per week on average are not eligible for Personal Leave.

Employees Working 20 Hours Per Week or More:

At the discretion of the Kitchen Manager and Child Nutrition Director, Child Nutrition personnel may be granted Personal Leave of up to two (2) prorated days per year. Personal Leave days will be deducted from unused Sick Leave. Personal Leave prorated days may not be carried over from one academic year to another.

Requests for personal leave must be made in writing to the Kitchen Manager at least three (3) working days in advance, except for emergencies. The request shall state the reason for the proposed leave.

Recommendations for leave approval from the Kitchen Manager are subject to final approval by the Child Nutrition Director.

Proration Days Calculation:

Each employee's average number of hours worked per day equals the amount of prorated hours s/he will be paid for a Personal Day. For example, if an employee typically works 4 hours per day, that employee will be paid for 4 hours of unused Sick Leave for a Personal Day which has received pre-approval from the Child Nutrition Director prior to the day the employee is absent.

F. Leave of Absence Without Pay

Child Nutrition personnel may apply for a Leave of Absence Without Pay in the event of personal circumstances regardless of the number of hours worked per week. A request for a leave of absence without pay must be submitted no less than thirty (30) days prior to the requested day(s) off unless emergency circumstances prevent such notice. A Leave of Absence Without Pay of up to five (5) prorated days may be approved by the Child Nutrition Director. The Child Nutrition Director will consider how many employees are scheduled to be absent at the requesting employee's site when considering the request. Typically no more than two (2) employees may be scheduled to be absent in school sites who have 10 employees or more in one work day for any reason other than illness or emergency. School sites with less than 10 employees may not have more than one (1) employee scheduled absence. Additional days may be granted without pay at the recommendation of the Child Nutrition Director and the approval of the Superintendent or his/her designee.

G. Uniform Allowance

\$200.00 per year for all employees to be paid by August 1. The employee must purchase 1 pair of work shoes that are slip-resistant on an annual basis. The remainder of the stipend is intended to be used to purchase either black, navy or khaki pants and the approved district uniform shirt(s) or sweatshirt, in navy, black or maroon with the District logo. The district office will coordinate the orders for shirts at the beginning of the school year. Each employee will be responsible for purchasing the approved pants.

H. Retirement

All District contributions for benefits shall cease upon retirement. Child Nutrition employees who retire after age 59 may continue participation in the District's group health and hospitalization insurance plan until eligible for Medicare provided they pay the full cost of the premium. Participation beyond that shall be in accordance with applicable laws and regulations.

I. Lunch

Child Nutrition employees will be provided a regular Type A lunch on food preparation days at no cost to the Child Nutrition employees according to the National School Lunch Program regulations.

J. School Closing

In the event that school (or schools) is closed due to an emergency, Child Nutrition employees shall continue to receive compensation for up to a maximum of two (2) prorated days per year, equivalent to the normal work hours for each employee. Child Nutrition employees shall be required to perform services if requested to do so by the Child Nutrition Director. An emergency closing shall be defined as any unscheduled closing of the school or schools. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, etc. The District shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closings.

Proration Days Calculation:

Each employee's average number of hours worked per day equals the amount of prorated hours s/he will be paid in the event that school is closed due to an emergency. For example, if an employee typically works 3 hours per day that employee will be paid for 3 hours for each day missed due to emergency school closing.

K. Group Insurance

Employees Working Less than 20 Hours Per Week:

No Group Insurance is provided to Child Nutrition employees who work less than 20 hours per week.

Employees Working 20 Hours Per Week or More:

Employees scheduled to work all of the scheduled student days in session or more shall be eligible for Group Insurance Benefits.

Insurance coverage will be effective upon enrollment of the employee and acceptance by the carrier. All District participation and contribution toward benefits shall cease effective on the last working day of the month in which the Child Nutrition employee terminates employment. However, employees may be continued in the group for a period determined by COBRA legislation at the employees' own expense.

During the term of this Policy, the employer will purchase the group insurance policies described in this section. It is understood and agreed that the provisions of this section are merely descriptive of the coverage provided, and that the eligibility of the employee for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurer providing such coverage. The effective date for employer contributions shall be September 1, 2010, for the 2010-11 school year, and September 1, 2011, for the 2011-12 school year.

1. Health and Hospitalization Insurance

Eligible employees and their spouse and dependent children may participate in the District group health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

	2010-11 School Year			
	<u>35-40 hrs/wk</u> 1.0 factor	<u>30<35 hrs/wk</u> .75 factor	<u>25<30 hrs/wk</u> .6 factor	<u>20<25 hrs/wk</u> .5 factor
<u>SINGLE</u>	\$442.76/mo	\$332.07/mo	\$265.66/mo	\$221.38/mo
<u>FAMILY</u>	\$919.88/mo	\$689.91/mo	\$551.93/mo	\$459.94/mo

2011-12 School Year

	<u>35-40 hrs/wk</u> 1.0 factor	<u>30<35 hrs/wk</u> .75 factor	<u>25<30 hrs/wk</u> .6 factor	<u>20<25 hrs/wk</u> .5 factor
<u>SINGLE</u>	\$442.76/mo	\$332.07/mo	\$265.66/mo	\$221.38/mo
<u>FAMILY</u>	\$919.88/mo	\$689.91/mo	\$551.93/mo	\$459.94/mo

2. Dental Insurance

Eligible employees and their spouse and dependent children may participate in the District group dental insurance plan. The District will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be paid by the employee through payroll deduction.

	<u>35-40 hrs/wk</u> 1.0 factor	<u>30<35 hrs/wk</u> .75 factor	<u>25<30 hrs/wk</u> .6 factor	<u>20<25 hrs/wk</u> .5 factor
<u>SINGLE</u>	\$20.62/mo	\$15.47/mo	\$12.37/mo	\$10.31/mo
<u>FAMILY</u>	\$50.66/mo	\$38.00/mo	\$30.40/mo	\$25.33/mo

3. Life Insurance

Employees Working Less than 20 Hours Per Week:

No Life Insurance is provided to Child Nutrition employees who work less than 20 hours per week.

Employees Working 20 Hours Per Week or More:

The employer will contribute up to \$5.50 per month for group term life insurance coverage in the amount of \$25,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

4. Income Protection

Employees Working Less than 20 Hours Per Week:

No Income Protection is provided to Child Nutrition employees who work less than 20 hours per week.

Employees Working 20 Hours Per Week or More:

The employer shall pay the full premium for group long-term disability insurance coverage. There shall be a 60-day waiting period before disability income protection goes into effect.

L. Professional Development

Professional development activities such as workshops, classes, and training sessions may be provided on a group or individual basis within budget allocations at the discretion of the Child Nutrition Director.

M. 403(b) Tax Deferred Matching Plan

Each year by October 1, eligible employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) tax deferred plan. The School District will match an employee's contribution to a 403 (b) tax deferred plan up to \$250.00 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.