

M.S.D. SOUTHWEST ALLEN COUNTY SCHOOLS

WAGE AND BENEFIT SUMMARY

FOOD SERVICE PERSONNEL

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POLICIES AND PROCEDURES

(For further information, please refer to the Board Policy Manual, available upon request, or contact Human Resources.)

A. Equal Employment Opportunity Policy

It is the policy of Southwest Allen County Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Indiana Civil Rights Act (I.C.22-9-1), (I.C.20-8, 1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title 1X(1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Our policy is committed to bring about equal opportunities for all employment, promotion, compensation, benefits, and all other privileges, terms and conditions of employment by hiring and promoting the most qualified individuals regardless of their race, color, sex, religion, national origin, age disability, Vietnam era or disabled veteran status.

Any inquiries regarding compliance should be directed to your building administrator, the school Social Worker, or Director of Human Resources of Southwest Allen County Schools.

B. Policy Regarding Harassment

It is the policy of Southwest Allen County Schools to maintain a learning and working environment that is free from harassment. Harassment on the basis of race, sex, religion, national origin, age, disability or veteran status is a violation of the Title VII of the Civil Rights Act of 1964. It is the responsibility of each employee who is subject to harassment or intimidation to report incidents to their building administrator, the school Social Worker, or the Director of Human Resources. All complaints will be promptly and confidentially investigated. Any employee who violates this policy will be subject to appropriate disciplinary action, up to and including discharge.

C. Illegal Drug and Alcohol Abuse Policy

Southwest Allen County Schools is committed to providing a safe and productive working environment for all employees that is free from the effects of drug and alcohol abuse. Any employee who uses, sells, manufactures, participates in the distribution of, possesses or is found to be under the influence of illegal drugs on school property or while on school business, or who uses, possesses or is found to be under the influence of alcohol on school property is subject to disciplinary action up to and including termination of employment. The district may provide any employee the option to voluntarily participate in an approved assistance or rehabilitation program with all costs the responsibility of the employee.

D. Non-Smoking Work Environment

The M.S.D. Southwest Allen County Board of School Trustees is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. Tobacco smoking (or chewing) is prohibited in all school facilities, on the school campus, and school owned vehicles.

M.S.D. SOUTHWEST ALLEN COUNTY

WAGE AND BENEFIT SUMMARY

FOOD SERVICE PERSONNEL

Revised January 1, 1994

I. CONDITIONS OF EMPLOYMENT

A. Job Classification / Duties

1. Positions Classified (Appendix A. Wage And Classification Schedule)

All assigned positions shall be classified for wage purposes and reviewed annually.

2. Job Description/Duties Of Positions

Each position shall be based upon a general job description. Job descriptions shall contain the qualifications required for employment, general responsibilities assigned and supervisory relationships. Specific duties and tasks shall be assigned by the immediate supervisor. Job descriptions shall be reviewed regularly and revised when the employee and the supervisor believe that significant changes in responsibilities have occurred.

B. Applications/Job Post Program

1. Applications

All prospective employees shall submit an application to the Director of Human Resources in the Administration Building. Applications are not considered active until the district has a posted available opening and all submitted application materials including references are requested, received, and verified. Applications will remain active for a period of twenty-four months after which an applicant must complete and submit a new application.

2. Job Post Program

All available classified positions are posted for five workdays on the job post board in each building of the district. The first five-day posting may be limited to only internal applicants or current employees. If the position is not filled as a result of this first posting, the job can be reposted both internally and externally for an additional five days in order to identify qualified applicants. The purpose of job post is to make existing employees aware of advancement and/or new job opportunities within the

school district for their own career growth or for notification of friends and associates who might be potential qualified job applicants. All applications for posted positions must be submitted to Human Resources.

3. Positions Filled

All positions shall be filled based upon the recommendations of the immediate supervisor and approval by the Director of Human Resources.

C. Training Period/Regular Employment

1. Training Period

Employees new to the District are in a training period for the first ninety (90) calendar days. This training period is intended to allow the employee and supervisor to learn how well the employee is suited for employment in the school district. Employees who have questions regarding their position should talk to their supervisor. During the training period, the employee will be evaluated, at least one (1) time by the designated supervisor. It is the responsibility of the employee to establish good attendance, satisfactory work performance, and complete compliance with all policies. The training period can be extended if further time is needed in order to determine an employee's effectiveness in a particular position. At the close of the training period, the supervisor shall recommend to the Director of Human Resources continuation of regular employment, extension of the training period, or dismissal. Employees transferring to a new position within the district are also considered to be in a training period during the first thirty (30) calendar days in their new position.

2. Regular Employment

The first day worked is the first day of regular employment. If eligible, insurance benefits begin as of the first day of regular employment. Although applicable leave benefits accrue from the first day worked, sick and personal days cannot be taken until successful completion of the training period.

3. Transferred Employees

Food Service employees transferred to a different position within Food Service are also considered to be in a training period for the first thirty (30) calendar days in their new position. During the training period, the employee shall be evaluated, at least one (1) time by the designated supervisor. At the close of the training period the supervisor shall recommend continued employment in the new position or recommend that the employee be transferred back to the position previously held or a similar position.

D. Full-Time Employee

A full-time employee is an employee who is filling a Food Service position that has scheduled hours of at least thirty (30) hours per week after January 1, 1992.

E. Filling More Than One Part-time Position

If an employee fills two or more part-time positions in this classification or another classification that in total weekly scheduled hours equals the total hours required to qualify as a full-time position in either classification, the employee will not be considered to be filling a full-time position. To be considered full-time, the employee must fill one full-time position as defined in Section E. with at least 30 scheduled hours.

F. Part-Time Employee

A part-time employee is one who is filling a regular position with scheduled hours less than required by a full-time position.

G. Temporary Employee

A temporary employee is one filling a temporary position. There are no benefits associated with temporary positions.

H. Regular Employee

A regular employee is an employee filling a regular position. Regular positions are those positions scheduled according to Appendix A. Wage and Classification Schedule or those positions approved by the Board of School Trustees.

I. Accrual Date

An employee's accrual date shall be the first day worked as a full-time employee (at least thirty (30) hours per week) adjusted by subtracting periods of part-time work. The accrual date measures the date from which insurance benefits are earned. Employees should check with their supervisor or Human Resources regarding specific questions.

J. Broken Service

If a regular employee terminates employment with the District and is then employed to fill the same position or another position, the accrual date shall be the most recent date of regular employment.

K. Placement On Wage Schedule

Initial or continued placement on the wage schedule will be determined by the Food Service Director with approval by the Director of Human Resources. Placement shall be reviewed annually based upon the performance, experience, and work record of the employee. Where applicable, employees who began regular employment on the first day of school for students will be advanced to the next step on January 1 of the following year.

L. Emergency Assignments

In cases of emergency or need, food service personnel may be assigned to other duties or buildings rather than their regular assignment. Such action will be the responsibility of the Food Service Director. If the assignment requires additional responsibility or duties the individual filling the position may qualify for a temporary salary adjustment as recommended by the Food Services Director and approved by the Director of Human Resources. The standards that the employee must be charged for a full pay period, which usually equals 10 days.

M. Biweekly Pay Schedule

Employees shall be paid on a biweekly schedule according to specific terms of employment. However, such pay shall not be considered a minimum guaranteed period of employment.

N. Employment At Will

All employment is established on an at-will basis. The establishment of employee hours and wages will not be construed as a guarantee of a minimum period of employment or earnings.

O. Appropriate Dress

Employees should dress in clothing appropriate to their position. Employees who are unsure if an article of clothing is suitable work attire should contact their supervisor.

P. Bulletin Boards

As an official means of communication with employees, all federal law posters, job post notices, and other district approved or legal notices will be posted on designated bulletin boards within each district building. Only authorized personnel may put up, take down, or alter items on these official boards.

Q. Personnel Records

Job related information such as applications for employment, performance evaluation, and credentials are maintained in personnel files in Human Resources. Information in personnel files is confidential and sources outside of the district will be provided verification of and dates of employment and additional items only if legally requested. Employees desiring to review their personnel file should contact Human Resources to schedule an appointment.

R. Nepotism

Nepotism is showing favoritism to a relative (as by giving an appointive job) on a basis of relationship. In order to avoid nepotism in fact as well as in appearance the following will be adhered to by the Administration and School Board:

Without specific School Board action, no employee will be promoted, demoted or hired into a part-time or full-time position that would make the employee directly or indirectly subordinate or superior to a relative who is

also an employee of the District if one of the following familial relationships exists: spouse, parent, sibling, child, grandparent, grandchild, sister-in-law, brother-in-law, parent-in-law, child-in-law, niece, nephew, first cousin or step relationships as provided her-in.

S. Reduction in Force

If the number of positions in a classification is reduced in a particular department, the immediate supervisor will make the recommendation as to the positions to be reduced with final determination by the Superintendent or Director of Human Resources.

T. Uniforms Provided.

Two (2) uniforms will be provided by the district for food service employees each year. Uniforms will not be ordered or reimbursed if purchased during the training period of employment. These uniforms and any other district issued equipment will remain the property of the District and must be returned to the district upon resignation.

II. COMPENSATION

A. Wage Schedule

All wages paid by the District will be based upon the adopted wage schedule as approved for each calendar year (Appendix A, Classification and Wage Schedule). Any salary increases take effect the first full pay period following the beginning of the new calendar year.

B. Time Recording Procedures

The time sheet is the only record of hours worked. Each employee is responsible for the accuracy of his/her own time sheet. The immediate supervisor will be responsible for verifying the accuracy of time sheets for hourly employees. Time sheets should reflect accurate work hours, leaves or other credits based upon adopted policy. Partial hours will be reported to the next quarter hour. NO employee shall record any other employee's time; nor shall any employee cause another employee to record that employee's time.

C. Direct Deposit

Employees will participate in direct deposit and have their paychecks deposited directly into their checking or savings accounts. Completion of a direct deposit application will arrange the procedure.

D. Overtime

Established federal guidelines determine if a job is exempt (salaried) or non-exempt (hourly) and thus eligible for overtime pay. Hours worked in excess of forty (40) hours in one week and hours worked during weekend or evening activities will be paid at a rate of one and one-half (1 ½) the employee's regular rate of pay. The district has also determined that sick, personal, funeral, district

observed holidays, and paid lunch will apply toward the 40 hour eligibility for overtime pay. Overtime must be approved in advance by the Director of Food Service. Compensatory time will not be awarded in lieu of overtime pay. Employees should understand that overtime may be required in order to meet position responsibilities. The District has also determined that overtime compensation (one and one-half the regular rate of pay) will be awarded according to the following guidelines: Evening work (after 4:00 p.m.); Saturday or Sunday if not part of regular work schedule.

E. Service Credits

Each employee will receive a service credit of fifteen cents per hour for each five year period employed beyond the first anniversary of his/her hire date, effective January 1 following the hire date. Hire date is the first most recent date of employment in Food Services.

F. Lunch/Breaks

Thirty (30) minutes per day for breaks or lunch without loss of pay will be provided for employees who work five (5) hours or more per day. Fifteen (15) minutes for breaks or lunch will be provided for each employee who works less than five (5) hours per day. Breaks and lunch must be taken on the premises. If lunch is not taken during the allotted period, the employee will not receive compensatory time or additional compensation.

III. WORK SCHEDULES

A. Establishment Of Work Schedule

Work schedules will be established by the Food Service Director according to the specific needs of the assignment.

B. School Delay/Cancellation

1. Information regarding scheduling for school delays and closing will be provided by the Food Service Director. If notification comes after reporting time the employee will be paid until the delay or closing is announced.
2. If a two (2) hour delay is declared, all elementary food service employees are to report at their regularly scheduled time.
3. If a two (2) hour delay is declared, Summit, Woodside, and Homestead Food Service employees are to report according to the delay schedule established by the Director of Food Services. If school closes after reporting to work, the employee may go home with permission or work a maximum of two (2) hours.

C. School Closing

School closings will be announced by 7:00a.m. on the radio. It is the employee's responsibility to listen to the radio in the morning for school closing information.

D. Scheduled Leave During Office Closing

Employees whose schedule is approved for a personal day prior to an office closing will have the option to take the day as a paid leave day or as a day without pay.

IV. NON DUTY DAYS

A. Holidays (Appendix B, Holidays)

All regular full and part-time employees covered by this summary will be entitled to holidays with pay. Employees will be paid for the holidays shown in Appendix B. Holidays, according to their regularly scheduled daily hours and rates. To be eligible for holiday pay, an employee must be eligible for pay the day before and the day after the holiday. Any exceptions to the absences on the day immediately before or after paid holidays must be approved by the Food Service Director to be eligible for leave and wages.

B. Non-Scheduled Days

Employees will not be scheduled to work on days when students will not be attending school.

V. LEAVE PROVISIONS

A. Eligibility

All regular full and part-time employees qualify for leave benefits. All leave benefits will be allocated in January of each year on a twelve (12) month basis. Employees new to the district will not be eligible to use leave during the training period. Following the training period, leave benefits for new employees will be prorated from the established hire date until regular allocations in January.

B. Sick Leave

Employees will be granted seven (7) days of sick leave each calendar year. Unused sick leave may accumulate to a total of ninety (90) days. An absence of five (5) or more days, may require a doctor's release in order for the employee to be allowed to return to work.

C. Family Leave

Up to seven (7) days of available sick leave may be used each calendar year for illness in the immediate family. For eligible individual employees, more leave may be available under the Family and Medical Leave Act.

1. Immediate Family

Immediate family will be interpreted as spouse, children, stepchildren, sister, brother, mother, father, mother-in-law, father-in-law, stepparents, grandparents, grandchildren, or any person living in the same household, no matter what the degree of relationship.

2. Documentation

Documentation may be required from a medical doctor showing the need for the employee's presence and care for the member of the immediate family.

D. Bereavement Leave

1. Immediate Family

Up to and including five (5) working days of leave without loss of pay will be granted for death in the immediate family. Immediate family will be interpreted as spouse, children, stepchildren, sister, brother, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, stepparents, grandparents, grandchildren, or any other person living in the same household, no matter what the degree of relationship. Generally employees are granted up to five days to attend an out-of-state and up to three days to attend an in-state funeral.

2. Friends and Extended Family

Up to one (1) day of leave without loss of pay will be granted to attend the funeral of friends or other relatives not listed in item one above. A maximum of two (2) days may be used for such leaves during each calendar year.

E. Personal Leave

Food Service employees will be entitled to two (2) personal leave days each calendar year. Employees who have completed five (5) full years of service as of January 1 as measured from their accrual date, will be credited with three (3) personal days. Personal leave days will accumulate to a maximum of five annually. The Director of Food Service shall consider the availability of qualified substitutes, needs within the building or area and other factors necessary to ensure smooth operations for requested days. Unused personal leave days will be accumulated as unused sick leave to the allowable maximum. Personal leave days will be credited to the employee as of January 1.

F. Other Types Of Leave

1. Special/Emergency

An employee may request a leave without pay for up to five (5) days. Vacation and personal days must be exhausted before leave without pay will begin. Requests for leave without pay should be for special or emergency situation. The supervisor will consider the availability of qualified substitutes, needs within the building or departmental area and other factors necessary to ensure smooth operations. The immediate supervisor will forward all such requests with a recommendation for approval or disapproval to the Director of Human Resources. The

employee's accrual date will not be adjusted for short term leaves. The employee's accrual date will be adjusted for leaves in excess of 84 days in a 12 month period.

2. Extended Sick Leave

An employee may request a leave without pay for medical purposes. A statement from a medical doctor explaining the need for the extended leave may be required. All sick, vacation and personal days must be exhausted before leave without pay will begin. During the leave without pay the employee must reimburse the District for cost of insurance programs within the limits as established by the Family/Medical leave Act and district guidelines. The immediate supervisor will forward all such request with a recommendation for approval or disapproval to the Director of Human Resources. The employee's accrual date will be adjusted as allowed by the Family/Medical leave Act.

3. Family Medical Leave

Some employees may be eligible for up to a total of 12 weeks of paid/unpaid, leave for certain family and medical reasons. Employees who have worked for the district for at least one year and for 1250 hours over the previous 12 months may be granted an FMLA leave for one or more of the following reasons: for the care of the employee's child (birth or placement for adoption or foster care); for the care of the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform their job. The employee ordinarily must provide 30 days advance notice when the leave is foreseeable and the employee must provide medical certification to support a request for leave for a serious health condition. Employees requesting a FMLA leave should contact the Director of Human Resources to apply. A notice regarding the provisions of the Family Medical Leave Act are posted on the bulletin board in each district building and a detailed statement of policy is available from Human Resources upon request.

G. Leave Must Be Approved In Advance

Good attendance and punctuality are important in order to fulfill job responsibilities. If an employee is unable to report for work, it is the employee's responsibility to contact the Director of Food Services before the weekday begins. Except for sick leave, other leaves must be approved in advance by the employee's immediate supervisor to qualify for payment. The Director of Food Services should be notified at the beginning of each day's sick leave absence unless other arrangements have been made with the Food Services Director or the Director of Human Resources.

H. Unexcused/Excessive Absences

Unexcused or excessive absences will be reviewed and verification (doctor's statement) may be requested of the employee. Further disciplinary action will be taken as necessary. Absences of three consecutive workdays without contact from an employee may result in termination of employment.

I. Limitation Of Approval

Approval of leave requests may be limited to assure the efficient operation of the schools.

J. Jury Duty/Court Appearances

If an employee is selected to serve on a jury, the district will pay as compensation the difference between jury duty pay and the employee's regular daily rate excluding overtime for the days the employee serves jury duty. Employees should furnish proof of jury service and payment for it in a written statement from the court. Employees are expected to be at work while not performing jury duty. If an employee reports for jury duty and is excused, he or she must report for work as promptly as possible. Time required for non-school related court appearances other than jury duty is considered to be personal business and although pay is not provided by the district, personal time may be used.

VI. SICK LEAVE BANK

The School Board will recognize a Sick Leave Bank to be administered by the food service personnel pursuant to the limitations specified below:

1. Within thirty (30) school days after the beginning of the school year any participant of this bank may elect to donate one (1) day of his/her annual sick leave credit to the sick leave bank. When employees reach the maximum accumulated sick leave, their contribution will be from that which they have accumulated, not the excess beyond the agreement. A participant's contribution will be irrevocable. New participants will be given the opportunity to contribute to the sick leave bank regardless of when they are hired.
2. Any food service employee who has donated a day and used up his/her sick leave and who is absent from work an additional three (3) consecutive working days because of personal or physical disability will be eligible to apply for sick leave bank credits.

VII. INSURANCE

A. Enrollment in Group Health Insurance Program

Regular full-time employees may enroll in district group health insurance programs as noted below. Human Resources should be contacted immediately in order to complete the appropriate enrollment forms, explain plan parameters, and answer any questions.

1. An employee who is filling a regular position which has scheduled hours of at least thirty (30) hours per week may enroll in the District group

health insurance plan as of the first day worked. Proof of insurability/good health is not required if enrollment is completed within the first 31 calendar days of enrollment. The District will pay twenty-five percent (25%) of the premium per year for a single or family plan.

2. An employee who is filling a regular position which has scheduled hours of at least thirty-seven and one-half (37 ½) hours per week will be eligible for group insurance benefits as defined in the Instructional and Administrative Support Personnel Summary.

B. Term Life Insurance

Regular full-time employees will receive a term life insurance policy with a face amount of \$50,000. All but one dollar (\$1.00) of the premium will be paid by the school District. Additional term life insurance subject to underwriting approval is available to full-time employees at group rates.

C. Notice of Status Change

A record of employee personal information and district employment history is maintained in Human Resources. In order to maintain current information, it is the employee's obligation to keep the district informed on any change in the employee's personal situation such as the employee's current home address, marital or family status, such as marriage, divorce, birth, aging of a dependent (age at which a dependent is no longer eligible to remain on a parent's insurance policy), death, etc. These changes could effect withholding, hospitalization insurance, etc. An employee's correct address and phone number are important in case of emergency and must be kept current by the employee.

D. Unemployment Compensation

The purpose of unemployment compensation is to replace part of an employee's income if the employee is laid off or terminated through no fault of their own. The district pays the full cost of unemployment compensation but it does not decide who is eligible for benefit payments or how much such payments should be.

E. Workmen's Compensation

Workmen's Compensation is an insurance program designed to protect employees who are injured while working or while on company premises. Coverage is effective on the date employment begins. The coverage is provided at no cost to the employee. It is necessary that any accident occurring on the premises, or while conducting school business, be reported immediately to the supervisor. The district should be notified immediately of accidents of any nature, whether or not a claim will be made under the Workmen's Compensation policy. An Employer's Report of Injury/Illness must be completed the same day of the injury and sent to Human Resources. The supervisor will arrange for transportation if necessary or inform the employee where to report for medical assistance.

F. Section 125

The District provides employees the option to participate in a flexible benefit program made possible under the Revenue Act of 1978, IRS Code Section 125. This voluntary program allows some employees to set aside a portion of their salary and apply this money towards fringe benefits as defined by law. Any money spent for non-taxable benefits within the Section 125 guidelines are not subject to federal, state, and local taxes. An independent representative will meet annually with all eligible employees to provide information regarding this benefit. Questions regarding eligibility requirements and enrollment guidelines should be directed to Human Resources.

G. Employee Assistance Program – Effective 1/1/96

The District provides a confidential counseling/referral service to all District employees and their immediate family members at no charge. This program provides employees with help before problems affect their home life or job performance. Contact information is posted in Human Resources.

VIII. RETIREMENT BENEFITS

A. Public Employee Retirement Fund (PERF)

All employees filling positions classified as full time by the governing body with a minimum of 600 scheduled hours per calendar year will participate in the public employee retirement program. Positions classified as part-time or of a temporary, substitute, or emergency nature cannot be covered by PERF and these employees cannot become a member of PERF. Procedures and benefits of the program are governed by the regulations of the Public Employee Retirement Fund (PERF). For participating employees, the District will pick up the employee contribution to PERF, not to exceed three percent.

B. 401(a) Retirement Plan – See Appendix C

The contributions to the 401(a) Plan by the Board will be counted as an offset to the amount that the employee would have received had he or she retired under the current Severance Pay.

C. Other Retirement Benefits

Upon deciding to retire, an employee should contact Human Resources to determine available benefits and options.

IX. SEVERANCE

A. Length of Service

An employee who has been employed for (10) consecutive years or more will be entitled to one-half (1/2) of his/her accumulated sick leave up to a maximum of forty-five (45) days upon leaving the District. The employee will be compensated for these days at his/her regular daily rate at the time of departure. The applicability of transferred service will be evaluated by the Food Services Director or by the Director of Human Resources.

B. Notice

One year's notice will be required for an employee to receive the severance pay at the time of separation or departure. When less than one year's notice is given, the District will pay the severance benefit within six months after the severance date.

X. PERFORMANCE APPRAISAL

A. Annual Evaluations

All employees will be evaluated, in writing, by their immediate supervisor at least once per year. The written performance evaluation will include a conference to review the supervisor's comments. The purpose of this evaluation will be to recognize excellent performance and to determine areas for improvement. Written evaluations should be submitted to the Director of Human Resources and will become a part of the employee's personnel file. All employee appraisals will be based upon appropriate job descriptions, general work rules, specific assigned duties and work record.

XI. UNSATISFACTORY PERFORMANCE OF DUTIES

A. Disciplinary Actions

If an employee's performance is determined to be unsatisfactory, in violation of policy, established rules, or otherwise not of acceptable quality, one or more of the following measures may be implemented immediately:

1. Issuance of an oral warning.
2. Issuance of a written warning or probationary document with the original copy retained in the employee's personnel file.
3. Suspension with or without pay for five (5) work days.
4. Dismissal.

B. Disciplinary Reports

Disciplinary reports shall become a part of the employee's personnel file.

C. Progressive Discipline

Progressive steps will be used unless the severity of the infraction or the circumstances involved require implementation at a higher level, including discharge.

D. Dismissal

Great care is devoted to selecting our employees. However, some types of behavior could lead to discipline up to and including immediate discharge from employment. Those problem areas which could result in immediate termination include but are not limited to: fraud, dishonesty, falsification of work without giving notice to supervisor; insubordination or failure to perform assigned duties and responsibilities; theft, destruction or careless use of district property, or other dishonesty involving school property or records; use or possession of illegal or unprescribed substances, firearms, or weapons at work or in a manner affecting work; or misconduct. Dismissal remains at the discretion of the employer.

XII. RESIGNATION

A. Providing Notice

Employees who decide to leave their position at Southwest Allen County Schools, should advise the Food Services Director as early as possible. A minimum of two weeks notice in writing should be provided if possible. However, since employment is for no fixed period of time, it may be terminated by the employee or the school district as needs dictate.

B. Exit Interview

Employee views about their position with the school district are important. Exit interview questions are standardized and designated to elicit opinions about the training and supervision employees received, their overall impression of the district, their job and the work environment, and other policies and procedures which could help to evaluate current and to propose future programs and policies. Contact Human Resources to schedule a convenient time prior to departure.

C. Benefits At Termination/Resignation

Insurance benefits end on the last day of work. For information regarding continuation of group insurance coverage after termination/resignation, please contact Human Resources prior to departure.

D. Change Of Address Following Termination

Following departure from the district, it is the employees' responsibility to provide any change of address to Human Resources in order to avoid delays in receiving the annual statement of earnings (W-2 form) or any other types of notices.

Adopted: August 15, 1995

Appendix A

**FOOD SERVICE PERSONNEL
WAGE AND BENEFIT SUMMARY**

Wage and Classification Schedule

Position Description	2012	2013
Cafeteria Assistant, Step 1	\$ 10.35	\$ 10.57
Cafeteria Assistant, Step 2	\$ 10.71	\$ 10.93
Cafeteria Assistant, Step 3	\$ 11.95	\$ 12.20
Food Transporter/Stock Room Clerk	\$ 12.52	\$ 12.78
Food Processor	\$ 12.21	\$ 12.47
Food Preparer	\$ 12.52	\$ 12.78
Head Cashier	\$ 12.52	\$ 12.78
Lead Operator - Cooking School (average less than 400 prepared meals per day)	\$ 13.54	\$ 13.82
Lead Operator - Cooking School (average 400 to 1,000 prepared meals per day)	\$ 13.85	\$ 14.14
Lead Operator - Cooking School (average more than 1,000 prepared meals per day)	\$ 15.19	\$ 15.51
Lead Operator - Non Cooking School	\$ 12.29	\$ 12.55
Food Service Administrative Assistant	Level IV - Instructional & Administrative Support Summary	

Each employee will receive a service credit of fifteen cents per hour for each five year period employed beyond the first anniversary of his/her hire date, effective January 1 following the hire date. Hire date is the most recent date of employment in Food Services.

Appendix B

HOLIDAYS

New Years Day
Martin Luther King Day **
President's Day**
Good Friday**/**
Memorial Day
Labor Day
Thanksgiving Day (Two days)
Christmas Day

** If school is in session on this day, the Monday of spring break shall become the designated holiday. If school is not in session on this day, this day is considered a holiday. If school is in session on the second one of these holidays, the Tuesday of spring vacation shall become the designated holiday, and so on for the third holiday if needed.

***If Good Friday falls during spring vacation, Good Friday will be a holiday and will be paid accordingly.

Appendix c
Classified Employee
401(a) Matching Annuity Plan

The Board agrees to establish and maintain a qualified 401(a) Annuity Plan (hereinafter referred to as the “401(a) Plan”) for all full-time classified employees. The Board shall also maintain a 403(b) Plan (hereinafter referred to as the “403(b) Plan”) for all employees. The 403(b) Plan will include provisions for pre-tax salary reduction contributions which will be matched by equal Board contributions to the 401(a) Plan. The 401(a) Plan contributions will commence with the 2001 calendar year and continue each calendar year thereafter. The contribution schedule will be as follows:

<u>Year</u>	<u>Employee Contribution</u>	<u>Employer Contribution</u>
2001	Not required	1.0%
2002	1.5%	1/5%
2003	2.0%	2.0%
2004 and thereafter	2.5%	2.5%

The Parties agree that the 401(a) Plan and the 403(b) Plan shall replace the current Severance Pay. For those classified employees who are employed as of January 1, 2001, the current Severance benefits will remain in effect until such earlier time as an employee receives a greater amount from the contributions in the new 401(a) Plan, than he or she would receive under the Severance Pay. The contributions to the 401(a) Plan by the Board will be counted as an offset to the amount that the employee would have received had he or she retired under the current Severance Pay. Employees who are employed as of January 1, 2001, may choose not to participate in the 401(a) Matching Annuity Plan without a loss of their current Severance benefits.

For the full-time classified employee hired after January 1, 2001, the 401(a) Plan and the 403(b) Plan will replace the current Severance Pay. All employees shall be 100% immediately vested in the 401(a) and 403(b) Plans.

The 401(a) Plan shall:

- a. Be subject to all applicable Internal Revenue regulations.
- b. Have no contact initiation fees charged to the employee.
- c. Have no administrative or Plan Document charge to the Board.