

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2021-2022**

## **HANDBOOK FOR CLASSIFIED STAFF**

### **CAFETERIA MANAGER**

**BOARD APPROVAL DATE**

June 1, 2021

**EFFECTIVE DATE**

July 1, 2021

It is the policy of the Rossville Consolidated School District not to discriminate on the basis of race, color, religion, sex, national origin, or handicapping condition, including limited English proficiency, in its educational programs or employment policies as required by state and federal laws.

**1. FINANCIAL COMPENSATION:**

1.1. General Philosophy:

Staff members employed within the District are qualified when hired for a particular position. Once hired, the employee is expected to grow professionally within the duty assignment. Employees are expected to be proficient in their responsibilities and provide leadership to others. The Board of Education shall hold the responsibility for establishing the rate of pay for classified employees.

1.2. Pay Rate:

<b>Job Classification</b>	<b>Hours Per day</b>	<b>Maximum Work Hours Per Week</b>	<b>Pay Rate Per Hour</b>
Cafeteria Manager	7.50 hours per day	40 hours maximum per week	18.00

1.3 Pay Schedule

Basic salaries for the hourly employee will be paid bi-weekly for the time worked as reported through the time clock. Payments for employee payroll deductions will be withdrawn from the employee's check, as authorized by the employee, provided there are ample funds to be distributed in the employee's payroll payment. The employee is responsible for making payments to maintain the employee's benefits during the pay periods in which the employee does not earn compensation.

1.4 Extracurricular Sponsors, Coaches, Volunteers, or Chaperones

A classified employee that serves as an extracurricular sponsor, coach, volunteer, or chaperone for school groups or teams is not eligible for wage compensation for his/her classified position during the times that the employee provides services for the District in such extracurricular capacity. Those positions will be paid for such services according to the extracurricular compensation schedule established through the Master Contract between the Rossville Consolidated School District and the Rossville Classroom Teachers Association. The employee recognizes that by taking extracurricular assignments or duties, their hourly classified staff wage will not be paid for the time the employee serves in the extracurricular capacity, including time spent in trips, meetings, or departure from the regular duties of this classified handbook.

2. **BENEFITS:**

2.1. Leaves:

2.1.1. Personal Leave

- 2.1.1.1 Classified employees shall be granted two (2) personal days per year. A day is defined as equal to a regular workday per the classification of the employee.
- 2.1.1.2 This leave is to be used for matters which cannot be scheduled outside regular work hours.
- 2.1.1.3 Notification of the employee's desire to take personal leave shall be made to the employee's supervisor and approved by the supervisor prior to such leave except in cases of an emergency.
- 2.1.1.4 Personal leave not used during any year shall be added to accumulated sick leave at the end of that year and counted as sick leave thereafter unless the sick leave day accumulation is already at a maximum of 30 days.

2.1.2. Sick Leave

- 2.1.2.1 Classified employees shall be allowed five (5) days per year for sickness. A day is defined as equal to a regular workday per the classification of the employee.
- 2.1.2.2 "Sickness" for purposes of interpretation shall mean sickness of anyone in the employee's immediate family. Immediate family shall include spouse, children, mother, father, sister, brother, or any other member of the family unit living in the same household.
- 2.1.2.3 Appointments with a doctor shall fall into the category of sickness.
- 2.1.2.4 Unused sick leave shall accumulate to 30 days.

2.1.3. Jury Duty

Whenever an employee serves jury duty, the employee will be paid his/her full pay less than the amount the employee is paid for the jury service.

#### 2.1.4. Bereavement Leave

2.1.4.1. In case of a death in the immediate family, the employee shall be entitled to be absent from work without loss of compensation for a period of not more than five (5) days. Immediate family shall include spouse, children, mother, father, sister, brother, corresponding step-relatives, corresponding in-laws, or any other member of the family unit living in the same household.

2.1.4.2. In case of the death of grandparents, grandchildren, aunt, uncle, niece, nephew, or cousin, the employee shall be entitled to be absent from work without loss of compensation for a period of not more than two (2) days.

#### 2.2. Insurance

##### 2.2.1. Term Life Insurance

The school district will provide a \$50,000 term life insurance policy for each classified employee working at least 20 hours per week. The employee pays \$1.00 per year for his/her coverage.

##### 2.2.2. Health Insurance -Cafeteria Manager & Assistant Cafeteria Manager:

The school district will contribute to either the single or family health insurance policy for the Cafeteria Manager equal to the contribution provided to certificated staff in the Master Contract between the Board of Education and the Rossville Classroom Teachers Association. Classified employee insurance will be terminated at the end of the month in which employment is severed.

#### 2.3. Public Employee Retirement Fund (PERF) - Cafeteria Manager

2.3.1. The school district will pay its required contribution rate as established by PERF for the Cafeteria Manager.

#### 2.4. Section 125

The benefits provided to employees by Section 125 of the Revenue Act of 1978, both Generation I and Generation II, shall be made available. The school district will pay any start-up cost, and participating employees will pay the annual fee (if charged) and the monthly administrative fee.

### 3. **WORK DAYS & HOURS:**

3.1. The Cafeteria Manager works for 187 days. {180 student days, an orientation day, and six (6) days before school}

### 3.1.1. Hours

The cafeteria manager will be scheduled for 7.50 hours per day. The Cafeteria Manager will determine the daily schedule with the approval of the Superintendent of Schools

### 3.1.2 Gap Time

Hours worked beyond the normal work hours and hours worked during the summer will be compensated at the hourly rate as duties dictated as determined by the superintendent.

## 4. **eLEARNING DAYS:**

Classified employees will follow the Board adopted policies and procedures concerning instructional days determined to be eLearning Days.

## 5. **EMPLOYEE CLASSIFICATION:**

All cafeteria employees are classified as At-Will employees. This means that the employment is not for a specific duration and that the employee may be discharged from employment at any time, with or without cause, and without right of hearing by or appeal to the Board of Education or any other entity. The employee may also terminate his/her employment at any time, upon two weeks' advance notice to his/her supervisor.