

# **WINONA AREA PUBLIC SCHOOLS**

**INDEPENDENT SCHOOL DISTRICT 861**

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## **Personnel Policies for School Nutrition Employees**

**Effective July 1, 2021**



**Welcoming All Learners <sup>SM</sup>**



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**WINONA AREA PUBLIC SCHOOLS  
PERSONNEL POLICIES AND PROCEDURES  
FOR SCHOOL NUTRITION  
EFFECTIVE JULY 1, 2021**

This policy establishes the wage rates and conditions of employment for school nutrition personnel effective July 1, 2021, and thereafter until modified by the Board. The School Nutrition Supervisors (Kitchen Managers) and School Nutrition Drivers will be excluded from this policy.

**ARTICLE I – INSURANCE**

To be eligible for insurance benefits an employee must have a minimum work assignment of 25 hours per week.

**Section 1. Definition of Full-time Employees:**

For the purpose of this article regarding hospitalization, long-term disability insurance and life insurance a full-time employee shall be defined as one who is employed for 40 hours per week during the school year.

**Section 2. Fractional Time Employee:**

Fractional time unit members employed for at least 25 hours of full-time receives a prorated contribution toward their insurance benefits, i.e. 80% of full-time receives 80% of the district contribution toward the appropriate plan. Fractional time employees scheduled to work twelve months shall receive an additional prorated benefit based on the number of additional hours they work during summer, i.e. a 75% school year employee who works 40% over the summer will receive an additional 10% benefit for a total annual benefit of 85%.

**Section 3. Health and Hospitalization:**

**Subd. 1. Single Coverage for Full-Time Employees:** Beginning January 1, 2021, the district shall contribute an annual maximum amount of \$11,000 toward the insurance premiums for individual coverage for each employee of the district who qualifies for and is enrolled in a district group single coverage health and hospitalization plan. Every year thereafter, the district shall contribute an additional \$500 toward the annual insurance premium up to a \$14,000 maximum. District contributions for health insurance premiums will be spread evenly throughout the participation year. Any additional cost of the premium shall be borne by the employee and paid for by payroll deduction.

Each employee participating in the districts HDP will establish a qualifying Health Savings Account (HSA). The district shall deposit an amount equal to the plan's deductible, not to exceed the IRS contribution limit, into the employee's HAS at the beginning of the insurance plan year for each employee of the district who qualifies for an is enrolled in a district group single coverage health and hospitalization plan. If the School District Contribution exceeds the premium cost, no reimbursement will be made to the employee. Employee shall have the option to choose any one of the district's plans.

Subd. 2. Family Coverage for Full-Time Employees: The district shall contribute an annual maximum of \$13,000 toward the insurance premiums for each employee of the district who qualifies and is enrolled in a district sponsored group family health and hospitalization plan. Every year thereafter, the district shall contribute an additional \$500 toward the annual insurance premium up to a \$16,000 maximum. District contributions for health insurance premiums will be spread evenly throughout the participation year. If the School District contribution exceeds the premium cost, no reimbursement will be made to the employee. Any additional cost of the premium shall be borne by the employee and paid for by payroll deduction.

Each employee participating in the district's High-Deductible Plan (HDP) will establish a qualifying Health Savings Account (HSA). The district shall deposit an amount equal to the deductible of the equivalent single coverage high-deductible plan, not to exceed the IRS contribution limit, into the employee's HAS at the beginning of the insurance plan year for each employee of the district who qualifies for and is enrolled in a district group family coverage health and hospitalization plan. Employees shall have the option to choose any one of the district's plans.

Subd. 3. The district will continue to make health and accident insurance available for any disabled employee to age 65 or until he/she qualifies for social security or Medicare.

**Section 4. Life Insurance:**

The school district shall pay the full premium for \$25,000 group life insurance for each qualified employee.

**Section 5. Long-term Disability:**

The school district shall pay the full premium for the district long term disability insurance program for each qualified employee.

**Section 6. Dental Insurance:**

Subd. 1. Single Coverage for Full-Time Employees: The school district shall pay in full the annual premium for individual coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district group dental plan.

Subd. 2. Family Coverage for Full-Time Employees: The school district shall provide to eligible members of the unit the same coverage the teachers have during the period of this contract.

**ARTICLE II – HOLIDAYS**

The following shall be paid holidays for all employees provided they would normally be on duty the week the holiday(s) occurs: Labor Day, Thanksgiving Day, Day after Thanksgiving, New Year's Day, Good Friday, and Memorial Day

The following shall be paid holidays for employees working the summer meal program employees provided they would normally be on duty the week the holiday(s) occurs: July 3<sup>rd</sup>, July 4<sup>th</sup>.

### **ARTICLE III – 403(b) MATCHING PLAN**

The School District will make a contribution to a state-approved 403(b) matching contribution plan in accordance with Minn. Stat. 356.24, as amended. Contributions made by the district will reduce the retirement or severance owed to the employee upon retirement. Fractional time employees scheduled to work more than 960 hours annually shall be eligible for the following:

<b>Years of Service in the District</b>	<b>Match Amount</b>
6-10	\$240
11-14	\$288
15-20	\$384
21-25	\$432
Beginning with the 26 <sup>th</sup> Year	\$576

An employee must have completed six years of service in order to qualify for the annual amounts listed above. Beginning with the employees 11<sup>th</sup> year of service he/she will move to the next level of contribution. An employee shall notify the School District of his/her intention to begin or increase the amount of participation in the 403(b) match plan by May 1 of each school year. Such participation shall continue at the specified amount unless the employee notifies the district of a change.

If an employee is eligible for retirement or severance under this contract, the retirement incentive or severance owed to said employee shall be reduced by the amount of matching dollars paid by the district to the employee over her or his career.

### **ARTICLE IV – POST-RETIREMENT HEALTH CARE ACCOUNT**

Eligible retirees who have completed at least 15 continuous years of service with District 861, working a minimum of 25 hours per week for each of the past fifteen years, who are at least age 55 as of June 30 in the school year during which an application for a retirement incentive is made shall be eligible for the retirement incentive upon submission of a written request for retirement to the school board.

Full-time eligible employees will receive \$40,000 which will be placed into a Post-Retirement Healthcare Account under the supervision of the Minnesota State Retirement System. The \$40,000 will be placed in the employee's account by September 1 of the year of retirement unless the request for retirement was not submitted by June 1 in which case the \$40,000 will be placed in the employees account within 90 days of submission of the written request for retirement.

Fractional time employees shall be eligible for a pro-rated payment of the \$40,000 into the Post-Retirement Healthcare Account under the supervision of the Minnesota State Retirement System. The pro-ration shall be based on the average pro-ration of health care eligible benefits for fractional time employees over the past five years.

Employees eligible for the retirement program shall have the payment amount reduced by the total matching 403(b) dollars paid by the district over the employee's career unless such a reduction has been made to the severance benefit.

## **ARTICLE V – SEVERANCE PAY**

Employees with 15 years of service to the district and who are at least 55 years of age, or employees who qualify for early retirement under rule of 90 as prescribed by PERA, shall be eligible for severance pay upon submission of written resignation allowing 30-day notice, accepted by the School Nutrition Services Director. Qualified employees shall receive severance pay equal to \$5.00 an hour for each hour of unused sick leave.

## **ARTICLE VI – LEAVES OF ABSENCE**

### **Section 1. Medical Leave:**

Employees who regularly work twenty-five (25) hours per week or more during the school year shall earn an annual maximum of 96 hours of medical leave based on the formula below, cumulative to one hundred and ninety-five (195) days. At no time shall accumulated medical leave be used until the current year's allocation of medical leave has been depleted.

Employees who regularly work less than 25 hours per week during the school year shall earn an annual maximum of 60 hours of medical leave based on the formula below, cumulative to sixty (60) days. At no time shall accumulated medical leave be used until the current years allocation of medical leave has been depleted.

Medical Leave Accrual Formula: Beginning with the second year of employment, the following formula shall be used to determine medical leave accrual: The total number of hours paid by the district the previous fiscal year, excluding coaching/advisor, substitute paraprofessional or substitute clerical hours, divided by the number of paid days scheduled for school nutrition employees during the school year (currently 180) multiplied by 12. Example for an employee working 6.5 hours per day –  $1170/180 \times 12 = 78$  hours of medical leave. Board approved unpaid medical leave or hours on an active district workers' compensation claim will not be excluded from the number of hours paid calculation.

Probationary employees shall earn the equivalent of six days of sick leave the first year of employment. A probationary employee starting a second school year, still on probation shall earn the greater of six days equivalent, or the number of hours earned using the formula described above.

### **Subd.1. Medical Leave Use:**

**Personal Illness or Injury:** Employees shall be credited with medical leave without loss of pay if the absence is due to personal illness, injury, quarantine, medical/dental appointments, or disability resulting from pregnancy, termination of pregnancy, or child birth.

Dependent Child: Use of medical leave for absences due to the illness of or injury to the employee's dependent child under the age of eighteen, or under age twenty still attending secondary school, shall be allowed for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms as medical leave for the employee.

Family Illness or Injury: Employees may annually use eight medical leave days for family illness. For purposes of this section family is defined as child, stepchild, sibling, grandchild, spouse, parent or spouse's parent or non-family member for which the employee has the medical power of attorney. Use of medical leave under this subdivision for care of a domestic partner shall be granted providing the domestic partnership has shared residency for at least one year. Hours used under this provision are reduced from hours available pursuant to Minnesota Statute, Chapter 181.9413.

Care of Relatives: Pursuant to M.S. 181.9413, an employee may use personal accrued medical leave for absences due to an illness of or injury to the employee's child, which includes a stepchild and a biological, adopted and foster child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary. An employee may use medical leave for such reasonable periods of time as may be necessary for safety leave. Safety leave may be used for assistance to the employee or assistance to the relatives described in this paragraph. For the purpose of this section, "safety leave" is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. Use of medical leave under this section shall be limited to 160 hours annually. Hours used under "family Illness or Injury" are reduced from hours available in this section. Benefits in this section are provided pursuant to M.S. 181.9413 and shall change if changed in law.

Family and Medical Leave Act: In accordance with the Family and Medical Leave Act (hereafter referred to as FMLA), the district will grant FMLA leave to eligible employees for any of the following reasons:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition (the District shall recognize a domestic partner and spouse's parents under this section);
- A serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

To be eligible for a FMLA leave, an employee must have worked at least 1,250 hours in the twelve (12) months preceding the FMLA and have been employed by ISD 861 for at least 12 months prior to the FMLA leave.



An employee shall be granted this FMLA leave for up to 12 weeks per 12-month period from July 1 to June 30. During this 12-week period, the district shall continue payment of the district's share of the insurance premiums. An employee may be granted an extension of such leave up to one year without pay. Such employee can continue coverage in the district insurance programs by payment of the full premiums to the district at the group rate.

The employee shall provide the district with written notice at least 30 days in advance when the need for leave is foreseeable. Employees can request to use accumulated medical leave days in accordance with Section 1, can request to take the leave without pay, or can request a combination thereof.

Physician Certificate: The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness in order to qualify for medical leave pay.

Medical Leave Incentive: If an employee uses two days or less, per fiscal year, of sick leave, she/he will receive a day of personal time to be used in the next contract year. If this day is not used it will be paid at an hourly rate equal to step five of the employee's pay classification. Employees who resign or retire from the district and have earned this day shall be paid for the day at an hourly rate equal to step five of the employee's pay classification on the final paycheck.

**Subd. 2. Workers Compensation:**

If compensation payable under the Workers' Compensation Act is not equal to the employee's salary, the school district will pay the difference between the normal daily salary of the employee and the amount paid by Workers' Compensation and make a charge against the employee's sick leave equal to the fractional amount of normal daily salary paid by the district.

Sick leave shall not be granted for injuries received while employed by an employer other than I.S.D. 861.

**Section 2. Bereavement Leave:**

Full pay for absence not to exceed five (5) days shall be granted to all employees upon the death of an immediate family member. Immediate family is defined as mother, father, sister, brother, husband, wife, son, daughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, niece, nephew, aunt, uncle, grandparents and grandchildren of the employee. The same application shall be made to the spouse's relative as they may apply. Full pay for absence not to exceed three (3) days shall be granted to all employees for the time necessary to travel to and attendance at the funeral of a friend or colleague.

**Section 3. Personal Leave:**

Employees shall be granted up to 3 days of personal leave each year without loss of pay. Such leave shall be pro-rated for part-time employees. Use of personal leave requires pre-approval of the administrative supervisor. Unless an unforeseen circumstance occurs, at least three (3) days advance notice will be provided to the administrative supervisor for approval.

Unused personal days will be paid at an hourly rate equal to the first step of the employee's pay classification.

**Section 4. Jury Duty Leave:**

All employees shall be granted a leave of absence, with pay, when they are required to report for jury duty and shall be paid the difference between Jury Duty income (excluding travel allowance) and their regular wage.

**Section 5. Vacation:**

Employees that are regularly scheduled to work a minimum of 20 hours per week or four hours per school day and scheduled to work a year consisting of **200 or more days**, excluding holidays, earn prorated vacation benefits equivalent to ten days. Example: If an employee averages five hours a day they would earn  $5 \times 10 = 50$  hours of vacation. Use of vacation leave requires pre-approval of the administrative supervisor. Unless an unforeseen circumstance occurs, at least three (3) days advance notice will be provided to the administrative supervisor for approval.

Unused vacation must be taken within twelve months after the end of the fiscal year in which it is earned. Unused vacation in excess of the allowable carryover will be paid out at 50% of the employees' hourly wage. Accrued vacation that is unused upon resignation or retirement, will be paid out at the employee's regular rate of pay at the time of resignation or retirement.

*Note: During the first year eligible the employee accrues vacation but it is not available for use until July 1<sup>st</sup> of the following year.*

**Section 6. Unpaid Leave of Absence:**

Unpaid leave is discouraged, however, employees may request an unpaid leave of absence for necessary time away from work during the school year. This leave must be requested two weeks in advance and may be granted at the sole discretion of the employer. Unpaid leave shall not be granted until all personal/vacation days have been used.

Employees that have been granted an unpaid leave of absence, up to one year, shall not suffer a loss in seniority. The employee's seniority date shall not change. Upon return to the district, the employee's pay step shall be the same as at the time of the leave of absence. Employees shall not be granted step increases while on unpaid leave of absence.

**ARTICLE VII – SCHOOL EMERGENCIES**

In addition to student days, School Nutrition employees shall work up to two additional days which shall be considered emergency make-up hours. School Nutrition employees unable to work these two additional days shall not be eligible to use any type of leave for these two make-up days. School Nutrition employees that have worked the two additional days shall have these hours banked as "Emergency Closing Hours". These hours shall be used for emergency closings or late starts prior to utilizing any other type of leave.

In the event of an emergency day called by the superintendent (such as a snow day), employees who have reported to work or are in progress to work, may work their assigned hours. If an emergency demands evacuation, employees already at work will be paid for their assigned day. Employees who are not scheduled to work until after the dismissal time, shall not report.

For the first two emergency closing days, School Nutrition employees should utilize Emergency Closing Hours prior to utilizing any other type of leave for the emergency closing day. School Nutrition employees that did not work the additional days shall use personal, if available, or unpaid leave. For emergency closing days beyond two days, School Nutrition employees may be given the opportunity to make up the time, use emergency closing time, use personal leave, or use sick leave.

If an employee has scheduled a sick leave day prior to an emergency closing being called, sick leave shall be utilized.

If an employee cannot get to work for weather related reasons, the employee and the supervisor should confer to designate the day as a personal day.

Employees that are not required to report on a "late start" day may elect to report to the WSHS/WMS kitchen as assigned by the School Nutrition Director.

## **ARTICLE VIII – SCHOOL NON-EMERGENCY CHANGES**

The district may direct school nutrition staff not to report to work in the event of a change in the school schedule which results in a reduced need for school nutrition staff, such as a school field trip.

Employees should be given a minimum of a three working day notice in the event of a change in the school schedule which results in a reduced need for school nutrition staff.

Employees asked not to report to work under these circumstances may use personal leave.

## **ARTICLE IX – VACANCIES AND TRANSFERS**

### **Section 1. Vacancies:**

If openings in the school nutrition area occur during the year of service, those employees presently working in school nutrition will have the opportunity to apply for an opening before offering the employment to someone not presently employed in school nutrition. Jobs must be posted for one calendar week. Seniority will be considered, however, the district maintains the right to make all employment decisions.

School nutrition vacancies in the district, or new positions, shall be posted in all buildings (food serving areas) as they become known. Postings shall indicate number of hours, and name of school. During summer months, postings shall be posted for a two-week period.

**Section 2. Transfers:**

An involuntary transfer shall be made only in cases where a volunteer, satisfactory to the administration, cannot be found after the school nutrition position has been posted. An involuntary transfer shall not be made until the school nutrition worker involved with the potential transfer has been given the opportunity to discuss the transfer with the director of human resources or superintendent of schools. If said transfer results in a school nutrition worker being relocated in a building or assignment contrary to her/his desire, upon request, reasons for such a transfer shall be extended in writing.

Administration shall make every effort to ensure employees do not suffer a reduction of hours when involuntarily transferred.

**Section 3. Seniority:**

The seniority list shall be updated by Human Resources and posted in each building by October 1<sup>st</sup> of each calendar year.

Seniority for the purpose of the Agreement shall be defined as follows: Continuous service in District 861 in a school nutrition position with the date of record being the first date of employment in the district in said capacity. When two or more individuals have the same first date of employment, administration shall determine who is the most senior. Movement from one classification to another does not change the seniority date. School Nutrition employees working twenty-five hours per week or more will have seniority over those working less than twenty-five hours per week, regardless of date of hire. School Nutrition employees who have Certification, regardless of date of hire, will have seniority over those who do not have Certification.

Seniority shall terminate when an employee retires, resigns, or is discharged.

**ARTICLE X – ADDITIONAL HOURS**

**Section 1. Overtime:**

Time and one-half is to be paid for all hours worked in excess of 40 hours in any week.

**Section 2. Additional Hours:**

When additional hours are needed, the supervisor or director will consider seniority when arranging replacements and employ the most senior person that would not exceed forty hours whenever possible.

**Section 3. Extra Hours for Special Events:**

Seniority shall be considered in hiring school nutrition workers for special events with the following exceptions:

1. The school nutrition supervisor in the building of need will be the first person to work a special event in that building.
2. If an assistant cook is needed, the most senior cook in the building of need will be the next person to work. If that cook declines, the next cook in the building of need will have the opportunity to work.

3. If the school nutrition supervisor is unable to work, the employee that normally replaces the school nutrition supervisor will be the first person to work, followed by the next cook in the building of need if a second cook is needed.
4. In case of a heavy workload where extra help is needed for a particular situation, extra hours will be offered to individuals not to exceed forty hours per week and on a seniority basis within the building of need.
5. For additional help needed, seniority will be followed with the employees from the building of need.
6. Finally, seniority will be followed with the remaining employees.

Employees shall be paid time and one half for work at banquets and other special events paid for by a third party. Staff shall be advised in writing in advance if services are being billed to a third party. Double time will be paid for Sunday work.

## **ARTICLE XI – PROBATIONARY PERIOD**

Employees must serve one calendar year probationary period. The probationary period may be extended by mutual consent of the school district and the employee.

## **ARTICLE XII – LAYOFFS**

In the event it is determined that it is necessary to reduce the workforce, the administration will determine which position will be eliminated. Positions which have been reduced in hours but not completely eliminated do not apply to the provisions outlined in this section. The person in the eliminated position shall be offered the opportunity to bump the most junior person within their area of certification on the salary schedule.

If a unit member bumps into a position in which she or he would be “underemployed”, the following stipulations would apply. “Underemployed” is defined, as being in a position which is a reduction in hours equivalent to less than 80 percent of the current assignment. For example, if an employee held a position of 2.5 hours, a position of 2 hours is not considered “underemployed”, however, a position of 1.75 hours would be “underemployed”.

In the event a school nutrition employee, as a result of the bump or having a reduction in hours of current assignment, becomes “underemployed”, she or he may accept the bump to the “underemployed” position and remain immediately eligible for the first position that becomes available and for which she or he is qualified that would not be “underemployed”. Unit members facing a decision whether or not to become “underemployed” shall have one calendar week from the time they receive written notice of the pending bump to accept the new position. Failure to do so would mean that the employee gives up her/his recall rights and is terminated.

The school nutrition employee on recall would be entitled to the first open position in her/his area of certification, and would be required to return to it upon notification. Failure to do so, within one calendar week, would mean that the employee gives up her/his recall rights and is terminated. If the position constitutes “underemployment” she or he may accept the

“underemployed” position and remain immediately eligible for the first position that becomes available and for which she or he is qualified that would not be “underemployed”.

Upon returning to a district position, the employee shall be placed on the same step on the salary schedule as occupied at the time of lay off and shall be given credit on the seniority list for all years worked in a school nutrition capacity in the district prior to lay off.

School nutrition employees will remain on the recall list for a one-year period and shall be recalled based on seniority.

In the event bumping occurs, the district may reassign employees as it deems necessary.

## **ARTICLE XIII – BREAKS**

### **Section 1. Lunch:**

Eligible employees working a minimum of five hours per day shall have an unpaid thirty-minute duty free lunch. If an employee is asked to work during their lunch period, they shall be compensated for the time actually worked.

### **Section 2. Rest Periods:**

Employees who work seven or more hours per day are entitled to two (2) paid fifteen-minute rest periods. Employees who work at least four hours but less than seven hours per day are entitled to one (1) paid fifteen-minute rest period. Rest periods shall not exceed fifteen (15) minutes, including the time required to get to and from a rest period area.

1. If the level of work activity necessitates an employee missing a rest period on occasion, the employee is not owed that time off.
2. Rest Periods may not be used to extend unpaid lunch periods or to leave early at the end of the day.

## **ARTICLE XIV – MISCELLANEOUS**

### **Section 1. Electronic Deposit:**

Each employee’s pay shall be deposited electronically in any Automatic Clearing House (ACH) bank in the United States of America. The electronic data shall be taken to the financial institution for processing two business days before each pay day. Each employee shall furnish to the School District the following information:

1. Bank routing number
2. Bank account number for employee
3. Type of account (savings, checking)

Electronic deposit will be the only method used to pay employees. Upon written request, a paper payroll remittance advice will be generated each pay day for each employee listing the same items normally listed on a payroll check stub.

Employees shall be paid twice monthly, based on the number of hours worked and time submitted in the preceding payroll period. As an example, hours worked from September 1<sup>st</sup> until September 15<sup>th</sup> shall be paid at the end of the month.

Employees that are scheduled to work five or more hours per day may elect to have their annual salary paid over 24 checks by submitting a written request to the payroll office by August 1<sup>st</sup>. This election shall remain in effect until further notice is received.

**Section 2. SNA Certification Program/Incentive Program:**

The Incentive Policy will end effective January 1, 2009. Employee wages have been adjusted to reflect the incentive credits earned.

School Nutrition employees who are certified at Level I, II or III under the SNA Certification Program and are a member of SNA shall move pay lanes as indicated in the 2015-2016 school year schedule. The employee must continue certification requirements and prove certification.

**Section 3. Pay Equity:**

The district shall have the right to adjust individual wages upward to meet requirements of pay equity legislation.

**Section 4. Initial Step Placement:**

The district shall place new employees at the step deemed appropriate and in the best interest of the district.

**Section 5. Step Increase:**

School Nutrition employees shall be raised to the next step on July 1 of each year unless otherwise indicated by school board action. A minimum of one year is required for step movement except that employees in their first year of employment may be eligible to advance to the next step if they have served a minimum of three months by July 1<sup>st</sup>. No step increases shall be granted beyond June 30, 2022, unless authorized by the school board.

**Section 6. Staff Development:**

**Sanitation Course:** All school nutrition employees shall be required to take a course in sanitation. New employees shall complete the course within one year of employment and shall be paid at their regular rate of pay for time in attendance at this course.

School nutrition employees shall be eligible to be paid for up to fourteen additional staff development hours per year for courses leading to certification. Pre-approval must be obtained from the Director of School Nutrition.

**Section 7. Uniform Allowance:**

Uniform and shoe allowance is to be paid to each employee upon presentation of proof of purchase for all employees. The annual uniform and shoe allowance will be \$125. Receipt to be furnished to verify purchase. Probationary employees shall not be eligible to receive uniform allowance until such time as they have satisfactorily completed their probationary period.

**APPENDIX A – SALARY SCHEDULE**

**2021 – 2021 School Year**

<b>Step</b>	<b>A-1-1</b>	<b>A-1-2</b>	<b>A-1-3</b>
16	\$ 17.87	\$ 19.80	\$ 20.28

<b>Step</b>	<b>Cook/Server without Certification</b>	<b>Cook/Server with Level I or Level II Certification</b>	<b>Cook/Server with Level III Certification</b>	<b>Assistant Manager</b>
7	\$ 12.24	\$ 12.92	\$ 13.57	\$ 17.50
8	\$ 12.71	\$ 13.36	\$ 14.04	\$ 18.06
9	\$ 13.03	\$ 13.72	\$ 14.37	\$ 18.55
10	\$ 13.32	\$ 14.00	\$ 14.66	\$ 19.03
11	\$ 13.70	\$ 14.35	\$ 15.02	\$ 19.53
12	\$ 14.49	\$ 15.15	\$ 15.83	\$ 20.27
13	\$ 14.81	\$ 15.46	\$ 16.14	\$ 20.77
14	\$ 15.40	\$ 16.07	\$ 16.83	\$ 21.44
15	\$ 16.07	\$ 16.75	\$ 17.49	\$ 22.20
16			\$ 18.13	\$ 22.92
17			\$ 18.34	\$ 23.17

Date Approved by the School Board: May 5, 2011