

PENNRIDGE SCHOOL DISTRICT
NUTRITIONAL SERVICES EMPLOYEES
COMPENSATION AND BENEFITS PLAN

July 1, 2025 – June 30, 2030



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PENNRIDGE SCHOOL DISTRICT

NUTRITIONAL SERVICES EMPLOYEES

Compensation And Benefits Plan

57 The Board of School Directors (“Board”) of the Pennridge School District (“District”), pursuant to
58 applicable provisions of the Pennsylvania School Code and after consultation with affected employees,
59 hereby adopts the following Compensation and Benefits Plan (“Plan”) for the District’s Nutritional Services
60 Employees, effective July 1, 2025 through June 30, 2030, unless modified by the Board of School Directors
61

62 **I. Employees Covered**

63 This Plan applies to Nutritional Services Employees of the District classified as *Cafeteria Workers*,
64 *Specialists* (cooks and bakers), and *Managers* (together with such other categories or workers as
65 the District may hereafter classify as “Employees”).
66

67 **II. Hours of Work**

68 The Board of School Directors sets the school year for students. The number and length of working
69 days for Nutritional Services employees shall be established by the Director of Nutritional Services
70 and approved by the School Board.
71

72 A. **Full-time** Nutritional Services Employees:

- 73 1. At least 6 hours per day including one thirty (30) minute break.
74

75 B. **Part-Time** Nutritional Services Employees:

- 76 1. As assigned, and not included under A,
77 a) 4.25 hours to 5.75 hours including one fifteen (15) minute break.
78 b) Less than 4.0 hours, with zero (0) breaks.
79

80 C. **Work Year:** July 1 through June 30

- 81 1. Non-exempt employees are required to attend (2) half days of in-service training or (1)
82 full day of in-service prior to the beginning of the student school year. Back-to-school
83 in-service programs will be announced by the Director.
84
85 2. Employees will be notified by the manager if they are needed to work prior to or at the
86 end of the school year for the purpose of set-up or break down of the kitchen.
87
88 3. Nutritional Services hourly employees who are employed for the entire school year will
89 be offered a minimum of 180 work days per school year.
90

91 D. **Summer Hours:** To be paid regular wages on an as needed basis.
92

93 **III. Wages**

94 A. **Level I –Nutritional Services Worker**
95

To be eligible for a raise, a Nutritional Services Worker must be hired by November 30 of the prior school year. Anyone hired after November 30 will remain at the starting rate (\$16.00) for the next school year. The following salary schedule will be in place beginning July 1, 2025:

STARTING HOURLY WAGE - \$ 16.00

Nutritional Services Workers will receive a 2.5% increase to their current wage as of July 1, 2025, and each school year thereafter for the duration of the Plan.

Nutritional Services Substitutes will be paid \$15.00 per hour.

B. Level II – Specialists (Lead Cook/Cook)

Specialists are required to hold a current Food Safety certificate from an approved Food Safety course (i.e. ServSafe®).

STARTING HOURLY WAGE – Cook - \$ 18.00

Nutritional Services Cook will receive a 2.5% increase to their current wage as of July 1, 2025, and each school year thereafter for the duration of the Plan.

STARTING HOURLY WAGE - Lead Cook – HS - \$0

Nutritional Services Lead Cook HS will receive a 2.5% increase to their current wage, and each school year thereafter for the duration of the Plan. Effective July 1, 2025, the Lead Cook position is eliminated. The employee holding the position of Lead Cook-HS at the effective time of this agreement will be grandfathered into this position until that person vacates the position and will receive raises in accordance with this agreement.

C. Level III - Managers

Managers are required to hold a current Food Safety certificate from an approved Food Safety course (i.e. ServSafe®).

ANNUAL SALARY

Manager Level	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Elementary	\$35,913	\$36,811	\$37,731	\$38,674	\$39,733
Middle School	\$38,455	\$39,416	\$40,402	\$41,412	\$42,447
High School	\$47,324	\$48,507	\$49,720	\$50,963	\$52,237

1. **Manager Work Year** - The work year for the manager will be number of student days plus five days. Managers will receive an annual work calendar, prior to the start of the current school year, indicating the scheduled workdays per year.
2. **Pay Schedule** – Nutritional Services Managers can choose between 22 or 26 equal pays. If district changes the number of pay periods, this option will adjust accordingly.

D. Wages for Additional Services

1. **Coverage for Specialists (Lead Cook/Cook)** - A Nutritional Services Worker requested to fill-in and perform some or all duties of a Level II Specialist (Cook/Baker) will receive his/her base rate of pay plus an additional \$2.00 per hour for all hours worked in this capacity beginning with the first day of the Level II Specialists (Cook/Baker) absence.

141 The rate will remain in effect until the Specialist returns or is replaced. The Nutritional
142 Services Worker assigned to fill-in for the Specialist at an extracurricular event will
143 receive the Specialists' rate of pay.

- 144
- 145 2. **Coverage for Manager** - A Level I Nutritional Services Worker or Level II Specialist
146 (Cook) requested to fill-in and perform some or all duties of a Manager will receive
147 his/her base rate of pay plus an additional \$2.00 per hour for all hours worked in this
148 temporary capacity beginning with the first day of the Manager absence. The rate will
149 remain in effect until the Manager returns or is replaced.
- 150
- 151 3. **Manager Trainee** - The Director of Nutritional Services will determine the placement of
152 the employee assigned as a Manager Trainee. A Manager Trainee must hold a current
153 Food Safety Certificate from an approved course (i.e. ServSafe®). The placement shall
154 not exceed a period of six months. The adjusted rate of pay will be for the Manager
155 Trainee period, only and will be an additional \$2.00 per hour added to their current
156 rate.
- 157
- 158 4. **Substitute Referral Incentive** – Any employee who refers a substitute to the Nutritional
159 Services Department who is hired and stays on the substitute list for six months or is
160 hired to a permanent position, will receive a \$25 stipend (per qualifying referral). There
161 is no limit to the number of substitutes an employee can refer.
- 162
- 163 5. **Overtime Pay** - Any non-exempt employee working overtime (more than 40-hours in a
164 week) will be compensated at time and one-half of his/her regular hourly rate of pay
165 with the approval of the Director of Nutritional Services. Sick and personal time utilized
166 during the week, when hours go beyond the normal worked schedule are not included
167 when determining overtime.
- 168
- 169 6. **Special Function Pay** – Non-exempt employees who work special events (i.e.,
170 banquets), beyond the normal school day, will be compensated at the normal rate of
171 pay rate plus \$2.00 per hour, up until the time where overtime pay regulations go into
172 effect.

173

174 Managers who work special functions will receive \$2.00 extra per hour for time worked
175 outside of their regular work day.

- 176
- 177 7. **Substitute Incentive:** Any substitute who works 100 days in the school calendar year
178 will receive a one-time stipend of \$200 in their last paycheck of the school year.

179

180 **IV. Certifications** – Level I non-exempt Nutritional Services employees are encouraged to complete
181 certification credentials as required by the **National Restaurant Association ServSafe® Sanitation**
182 **Certificate**.

183

184 **Level II and Level III employees are required to hold a valid ServSafe® Sanitation Certificate and**
185 **the Bucks County Department of Health Sanitation Certificate.** The Bucks County Department of
186 Health Sanitation Certificate fee, when required, will be paid by the Nutritional Services
187 Department.

189 A. Any Level I Nutritional Services employee who holds a current certificate and presents the
190 required certification to the Director of Nutritional Services will have an additional thirty-
191 five cents (\$.35) added to his/her hourly rate.

192
193 **V. Time Records** – Non-exempt employees will adhere to the approved District timekeeping system.
194 Time records will be monitored by the manager and the Director of Nutritional Services. The Board
195 of School Directors governs the payday schedule.

196
197 Buddy punching (clocking in or out for a co-worker) is a serious offense and will result in disciplinary
198 action.

199
200 **VI. Absences** - All leave will be calculated hourly, based on the average daily hours worked on an
201 annual basis.

202
203 A. **Illness** - All Nutritional Services employees except Managers are entitled annually to the
204 equivalent of four (4) days of paid sick leave to be used when they are prevented by illness
205 or accidental injury from performing their duties. Managers are entitled annually to the
206 equivalent of nine (9) days of paid sick leave to be used when they are prevented by illness
207 or accidental injury from performing their duties. The allotted hours are prorated for those
208 employees who start after October 31. Any unused sick hours shall be cumulative from
209 year to year. The District, pursuant to the Public School Code of 1949, retains the right to
210 request and receive medical verification of the use of any paid sick leave.

211
212 Nutritional Services employees who are absent for five (5) or more consecutive days as a
213 result of illness or accidental injury must produce, upon their return to work, a note from
214 a medical doctor verifying the illness or accidental injury.

215
216 Eligibility for sick leave shall be earned upon satisfactory completion of the probationary
217 period. The accumulation of sick leave shall begin with the first day of work following the
218 90-day probationary period. The employee should enter the request into the time clock
219 system for administrative approval.

220
221 B. **Bereavement** - Whenever a Nutritional Service part-time or full-time employee is absent
222 from duty because of the death of an immediate family member, there shall be no
223 deduction in pay for an absence of up to three (3) school days. Members of the immediate
224 family shall be defined as the employee’s parent, sibling, spouse, child, parent-in-law, near
225 relative who resides in the same household, or any person with whom the employee has
226 made his/her home.

227
228 Whenever a part-time or full-time employee is absent from duty because of the death of a
229 near relative, there shall be no deduction in pay for the day of the funeral. A near relative
230 shall be defined as the employee’s grandparent, grandchild, aunt, uncle, brother-in-law,
231 sister-in-law, niece, nephew or first cousin. The employee should enter the request into
232 the time clock system for administrative approval.

233
234 C. **Jury Duty** - If a Nutritional Services employee is called for jury duty, it will be the employee’s
235 responsibility to receive a statement from a court official as to the per diem rate paid for
236 the time served. The District will pay the difference between the jury pay and the normal

237 per diem rate of the employee as per School Board Policy 542. The employee should enter
238 the request into the time clock system for administrative approval.

- 239
240 D. **Emergency/Personal Leave** - The basic purpose of this provision is to accommodate a leave
241 of absence without loss of pay for personal obligations, which cannot be scheduled for
242 other than a school day. The equivalent hours of two (2) such days, based on the average
243 daily hours worked on an annual basis, is permitted in each school year upon the approval
244 of the Director of Nutritional Services and the Director of Human Resources.

245
246 Leave should be requested at least three (3) weeks in advance except when the nature of
247 the request precludes the employee from providing such notice. Under those
248 circumstances, notice must be provided as much in advance as possible. The employee
249 should enter the request into the time clock system for administrative approval.

250
251 An emergency/personal leave day may not be taken either before or after a day of unpaid
252 leave.

253
254 An unused emergency/personal day is not accumulated from one year to the next year.
255 Two (2) emergency/personal leave days may be converted to an accumulated sick leave
256 day if not used in the current school year and will be converted on July 1 of the following
257 year into two (2) sick days.

- 258
259 E. **Unpaid Leave** - Although the District does not encourage requests for unpaid leave, as it is
260 important to the educational program that all Nutritional Services employees be available
261 during the school year, it is acknowledged that circumstances may necessitate the granting
262 of such requests, including, but not limited to, those situations where an employee has
263 utilized all available sick leave and emergency/personal leave. The Director of Nutritional
264 Services must approve all requests for unpaid leave in advance. The granting of unpaid
265 leave is in accordance with District policy upon the recommendation of the Superintendent
266 and the approval of the Board of School Directors. The employee must respond in writing
267 of their intentions within two weeks of the scheduled return date.

- 268
269 F. **Childrearing Leave** - A Nutritional Services employee or spouse who is expecting the birth
270 or adoption of an infant who the employee contemplates will reside in her/his household
271 and who wishes to continue employment following a period of absence taken for the
272 period of rearing the child, shall be granted a childrearing leave of absence without pay.
273 There will be no loss of prior accrued sick leave or seniority.

274
275 Only one (1) childrearing leave may be taken for each pregnancy, or adoption. In the case
276 of a multiple birth or the adoption of multiple children, there shall be only one (1)
277 childrearing leave. The employee shall give 60-calendar day's written notice to commence
278 the childrearing leave and shall state therein the intended duration of the leave. The
279 employee may be eligible for up to one (1) year of leave from the effective date of said
280 childrearing leave; said employee shall request such change in writing at least 60 calendar
281 days prior to the time she/he wishes to return. The Board shall have the option of accepting
282 or rejecting such requested changes. Should the employee wish to return at the beginning
283 of a school term, written request to do so must be received prior to May. The employee

284 shall return to his/her former position if it still exists or a comparable position if the former
285 position no longer exists.

286
287 In the event of the premature termination of the pregnancy or the death of a child, an
288 employee may request cancellation of the leave by giving a notice of 60 calendar days.

289
290 The Board shall have the option of accepting less than 60 calendar days notice if
291 replacement of said employee has not been secured by the time of notification.

292
293 **VII. Life Insurance**

294 The Nutritional Services Department shall pay the premium for life insurance coverage in the
295 amount of \$50,000 for each Manager subject to the completion of a ninety (60)-day probationary
296 period for new employees. Such insurance shall allow for the continuation of benefits at the
297 employee's expense after leaving the District. Within thirty-one (31) days following termination
298 of employment, the employee may convert all or part of his/her group life insurance at their own
299 expense.

300
301 **VIII. Probationary Periods for New Employees**

302 A. All new Nutritional Services employees are subject to a probationary period of sixty (60)
303 calendar days. Calendar days are calculated within the school year (September-June). A
304 30- and 60-day evaluation will be completed by the immediate Supervisor and placed in
305 the employee personnel file with the Director of Nutritional Service and Human Resources.

306
307 B. Except as specifically provided herein, no benefits under this Plan shall be available to a
308 new employee during his/her probationary period, and termination of employment can
309 occur during such period for any reason at the complete and sole discretion of the
310 Pennridge School District.

311
312 **IX. Transfer and Promotional Procedures**

313 Position openings for Nutritional Services personnel within the District shall be listed by job
314 description and will be posted in all school buildings. Current employees will be considered for
315 position openings before substitutes. External candidates will be considered only after
316 consideration has been given to current Nutritional Services employees and substitutes. If a
317 current Nutritional Services employee is transferred to another position, he/she will be subject to
318 the following probationary period for the purpose of job performance but will receive the rate of
319 pay listed for the position:

- 320
321 Building Change -- sixty (60) calendar days
322 Cook or Baker Position -- sixty (60) calendar days
323 Manager Position -- sixty (60) calendar days

324
325 As a Nutritional Services employee of the Nutritional Services Department, an individual is
326 considered an employee of the Pennridge School District and not of a particular school. The
327 Nutritional Services Department reserves the right to transfer any employee to another school
328 based on the needs of the Department and the District.

329
330
331

332 **X. Job Evaluations**

333 Nutritional Services employees will receive one performance evaluation per year on the evaluation
334 form for support staff approved by District Administration. Three copies will be made of the signed
335 form to be placed in the Managers, Nutritional Services, and Human Resources offices. Employees
336 receiving an unsatisfactory rating will be given thirty (30) calendar days to satisfactorily implement
337 the improvement plan. A third evaluation form will be completed. If a satisfactory rating is
338 achieved, further action will not be taken. If an unsatisfactory rating is maintained, the employee
339 will be recommended for termination.

340
341 **XI. Uniform Allowance**

342 Uniform Shirts are the property of the School District and should not be altered in any way. If they
343 are, the employee will be charged \$5.00 to replace the uniform shirt. We are to uphold a
344 professional standard and uniforms should reflect that during scheduled shifts. Uniform Shirts will
345 be provided for employees. Permanent employees will receive 5 shirts; substitute employees will
346 receive 2 shirts. Reimbursement for shoes, pants, and hair nets is as follows: Permanent
347 employees working 5 or more hours per day will be reimbursed up to \$62.50. Permanent
348 employees working less than 5 hours will be reimbursed up to \$50. Permanent employees hired
349 between January 1 and April 1, will be reimbursed up to \$20.

350
351 Reimbursement will be paid to new employees, excluding substitutes, upon satisfactory
352 completion of the ninety (90) calendar day probationary period. Permanent employees are
353 required to submit his/her receipts for pants, shoes, and hairnets. Receipts for any other clothing
354 **will not** be accepted. Reimbursement will be in the amount of acceptable receipts as determined
355 by the Director of Nutritional Services. Receipts must be received in the Nutritional Services Office
356 by the first Friday in May.

357
358 All employees must be uniformly attired including hair restraints as per the current PA Food Code,
359 Bucks County Food Code and the *Pennridge School District Nutritional Services Dress Code*. This
360 includes all regular duty and extra-curricular activities. The Dress Code is posted in each school
361 cafeteria and available upon request from the Nutritional Services office.

362
363 **XII. Worker's Compensation**

364 The Board provides Worker's Compensation to its employees. The District has an approved written
365 procedure for reporting accidents or injuries that occur while at work. The District maintains an
366 approved list of physicians that must be used for Worker's Compensation. The approved written
367 procedures must be followed. If these procedures are not followed, the District will not be held
368 responsible for any outstanding liability. The list of approved written reporting procedures, as well
369 as, the list of approved physicians are available in the workers compensation materials posted on
370 the Human Resources pages of the District Website.

371
372 **XIII. Staff Development/Certification Reimbursement**

373 The District recognizes the importance of training for all employees in the Nutritional Services
374 Department. Staff development programs will be offered when available and appropriate. Non-
375 exempt employees will utilize the District timekeeping system when attending training programs.
376 Costs associated with mandatory training will be paid by the District.

377
378 Reimbursement for training leading to the National Restaurant Association ServSafe® Sanitation
379 certificate will be made for employees working in a permanent, position. Reimbursement for re-

380 certification will be made after the aforementioned certificate is presented to the Nutritional
381 Services Office and the Human Resources Department.

382
383 **XIV. Retirement**

384 Upon the retirement of a Nutritional Services employee who works a minimum of three (3) hours
385 per day (500 hours per year) with a minimum of six (6) consecutive years of service in the District,
386 the District shall make a retirement payment in accordance with the following provisions:
387

- 388 A. The Nutritional Services employee must submit written notice of his/her intention to retire
389 to the District Superintendent on or before ninety (90) days of the intended date of
390 retirement. Notice received after the above specified time may constitute just cause for the
391 payment to be denied.
392
- 393 B. The Nutritional Services employee must be applying for and eligible to receive either
394 superannuation, disability, or special early retirement from the Pennsylvania School
395 Employee Retirement System ("PSERS") based on the regulations promulgated by PSERS at
396 the time that he/she intends to retire.
397
- 398 C. A full-time retiree who has met the requirements in (B) above and has been enrolled in one
399 of the District's medical plans for at least three- (3) years prior to retirement and who is not
400 eligible for Medicare shall be permitted to purchase the prevailing Insurance coverage at
401 the District's established group rate.
402
- 403 D. The payment referred to herein shall be as follows:
404

405 **For employees who work 1,000 hours or more per year:**

- 406 1. \$115.00 per year of service, not to exceed \$3,450.

407 Or

- 408 2. \$45 per day of accumulated sick time.
409

410 **For employees who work 500 to 999 hours per year:**

- 411 1. \$75.00 per year of service, not to exceed \$2,250.

412 Or

- 413 2. \$40 per day of accumulated sick time.
414

415 **XV. Separation**

416 Any employee intending to resign is expected to give a minimum of two (2) weeks notice in writing
417 to the Director of Nutritional Services who will then forward it to the Director of Human Resources
418 for action by the Board of School Directors.
419

- 420 A. **Resignation** – Should an employee give adequate written notice, his/her file shall reflect
421 the designation "Resigned."
422
- 423 B. **Quit, Insufficient Notice** – Should an employee fail to give adequate written notice, his/her
424 file shall reflect the designation "Quit, Insufficient Notice."
425
- 426 C. **Abandonment of employment**- Should an employee fail to contact the Nutritional Services
427 Manager or Director regarding their employment after a leave of absence or absent from

work for two (2) consecutive days without notifying his/her supervisor during this time, the district will note "abandonment of employment" and his/her file shall reflect such a designation.

XVI. Group Insurance Benefits

The District offers each employee meeting the noted eligibility requirements participation in the following group insurance plans: **Hospitalization/Major Medical, Prescription, Vision, and Dental Coverage**, consistent with that provided pursuant to the Collective Bargaining Agreement between the Board of School Directors and the Pennridge Education Association, including with respect to the employee's responsibility for deductibles and co-pays thereunder. Premium shares will be calculated pursuant to Article XVIII below.

XVII. Eligibility for Group Insurance Benefits Participation

A. Nutritional Services employees scheduled to work seven and one-half (7.5) or more hours a day, are eligible for: **Hospitalization/Major Medical, Prescription, Vision, and Dental Coverage** plans as specified in Section B below. Nutritional Services employees scheduled to work less than seven and one-half (7.5) hours per day but who work one hundred thirty (130) hour or more per month are eligible for: Hospitalization/Major Medical, Prescription, Vision, and Dental Coverage plans as specified in Section B below. The Board will determine the applicable monthly premium for all such selected coverage.

B. Nutritional Services Employees scheduled to work seven and one-half (7.5) hours per day or longer are eligible for coverage, either individual, employee and spouse, or family with the Nutritional Services Department contributing 90% of the monthly premium cost and the employee contributing 10% of the monthly premium cost. Nutritional Services Employees scheduled to work less than seven and one-half (7.5) hours per day but who work one hundred thirty (130) hours or more per month (as calculated pursuant to the Affordable Care Act's look back methodology) are eligible for single coverage with the Nutritional Services Department contributing 90% of the monthly premium cost and the employee contributing 10% of the monthly premium cost, provided however, that employees in this category shall be responsible for the entirety of the additional cost for spouse or family coverage, should they select it.

C. **Insurance coverage during leave:** Nutritional Services employees granted an authorized Board-approved leave will be allowed to remain members of all District Health and Insurance plans in accordance with current COBRA guidelines.

XVIII. Representation

A. The representative of the District in the implementation of this Plan shall be the Superintendent or his/her designee.

XIX. Term


A. As indicated above, this Plan shall take effect on July 1, 2025 and shall remain in effect until June 30, 2030 unless modified by the Board of School Directors, provided however, it is the intent of the Board to continue unchanged.

B. This Plan is not an exclusive statement of District policies, rules, regulations, or laws affecting employees or the terms and conditions of their employment.

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APPROVED by the **Board of School Directors** of the **Pennridge School District** on June 16, 2025.

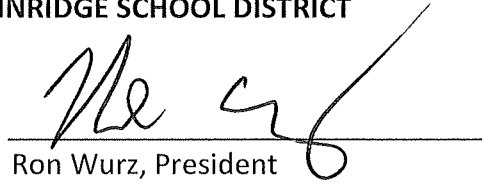
Attest:



Nancy Chenoweth, Secretary
Board of School Directors

PENNRIDGE SCHOOL DISTRICT

By:



Ron Wurz, President
Board of School Directors

The Pennridge School District is an equal opportunity education institution and will not discriminate on the basis of age, race, color, national origin, religion, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and the Americans With Disabilities Act.

For information regarding civil rights or grievance procedures, contact Director of Human Resources, Title IX and ADA Coordinator, District Education Center, 1506 North Fifth Street, Perkasie, PA 18944. Telephone Number: (215) 453-2715.

The Federal Drug-Free Workplace Act requires that the workplace be free of the illegal use of drugs. No one is allowed to use, make, sell, distribute, or have in his/her possession any illegal drugs. Any violation of this Act will lead to severe disciplinary action, including dismissal.

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