

**NORTHFIELD PUBLIC SCHOOLS**

**POLICY DOCUMENT**

**COVERING**

**WAGES, WORKING CONDITIONS AND FRINGE BENEFITS**

**OF**

**CHILD NUTRITION EMPLOYEES**

**Policy Extends from**  
**July 1, 2016 through June 30, 2018**

**Approved by Board of Education June 13, 2016**

## **ARTICLE I EMPLOYMENT**

### **Section 1.01 – Introduction**

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the teacher Continuing Contract Law or the Veterans’ Preference Act, granting the administrator employment rights.

### **Section 1.02 – Basic Services**

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Department of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

### **Section 1.03 – Policy**

This policy is in effect from July 1, 2016 through June 30, 2018. In the event a successor policy is not approved prior to the expiration of this Policy, the employee shall be compensated according to his/her current rate until a successor policy is approved by the Board of Education.

### **Section 1.04 – Entry Level Probationary Period**

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

### **Section 1.05 - Resignations**

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

## **Section 1.06 – Required Certification**

All Child Nutrition employees must be certified by one of the following entities and keep their certification current:

- Servsafe at [www.servsafe.com](http://www.servsafe.com)
- Safe food training (SFT) at [www.safefoodtraining.com](http://www.safefoodtraining.com)
- Learn to serve at [www.learn2serve.com](http://www.learn2serve.com)

New employees that do not already have the certification must successfully complete one of the above certifications prior to the end of their six-month probationary period.

## **ARTICLE II RATES OF PAY AND OTHER COMPENSATION**

### **Section 2.01 - Wages**

<u>Job Classification</u>	<u>2016-17 Hourly Rate</u>	<u>2017-18 Hourly Rate</u>
Child Nutrition Manager II - H.S. or M.S.	\$20.48	\$21.04
Child Nutrition Manager I - Elementary	\$20.15	\$20.71
Child Nutrition Associate III	\$18.95	\$19.51
Child Nutrition Associate II	\$17.27	\$17.83
Child Nutrition Associate I	\$16.27	\$16.83
Summer Child Nutrition Lead	\$19.40	\$19.40
Summer Child Nutrition Associate	\$16.52	\$16.52
Student Child Nutrition Associate	\$9.50*	\$9.50*

\* Pay for this position aligned with Minnesota minimum wage rates.

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

### **Section 2.02 - Training Stipend**

An hourly stipend of \$0.65 per hour for the 2016-17 school year and \$.75 per hour for the 2017-18 school year for individuals who have completed Level I of the School Nutrition Association Certification will be added to the hourly rates of pay for Child Nutrition Employees. Certification shall be provided to the Human Resources Office no later than September 1 to receive the stipend.

### **Section 2.03 - Long-Term Substitutes**

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

#### **Section 2.04 - Former Child Nutrition Employees Who Substitute**

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

#### **Section 2.05 - Rate of Pay for Regular Employees Who Substitute in a Position of Higher Classification:**

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

#### **Section 2.06 - Uniform Allowance**

\$300 per year for all employees to be paid with their first paycheck of the contract year. The employee must purchase one (1) pair of work shoes that are slip-resistant on an annual basis. The remainder of the stipend is to be used to purchase either black, navy or khaki pants and the approved district uniform shirt(s) or sweatshirt, in navy, black or maroon with the District logo. It is required that all Child Nutrition employees purchase new clothing each school year using the allowed allowance. The district office will coordinate the orders for shirts at the beginning of the school year. Each employee will be responsible for purchasing the approved pants.

#### **Section 2.07 – Lunch**

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

### **HOURS OF WORK, BREAKS, OVERTIME, AND HOLIDAYS**

#### **Section 2.08 – Work Day**

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

#### **Section 2.09 – Work Year**

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

## **2.10 - School Closing**

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

## **Section 2.11 - Paid Breaks**

Child Nutrition employees shall be allowed a 15-minute paid break for each three and one half (3½) hours segment of actual work time. The chart below shows the number of paid breaks based on hours worked.

<u>Hours Worked</u>	<u>Breaks</u>
Less than 3.5	0
3.5-6.99	1
7-8	2

These breaks shall be taken at a time when the least possible disruption in service results and as scheduled by the Kitchen Manager.

## **Section 2.12 – Overtime**

Employees shall be paid at time and one-half of the base hourly rate for hours worked in excess of 40 in any one work week. Vacation time, sick time, or other leave time will not be used to calculate hours worked in any work week. The time and one-half rate shall also apply to services rendered for special functions after 4:00 p.m. or on weekends. The scheduling of overtime for employees shall be approved in advance by the Child Nutrition Director and Kitchen Manager.

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

## **Section 2.13 - Holidays with Pay**

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

## **Section 2.14 - Professional Development**

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

## **ARTICLE III LEAVES**

### **Section 3.01 - Sick Leave**

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

#### Employees Working 15 to 19.99 Hours Per Week:

Two (2) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are noncumulative from one year to the next.

#### Employees Working 20 Hours Per Week or More:

Ten (10) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are cumulative to 120 days.

### **Section 3.02 - School Conference and Activities Leave**

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to two prorated days of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

### **Section 3.03 - Bereavement Leave**

#### Employees Working 15 to 19.99 Hours Per Week:

Up to two (2) days per year may be used in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of a death of family members or friends.

#### Employees Working 20 Hours Per Week or More:

Up to ten (10) days per year of leave with pay in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of death of family members or friends.

### **Section 3.04 Personal Leave**

#### Employees Working 15 to 19.99 Hours Per Week:

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

#### Employees Working 20 Hours Per Week or More:

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

Requests for personal leave must be made via the District's substitute/leave system at least three (3) working days in advance, except for emergencies. Recommendations for leave approval from the Kitchen Manager are subject to final approval by the Child Nutrition Director.

#### **Section 3.05 - Leave of Absence Without Pay**

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

#### **Section 3.06 – Judicial Duty**

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the Director of Child Nutrition is required to permit the scheduling of a substitute. An employee is also required to notify the Director of Child Nutrition or Kitchen Manager immediately upon being excused from judicial duty.

### **ARTICLE IV GROUP INSURANCE**

#### **Section 4.01 – Eligibility**

##### Employees Working Less than 20 Hours Per Week:

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

##### Employees Working 20 Hours Per Week or More:

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

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

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

#### Section 4.02 - Health and Hospitalization Insurance

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

##### 2016-18 Health Insurance District Contribution

	30-40 hrs/wk <u>1.0 factor</u>	25 < 30 hrs/wk <u>.6 factor</u>	20 < 25 hrs/wk <u>.5 factor</u>
<u>SINGLE</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
<u>FAMILY</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement

#### Section 4.03 - Dental Insurance

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

##### 2016-18 Dental Insurance District Contribution

	30-40 hrs/wk <u>1.0 factor</u>	25 < 30 hrs/wk <u>.6 factor</u>	20 < 25 hrs/wk <u>.5 factor</u>
<u>SINGLE</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
<u>FAMILY</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement

#### Section 4.04 - Life Insurance

The employer will contribute up to \$5.50 per month for group term life insurance coverage in the amount of \$35,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

#### Section 4.05 - Income Protection

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

#### Section 4.06 – Retirement



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

## **ARTICLE V LONGEVITY**

### **Section 5.01 - Longevity Appreciation**

Employees working 20 hours/week or more Longevity Appreciation:

#### **2016-18**

After 5 years:	\$650/yr	After 15 years:	\$850/yr
After 10 years:	\$750/yr	After 20 years:	\$1,050/yr

Employees working less than 20 hours/week Longevity Appreciation:

After 5 years:      \$300/yr

### **Section 5.02 - Longevity Pay Schedule**

The longevity amounts are on an annual basis and are to be paid in addition to the basic salary. Longevity increments will be divided equally over the total number of pay periods during the fiscal year, beginning with the first paycheck of each school year. All longevity pay will be based on the latest hiring date in cases of broken service.

## **ARTICLE VI RETIREMENT**

### **Section 6.01 – 403(b) Matching Plan**

Each year by October 1, eligible employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$1,700 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.