



# **SOUTHERN LEHIGH SCHOOL DISTRICT**

5775 Main Street  
Center Valley, Pennsylvania 18034

## **WAGE & BENEFIT POLICY FOR CAFETERIA EMPLOYEES**

~~2013~~2016-20162019

# CAFETERIA EMPLOYEES WAGE & BENEFIT POLICY

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# CAFETERIA EMPLOYEES WAGE & BENEFIT POLICY

## I. DURATION OF POLICY

This Policy shall become effective July 1, 2013-2016 and remain in full force and effect through June 30, 20162019.

## II. COVERED CLASSIFICATIONS

The classifications covered by this policy are:

Lead Cafeteria Worker

-Assistant Lead Cafeteria Worker

-Cafeteria Worker, and

Substitute Cafeteria Worker.

Cafeteria employees in all categories are limited to a maximum of 29 hours per week.

## III. HOURS OF WORK

The work week for all cafeteria employees will begin at 12:00 am Sunday and end at 11:59 pm Saturday.

Cafeteria employees shall work the hours designated by the Coordinator of Food Services, or designee, according to the needs of the individual cafeterias.

The work year and assigned hours shall be determined by the Coordinator of Food Services or designee

### a. Overtime

For evening and weekend work, the hourly wage will be increased by 50% for regular employees.

### b. Call-In Pay/Early Dismissal/School Closing

When a regular Cafeteria employee is required to work as a result of an emergency call in, he or she shall be paid for a minimum of two (2) hours at one and one-half (1-1/2) times the employee's hourly rate.

When a regular Cafeteria employee is prevented from working his/her normal number of hours after reporting to work due to either of the following two circumstances:

- 1) If, during inclement weather, the District's "late start" is changed to a "school closing" after the employee has begun work and the employee is released from work prior to working two (2) hours or more.

- 2) If an unscheduled early school dismissal is necessitated due to inclement weather before the employee has worked at least two (2) hours

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of his/her normal hours.

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then, the employee shall be paid for a minimum of two (2) hours at his/her normal rate of pay.

### **c. Breaks**

Employees who work four (4) or more hours consecutively shall receive one (1) fifteen (15) minute break.

### **d. Hours Limitation**

At no time will any employee included as a party to this Policy be allowed to work another District position such that the total of hours per week worked for the District exceeds 29 per week, unless expressly approved in advance by the Superintendent.

## **IV. COMPLAINT PROCEDURE**

Recognizing that reconciliation and disposition of complaints is in the best interests of the school children and the general public whom both employer and employees serve, all complaints which may arise out of the interpretation of the provisions of this policy shall be resolved as expeditiously as possible in accordance with the following procedure.

**Step 1.** Any employee initiating a complaint shall present the complaint to his/her Supervisor within ten (10) working days after the alleged occurrence. The Supervisor shall provide the employee with an answer within ten (10) working days.

**Step 2.** If the employee is not satisfied, he/she may present the complaint in writing to the Coordinator of Food Services within ten (10) working days after the initial answer. The Coordinator of Food Services shall reply in writing to the employee with respect to the complaint within ten (10) workdays after receipt.

**Step 3.** If the complaint is not resolved to the satisfaction of the employee by Step 2, the complaint may be referred to the Superintendent or to his/her designated representative within ten (10) working days following the Coordinator of Food Services' reply. The Superintendent or his/her designated representative shall reply, in writing, to the employee with respect to the complaint within ten (10) workdays after the matter has been referred to him/her.

**Step 4.** If the complaint is not resolved by Step 3 to the satisfaction of the Cafeteria Worker, the complaint may be referred to the Board of Education at its first regular meeting occurring ten (10) school business days or more following the Superintendent's written reply by written request of the complainant. The Board of Education shall provide a written reply to the Cafeteria Worker within ten (10)

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school business days following the meeting at which the complaint has been referred.

The Superintendent or his/her designated representative must provide the employee an opportunity to present the complaint if the employee requests it. If the complaint extends beyond the school year, then calendar days instead of working days shall be applicable in calculating the above time limitations. The time periods specified above may be extended by mutual consent.

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## COMPLAINT FORM

EMPLOYEE'S NAME \_\_\_\_\_ DATE PRESENTED \_\_\_\_\_

SCHOOL \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

STATEMENT OF COMPLAINT:

ACTION REQUESTED:

SIGNATURE OF EMPLOYEE \_\_\_\_\_

## **DECISION**

DECISION:

REASONS FOR DECISION:

DATE OF DECISION: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REPLYING ADMINISTRATOR

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## V. SENIORITY

Seniority shall be defined as the length of an employee's continuous service with the District. All seniority shall be computed from the employee's most recent date of hire.

No employee shall be granted seniority for a period of six months. During this period, the employee's performance will be regularly assessed and evaluated. Should an employee be evaluated as unsatisfactory in terms of performance, attendance, or other measurement, immediate termination may occur.

All seniority rights shall be lost and an employee shall be deemed terminated under the following circumstances:

The employee-

1. Quits or resigns
2. Is discharged for just cause
3. Does not return to work after five (5) days' notice of recall after a layoff
4. Is absent and working elsewhere
5. Is absent three (3) consecutive scheduled working days without the employer's express consent.
6. Fails or refuses to return to work as required after termination of a leave of absence, unless an extension of leave has been granted or request made no less than forty-eight (48) hours prior to expiration of said leave.

A seniority list shall be provided to the employees covered by this Policy from the administration upon request.

### a. Furloughs

Should a layoff or furlough be necessary, the Board will retain the employee with the most seniority, provided the employee has the ability to do the necessary work. The capability of the employee to do the necessary work will be determined by the Superintendent or his/her designated representatives.

## VI. WAGES

Employee Category	7/1/20137/1/2016
Lead Cafeteria Worker	\$19.96-21.44 per hour
Assistant Lead Cafeteria Worker	\$18.50-19.87 per hour
Cafeteria Worker	\$15.03-16.14 per hour



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Substitute Cafeteria Worker	\$9.24-9.93 per hour
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Cafeteria employees who have worked thirty years in the District shall receive a one-time stipend of \$1000. The stipend shall be paid immediately after attaining the years of service as required.

## a. Temporary Assignments

Any employee temporarily assigned and designated as a Lead Cafeteria Worker or Assistant Lead Cafeteria Worker by the Coordinator of Food Services shall receive their regular rate of pay for the first five (5) working days. If the assignment lasts beyond five (5) working days the employee shall be compensated at the rate of pay of the higher rated job retroactive to the time the assignment took place.

## VII. PAID TIME OFF

Paid time off (excepting sick leave), especially those days requested before and after a holiday, must be pre-approved by Supervision. Under no circumstances may an employee exceed 100% of regular pay while using accrued paid time off.

For purposes of this policy, an active employee is an employee who is not on an unpaid leave of absence, workers compensation or disability.

## a. Holidays

Active employees working 25 hours per week or more shall receive six (6) paid holidays as follows:

Holiday	Date Observed 2016-2017/2013-2014	2017-2018	2018-2019
Thanksgiving	November 24, 2016/November 28, 2013	November 23, 2017	November 22, 2018
Christmas Eve	December 24, 2016/December 24, 2013	December 24, 2017	December 24, 2018
Christmas Day	December 25, 2016/December 25, 2013	December 25, 2017	December 25, 2018
New Year's Eve	December 31, 2016/December 31, 2013	December 31, 2017	December 31, 2018
New Year's Day	January 1, 2017/January 1, 2014	January 1, 2018	January 1, 2019
Memorial Day	May 29, 2017/May 26, 2014	May 28, 2018	May 27, 2019

Active employees working less than 25 hours per week shall receive four (4) paid holidays as follows:

Holiday	Date Observed 2016-2017/2013-2014	2017-2018	2018-2019

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Thanksgiving	November 24, 2016November 28,	November 23, 2017	Nov. 22, 2018
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Christmas Eve	December 24, 2016 <del>December 24, 2013</del>	Dec. 24, 2017	Dec. 24, 2018
Christmas Day	December 25, 2016 <del>December 25, 2013</del>	Dec. 25, 2017	Dec. 25, 2018
New Year's Day	January 1, 2017 <del>January 1, 2014</del>	Jan. 1, 2018	Jan. 1, 2019

Any employee who is absent without leave or reasonable excuse, either on the work day before or the work day following a holiday will forfeit the holiday pay.

Any employee who is on an unpaid leave of absence, workers compensation, or disability leave will forfeit the holiday pay.

A holiday shall be paid at the employee's normal hourly rate for the average number of hours the employee is regularly scheduled to work.

**b. (Reserved)**

**c. Personal Days**

Active employees working 25 hours or more per week shall receive two (2) personal days of leave per school year with unlimited accrual. These days will be pro-rated for those commencing employment during the school year. Requests for leave must be submitted to the employee's supervisor for approval via the employee portal. Such approval, when provided by the supervisor, shall be without loss to wages. Approval by the supervisor shall not be unreasonably withheld provided such leave does not interfere with the efficient operation of the school. No more than five (5) personal days may be taken in any one school year.

Active employees working less than 25 hours per week shall be entitled to one personal day as defined above.

**d. Emergency Days**

All active employees may be eligible for up to two (2) emergency days of leave, proportional to their regular working hours, per school year without loss of wages.

An emergency day is a day upon which some unforeseen happening occurs which calls for immediate action such as, but not limited to: (a) immediate family illness requiring hospitalization or doctor's care, (b) accidents occurring either personally or within the immediate family, (c) fire, (d) flood, or any other unforeseen happening which can be construed as an emergency. Immediate family is defined, for the purposes of (a) and (b) of this paragraph as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, grandparent, near relative who resides in the same household, or any person with whom the person has made his/her home. As emergencies cannot be predicted prior to their occurrence, it shall be the responsibility of the employee involved to forward a request for the emergency day's leave to the district



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superintendent via the employee portal within five (5) work days, stating therein the reason for the absence.

### e. Sick Leave

Active employees working 25 hours per week or more will be granted 10 days sick leave per year for either personal or family illness, which, if not used, will accumulate and may be used for personal illness in successive years.

For purposes of this section, "family" shall be defined as follows: father, mother, husband, wife, son, daughter, near relative who resides in the same household, or any person with whom the person has made his/her home.

Active employees working less than 25 hours per week will be granted five (5) days sick leave per year for either personal or family illness, which, if not used, will accumulate and may be used for personal illness in successive years.

The employer may require a doctor's excuse at any time for sick leave absences.

On the third day of absence, an employee must contact the Human Resources Administrator by telephone at 610-282-3121 x 5215 or leave him/her a message.

The use of five (5) consecutive sick leave days will automatically require submission of a doctor's excuse to return to work.

### f. Bereavement / Funeral Leave

Whenever an active employee working 25 hours or more per week shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in the wages of said employee for an absence or absences not in excess of five (5) consecutive workdays to arrange, to attend, and/or to travel to the funeral or memorial services within a period of ten (10) days of the death. This exclusionary period may be extended with the approval of the Superintendent.

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandmother, grandfather, grandchild, near relative who resides in the same household, or any person with whom the employee was living at the time of death or any step-relative corresponding to those immediate family members named above. "Step-relative" shall be defined as one of the above-listed family members genetically related to an employee's spouse from a previous relationship, or an adopted person of an employee's spouse from a previous relationship.

Whenever an active employee working 25 hours or more per week shall be absent from duty because of death of a near relative of said employee, there shall be no deduction in the wages of said employee for an absence not to exceed two (2) consecutive workdays to arrange, to attend, and/or to travel to the funeral or memorial services within a period of ten (10) days of the death. A near

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relative shall be defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

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Whenever an active employee working less than 25 hours per week shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in the wages of said employee for an absence or absences not in excess of two (2) consecutive workdays to arrange, to attend, and/or to travel to the funeral or memorial services within a period of ten (10) days of the death. This exclusionary period may be extended with the approval of the Superintendent.

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandmother, grandfather, grandchild, near relative who resides in the same household, or any person with whom the employee was living at the time of death or any step-relative corresponding to those immediate family members listed above. "Step-relative" shall be defined as one of the above-listed family members genetically related to an employee's spouse from a previous relationship, or an adopted person of an employee's spouse from a previous relationship.

Whenever an active employee working less than 25 hours per week shall be absent from duty because of death of a near relative of said employee, there shall be no deduction in the wages of said employee for an absence not to exceed one (1) workday to arrange, to attend, and/or to travel to the funeral or memorial services within a period of ten (10) days of the death. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

Employees may be required to submit documentation for these incidents for payroll purposes.

### **VIII. UNPAID TIME OFF**

#### **Childrearing Leave**

The Employer shall grant unpaid Childrearing Leave to any employee regularly working 25 hours a week or more, in accordance with the provisions of the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1964, as amended, and other applicable state and federal laws and/or regulations. A verifying physician's statement shall be required by the Employer and must be attached to the employee's written request for childrearing leave. The Employer, at its expense, will provide the employee on Childrearing Leave, subject to the approval and limitations of the insurance carriers, continued coverage of term life insurance benefits through the end of the month during which childbearing disability ends.

The Employer shall grant unpaid Childrearing Leave to any such employee for up to six (6) months. Childrearing Leave shall commence on the day following the end of the disability related to the pregnancy period or, in the case of adoption, on the day of adoption. The Employer will, subject to the approval and limitations of the carrier, maintain the employee on childrearing leave in the insurance groups for term life insurance provided that the employee remits to

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the Business Office the amount of the billing for the employee's coverage within thirty (30) days of receipt of said bill. Failure to remit such payments in a timely fashion may result in loss of coverage.

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The employee shall notify the Superintendent, in writing, of their intention to return to work. In case of childbirth such notification must be submitted immediately upon release to return to work by the physician. In case of adoption the employee must notify the Superintendent, in writing, of their intention to return to work within sixty (60) days from the date of adoption.

A physician's note stating that the employee is fit to return must be attached to the notification. An employee may return sooner if approved by the Superintendent.

### **IX. INSURANCE BENEFITS**

All benefits in each category of this section will be paid according to the terms of the insurance contract in force at the time of the claim.

Those employees working twenty-five (25) hours per week or more will be eligible to participate in District life insurance and disability programs

#### **a. Life Insurance**

Active employees working 25 hours per week or more shall be covered by a death benefit of \$50,000 with \$50,000 additional accidental death and dismemberment protection without cost to the employees.

If an employee is over age 70 on the effective date of his/her insurance, the amount of Life Insurance and the Accidental Death and Dismemberment Insurance for such employee shall be 50% of the amount for which he/she would otherwise be eligible in accordance with this schedule.

For an employee under age 70, the amount of Life Insurance and the Accidental Death and Dismemberment Insurance shall be reduced by 50% upon the attainment of his/her 70th birthday.

#### **b. (Reserved)**

#### **c. (Reserved)**

#### **d. Disability**

Active employees who work 25 hours or more per week and become sick and disabled, or who become disabled as a result of an accident during the term of this policy shall, beginning with the thirty-first (31st) day of disability as defined in the insurance plan selected by the employer or the cessation of accumulated sick leave, whichever occurs later, be entitled to the sum of sixty per cent (60%) of their monthly wages up to a maximum of three thousand seven hundred fifty



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dollars (\$3,750) per month while disabled, with a maximum benefit period in accordance with the Plan document.

e. **(Reserved)**

f. **(Reserved)**

g. **(Reserved)**

### **X. SEVERANCE BENEFITS**

Upon retirement Active cafeteria employees working 25 hours per week or more shall receive severance pay in the amount of thirty dollars (\$30.00) per day for each day of unused sick leave, subject to the following conditions:

- (a) The employee will have completed fifteen (15) years of service within the District.
- (b) Prior to April 1st of the year retirement shall become effective, the employee shall submit a letter of retirement.
- (c) The employee shall have applied for and have been accepted by the Public School Employees' Retirement System for payment of retirement allowance and have submitted a letter of retirement to the District.

Upon retirement, active employees working less than 25 hours per week shall receive severance pay in the amount of ten dollars (\$10.00) per day for each day of unused sick leave, subject to the same conditions as set forth above.

Payment shall be made as an employer contribution into a 403(b) tax-sheltered annuity account, in accordance with IRC Section 403(b)(3). This account shall be established by the eligible Employee from the list of plans available from the District, prior to the District contribution. Failure to establish an account will result in forfeiture of the benefit. All Employees who have accumulated less than one thousand (\$1,000.00) dollars will receive cash compensation, and all others will receive the benefit in the form of a non-elective employer contribution.

Payment of said severance pay will be made during the month of July following retirement, or no later than one month after the last day of employment, provided notice is given by April 1. If notice is given after April 1, payment will be made during the month of December of the same calendar year following retirement.

### **XI. RESERVED**

### **XII. MISCELLANEOUS**

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### **a. Travel Reimbursement**

When an employee is obliged to provide, at his/her own expense, an automobile (other than for traveling to and from home and school) in pursuance of assigned duties or to attend designated conventions, conferences, etc., such employee shall be reimbursed at the rate established by the IRS and in effect at the time of the travel.

### **b. Tax Sheltered Annuities**

The employer agrees to make payroll deductions for employees who desire and authorize such deductions for tax-sheltered annuities.

### **c. Savings Bond Deductions**

The employer agrees to make payroll deductions for employees who desire and authorize such deductions for the purchase of United States Savings Bonds.

### **d. Probationary Period**

All support staff employees shall serve a probationary period during which time their work performance and general suitability for employment including performance, attendance and conduct shall be evaluated in writing. The probationary period is completed following six calendar months of continuous service without a break in service. Time on leave is not considered service for the completion of the probationary period. Employees who are rehired following a break in service shall serve a new probationary period whether or not they previously completed a probationary period. Summer vacation shall not be considered as service time for purposes of this policy.

Part-time support staff employees are subject to a probationary period of 1,000 working hours, with the same exclusions as above.

### **e. Unsafe and/or Hazardous Conditions**

Employees shall not be required to work under unsafe and/or hazardous conditions or to perform ~~tasks which tasks that~~ endanger their health, safety, or well being, when the employer agrees that such conditions exist.

### **f. Tuition Reimbursement**

The Board will set aside a portion of the Superintendent's budget under his/her control for training for all classified employees. There will be a \$500 per-person limit per fiscal year. Reimbursement of payment will be limited to those activities characterized as training activities. This is not meant for college credit courses other than those offered by a community college.

## **XIII. UNIFORMS**

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All part-time and full-time employees shall wear uniforms approved by the employer. The employer shall initially provide five sets of uniforms per new employee at District expense and 5 annually thereafter.

Employees shall be permitted annually to receive a maximum District reimbursement of \$50.00 for work related apparel purchased by the employee. Reimbursement will be made by the District upon submission of a receipt for the item(s).

New employees who have not worked for at least six (6) months and who leave District employment for any reason will be required to return all uniforms issued.

### **XIV. ADDENDUM**

Notwithstanding the intentions of the District and the Cafeteria Employees group to meet and discuss compensation arrangements for the three-year period beginning July 1, 2013~~2016~~, it must be openly stated, should budgetary or other concerns arise due to the effects of any federal or state law or its provisions, that one or more of the preceding Sections may be reopened and action taken in an effort to comply with said law.