



**Handbook**

**For**

**Food Service Workers**

**Approved by the Board  
of School Directors  
June 28, 2018**

**For the period  
July 1, 2018 through  
June 30, 2019**

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## I. GENERAL STATUS

### A. Physical Examination

All employees newly hired shall be required to take a pre-employment physical examination and Tine Test at his/her own expense. The results of this examination shall be made available to the district upon request.

### B. Clearances

All newly hired employees must obtain the following clearances prior to employment in Rose Tree Media School District.

- Pennsylvania Department of Public Welfare Child Abuse Clearance
- Pennsylvania State Police Criminal Background Check
- FBI Clearance

The Human Resources Department will assist the candidate with the application process for the above clearances.

### C. Redress

Any employee who feels that he/she has not been treated fairly with regard to the provisions of this handbook should notify his/her immediate supervisor within one (1) week. If the matter cannot be resolved informally at that level, the employee is entitled to a hearing conducted by the Director of Management Services, if requested within thirty (30) days of the original alleged grievance.

### D. Resignation and Discharge

Any employee who expects to resign should provide his/her supervisor with at least two (2) weeks notice wherever possible. An employee facing discharge is entitled to a hearing directed by the Director of Management Services if he/she so requests.

## II. HOURS AND LEAVE

### A. Work Schedules

Cafeteria workers will work all days when student lunches are served and other days as directed by the Director of Dining Services and the Director of Management Services.

Work schedules for each employee shall vary from building to building depending on needs. Exact daily time schedules shall be determined by the Food Service Unit Leaders and Director of Dining Services.

B. Sick Leave for Personal Illness or Injury

Each employee shall earn 1.0 days of sick leave per month. Accumulation of sick leave shall be unlimited.

Upon termination, full-time workers will be paid for up to 200 days of unused accumulated sick leave at the rates below. Part-time workers will be prorated at 50% of the full time rate:

1-100 days	\$20 per day
101-150 days	\$25 per day
151 days and up	\$30 per day

C. Personal Days

Each full-time and part-time regular employee working five (5) days per week shall be entitled to two (2) paid personal days per year.

Employees shall be required to complete an application for approval of personal days at least five (5) working days prior to the date of leave or if it is an emergency, shall notify the appropriate supervisors as soon as possible and shall complete the application upon return to work. "Personal" is sufficient reason for such leave. Personal Days shall not be permitted the day before or the day after a holiday. Exceptions may be made in rare cases by the Director of Human Resources depending on the circumstances. If an exception is requested, a full explanation of the reason for the leave must be given.

No more than ten percent (10%) of the staff in any one building will be granted personal leave on the same day. In the event that more than ten percent (10%) of the staff in one building request the same day for personal leave, then the employees whose applications were submitted earliest to the Food Services Unit Leaders will be granted the day requested. In buildings with fewer than ten (10) employees, no more than one (1) person will be granted personal leave on the same day.

Unused personal/emergency leave days will be paid to cafeteria employees on their last pay of the school year.

D. Classification

1. Full-time employees - those employees hired after October 1, 2014 who work six (6) hours or more per day and/or thirty (30) hours or more per week on a regularly scheduled basis. Employees hired before October 1, 2014, and who were classified full time on that date, will be grandfathered.
2. Part-time employees - those employees who work less than six (6) hours per day and/or less than thirty (30) hours per week on a regularly scheduled basis.

E. Leaves

Any employee who wishes to request an unpaid leave of absence must do so at least two (2) weeks in advance. The written request should be made to the Director of Management Services.

F. Holidays

Each employee shall receive one paid holiday designated as Christmas Day. Each employee shall be compensated at straight time based on each employee's hourly pay rate for their normal scheduled hours.

III. FRINGE BENEFITS

A. Compulsory Deductions

1. Pennsylvania Public School Employees Retirement System - For all employees who work five hundred (500) hours per year.

- a. Description - Mandatory retirement plan to which the employee and employer contribute during employment. At retirement it provides several options of monthly payments. Full description of retirement plan available at the Office of Human Resources.
- b. Eligibility - All employees who work five hundred (500) hours per year must participate in the plan.
- c. Cost - Deducted at the rate established by PSERS from all earnings within the school district.
- d. Recovery of Contribution - If employee terminates before retirement, he/she may recover the amount of his/her contribution plus interest from the Pennsylvania Public School Employees' Retirement System. There are other options which may be advantageous. For reference to these, contact PSERS.

B. Voluntary Deductions, Full-time Employees Only (6 hours per day or more and 30 hours a week or more).

1. Medical Insurance

Effective July 1, 2018, the District will offer the following plan:

- a. Blue Cross Personal Choice HDHP, HD3-HC1 or equivalent from another carrier.

During the life of this agreement, the District will pay the full cost of the premium and will contribute one hundred percent (100%) of the deductible in a Health Reimbursement Account (HRA).

- b. Eligibility - All full-time food service workers. This definition applies to all fringe benefits: medical, prescription, dental, vision, withdrawal bonus, disability income protection insurance and life insurance. People who were grandfathered as full-time may remain on the insurances.

2. Prescription Insurance

The Board will pay the full cost of CVS Caremark or equivalent prescription plan from another carrier.

The prescription drug plan will include \$10.00 appropriate co-pay for generic prescriptions, \$20.00 appropriate co-pay for preferred brand prescriptions and \$40.00 appropriate co-pay for non-preferred brand prescriptions, \$65.00 appropriate co-pay for injectables and \$65.00 appropriate co-pay for specialty prescriptions.

The prescription plan will include: drug quantity management, prior authorization and step therapy programs. The prescription plan will exclude compound prescriptions that are non-FDA approved from the plan.

The prescription drug plan will include a mandatory mail order requirement for maintenance drugs as defined by the carrier. The mail order service will permit employees to order up to a 90-day supply but with a 30-day limit on specialty prescriptions and pay two co-pays at the appropriate rate.

3. Affordable Care Act

If at any time during the term of this agreement or before a successor agreement is reached, it becomes known to the Board that any of the healthcare plans approved by the Board to the Meet and Discuss group will incur the excise tax imposed on employers by the federal government through the Affordable Care Act, then the Board and the group agree to the following:

- a. To meet one (1) year prior to plan implementation to select a new healthcare plan for the Meet and Discuss group that will not be subject to the excise tax and to eliminate the health care plan(s) for employees that will incur the tax.

4. Dental

a. Contributions

Effective July 1, 2010, each employee shall contribute six dollars and fifty cents (\$6.50) per month toward the premium cost which shall be paid through payroll deduction.

b. Coverage

Basic Delta Dental Plan or equivalent. The School District has the right to select the insurance carrier.

c. Oral Surgery

Oral Surgery (100% ucr)  
Prosthetics (50% ucr)  
Periodontics (50% ucr)

Delta Dental Oral Surgery Plan or equivalent. The School District has the right to select the insurance carrier.

5. Dental - Orthodontics

a. Coverage:

1) The lifetime orthodontics benefit shall be one thousand six hundred dollars (\$1,600).

Delta Dental Orthodontics Plan or equivalent. The School District has the right to select the insurance carrier.

6. Vision

a. Contributions

Effective July 1, 2001, the School District shall contribute the following amount per month toward the employee's subscription:

\$6.00 per month.

b. Coverage

Eye Examination and Refraction Service. Vision Benefits of America Plan or equivalent. The School District has the right to select the insurance carrier.

7. The medical, prescription, dental, orthodontic and vision benefits enumerated above shall, for the remaining years of this agreement, shall be the same as those benefits afforded members of the Rose Tree Media Education Association, including the same contributions for those benefits as apply to the members of that Association.

8. Life Insurance

All full-time employees shall receive life insurance coverage, at School District expense, as follows:

- |    |                         |          |
|----|-------------------------|----------|
| a. | 1-2 years of employment | \$ 5,000 |
| b. | 3+ years of employment  | \$10,000 |

9. Disability Income Protection

- a. The School District shall contribute one hundred percent (100%) of the employee's premium cost for all full-time employees who have successfully completed the probationary period.
- b. Full-time employees during their first two years of employment shall receive approximately sixty percent (60%), as determined by the insurance carrier, of monthly salary to a maximum of \$1,000 per month after 30 calendar days of disability. The disability payment shall continue for one year. Full-time employees, after the completion of two full years of employment, shall receive payments until age 65 or until recovery.
- c. An employee may not receive sick pay and disability pay simultaneously nor sick pay and worker's compensation pay simultaneously when out of work because of disability, illness or injury.

10. Automobile Insurance

- a. The Board will provide non-ownership liability insurance as the secondary insurer to supplement the individual's own insurance for accidents occurring while on authorized school business.

11. Cost Containment

Each employee who chooses not to elect health and hospital coverage with Rose Tree Media School District shall receive monthly payments. The maximum monthly payment under the provisions of this section shall be two hundred fifty-five dollars (\$255). No withdrawal bonus will be paid to any spouse/dependent of a district employee who is covered by the School District's plan.



12. Tax Deferred Annuity

- a. Description - A plan whereby an employee may place a portion of his annual income into an annuity for additional income at retirement. While he is investing this amount, he does not pay federal income tax on the contribution. The federal tax on this amount is deferred until such time as the employee collects his annuity.
- b. Eligibility - All employees.
- c. Board Contribution - None.

13. Each employee will receive an apron and staff shirts from the school. All employees are to wear black pants and skid resistant shoes.

IV. WAGES

A. Hourly Rates

- 1. Wages will be in accordance with Appendix A.

Wages increases will be 2.0% for the 2018-2019 school year.

B. Payroll Information

- 1. Distribution of Pay - Pay days are every other Friday. In the event a pay day falls on a holiday, the pay day will be advanced to the preceding workday whenever possible.
- 2. Overtime pay – Employees required to work in excess of forty (40) hours in any calendar week, which include vacation and/or personal days, shall be compensated at the rate of one and one-half (1.5) times the employee's hourly rate for the excess hours. Use of sick leave time will not be considered work time when computing overtime.
- 3. Catering Rate – \$18.50 per hour - The employee may not earn the catering rate during his/her normally scheduled shift. The catering rate is for work outside of the normal shift.
  - a. Morning catering – the employee will receive a minimum of one hour of compensation.
  - b. Afternoon/evening catering – the employee will receive a minimum of two hours of compensation and will have to work those two hours in order to be compensated for the time.

**APPENDIX A**

**ROSE TREE MEDIA SCHOOL DISTRICT  
FOOD SERVICE SALARY STRUCTURE**

<b>Class</b>	<b>Years of Service</b>	<b>Description</b>	<b>2018-2019 School Year</b>
1	N/A	Substitute	\$11.88/hr
	N/A	Experienced Substitute *	\$13.10/hr
2	0-1	Cafeteria Trainee	\$12.48/hr
	1-2	Cafeteria Trainee	\$13.10/hr
3	2 plus	Regular Cafeteria Worker	\$14.01/hr
4	N/A	Food Service Office Assistant	\$14.79/hr
5.	N/A	Unit Leader Responsible for staff, food preparation, and purchasing, etc.	\$18.28/hr

Anyone hired as a permanent employee anytime prior to March 30th of said year will get credit, for salary purposes, for a full year of employment.

\* Any employee who became a substitute after 2 plus years as regular employee.