



Handbook

For

Food Service Workers

**Approved by the Board
of School Directors
June 16, 2022**

**For the period
July 1, 2022 through
June 30, 2025**

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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.

E. Uniforms

1. The School District shall provide and replace, when necessary, shirts, an apron and hairnets for all food service staff.
2. All food service staff must wear the following: black pants and shoes with skid resistant soles. The School District will not provide these items.

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 Supervisor of Food 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 the Supervisor of Food Services.

The cleaning of the kitchens will take place at least once per school year. The time designated for cleaning is built into the work year. The exact day or days of when cleaning of the kitchens will take will be determined between the Food Service Unit Leaders and the Supervisor of Food Services. The time to clean the kitchens is not an extra day or days being added to work year calendar.

All Food Service Workers are required to work one day of training each school year. The time designated for the training day is built into the work year. The exact day for training will be determined by the Supervisor of Food Services.

The Food Service Office Assistant position will work 190 days which consists of every student day plus other days as defined in the yearly work calendar.

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, food service staff will be paid for up to 200 days of unused accumulated sick leave at the rates below.

1-100 days	\$25 per day
101-150 days	\$30 per day
151 days and up	\$35 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 Human Resources.

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.

G. Probationary Period

Each new employee (not including substitutes) shall be required to serve a ninety (90) calendar day probationary period. By the end of the probationary period, the employee will be notified in writing, as to whether he/she will be retained as an employee with the District.

Once the employee passes the probationary period, the employee will begin to accrue time benefits.

If applicable to the position, Board paid benefits shall commence on the ninety-first (91) calendar day from the start of employment.

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 full description of the PSERS retirement plan is available through PSERS's website. The web address is <https://www.psers.pa.gov/>

B. Insurance Benefits:

1. Eligibility - All full-time food service workers (Six (6) hours per day or more and thirty (30) hours of week or more):
 - a. This definition applies to all insurance benefits: medical, prescription, dental, vision, health reimbursement account, withdrawal bonus, disability income protection insurance and life insurance.
 - b. People who were grandfathered as full-time may remain on the insurances.
2. Medical Insurance

The District will offer a Silver Plan and a Platinum Plan.

The Silver Plan is available for all food service workers who do not elect the Platinum Plan. The Silver Plan is the Independence Blue Cross' Personal Choice Plan \$3,500/\$40/\$80/100% or equivalent from another carrier. The District will pay the full cost of the premium for the Silver Plan during all three-contract years.

Platinum Plan is available to food service workers. The Platinum Plan is the Independence Blue Cross' Personal Choice Plan HD1-HC1 \$1,500/\$3,000 or equivalent from another carrier. Food service workers who elect the Platinum Plan will contribute to the monthly premium.

In year 1 (2022-2023) employees will be responsible for two (2%) percent of the monthly premium.

In year 2 (2023-2024) employees will be responsible for two (2%) percent of the monthly premium.

In year 3 (2024-2025) employees will be responsible for two (2%) percent of the monthly premium.

Contributions to the monthly premiums are deducted on a pre-tax basis as permitted under the Internal Revenue Code of 1986, as amended. The District is a sponsor to a pre-tax plan pursuant to Internal Revenue Code Section 125, and the regulations promulgated thereunder. Food Service workers who participate in the Platinum Plan and contribute to the monthly premium do so on a pre-federal income and FICA tax basis.

3. Health Reimbursement Account (HRA)

The Silver Plan: Food service workers who participate in the Silver Plan will be eligible for the following funding to a Health Reimbursement Account (HRA).

During the 2022-2023, 2023-2024, and 2024-2025 years of the agreement, the District will fund up to \$2,500.00 annually for single coverage and up to \$5,000.00 annually for all other coverage levels in a Health Reimbursement Account (HRA). The HRA funding may be used for the deductible, medical copayments, out of network claims, and prescription copayments.

Platinum Plan: Food service workers who participate in the Platinum Plan will be eligible for the following funding to a Health Reimbursement Account (HRA).

During the 2022-2023 agreement year, the District will fund up to \$1,500.00 annually for single coverage and up to \$3,000.00 annually for all other coverage levels in a Health Reimbursement Account (HRA). The HRA funding may be used for the deductible, medical copayments, out of network claims, and prescription copayments.

During the 2023-2024 agreement year, the District will fund up to \$1,500.00 annually for single coverage and up to \$3,000 annually for all other coverage levels in a Health Reimbursement Account (HRA). The HRA funding may be used for the deductible, medical copayments, out of network claims, and prescription copayments.

During the 2024-2025 agreement year, the District will fund up to \$1,500.00 annually for single coverage and up to \$3,000.00 annually for all other coverage levels in a Health Reimbursement Account (HRA). The HRA funding may be used for the deductible, medical copayments, out of network claims, and prescription copayments.

4. Prescription Insurance

The Board will pay the full cost of CVS Health Caremark or equivalent prescription plan from another carrier. The District shall offer the prescription plan through CVS Caremark or equivalent from another carrier.

The prescription drug plan will include \$20.00 appropriate co-pay for generic prescriptions, \$40.00 appropriate co-pay for preferred brand prescriptions and \$70.00 appropriate co-pay for non-preferred brand prescriptions, \$125.00 appropriate co-pay for injectables and \$125.00 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 voluntary 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.

5. Dental

a. Contributions

The District will pay the full cost of the premium.

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.

6. Dental - Orthodontics

a. Coverage:

The lifetime orthodontics benefit shall be two thousand five hundred dollars (\$2,500.00).

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

7. Vision

a. Contributions

The District will pay the full cost of the premium.

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.

8. Life Insurance

Full time employees, at the expense of the District, will receive \$20,000.00 of term life insurance regardless of their years of service with the District.

9. Disability Income Protection

a. The District will offer benefit eligible employees the opportunity to purchase Disability Income Protection as a voluntary benefit.

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 medical 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 employees may place a portion of their annual income into an annuity for additional income at retirement. While they are investing this amount, they do 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. The foregoing medical, prescription, dental, vision, health reimbursement account, disability income protection and life insurance benefits enumerated above shall, for the remaining years of this agreement, be the same as those benefits afforded members of the Rose Tree Media Bus Driver/Custodial Maintenance Association (RTM BD/C-M) including the same contribution for those benefits as may apply to the members in that Association. If one or more of the benefits enumerated above shall change for RTM BD/C-M, the Food Service employees would receive the same benefit(s) as afforded to RTM BD/C-M.

IV. WAGES

A. Hourly Rates

1. Wages will be in accordance with Appendix A.

The wage increase for 2022-2023 will be adjusted by job classification.

Substitute Cafeteria Worker rate will be \$15.00 per hour.

The Cafeteria Trainee job classification will be eliminated and anyone on that job classification will move the Cafeteria Worker job classification.

The Cafeteria Worker rate will be \$16.55 per hour.

A new job classification will be created called Cafeteria Cook.

The Cafeteria Cook rate for the 2022-2023 fiscal year is \$17.55 per hour.

The Food Service Office Assistant rate will be \$21.65 per hour.

The Unit Leader rate will be \$21.75 per hour.

The Substitute Cafeteria Worker rate will be \$15.00 per hour while the other job classifications will receive a wage increase for the 2023-2024 school year of \$.40 per hour.

The wage increases for the 2024-2025 school year will be adjusted by \$.60 per hour for each job classification.

B. Payroll Information

1. Distribution of Pay - Pay days are every other Friday. In the event a payday falls on a holiday, the payday 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 – 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. The catering rate for each fiscal year will be as follows:

2022-2023	\$23.00 per hour
2023-2024	\$23.50 per hour
2024-2025	\$24.00 per hour

- b. Morning catering – the employee will receive a minimum of one hour of compensation.
- c. 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

Class	Description	2022-2023 School Year	2023-2024 School Year	2024-2025 School Year
1	Substitute Cafeteria Worker	\$15.00/hr.	\$15.00/hr.	\$15.60/hr.
2	Cafeteria Worker	\$16.55/hr.	\$16.95/hr.	\$17.55/hr.
3.	Cafeteria Cook	\$17.55/hr.	\$17.95/hr.	\$18.55/hr.
4	Food Services Office Assistant	\$21.65/hr.	\$22.05/hr.	\$22.65/hr.
5.	Food Services Unit Leader - Responsible for staff, food preparation, and purchasing, etc.	\$21.75/hr.	\$22.15/hr.	\$22.75/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.