

VALLEY VIEW COMMUNITY UNIT SCHOOL DISTRICT 365U

Policies and Procedures Regarding Food Service Personnel

Article I. Introduction

The purpose of employing any individual in District 365U is to facilitate the purposes of the schools.

Services of the Valley View Food Service personnel are essential to the success of the educational program of the district. The Valley View Food Service staff is an integral part of the entire educational plan. All considerations must be made for the good of the students of the district.

The district recognizes the obligation of providing conditions and facilities which will encourage personnel to do their best for the responsible supervising administrator. Courtesies to and rights of the food service personnel shall be respected. All employees should be treated with dignity.

All provisions herein are subject to the School Code of the State of Illinois and any existing or future law of the Federal and State governments as they affect the legal operation of the Valley View Community Unit School District.

Should any provision of this agreement, or any application thereof, become unlawful by virtue of any Federal or State Law, or Executive Order of the President or the Governor of Illinois, or final adjudication of any court, of competent jurisdiction, the provision, or application of a provision, of this agreement shall be modified by the parties to comply with the law, order or final adjudication.

Article II. Employment of Food Service Personnel

The employment of Food Service personnel is to be conducted in the following manner:

- A. Need determined and approved by the Food Service Director.
- B. Board approval for position.
- C. Food Service Department will advertise, screen, and interview applicants for food service positions.
- D. The Food Service Director will provide the Human Resources Department with a written recommendation as to the individual (s) to be hired.
- E. The Food Service Director, with the concurrence of the Human Resources Department, will determine the placement on the salary schedule according to classification.
- F. The Human Resources Department, with the approval of the Superintendent, presents the request for hiring to the Board of Education.

Article III. Probationary Period

Newly assigned permanent Food Service employees shall be considered probationary employees for a period of ninety (90) work days from their permanent assignment date. This period shall exclude holidays, Christmas, Easter and summer vacation periods.

Five (5) days prior to the end of the probationary period, the Food Service Director shall meet with the newly assigned employee and their supervisor to review their job performance. This review shall be based on the evaluations that have been received from the kitchen manager, and personal observations of the employee's job performance.

The Food Service Director will determine if the newly assigned employee has passed their probationary period. If it is the recommendation of the employee's supervisor that the probationary period has not been successfully completed, one of several options will be undertaken:

- a. The employee will be discharged.
- b. The employee will be reassigned to the substitute staff.
- c. A permanent employee who received a different position, could be returned to their previous position if it is determined that they cannot successfully perform the duties of the new position.

Article IV. Filling Positions

As vacancies within any kitchen in the district occur, job postings will be placed in each kitchen and given to all substitutes.

Applications for positions within the Food Service Department will be considered from within the regular Food Service personnel first with qualifications and seniority to be considered.

Article V. Classification

Job classification takes into consideration that an individual is employed by the district to facilitate the purpose of the Valley View Community Unit Schools.

Employees will be fitted to the positions for which they are qualified with consideration given to ability, experience, temperament, and seniority. Employees will be assigned to classifications upon the recommendation of the Food Service Director.

1. Food Service Manager
 - a. Secondary Manager III
Enrollment > 2500, staff > 25, Meal Equiv > 2500
 - b. Secondary Manager II
Enrollment > 1250, staff > 10, Meal Equiv > 1250
 - c. Secondary Manager I
Any secondary school not meeting the above criteria
 - d. Elementary Manager

2. Food Service Assistant Manager (High Schools)
3. Food Service Seconds II (5 ½ hours or more / day)
4. Food Service Seconds I (5 ¼ hours or less / day)
5. Cashier *
6. Food Service Worker II (5 ½ hours or more/ day)
7. Food Service Worker I (5 ¼ hours or less / day)
8. Substitute

*This rate will only be used for cashiers assigned prior to June 1, 1993 who do not regularly rotate the cashing position.

Article VI. Salary Provisions

1. All employees will be cross trained in all areas of the Food Service operation including cashier duties. This procedure creates a more effective and efficient Food Service operation.
2. Food Service Workers II and I will perform all the various tasks associated with the Food Service operation as assigned by their manager.
3. June 1998 cashiers who worked less than 5 ½ hours per day, who were not rotating on a daily basis, and who were not hired prior to June 1, 1993, were grandfathered into the Food Service Worker II category. If those employees work additional hours, they will be paid for their time at the Food Service Worker I rate just as they are currently being compensated. Should these employees take positions of 5 1/2 hours or more, they will be paid the Food Service Worker II rate for the entire number of hours that they are working.
4. Food Service Seconds I and II are the categories assigned to those persons in all Middle Schools and Elementary schools who are assigned the longest number of hours next to the manager AND who serve as their assistant. This designation is determined by the Food Service Director in consultation with the manager.
5. In SY2011-2012, All Tier A and B Food Service employees will receive a 1.5% stipend. However, this will not be added to base pay for 2012-2013. All employees will start SY2012-2013 with the same base rate as SY2010-11.
6. **A Merit/Performance based evaluation system will begin SY12-13.**
 - a. In SY12-13, the Total merit pool is 2%. Of this, the following applies:
 - i. No more than 0.5% of the employee's merit increase will be applied to your SY12-13 base rate.
 - ii. Any additional *earned percentage, if any, will only be applied to school year 2012-2013.
 - b. In SY2013-2014, the total merit pool is 2.5%. Of this, the following applies:
 - i. No more than 1.0% of your merit increase will be applied towards your 2013-14 base rate.
 - ii. Any additional *earned percentage, if any, will only be applied to school year 2013-2014.

***Earned percentage based on annual employee evaluation.**

7. Substitute rates will remain frozen for all 3 years of the contract. Therefore, Schedule B employees will remain at \$12.74/hour while Schedule C substitutes will remain at \$10.74/hour.
8. **Longevity Increases**
- | | |
|--|---------|
| Beginning with the 4 th year through 6 yrs of service | .35/hr. |
| Beginning with the 7 th year through 10 yrs of service | .45/hr. |
| Beginning with the 11 th year through 15 yrs of service | .55/hr. |
| Beginning with the 16 th year through 20 years of service | .65/hr. |
| Beginning with the 21 st year and beyond | .75/hr. |
- Longevity increases are based on the staff member's board approved date for substituting.
9. In SY11-12 only, any employee who maintains perfect attendance will be provided a \$100 bonus. This means the employee has worked 100% of his/her scheduled work days.
10. **End of year Pay Adjustment for Employees – Applies to only SY11-12 of the contract. All remaining years, the 1% End of Year pay adjustment will be null and void**
- In addition, a pay adjustment, payable on a separate check will be made to all permanently assigned employees who work all beginning of year prep days, end of year closing days and cleaning days scheduled throughout the year. This will be a 1% pay adjustment based on money earned for actual on-the job hours worked.
11. **Permanently Assigned Personnel Substituting for Other Permanently Assigned Personnel**
- Permanently assigned Assistant Managers, Food Service Second II, and Food Service Second I, Food Service Workers II, and Food Service Workers I who substitute for a manager shall be paid at the management higher rate of pay.
12. A Food Service Worker II or Food Service Worker I who fills in for the hours of a Assistant Mangers or Food Service Second, will not be paid the Assistant Manger or Food Service Second's rate of pay. If by filling in for them, their hours increase such that they work 5½ hours or more, they will move from the FSW I to the FSW II rate of pay. (The exception to this would be if the Team Leader or Food Service Second were on a Board Approved leave of absence.)
13. A 5 1/4 hour permanently assigned employee who works additional time because the work load is especially heavy that day will not be paid the higher rate of pay that a 5½ hour regularly assigned employee is paid. The higher rate of pay is only paid when the 5¼ hour employee substitutes for the 5 ½ hr employee.
14. The Food Service Department will not pay the higher wage to more than two people at one time for more than 3 days. (Manager A is on sick leave. If her replacement becomes sick, the replacement will get the manager's wages for 3 sick days. If after three days the first replacement is unable to substitute for the manager, she will be paid sick days at her previously assigned rate of pay.)

Tier A, B and C Hourly Wages

Tier A Hourly Wage for employees hired prior to June 1, 1993

	FY12	FY13	FY14
Secondary Manager III	33.33	32.84-33.83	32.84-34.16
Secondary Manager II	28.93	28.50-29.36	28.50-29.64
Secondary Manager I	25.28	25.28-26.04	25.28-26.30
Elementary Manager	22.87	22.53-23.21	22.53-23.44
FS Asst Manager	20.36	20.06-20.66	20.06-20.87
FS Second II	19.35	19.06-19.63	19.06-19.83
FS Second I	18.90	18.62-19.18	18.62-19.37
Cashier *	18.12	17.85-18.39	17.85-18.57
FS Worker II	17.67	17.41-17.93	17.41-18.11
FS Worker I	17.21	16.96-17.47	16.96-17.64

* This rate will only be used for cashiers assigned prior to June 1, 1993 who do not regularly rotate the cashing position.

Tier B Hourly Wage for employees hired after June 1, 1993

	FY12	FY13	FY14
Secondary Manager III	32.39	31.91-32.87	31.91-33.19
Secondary Manager II	27.91	27.50-28.33	27.50-28.60
Secondary Manager I	24.68	24.32-25.05	24.32-25.30
Elementary Manager	21.91	21.59-22.24	21.59-22.46
FS Asst Manager	18.38	18.11-18.65	18.11-18.84
FS Second II	17.36	17.10-17.61	17.10-17.79
FS Second I	16.86	16.61-17.11	16.61-17.28
FS Worker II	15.64	15.41-15.87	15.41-16.03
FS Worker I	14.97	14.97-15.42	14.97-15.57
Substitute	12.74	12.74	12.74

Tier C Hourly Wage for employees hired after July 1, 2011

	FY12	FY13	FY14
Secondary Manager III	29.41	29.41-30.29	29.41-30.59
Secondary Manager II	25.00	25.00-25.75	25.00-26.00
Secondary Manager I	21.82	21.82-22.47	21.82-22.70
Elementary Manager	19.09	19.09-19.66	19.09-19.86
FS Asst Manager	15.61	15.61-16.08	15.61-16.24
FS Second II	14.60	14.60-15.04	14.60-15.19
FS Second I	14.11	14.11-14.53	14.11-14.68
FS Worker II	12.91	12.91-13.30	12.91-13.43
FS Worker I	12.47	12.47-12.84	12.47-12.97
Substitute	10.74	10.74	10.74

Article VII. Evaluation

All Food Service personnel will be evaluated on an annual basis once a successful probationary period has been completed.

Evaluations will be made by the immediate supervisor, reviewed with the employee, signed, and sent to the Food Service Director for review and filing in the employee's permanent file. This shall be completed every April, no later than April 30th of each school year.

- Year 1 Evaluation = July 1, 2011-April 2012
- Year 2 Evaluation = April 2012-April 2013
- Year 3 Evaluation = April 2013-April 2014

Evaluation of managers by Food Service Department shall be completed in April. Staff members will be given an opportunity to give feed back to the Food Service Director regarding their view of their manager's job performance.

Evaluation of all employees will result in:

- A. Change in classification
- B. Retention
- C. Discharge

Article VIII. Employment Terminations

Employment termination shall take place in the following manner:

1. The Food Service Director shall make a written recommendation to the Assistant Superintendent for Human Resources stating the reason for termination after the following steps have taken place:
 - a. Employees must have been given an indication if work is unsatisfactory by reasonable reports, orally and in writing.
 - b. Except in unusual circumstances, action by supervisor must first have been preceded by notice to employee that work was not satisfactory and that lack of improvement would result in dismissal if deficiencies are not corrected in a given time.
2. The Food Service Director should provide the employee with the opportunity to resign from the position before dismissal takes place.
3. The Assistant Superintendent for Human Resources with concurrence from the Food Service Director will notify the employee of the termination in writing and state the termination date.
4. The Assistant Superintendent for Human Resources shall present this recommendation to the Board of Education for action.
5. The employee should be notified what steps are available for an appeal if the employee feels that

the termination is unjust. In a situation where the employee feels that the termination is unjust, the Superintendent may review the case and decide on any actions to be followed. (The Superintendent may delegate others to review the situation.)

Article IX. Work Hours - Work Year - Lunch Breaks

The Food Service personnel will work the hours assigned to them by the Food Service Director.

1. The work year will be based on the approved student attendance calendar, with an additional 2 to 3 days of work before the first day and after the last day of service and additional cleaning days as needed during the school year.
2. Staff members assigned 3 ¼ hours per day will be given the opportunity to work additional hours so they qualify for IMRF benefits.
3. The following paid rest periods will be provided to employees:

8 hours	45 minutes (30 minutes + 15 minutes)
6 hours or more	30 minutes
Greater than 4 hours	15 minutes
4 hours or less	0 minutes
4. All Food Service employees working greater than 4 hours/day shall receive a meal at no cost in accordance with department rules approved by the Director of Fs. Any employee working 4 hours or less may elect to receive a meal at no cost but must do so after their shift is complete and the employee is “clocked out”. The complementary meal must be consumed within the Food Service Department. Under no circumstance may ANY food be taken home by any employee.

Article X. Pay Periods

Payday is at the end of the established two week period for certified personnel. During the school year, when a regular payday falls on a holiday or when school is not in session, payday for all personnel will be held on the last day school is in session prior to the beginning of the holiday period.

Article XI. Substitute Food Service Personnel

In the absence of the regular food service personnel, substitutes shall be provided by the Food Service Department upon advance request of the manager in charge of the unit.

Article XII. School Emergency Closing

When district schools are officially closed for emergency purposes (snow day), Food Service personnel are excused without pay for the day. This day will be made up at the end of the school year. Food Service personnel who are

asked to come in by administration to put away food for example will be paid time and a half for their work hours. If only one building is closed (water main break for example), only the Food Service staff of that building will be entitled to be off with pay. Closings of this nature are not made up at the end of the school year.

Article XIII. Unscheduled Work Days

When school is in session but students are not being served lunch for the day the Food Service Director, after consultation with the kitchen manager, will determine if the food service personnel are to clean, work on food preparation, or if they will be given the day off without pay.

If Food Service personnel clean and/or work on food preparation, they will work their regularly assigned number of hours and be paid their normal rate of pay.

Article XIV. Continuing Education

Sanitation Certification

All staff members are encouraged to obtain their sanitation certificate. Opportunities for completion of this certificate will be provided by the district.

Managers, Team Leaders and Second in Commands must hold a current Food Service Sanitation Certificate. Staffs who are interested in applying for these positions should already hold this certificate. If the employee does not have a sanitation certificate before applying for this position, they must obtain one during unpaid time within 60 working days of employment in promoted position at the employee's expense.

Article XV. Insurance

Life Insurance

Permanently assigned part-time Food Service personnel who are scheduled to work fifteen (15) hours per week or more may participate in the \$20,000.00 District's group life insurance plan provided they pay the premiums themselves. Premiums will be paid through payroll deductions. Life insurance premiums for the summer will be deducted from the last paycheck of the school year.

All permanent full-time Food Service personnel who are schedule to work thirty (30) hours per week or more will receive \$20,000.00 District paid life insurance plan.

All non-participating employees must sign a waiver form for the life insurance coverage.

Health and Dental Insurance

Food Service employees (not the positions that they hold) who were participating in the District's health and dental plans prior to July 1, 2008 will be grandfathered and can continue to participate at their current rate structure – provided that rate structure remains the same for others currently participating in that plan.

All other Food Service employees who are officially assigned to thirty (30) hours per week or more may participate in the district's health and dental insurance plan and will pay the established cost of the district plan. Premiums are adjusted annually in January.

Staff members may elect to purchase health and / or dental insurance.

Food Service employees who are purchasing district insurance will be eligible to set up flexible spending accounts

Staff members who are hired or promoted into a position that has access to insurance the second day of the second semester or after are not eligible for health or dental insurance until August 15th of the following school year.

Staff members who are substituting for an insured employee's leave of absence are not eligible for insurance benefits. The eligibility goes with the permanent assignment.

Article XVI. Sick Leave

1. Permanently assigned employees will be entitled to 1 sick day accrued per 18 days worked .
2. Sick days will be paid according to the number of hours that an employee is assigned to work, (a 3 1/4 hour employee @ \$12.58/hour is paid \$44.13 for their sick day).
3. All unused sick leave can accumulate to 240 days.
4. A doctor's certificate IS required after 3 consecutive days of illness.
 - a. For clarification purposes, the following applies:
 - i. 1-3 consecutive days sick = No doctor's note
 - ii. 4 or more consecutive days sick = Doctor's note needed.
5. Sick leave shall include absence on account of:
 - a. Serious illness of the employee.
 - b. Medical appointments that cannot be scheduled at any other time for the employee, their spouse, or children.
 - c. Up to five (5) consecutive days for the care of a child, spouse or immediate family member as defined in 5d(below).
 - d. Up to five (5) days for the funeral in the employee's immediate family. Immediate family is defined in Section 24-6 of the school code; namely: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.
6. A retiring employee who is at least 55 years of age and has at least eight (8) years of service with the district may receive monetary per diem compensation for unused sick days as follows:

Assigned 5 hours and more per day	\$25.00
Assigned less than 5 hours per day	\$15.00

Or their unused sick days may be credited to service days for the purposes of IMRF retirement benefits.

Article XVII. Personal Business Leave

Three (3) days of personal business leave per year may be granted by contacting the FS Manager a minimum of 5 business days in advance, pending scheduling. Personal business leave shall be utilized for matter which cannot be completed during non-school days or hours, provided personal leave shall not be utilized for any job-

related protest or for pursuit of other employment. These days may not be used on the day before or following the Winter or Spring Break or during the first or last week of the scheduled work year. Unused personal business leave days will accumulate as personal business leave days for the following year.

- They may accumulate to a maximum of four (4) days. Any additional unused personal business leave days will accumulate as sick leave days.
- One personal leave days is equivalent to an employee's scheduled work hours at the employee's rate of pay.
- Personal days may be taken in no less than half day increments.
- The employee shall not be required to give explanation of the reason for the leave, but, by applying for such leave, the Employee guarantees the leave is to be taken in accordance with the criteria described above.
- Snow days are excluded from personal business leave days.

Article XVIII. Leave of Absence without Pay

An unpaid leave of absence (such as physical incapacitation) not to exceed one year may be granted by the School Board upon recommendation of the Food Service Director. A written request for such leave must be made to the administrative supervisor accompanied by a statement completed by the attending physician.

The attending physician must provide, thirty (30) days prior to the actual reinstatement, a statement certifying satisfactory health and physical condition which warrant return to normal and customary duties in the Food Service Department.

The employee granted leave under this provision, upon return, will be entitled to the same job held at the time the leave commenced or to a comparable position.

Article XIX. Vacation Without Pay (Docked Days) For Permanently Assigned Food Service Personnel – Only Applicable Year 1 of Contract. Article XIX will be null and void beginning SY12-13.

Vacation and dock days will be considered and granted only upon the approval of the Food Service Director.

Employees should understand that employment is to facilitate the purposes of the schools. Therefore, employment necessarily entails the obligation of vacation within the vacation framework. Vacations scheduled at the beginning or the end of the school year place undue hardship on the department and will be granted only if it can be shown that it was absolutely necessary that the vacation fall during this time frame.

If requested a minimum of one (1) month in advance, an employee may take up to two (2) weeks off as long as no more than one-fourth of the staff of a particular kitchen is off at one time. Any dock days taken are charged against the maximum 4 weeks off without pay.

Article XX. Grievance Procedure

1. A grievance is defined as any controversy between the parties hereto; or between the school district and any employee covered by this agreement, which relates to a claim that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this agreement.

II. Procedure:

Step One: Any employee having a grievance shall first discuss such grievance with their immediate supervisor. The discussion of the grievance shall take place at a time which does not unduly interfere with the employee's normal work schedule or duties.

Step Two: If Step One does not affect a settlement within five (5) working days to the satisfaction of the employee, such employee shall have the right to lodge a written grievance with the immediate supervisor. If such grievance is not lodged within thirty (30) days following the last act or condition which is the basis of said grievance, it shall no longer exist.

The written grievance shall be on a standard form supplied by the district (see Appendix A) and shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the agreement that has been violated, misinterpreted, or misapplied.

A copy of such grievance shall be filed with the Food Service Director. The employee shall have the right to request a hearing before the immediate supervisor.

Such hearing shall be conducted within ten (10) working days after the receipt of such request. The aggrieved employee shall be advised in writing of the time, place, and date of such hearing.

The immediate supervisor shall take action on the written grievance, or, if a hearing is requested, within ten (10) working days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employee and the Food Service Director.

Step Three: If the action taken by the immediate supervisor does not resolve the grievance to the satisfaction of the employee, such employee may appeal in writing to the Director of Business. Failure to file such appeal within ten (10) working days from the receipt of the written memorandum of the immediate supervisor's action on said grievance shall be deemed a waiver of the right to appeal. Upon request, a hearing shall be conducted by the Director of Business, within ten (10) working days upon the receipt of the request.

The Director of Business, shall take action on the appeal of the grievance within ten (10) working days after receipt of the appeal, or, if a hearing is requested, within ten (10) working days after the conclusion of said hearing. The action taken and reasons for the action shall be reduced to writing and copies sent to the employee and the immediate supervisor.

Step Four: If the action taken by the Director of Business, does not resolve the grievance to the satisfaction of the employee, such employee may appeal in writing to the Superintendent. Failure to file such appeal within (10) ten working days from the receipt of the written memorandum of the

Director of Business, action on said grievance shall be deemed a waiver of the right to appeal.

Step Five: The Superintendent shall take action on the appeal of the grievance within ten (10) working days after the receipt of the appeal, or, if a hearing is requested, within ten (10) working days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employee, the immediate supervisor, and the Director of Business.

Step Six: If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the employee, such employee may appeal in writing to the Board of Education. The notice of appeal shall be sent to the Superintendent and a copy filed with the Secretary of the Board of Education. Failure to file such appeal within ten (10) working days from receipt of the written memorandum of the Superintendent's action on said grievance shall be deemed a waiver of the right to appeal. The Superintendent shall place the matter on the agenda for the next regular meeting of the Board of Education.

Article XXI. Physical Examination and TB Test

The laws of the State of Illinois require all new employees to provide evidence of physical fitness to perform duties assigned and freedom from communicable diseases. Such evidence shall consist of a TB test performed not more than ninety (90) calendar days preceding employment as a substitute, and a physical examination performed by the employee's physician when the Board of Education approves the employee as a permanently assigned staff member. The cost of said initial examinations shall rest with the employee. The results of the examination are to be presented to the Food Service Director.

The Food Service Director may require an employee to have a physical examination if there is a question about an employee's ability to carry on the duties of the job.

All physical examinations and TB tests required after the initial employment requirement shall be at the expense of the Board of Education.

Article XXII. Uniforms

Upon presentation of receipts for uniforms or duty shoes, employees who are permanently assigned and off of their (90) days probationary period at the beginning of the school year will receive up to \$150 for the cost reimbursement for said uniforms and shoes. Newly assigned employees will receive a prorated uniform allowance upon completion of their 90-day probationary period.

Employees must wear department uniform and abide by department dress code policy at all times.

Article XXIII. Seniority

If a kitchen closes, employees therein may replace employees in other units who have less seniority in a similar or lesser pay classification provided no other positions are available.

Article XXIV. Civic Duty Leave

A Food Service employee shall be paid their regular salary for the period of any absences for which they serve jury duty provided they reimburse the Food Service Department for the amount of jury duty pay.

Article XXV. Overtime - Special and Unusual Requirements

Food Service staff members will be paid overtime (time and a half) for time worked in excess of forty (40) hours worked in a work week. (Hours paid for sick , emergency pay do not count toward the 40 hour work week. Bereavement and jury duty days will count toward meeting the 40 hour work week.) Currently the work week is defined as Wednesday through the second Tuesday following said Wednesday.

Authorization for overtime must be granted by either the Food Service Director or the Assistant Food Service Director.

Community Service

Overtime pay (at time and one-half) will be paid for community service activities and open house events when they require work over and above the normal workday.

An employee will be paid a minimum of two (2) hours of show-up time whether or not a scheduled event takes place. In cases where evening groups do not show-up or show-up late for a planned activity, an employee will be paid minimally for the hours they had been expected to work.

Article XXVI. Theft of or Damage To Employee Personal Property

If, through no fault of the employee, the personal property (excluding cash) of an employee is stolen or vandalized on district premises or while the property is being used by the employee on district business, the Board shall reimburse the employee for their loss, or shall replace the property, provided that the employee first reports the loss to the police department.

No claim for loss shall be honored by the Board for any property stolen or vandalized on district premises unless, prior to the loss, the employee shall have completed and filed with the appropriate supervisor or member of the administration a Personal Property Statement Form describing the property.

This section shall apply only to property valued in the amount of Fifty (\$50.00) Dollars or more.

To the extent that the employee may recover their loss through insurance coverage in effect on any property, which is stolen or vandalized, the Board shall be relieved of any obligation to reimburse the employee for their loss.

Article XXVII. Miscellaneous

No duties presently being performed by employees in other bargaining units shall be transferred to food service personnel.

Each employee will be given a copy of the Policies and Procedures Regarding Food Service Personnel upon receiving a permanent assignment in the Food Service Department.

If Food Service staff members are required to attend mandatory school meetings, seminars, training programs, restaurant shows, etc., staff members will be paid their current rate of pay for their regularly assigned hours. Tuition, fees, books, and out-of-district transportation costs for mandatory meetings, etc, will be at the expense of the School Board.

If the Food Service Director calls for a general meeting with the school personnel after working hours or on unpaid days off, this will be paid at the current rate of pay for each individual. Individual conferences called by the Food Service Director for planning or general business purposes will be paid at the individual's rate of pay.

Article XXVIII. Term of the Policy

The salary and terms of this policy shall be effective from July 1, 2011 through June 30, 2014.