



FOOD SERVICE WORKERS

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AT WILL EMPLOYMENT

Food Service workers are at-will employees, and nothing set forth in this handbook shall be interpreted to provide any guarantee or contract for on-going employment.

CATERING

Food Service employees who work a catering job will be paid at the special catering rate.

COMPENSATION & PAYROLL

Food Service workers will be paid by direct deposit on a semi-monthly payroll.

EMERGENCY SCHOOL CLOSINGS

Food Service Workers will not be paid on days when there is an emergency school closing. If you are asked to make up the time it will be at your regular rate of pay and also subject to overtime provisions in the General Handbook.

EMPLOYEE CLASSIFICATIONS

- Food Service Worker – General Food Service Worker
- Kitchen Supervisor – Food Service Worker who manages an elementary Kitchen
- Kitchen Manager – Food Service Worker who manages either the Middle or High School Kitchen

INSURANCE

Health Insurance: Kitchen Managers will be eligible for Health Insurance. The District contribution to the health plan will be set annually. The employee percentage may vary by option choice. The District may change the insurance plan options at any time.

Cash in Lieu of Insurance: Employees eligible for but choosing not to take the District Health Insurance can take a cash in lieu amount of \$120 per month. This election will be subject to all required/applicable deductions, see general handbook for more information.

Life Insurance: Benefit will be a payout of one (1) times their salary at the time of their death. The benefit is fully paid by the District. Employees are eligible to purchase supplemental life for themselves, spouses, domestic partners and children.

RETIREMENT

Employees must be at least 62 years of age and have 20 years of experience in the District to qualify for the retirement benefit. Only food nutrition managers are eligible for this retirement benefit. The retirement benefit is a TSA in the amount of \$250 per month for twelve (12) months.

These dollars will be deposited by the District in a tax sheltered annuity and will grow tax deferred until withdrawn by the retiree. If the employee should die during the period of the annuity payments, a surviving spouse or surviving domestic partner shall be entitled to a lump sum payment equal to one hundred (100%) percent of the remaining annuity payments owed to the retiree. The surviving spouse/domestic partner will receive the lump sum payment in cash within thirty (30) days after the District receives documentation confirming the death of the retiree. Internal Revenue Service rules and regulations prohibit the District from making the surviving spouse/domestic partner lump sum payment into a tax sheltered account. The surviving

spouse/domestic partner benefit vests as of the date of the employee's death, meaning that if the employee has any surviving spouse at the time the retiree dies, the surviving spouse/domestic partner will receive the remaining benefit regardless whether the retiree was married at the time of retirement. **The benefit provided to the surviving spouse/domestic partner may be subject to tax implications as would be required by local, state and federal laws.**

SANITATION AND SAFETY

All employees are to follow the Wisconsin Food Code requirements. Examples are:

- required hair restraints
- no finger nail polish
- no hanging jewelry
- wear clothes that are neat and clean
- wash hands often
- wear serving gloves
- others

UNIFORMS

New hires will receive two (2) District provided uniform tops when they start a regular position. All other personnel will receive one (1) additional uniform shirt per year at no charge, additional tops can be purchased. Dress code: Uniform shirt, black or tan pants, (no blue jeans). Shoes are to be a white or black safety footwear which covers the foot completely, heel and toe. Sandals and footwear with heel straps are not acceptable. The safety footwear must provide traction on potentially slippery surfaces, and should have a rubberized sole material with some kind of ribbed, dimpled or grooved surface. The shoe and sole must be in good condition and not worn smooth. Leather soles are not acceptable.