

**MILLARD PUBLIC SCHOOLS  
EMPLOYMENT PROVISIONS**

**Food Service 2024-25**

**WAGE SCALES:**

<u>Title</u>	<u>Starting Hourly Rate</u>
High School Production Manager	\$24.42
Middle School Kitchen Manager	\$23.35
Elementary School Kitchen Manager	\$21.59
C-Store Manager	\$21.59
Middle School Production Lead	\$20.18
High School Production Lead	\$17.98
High School Helper	\$17.33
Middle School Helper	\$16.99
Elementary School Helper	\$16.70

Substitute Food Service Employees, including summer helpers, are paid the rate of \$15.70 per hour. Designated summer managers/leads are paid a rate of \$18.70 per hour.

**WAGE INCREASE:**

For the 2024-25 school year, each employee who was employed during the 2023-24 year will receive a 5.45% wage increase above the wage received during the 2023-24 year.

**SERVE-SAFE CERTIFICATION:**

Managers and Leads will be required to achieve ServSafe® Certification.

**PAID LEAVE:**

Each 10-month employee shall earn paid leave equal to 5% of the hours normally scheduled in the bi-weekly pay period, and further be allowed any unused and accumulated leave from the previous year to a maximum total of 336 hours of leave with pay. Paid leave will be credited at the end of each bi-weekly pay period during the school year until the maximum hours are attained. The maximum number of hours of paid leave which may be earned by each employee during a school year is eighteen times the number of hours earned in a single bi-weekly pay period (90% of the hours normally scheduled in a normal bi-weekly pay period). Example: An employee normally scheduled for 8 hours per day (80 hours per bi-weekly pay period) shall earn 4 hours of paid leave with each bi-weekly pay period and may earn up to a maximum of 72 hours in one school year.

Each 12-month employee shall earn paid leave at a rate of 8 hours per month (accumulated to a maximum of 736 hours).

Paid Leave shall only be taken in accordance with Board Policy and Rule. 10-month employees are provided three (3) Business and Emergency days per year, and 12-month employees are provided two (2) Business and Emergency days per year.

Upon termination of employment, the District shall pay to any employee covered by this agreement \$13.50 for half of the employee's unused paid leave hours in excess of 40 hours. No payment shall be made for the first 40 hours of unused paid leave.

In November, each employee who is actively employed by the District and who, as of the beginning of said pay period, has unused paid leave in excess of 250 hours (640 hours for 12-month employees) shall be reimbursed for those excess hours at the rate of \$13.50/hr. The employee's leave accumulation shall then be reduced to 250 hours (640 hours for 12-month employees) at the beginning of this November pay period. The procedures for payment of the reimbursement shall be established by the District.

## **VACATION:**

Each 12-month employee shall receive vacation based on her or his vacation eligibility anniversary date as follows:

- (a) First year, earned at 3.33 hours bi-weekly. Accrued to a maximum of 80 hours (10 days);
- (b) Second and subsequent years, earned at 5 hours bi-weekly. Accrued to a maximum of 120 hours (15 days).

## **HOLIDAYS:**

Each 12-month employee shall receive ten (10) paid holidays. All other food service employees shall receive seven (7) paid holidays. The employee will be given the same amount of time off with pay as equal to the hours scheduled to be worked had the day not been a holiday.

In order to be eligible for holiday pay, an employee must:

- (1) be employed by the District twenty (20) working days immediately prior to the holiday to be eligible for holiday pay, provided that the twenty (20) working days prior to Labor Day may include working days immediately prior to the end of the previous school year; and
- (2) have worked his or her normally scheduled hours on both his or her regularly scheduled work days immediately preceding the holiday and on his or her regularly scheduled work day immediately following the holiday, unless he or she has been excused by the District for reason of illness or some other good cause.

## **HOURS OF WORK:**

Each employee shall be paid for each hour or fraction thereof the employee works. The normal workday shall not be more than eight (8) hours. The normal workweek shall not exceed forty (40) hours. Each employee required to work more than forty (40) hours in one week shall be compensated for such additional time at the rate of one and one-half of his or her normal hourly rate. Hours worked per week shall include paid holidays, and approved paid leave. Each employee is to work those hours as requested by his or her supervisor as approved by the Human Resources Office. Hours worked are to be recorded accurately by the employee.

Employees shall not be required to take work home unless the work at home has been pre-approved by the General Manager of Food Service or Human Resources.

Each employee who is employed six (6) hours or more per day shall be given a lunch period of one half (0.5) hour, unless the food service supervisor determines that a lunch period is not feasible due to the need of the kitchen. Such lunch period shall be without pay.

For designated 10-month non-essential staff, scheduled non-workdays as established by the Hourly Staff Calendar or an official closure of Millard Public Schools due to inclement weather shall be considered a non-work day. The District's Human Resources Department, at its sole discretion, may designate additional options when staff are not instructed to report to work.

## **INSURANCE:**

Each employee who is regularly scheduled to work at least 20 hours per week or more shall be eligible to participate in the Health, Dental, and Life insurance Plans provided by the District subject to the following conditions: The District shall pay sixty percent (60%) of the annual District provided health insurance premium amounts for full-time teachers; provided, the eligible employee elects participation and agrees to pay, and does pay, the remainder of the elected health premium. Each food service employee who is employed 12 months per year and works at least 40 hours a week (full time) shall be eligible for the same amount of the annual District provided health insurance premium amounts for full-time teachers; provided, the eligible employee elects participation and agrees to pay, and does pay, the remainder of the elected health premium. For each employee who voluntarily participates in the wellness plan and meets the criteria in the wellness plan in the prior year, the District shall pay an additional premium incentive designed by the District. Any newly hired employee may not be entitled to receive the additional premium incentive until the following year based on participation in the wellness plan.

The District will pay the full premium for basic \$50,000 term life coverage.