

Agreement Between the
Washington Township Board of Education
and the
Cafeteria Managers (R. Apgar, D. Ays, M. Chalemin)

July 1, 2003 through June 30, 2007

1. SALARIES

2003 – 2004 - 3.5% increase

2004 - 2005 – same percent as WTEA

2005 - 2006 – same percent as WTEA

2006 - 2007 – same percent as WTEA

Longevities

\$350 after 15 years

\$475 after 20 years

\$500 after 25 years

Grandfather 5 year longevity at \$225 for those earned by 6/30/96

Grandfather 10 year longevity at \$425 for those earned by 6/30/96

Grandfather 15 year longevity at \$500 for those previously earned by 6/30/96

Longevity is defined as the length of continuous service (i.e. service is not bridged with previously terminated employment within the Washington Township School District), prorated on the number of hours worked.

2. LEAVES OF ABSENCE

A. Personal Business Leaves

A cafeteria manager will be allowed three (3) days for personal business which cannot be transacted during contracted hours. The employee taking such leave will give their immediate supervisor ample advance notification whenever possible. A personal day may not be used before/after a vacation/holiday period except under the following conditions:

1. Conditions

- a. birth of own child or grandchild
- b. immediate family weddings/grandchild
- c. high school/college graduation of own child/grandchild
- d. house closing
- e. court appearance
- f. family medical issue/illness
- g. religious holidays of your faith
- h. own child's field trip
- i. parent/teacher conference
- j. at the discretion of the Superintendent (the above is not an all inclusive list)

Consecutive personal days will not be granted before/after a vacation/holiday period.

Personal Business Leaves (continued)

A sick day before or after a personal day during a vacation/holiday period will fall under sick leave.

Personal business leaves for cafeteria managers shall not be cumulative, except hereinafter set forth.

Unused personal days can be accumulated and added to the employee's accumulated sick leave. Cafeteria Managers can accumulate a maximum of three (3) days sick leave at the rate of one (1) day for each unused personal day.

B. Sick Leave

1. A cafeteria manager will be allowed up to ten (10) days leave of absence for illness per school year, with full pay. A Cafeteria Manager working less than the full contract year will receive sick leave proportionate to the number of months of the contract for that year. A Cafeteria Manager on child rearing/maternity leave or extended leave, as defined in Article 2. B. 5, but not to include sick leave, shall receive sick leave proportionate to the number of months of active employment for that year. For special cases such as retirement, resignation, or transfer, but not limited to these, Cafeteria Managers shall receive sick leave proportionate to the number of months employment for that year. Working under contract one (1) day in a month shall constitute a month of employment for the above calculations. Accumulation for part time employees shall be prorated.
2. A cafeteria manager using a sick day before or after a holiday or school vacation period may be contacted by the district, between the hours of 9:00 a.m. and 1:00 p.m., to verify the employee is home sick. A doctor's note will be required if the employee cannot be reached. The Superintendent may require a doctor's note after three (3) days of absence. All unused sick leave days are accumulated without limit from date of employment.
3. Upon retirement or resignation in good standing, after ten (10) consecutive years of employment in Washington Township Schools, reimbursement for unused sick leave shall be as set forth below. This payment is reduced by 5% if notification is not received by January 10th of the school year preceding the year in which payment is made. To avoid any penalty, the Cafeteria Managers may elect to receive payment in the following year.
 - a. For days accumulated as of 6/30/89 and not subsequently used upon leaving the district in good standing, reimbursement shall be:

80% of unused sick days (no maximum) at \$50 per day for anyone making over \$50 per day, and the per diem rate for anyone making less than \$50 per diem
 - b. For retirement in good standing as defined in PERS or TPAF, or death, reimbursement shall be for 90% of unused sick days as follows:

Maximum of 182 days at current substitute rate for that position
 - c. In determining the unused sick days in "a" above, sick days are used in the order (1) after 6/30/89, (2) accumulated up to 6/30/89
 - d. Reimbursement under "a" and "b" are mutually exclusive

3. DEATH IN FAMILY

A Cafeteria Manager will be allowed leave of absence, for the purpose of bereavement, due to death in the immediate family (husband, wife, father, mother, child or other relative living with the family) for a period of three (3) days at full pay. At the discretion of the Superintendent, employees may be granted two (2) additional days. The leave of absence allowed for a close relative (brother, sister, in-law, grandparent, grandchild) not living with the family will be up to two (2) days; distant relative, one (1) day.

4. EXTENDED SICK LEAVE

There may be occasions when it is necessary for an employee to be absent on sick leave for greater periods of time than are covered by the annual sick leave plan. When a person's required sick time exceeds his annual sick leave and accumulated sick leave, the Board may pay him/her each day's salary less the pay of a substitute, if a substitute is employed, or the estimated cost of the employment of a substitute if none is employed, for such length of time as is determined by the Board in each individual case.

5. MATERNITY RELATED DISABILITY

As per district policy.

6. INSURANCE COVERAGE

The Board shall provide insurance coverage for all full-time employees and those working over 25 hours per week and their families in accordance with the district health benefits packages and payment schedules

7. SAVINGS BOND PLAN

Each Cafeteria Manager may individually elect to have monies deducted each month to be used to purchase United States Savings Bonds. To participate in this plan, the employees will notify the Board Secretary, in writing, by June 15th of the preceding year. Once enrolled, an employee remains enrolled for the full contract year and deductions shall continue at the stipulated rate.

8. DIRECT DEPOSIT

Each Cafeteria Manager may elect to have monies placed into direct deposit to the bank of their choice. To participate, the employee must notify the Board Secretary, in writing, by June 15th of the preceding year. An employee may enroll or change their direct deposit in January, to be effective February 1st.

9. COURSE CREDIT REIMBURSEMENT

1. Full-time Cafeteria Managers will be reimbursed at the rate of 100% for workshops, courses or training, to a maximum of \$500 per year (a year is defined as July 1st to June 30th) for a maximum of 2 days per year, per staff member.
2. Courses must be approved by the Superintendent of Schools as being appropriate and directly related to the employee's job, duties, or position, and beneficial to the school system. No approval shall be unreasonably withheld.

10. MISCELLANEOUS

1. Mileage Allowance

- a. Mileage allowance for the use of the Cafeteria Manager’s personal truck in transporting school supplies and equipment will be reimbursed at \$.49 per mile. All mileage must be approved, in advance, by either a central office administrator or the building principal involved. This allowance only covers transportation where a truck is necessary. Other mileage will be reimbursed at the current IRS rate for use of a personal vehicle.

2. Uniform and Shoe Allowance

- a. An allowance of \$200 will be provided towards the purchase of uniforms and shoes.
- b. Shoes and uniforms will be ordered from manufacturers approved by the cafeteria representatives and the Finance Committee

11. SAVINGS CLAUSE

If during the course of this contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the contract not affected by such a ruling shall remain in force.

_____	_____
Robin Apgar	Date
_____	_____
Denise Ays	Date
_____	_____
Marianna Chalemin	Date
_____	_____
James Harmon Chief Negotiator	Date
_____	_____
K. William Roehrich, President Board of Education	Date