FULL-TIME/PART-TIME STATUS
For the purpose of this Agreement a full-time Cafeteria Employee is a Cafeteria Employee who regularly works six (6) or more hours per day and thirty (30) hours or more per week. A part-time Cafeteria Employee is a Cafeteria Employee who regularly works less than six (6) hours per day and less than 30 hours per week.

PROBATIONARY PERIOD
All newly hired Food Service Employees shall be employed initially on a probationary basis for 45 work days. If the Food Service Employee is rated as unsatisfactory during the initial probationary period, the Food Service Employee shall be terminated. Probationary Food Service employment does not apply to temporary Food Service Employees such as daily substitutes or long-term substitutes. Full-time probationary Food Service Employees shall receive health care benefits only. Leave will be prorated and granted upon satisfactory completion of the probationary period.

A Food Service Employee awarded a new position within the Department shall serve in a probationary/trial status for a period of 10 working days during which time said Food Service Employee may choose to return or be returned to his or her previous position. If the new position requires the performance of increased duties and responsibilities such as a lead position, the probationary period will be for 45 work days and the right to return will be for the first 10 days of the 45-day period.

WAGES

Starting Hourly Rates
During the term of this Plan, the starting hourly rate for Food Service Assistants (FSA), substitutes, and flex staff will be as follows:

2021-2022: $11.00
2022-2023: $11.50
2023-2024: $12.00
The starting hourly rate for any employee hired as a Dish Room Assistant during the term of this contract period will be within the following range depending on experience and scope of responsibilities:

$9.50 – $11.00

**Increases**

2021-2022: 4.5% except as noted below

All substitutes and current FSA employees will be increased to a rate of $11.00 per hour for the 2021-2022 school year

<table>
<thead>
<tr>
<th>Year</th>
<th>Increase</th>
</tr>
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<tbody>
<tr>
<td>2022-2023</td>
<td>$.50/hour</td>
</tr>
<tr>
<td>2023-2024</td>
<td>$.50/hour</td>
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</tbody>
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**LONGEVITY**

Cafeteria Employees having completed 15, 20, 25, and 30 years of service with the school district as specified herein shall be entitled to a $100 longevity increment following completion of the specified number of years of service. All increments shall be inclusive of any previously earned increment(s). The longevity increment(s) are based upon continuous years of service as a Cafeteria Employee for the School District.

**HEALTH INSURANCE**

All full-time Cafeteria Employees who elect insurance coverage for themselves and qualified dependents will be enrolled in a Qualified High Deductible Health Plan (QHDHP) as follows:

- A Health Savings Account (HSA) will be established for all employees, with an annual employer contribution equal to 40% of the deductible
- The deductible levels in the QHDHP will rise according to IRS established minimum deductibles for a qualified high deductible healthcare plan.

A limited scope dependent care Flexible Spending Account (FSA) will also be available.

If any full-time employee elects to opt out of the District’s health insurance coverage for the term of this Agreement, and in lieu of the District’s obligation to provide health insurance coverage for said employee and/or his or her eligible dependents, the District shall pay the employee $2,000 annually as additional compensation during each year of the Agreement. Any employee who chooses to opt out of the District-provided health insurance coverage must first provide the District’s Human Resources Office with documented proof that said employee has other insurance coverage. It is understood and agreed that an employee who opts out of the District’s health insurance plan may reenroll in said plan in the event that...
said employee experiences a qualifying event.

**DENTAL/VISION**

For each eligible full-time Cafeteria Employee covered by the Agreement, the School District shall provide the same Dental/Vision benefits coverage made available to the School District’s professional employees, as set forth in the professional employee collective bargaining agreement between the School District and CAEA, and according to the same terms and conditions set forth therein.

The School District shall notify eligible Cafeteria Employees of any change in the dental or vision plan(s) or a change in the dental or vision carrier prior to the effective date of such a change.

**DEATH BENEFIT**

If a Cafeteria Employee should die prior to termination of service, the School District shall pay to the Cafeteria Employee’s surviving spouse, a death benefit, in the amount of one-half (1/2) of the Cafeteria Employee’s annual salary.

**RETIREMENT**

Cafeteria Employees shall be provided pension benefits as provided by the Pennsylvania Public School Employees Retirement System (PSERS). The School District shall make such deductions and contributions as required under the applicable PSERS rules and regulations.

**VACATION**

All twelve (12)-month Cafeteria Employees shall receive 20 vacation days and may have a maximum of 10 days of carryover. Between May 1 and June 15, employees may submit a request to be compensated for up to 10 unused days at the current rate of pay.

**HOLIDAY PAY**

Eligible 180-day Food Service Employees shall receive five (5) days of hourly pay issued during the December break. This is only available to those actively employed full-time or part-time staff as of December 20th of each school year.

**BEREAVEMENT LEAVE**

When a Cafeteria Employee is absent from duty because of the death of an immediate family member of said Cafeteria Employee, there shall be no deduction in salary of such Cafeteria Employee for an absence not in excess of four (4) school days whenever a long work break is not available. An immediate family member shall be defined as of a husband, wife, child, step-child, parent, step-parent, brother or sister, grandparents, grandchildren, or parent-in-law.

When a Cafeteria Employee is absent because of the death of a near relative, there shall be no deduction in the salary of said Cafeteria Employee for absence on the actual day of the funeral and one (1) additional day directly prior to or after the day of
the funeral. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of the employee.

CHILDREARING LEAVE
A Cafeteria Employee who is expecting or whose spouse is expecting the birth of a child which the Cafeteria Employee contemplates will reside in his or her household, or who expects to adopt a child, and who wishes to continue employment following a period of absence taken for the purpose of rearing the child, may be granted a leave of absence without pay for such purposes. Such childrearing leave shall be without pay. The maximum length of such leave for each child shall be one (1) full year.

PERSONAL LEAVE
Each twelve (12)-month Cafeteria Employee shall be entitled to four (4) days of personal leave each school year. Such Personal Leave days may accumulate from year to year up to a maximum of eight (8) days. Less than twelve (12)-month Cafeteria Employees (full-time and part-time) shall be entitled to three (3) days of personal leave each school year and may accumulate from year to year up to a maximum of six (6) days. Personal leave days shall be credited on the first day of the work year.

SICK LEAVE
Each Cafeteria Employee shall be entitled to ten (10) days of sick leave to be credited on July 1 of each work year. A Cafeteria Employee may accumulate unused sick leave from one year to the next without any limit.

Upon retirement or death in service, Cafeteria Employees hired on or before October 1, 1991 shall be paid for all unused sick leave days accumulated since July 1, 1968, at one-half (1/2) of their daily rate of pay.

Those Cafeteria Employees hired after October 1, 1991, shall, upon retirement or death in service, be paid for a maximum of 140 days of unused sick leave at one-half (1/2) of their daily rate of pay.

Those Cafeteria Employees hired on or after July 1, 1993 shall, upon retirement or death in service, be paid for a maximum of 100 days of unused sick leave at $25.00 per day. An optional three (3)-payment plan may be elected by the Cafeteria Employee, but such plan must be completed within two (2) years of retirement.

For the purpose of this Agreement, “retirement” shall mean a qualified retirement under the guidelines of the Pennsylvania Public School Employees' Retirement System. As per School Board policy, School District payment for all leaves that are to be paid upon a qualified retirement will be transferred as a non-elective employer contribution to an approved IRC section 403B/457 account of the Cafeteria Employee’s choice.

Any employee who takes off in an uncompensated status may have their hours reduced up to the point of termination.
**SICK LEAVE BANK**
Cafeteria Employees may participate, at their option, in the non-bargaining unit sick leave bank.

**PROFESSIONAL DEVELOPMENT**
At the discretion of the School District, Cafeteria Employees may be permitted to attend conferences, programs, and other activities such as seminars and courses for the purpose of professional development. Cafeteria Employees shall be reimbursed for pre-approved expenses at such approved professional development activities.

**TUITION REIMBURSEMENT**
All Cafeteria Employees shall be eligible to receive full tuition reimbursement for pre-approved courses in appropriate areas of study, for personal/professional growth, not to exceed the amount of Shippensburg University’s per-credit rate.

Tuition reimbursement is subject to the following conditions:

- Each course must be approved in advance and in writing by the Food Service Director.
- The Cafeteria Employee must verify enrollment, tuition, and the completion of the course with a passing grade.
- A Cafeteria Employee who terminates his/her employment within 12 months of receiving any such reimbursement must repay the amount of the reimbursement received within that 12-month period prorated by the number of months served during that 12-month period.

**TRAVEL EXPENSES**
Cafeteria Employees shall be reimbursed for approved work-related travel in their own vehicle at the prevailing IRS rate.

**ACTIVITY PASS**
Activity pass will be the District-issued employee ID badge.

**EVALUATION**
All Cafeteria Employees shall be subject to yearly performance evaluations to be performed by their immediate supervisor using a School District developed evaluation instrument.