

# MONTROSE

## COMMUNITY SCHOOLS



### EXPLANATION OF FRINGE BENEFITS

**Montrose Community Schools**

**At Will Food Service Worker**

**July 1, 2024 thru June 30, 2027**

Eligibility	Food Service Worker, directly employed by Montrose Community Schools, hired to work in a permanent position.													
Rights of the Board	<p>The Board on its own behalf and on behalf of the electors of the district hereby retains and reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and the United States, to manage and direct the Montrose Community Schools provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement, but such rights established by law may not be infringed upon by an provision of this contract.</p> <p>The exercise of the legislative powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.</p>													
Wage Increase Schedule	<table><tr><th>Audited General Fund Balance</th><th>Compensation Formula</th></tr><tr><td>General Fund Balance less than 10%</td><td>Freeze in Salary and No Step Increase</td></tr><tr><td>General Fund Balance equal to 10%</td><td>Step Increase</td></tr><tr><td>General Fund Balance equal to or greater than 11%</td><td>0.75% (0.0075) increase to the base</td></tr><tr><td>General Fund Balance equal to or greater than 12%</td><td>An additional 0.75% (0.0075) increase to the base (cumulative gain of 1.5% (0.015%) to the base</td></tr><tr><td colspan="2">In the event another employment group negotiates any deviation from this table, the group will be allowed the opportunity to renegotiate for a similar structure.</td></tr></table>		Audited General Fund Balance	Compensation Formula	General Fund Balance less than 10%	Freeze in Salary and No Step Increase	General Fund Balance equal to 10%	Step Increase	General Fund Balance equal to or greater than 11%	0.75% (0.0075) increase to the base	General Fund Balance equal to or greater than 12%	An additional 0.75% (0.0075) increase to the base (cumulative gain of 1.5% (0.015%) to the base	In the event another employment group negotiates any deviation from this table, the group will be allowed the opportunity to renegotiate for a similar structure.	
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Lunch Break	All Food Service Workers must take a paid fifteen (15) minute lunch break.																																																																
Holidays	<p>Friday before Labor Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Mid-Winter Break Day, Good Friday, Memorial Day, provided the school calendar is so arrange that school is not held.</p> <p>To be eligible for holiday pay, an employee must complete the employees last regularly scheduled workday prior to and the employees first scheduled workday subsequent to the holiday.</p>																																																																
Sick Time	<del>Ten</del> Nine (9) sick leave days shall be credited to each Food Service Worker at the commencement of the school year. If unused, the days may be accumulated without limit. Two additional sick days may be transitioned to personal time upon approval of the food service director.																																																																
Paid Time Off (PTO)	<del>Two</del> Three (3) days will be granted for personal business. However, if unused they may only accumulate as sick leave, not as personal business.																																																																
	Must notify the supervisor at least forty-eight (48) clock hours prior to said day.																																																																
Leave of Absence with Pay	<p>Leave of absence with pay chargeable against the employee’s allowance:</p> <ol style="list-style-type: none"><li>1. A maximum of five (5) days per school year for family illness or injury of an immediate family member.</li><li>2. A doctor’s appointment that cannot be scheduled at another time.</li><li>3. A maximum of five (5) days per school year for a death in the immediate family.</li><li>4. Immediate family is defined as spouse, children, step children, grandchildren, parent or equivalent, mothers-in-law, brother, brother-in-law, sister, sister-in-law, grandparents of either spouse or any family member residing in the household.</li><li>5. An employee may take on (1) day per year to attend or participate in a funeral.</li></ol>																																																																

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Leave of Absence without Pay	<p>The Director of Food Services makes decisions regarding approval of Leave of Absences without pay. Employees may appeal the decision with the final outcome to be determined by the superintendent.</p> <p>In the event, the employee exceeds their allotted sick and personal time and must take unpaid days, the district will bring them back in a sub position. The food service employee will maintain their rate of pay, but will be moved to the bottom of the seniority list for the remainder of the year. The food service employee will not lose their seniority. This only applies in situations where seniority applies in regard for selection of positions. The food service employee will have the opportunity to apply for another position when it opens.</p>
Unforeseen Program Closures - Inclement Weather	When school is not in session due to inclement weather, Cafeteria Workers shall be paid their regular hours up to an Equivalent to MDE Language.
Jury Duty	When a food service employee is called for jury duty, the employee will return any per diem allowances, less expense, to the Board.
Voluntary Resignation or Retirement	The total unused portion of the annual sick leave allowance shall be permitted to accumulate without limit. If a Food Service employee voluntarily quits, retires or has their position eliminated after five (5) years of employment, half (1/2) the accumulated sick leave shall be paid to the Cafeteria worker at minimum wage.
Uniform Allowance	Each Food Service worker who works at least one and one half (1.5) hours per day will receive up to \$160.00 a year uniform allowance. Bills must be presented to the business office. All bills must be submitted no later than January 1st.
Catering	Hours for catering will be rotated to the greatest extent possible; however, one cook must be on duty for each event. A signed availability list will be established in September for those desiring work for catering. The list will be arranged, by seniority, and workers will be requested to work for catering on a rotation basis beginning with the individual with the most seniority. If an employee declines to work they will not be asked to work until it is their turn in the rotation. Catering wage will not be paid for prep work completed during regular work hours. Only non-scheduled school calendar days/events are considered catering. The Food Service Director will assign catering workers based on a rotating schedule.
Health Insurance (Plan Year July-June)	<p>Full time employees (regularly scheduled to work 30 or more hours per week) wishing to purchase Medical insurance may purchase the coverage with pre-tax dollars through payroll deductions. Please contact GECS for more information (810) 396-1100</p> <p>Insurance premium payments shall not be paid while employees are on a leave of absence or leave without pay unless the employee qualifies for benefits under the Family and Medical Leave Act of 1993.</p>
Cash in Lieu	<p>Cash option in the amount of \$80.00 per month for 10 months (from which applicable withholding will be made) if the employee averages six (6) or more hours per day on a regular basis or if applicable, cash option in the amount of \$70.00 per month for 10 months (from which applicable withholdings will be made) if the employee averages less than six (6) hours per day on a regular basis.</p> <p>If the employee chooses to have the cash option applied toward the purchase of qualified benefits under a district sponsored health plan, it is the employee's responsibility to notify the business office.</p>

Dental	Full time employees receive Dental insurance paid for by the Board of Education.
Vision	Full time employees (regularly scheduled to work 30 or more hours per week) wishing to purchase Vision insurance may purchase the coverage with pre-tax dollars through payroll deductions. Please contact the District Office for more information.
Optional Insurance	Employees wishing to purchase two person or full family health insurance may purchase the coverage with pre-tax dollars through a qualified section 125 plan. Please contact the District Office for more information.
Retirement	Please contact ORS to find out information regarding your retirement plan.
Concerns	<p>Concerns Procedure</p> <ul style="list-style-type: none"> <li>A. Level 1 concerns must be presented verbally to the Food Service Director.</li> <li>B. Level 2 concerns not resolved informally between the employee and Food Service Director shall be presented in writing to the Director who will reply in writing within 10 school days.</li> <li>C. Level 3 concerns not resolved at level 2 shall be presented to the Superintendent within 10 days of the level 2 response. All decisions at this point are final.</li> </ul>
Vacancies and Promotions	<ul style="list-style-type: none"> <li>1. All vacancies shall be posted within ten (10) workdays of that vacancy.</li> <li>2. All vacancies shall be posted for a minimum of ten (10) school days in each kitchen before assignment is made.</li> <li>3. Assignments shall be made within fifteen (15) workdays after the posting has expired.</li> <li>4. The Supervisor may fill any vacancy immediately on a temporary basis.</li> <li>5. Any Cafeteria Worker has the right to apply for a vacancy.</li> <li>6. The Cafeteria Worker must demonstrate adequate skills to perform the tasks inherent in said vacancy. Such demonstration shall be by virtue of his/her training, initiative, experience, performance on other similar tasks, etc.</li> <li>7. Upon successfully demonstrating adequate skills the Cafeteria Worker will be given thirty (30) working days to demonstrate that he/she is capable of doing the job.</li> <li>8. If the Cafeteria Worker is unable to perform adequately during the thirty (30) day period, the Worker shall be returned to his/her former position.</li> </ul>
New Hires	<p>All new hires are hired through a contracting company. The district will strive to get those employees the same compensation, sick and personal day accruals, holiday and snow day pay, and uniform allowance.</p> <p>All existing employees have the option of becoming employed by a contracting company.</p>
Current District Employees	Shelly Huber, Becky Ducham, Vanessa Patterson (Retiring June 2024), and Karen Taylor
<p><b>Please Note: The carrier of all insurance coverage is determined by Montrose Community Schools.</b></p>	
<p><b>All benefits shall be prorated and based on the actual number of days employed during the program year; i.e., new hires would have their PTO benefits pro-rated based on their hire date.</b></p>	

# MONTROSE

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Linden A. Moore, Superintendent

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Signature

\_\_\_\_\_  
Date

Shelly Huber, Food Service Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Rebecca Ducham, Food Service Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Karen Taylor, Food Service Employee

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Montrose Community Schools Board of Education Date Approved \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum	Wage scale reflect if General Fund Balance is equal to or greater than 12%																																																																																																																
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Head Cook	<del>\$15.33</del>	<del>\$15.64</del>	<del>\$15.95</del>	<del>\$16.27</del>	<del>\$16.59</del>	<del>\$16.93</del>	<del>\$17.26</del>																																																																																																										
HS/MS/Elem	<del>\$15.56</del>	<del>\$15.87</del>	<del>\$16.19</del>	<del>\$16.51</del>	<del>\$16.84</del>	<del>\$17.18</del>	<del>\$17.52</del>																																																																																																										
Assistant Cooks	<del>\$12.55</del>	<del>\$12.86</del>	<del>\$13.18</del>	<del>\$13.51</del>	<del>\$13.85</del>	<del>\$14.20</del>	<del>\$14.55</del>																																																																																																										
	<del>\$12.74</del>	<del>\$13.05</del>	<del>\$13.38</del>	<del>\$13.72</del>	<del>\$14.06</del>	<del>\$14.41</del>	<del>\$14.77</del>																																																																																																										
Catering Wages/ Summer Program	Weekdays/Summer (Step 7*1.05)		Weekends (Step 7*1.1)																																																																																																														
Head Cook	<del>\$18.13</del>		<del>\$18.99</del>																																																																																																														
	<del>\$18.40</del>		<del>\$19.28</del>																																																																																																														
Assistant Cook	<del>\$15.28</del>		<del>\$16.01</del>																																																																																																														
	<del>\$15.51</del>		<del>\$16.25</del>																																																																																																														