GOSHEN COMMUNITY SCHOOLS

24/1-3

CAFETERIA PERSONNEL

ELIGIBILITY: All employees employed on a school year basis working 30 hours or more per week are entitled to benefits. The employees classified staff handbook with all your benefits is available on our GCS intranet in the file cabinet under Human Resources. An employee must work 120 days or more during a calendar year to receive the year of service increment increase in their wages the following January.

Schedule	2016	Employer Contributions	Employer Contributions	
		14.20%	7.65%	Per Hour
#24- Deg 1		PERF	FICA	Total
0-90 days	$10.29	$1.46	$0.79	$12.54
91 days-1 yr	$10.69	$1.52	$0.82	$13.03
1-2 yrs	$11.09	$1.57	$0.85	$13.51
3-5 yrs	$11.49	$1.63	$0.88	$14.00
6-10 yrs	$11.89	$1.69	$0.91	$14.49
11 yrs	$12.49	$1.77	$0.96	$15.22
12	$12.89	$1.83	$0.99	$15.71
13	$12.99	$1.84	$0.99	$15.83
14	$13.09	$1.86	$1.00	$15.95
15	$13.19	$1.87	$1.01	$16.07
16	$13.24	$1.88	$1.01	$16.13
17	$13.29	$1.89	$1.02	$16.19
18	$13.34	$1.89	$1.02	$16.25
19	$13.39	$1.90	$1.02	$16.32
20	$13.44	$1.91	$1.03	$16.38
21	$13.49	$1.92	$1.03	$16.44
22	$13.54	$1.92	$1.04	$16.50
23	$13.59	$1.93	$1.04	$16.56
24	$13.64	$1.94	$1.04	$16.62
25	$13.69	$1.94	$1.05	$16.68
Manager (Elementary/deg2)	$3.60/hr			
Manager (Elementary/deg3)	$4.25/hr			

BANQUETS: Banquets (1½ times hourly rate) for hours outside normal work day.

OPENING/CLOSING CAFETERIAS: In addition to the scheduled 180 school days, cafeteria staff will work one day prior to the start of the school year and one day immediately following the last student day to open and close the cafeteria area.

YEARS OF EXPERIENCE CREDIT: If a **newly** hired employee has previous experience in a similar position or post-secondary education, administration may determine to give up to three years experience on the salary schedule but not for seniority or vacation purposes. This increase in salary will occur after the probationary time period of 90 calendar days, provided the hiring supervisor includes this request in their initial recommendation letter.

PAID TIME OFF: Please consult the classified staff handbook for details on PTO. It is located at www.goshenschools.org or request a copy from the office. PTO will be earned at the rate of 1 hour for every 20 hours paid.

FAMILY MEDICAL LEAVE: Family Medical Leave is required for those employees **missing five (5) days** in a row for serious illness, major surgery, the birth/adoption of child, or serious accident or illness involving the employee or the employee's "immediate family" (as defined in funeral leave). Family medical illness leave will be limited to the employee's annually granted PTO days. Please check the formal rights for Family Medical Leave in the handbook and/or at the poster located at the Central Office, 613 E. Purl Street, Goshen IN 46526.

UNIFORM ALLOWANCE: A uniform allowance of $75.00 per school year is available for cafeteria employees who work 6 hours or more daily. This can only be used towards the purchase of white pants, white shorts, white skirts, white shoes, or matching tops selected by the cafeteria managers. Cafeteria workers are expected to wear white pants (skirt, shorts), white shoes (no open toes), and matching tops selected by the cafeteria manager.

WEATHER DELAYS AND CANCELLATIONS: School delays and cancellations due to inclement weather are implemented in rare and unusual situations, for the benefit and safety of students. In general, classified staff whose job responsibilities are directly related to working with students should follow the student schedule when such delays/cancellations occur. Other classified staff who provide indirect and support services to the corporation should plan to report to work as scheduled. Obviously the safety of staff is a priority for the school corporation. In the event that the weather presents a safety issue for the staff member, that individual may use PTO time if available, or unpaid time. When in doubt, the staff member should consult with his/her immediate supervisor related to school delays or cancellations.

Please be sure to refer to the Employee Handbook for information on other benefits and employee expectations.