



TIPTON COMMUNITY SCHOOL CORPORATION

1051 South Main Street

Tipton, IN 46072

(765) 675-2147

HANDBOOK FOR

CAFETERIA STAFF

Effective July 22, 2026

Rev. July 2026

It is the policy of the Tipton Community School Corporation not to discriminate on the basis of race, color, gender, religion, national origin, age, disability, or limited English proficiency in its educational programs, or activities, or employment practices, as required by Title VI and VII (Civil Rights Act of 1964), Title IX (Education Amendments of 1972), Section 504 (Rehabilitation Act of 1973), Americans with Disabilities Act, and the Indiana Civil Rights Act.

If you feel you have experienced discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Tipton Community Schools Director of Student Services

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EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Tipton Community School Corporation (TCSC) not to discriminate on the basis of race, color, gender, religion, national origin, age, disability, or limited English proficiency in its educational programs, or activities, or employment practices, as required by Title VI and VII (Civil Rights Act of 1964), Title IX (Education Amendments of 1972, Section 504 (Rehabilitation Act of 1973), Americans with Disabilities Act, and the Indiana Civil Rights Act.

If you feel you have experienced discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the TCSC Director of Student Services or Superintendent.

INTRODUCTION

This employment policy handbook shall apply to all support staff personnel of the TCSC unless otherwise specifically excluded in writing and shall include those employment policies deemed desirable by the Board of School Trustees and the Administration. This handbook shall remain in effect until changed by action of the Board of School Trustees.

Support staff personnel shall work under the supervision of their building principals or any other supervisory person as designated by the Superintendent.

Support staff personnel are subject to assignment to duty by the respective building principal or supervisor, as he/she deems advisable to complete the task at hand.

GENERAL REGULATIONS AND POLICIES FOR SUPPORT STAFF

TCSC will employ support staff to provide health, transportation, food, clerical, maintenance, instructional assistance, and custodial services to support and enhance the educational program. Violation of the Corporation's rules, regulations, policies and/or the contents of this handbook may result in disciplinary action, up to and including termination.

EMPLOYMENT-AT-WILL: TCSC is an at-will employer, and employment status can be terminated with or without notice at any time at the option of the TCSC or by

the employee, notwithstanding any oral or written statements by the Corporation representative or employee prior to, or following the date of employment.

No TCSC representative has the authority to modify this policy. No TCSC policy, procedure, custom and/or statements whether written or oral can change the status of the TCSC as an at-will employer.

Nothing contained in this Handbook should be relied upon to establish any specific promises concerning continuation of employment.

EMPLOYMENT PROCEDURES: Persons desiring to be employed by TCSC in a non-certified capacity shall file an application through the corporation's web page under "Job Opportunities".

PHYSICAL EXAMINATIONS AND HEALTH TEST: The Board of School Trustees may require physical examinations and/or health tests as prescribed by Indiana Code. All costs for those examinations or tests will be borne by the employee. The costs of any additional health tests and/or physical examinations required by the Corporation shall be borne by the Corporation.

EMPLOYMENT QUALIFICATIONS OF SUPPORT STAFF:

1. Each employee must be trustworthy, of good moral character, and good physical health.
2. Where applicable, employees must be eligible for a valid license or certification and possess said license or certification prior to being officially employed.
3. Members of the support staff must be cognizant of the educational program and their responsibility to the students.
4. Office personnel who are employed as treasurers must be bonded in an amount to be determined and paid for annually by the Board of School Trustees.

SELECTION OF SUPPORT STAFF: The building principals and/or supervisors shall screen candidates having filed applications for support staff vacancies and make recommendations for employment to the Superintendent.

Screening of prospective employees may include oral and written inquiries, recommendations from past employers, and a careful analysis of qualifications required for the work to be performed.

The Superintendent shall recommend employment of support staff to the Board of School Trustees. All persons hired by the corporation must undergo criminal history checks. Any costs associated with the criminal history checks shall be the responsibility of the employee.

ASSIGNMENT OF SUPPORT STAFF: The Superintendent shall assign support staff to a position after consulting with the building principal and/or immediate supervisor.

PROBATIONARY PERIOD: All food service staff employees shall serve a thirty (30) work day probationary period. At least one week prior to the end of the probationary period, the probationary employee's supervisor shall submit to the Superintendent or his/her designee an evaluation of the probationary employee. Following a review of the evaluation, the Superintendent (designee) and the probationary employee's supervisor shall determine if the probationary employee will move to regular status or be released from employment. Accrual of PTO/SICK days will not occur until the probationary period has expired, and therefore, use of paid (PTO and/or SICK) days will not be allowed inside of the probationary period.

CONFIDENTIALITY: Information about our students, parents, and staff is strictly confidential and is not to be discussed in public places. Employees should refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials. This would include direct communication or the use of social media to make such expressions. Discussing or revealing confidential information with individuals outside of the School Corporation or with individuals within the School Corporation who are not authorized to have such information will not be tolerated and will be grounds for disciplinary action, up to and including termination. We must all respect the privacy of our students, parents, and staff.

DRESS: Employees not required to wear uniforms will be expected to adhere to the corporation's established student dress code.

CELL PHONES: While it is common for employees to have personal cell phones in their possession during work hours, employees are expected to refrain from using them during their working hours. All personal phone calls, texting, or any other form of electronic communication should be done during authorized breaks (this includes non-cell devices that relay information to a user such as smart watches and earpieces etc.). We are aware that our Kitchen Managers may need communication devices to assist/ensure our operation runs smoothly, and as such exempt them from complete restrictions while noting that usage should be limited 100% toward kitchen needs and be non-personal in nature.

TRANSFER OF SUPPORT STAFF: Transfers may be made at the request of the employee or upon the initiative of the Superintendent or other supervisory personnel, for any reasons, which, in the judgment of the Superintendent, shall serve the best interest of the School Corporation. Employees who are transferred from one support staff position to another support staff position shall be granted experience credit as determined by the Superintendent. The Superintendent's decision shall be final in a transfer case.

SUPERVISION OF SUPPORT STAFF: The support staff shall be provided supervision to promote effective job performance and improvement. In-service training may be conducted to improve job effectiveness and skills (public relation and others) necessary for each employee to represent TCSC in a positive manner.

HARASSMENT POLICY: TCSC strongly disapproves of harassment in all protected areas (sexual, racial, religion, disability, language, etc.) under applicable state and federal law, and will not tolerate it. Employees shall not engage in any form of harassment, and are furthermore directed to refrain from any-and-all verbal or physical conduct of a harassing nature while on the job. Victims of harassment are encouraged to file a written report on forms supplied by the School Corporation. The report shall be forwarded to one of the designated persons listed below:

1. Immediate Supervisor
2. Building Principal
3. Assistant Superintendent
4. Superintendent
5. President of the Board of School Trustees

Complete copies of harassment policies and the reporting forms can be found in the School Board Policies found on the Tipton Community School Corporation's web page (www.tcsc.k12.in.us).

DRUG/ALCOHOL FREE WORKPLACE POLICY: Unlawful possession, use, or distribution of illicit drugs and/or alcohol on school premises or as a part of any of the activities associated with TCSC is prohibited.

Disciplinary sanctions, which are consistent with local, state, and federal law, up to, and including termination of employment and referral for prosecution will be imposed on employees who violate the standard of conduct. Sanctions will include:

First Offense	Documentation and reprimand. The seriousness of the offense could result in termination of employment.
Second Offense	Suspension without pay and required completion of self-referral of a drug and/or alcohol rehabilitation program at the employee's expense. The seriousness of the offense could result in termination of employment.

TOBACCO FREE CORPORATION POLICY: TCSC prohibits smoking and/or the use of tobacco products by all staff members on all school property, all athletic facilities, and in all school vehicles.

CIVIL RIGHTS NON DISCRIMINATION GRIEVANCE PROCEDURE

A. Level One

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator, building level or corporation level:
 - a. 504 and ADA Compliance Coordinators
 - i. Assistant Superintendent 765-675-2147
 - b. Title IX Compliance Officer
 - i. Assistant Superintendent 765-675-2147
2. The complaint shall stipulate the specific act or omissions, the date of the same, and the parties involved.
3. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
4. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
5. The complainant shall have seven (7) days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits in writing to the compliance officer, a level two procedure shall be enacted.

B. Level Two

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of the receipt.
2. The superintendent shall review all materials and schedule a meeting within seven (7) calendar days of the receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of the parties. This decision will be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of the stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

If the alleged violation, interpretation or application is of a corporate nature, such as a written rule, regulation, or policy, then Level Two is initiated immediately.

BENEFITS

Eligibility for fringe benefits will be limited to classified employees who are Board-appointed employees and meet eligible requirements listed such as minimum hours required per week. New employees must enroll for benefits by the 1st of the month following the date of employment.

HEALTH INSURANCE:

- TCSC makes a Group Health Insurance Program available to eligible employees. Cafeteria employees who elect to participate in the health insurance plan are responsible for paying 100% of the applicable health insurance premium through payroll deduction, based on the current year's approved insurance rates. Specific plan information and current rates are available through the central office.
- Employees must work a minimum of 20 hours per week to qualify for health insurance coverage.
- Health insurance coverage ends at the end of the month of termination. Employees may continue on the health plan under COBRA.

DENTAL INSURANCE: TCSC makes available a Group Dental Insurance Plan with the employee paying 100% of the cost. Employees who work a minimum of twenty (20) hours per week are eligible for dental insurance.

VISION INSURANCE: TCSC makes available a Group Vision Insurance Plan with the employee paying 100% of the cost. Employees who work a minimum of twenty (20) hours per week are eligible for vision insurance.

CANCER INSURANCE: Cancer insurance is available to employees and their families. The employee pays the entire premium. Employees who work a minimum of seventeen and a half (17.5) hours are eligible for cancer insurance.

TERM LIFE INSURANCE: The Board of Education will pay the entire yearly premium less one dollar (\$1.00) which the employee is required to pay. The term life coverage is \$50,000 with Accidental Death and Dismemberment. New employees are eligible to enroll the 1st of the month following the date of employment. Employees who

work a minimum of seventeen and one-half (17.5) hours per week are eligible for Term Life Insurance.

SHORT TERM DISABILITY: If you do not participate in the health insurance program offered by the school district, the Corporation will provide short term disability insurance. The coverage in effect begins the first day of an accident / the fourth day of an illness up to \$500.00 per month. This plan is also available to those who participate in the health insurance program at the employee's expense. Employees must work a minimum of twenty (20) hours to be eligible.

LONG TERM DISABILITY: Long term disability insurance is provided at no cost to employees. Employees who work a minimum of seventeen and a half (17.5) hours are eligible for long term disability coverage. The coverage in effect begins after 90 days of disability and pays 66 2/3% of the employee's salary.

FLEXIBLE BENEFIT PROGRAM:

- The benefits provided by Section 125 of the Revenue Act of 1978 shall be made available to classified employees so requesting. Section 125 allows employees to pay on a pre-tax basis medical, cancer and dental premiums, unreimbursed medical bills, eligible dependent care expenses, and certain voluntary insurance premiums.
- Any administrative costs incurred with Section 125 shall be paid by the individual employee(s) who enroll in the plan. The Board shall be held safe and harmless by the carrier.

WORKER'S COMPENSATION: Worker's Compensation insurance is provided for all employees, both support and certificated. The laws which apply to this benefit make it possible to receive compensation for personal injury by accident arising out of and in the course of employment. Compensation shall be allowed beginning with the eighth day of disability. **Prompt reporting to your principal or supervisor is required for eligibility.** The principal or supervisor must complete, sign, and file a specific report at the time of injury *after the injury is observed by the school nurse*, or the employee is not eligible for compensation. All claims must be reported through the school district business office. If a school nurse is not available, the employee **MUST** contact the Administration Office prior to seeking treatment.

ALLOWABLE DEDUCTIONS:

- A. Tax Deferred Annuities and Other Qualified 403(b) Plans. (Note: For this section the term "annuity" shall apply to all qualified 403(b) plans.)
 1. School employees may designate part of their salary to be set aside by their employer and paid directly to a company which provides a deferred or tax

sheltered annuity. The purpose of a tax deferred annuity is to defer that portion set aside from being included in current income subject to income tax. This money would be paid by the company to the holder of the contract at retirement when his annual income would presumably be less. It is a legal way to defer paying income taxes on current earnings.

2. The Board provides payroll deductions for a program of tax sheltered annuities. Those who wish to participate in such a program must enroll with a company approved by the board of Education. There are two enrollment periods per year. Contact the central office for further details.
3. Cancellation must be received in writing.

B. Social Security

1. The contributions to social security are withheld and sent directly to the Social Security Fund.
2. If you have income from another School Corporation in Indiana from which social security tax has been withheld during a calendar year, this deduction is counted and your deductions discontinued when the amount required has been withheld. Deductions from sources other than Indiana schools beyond that required are not refunded but may be used as a credit on your federal income tax at the end of the year.
3. TCSC contributes to the Social Security Fund an amount equal to that contributed by the employee.

C. Credit Union

1. A credit union is available to all employees. Low cost loans, savings dividends, checking account, Christmas club savings, and life savings insurance are available. Ask your supervisor or credit union representative for further details. The credit union office is located at 201 North Main Street, Tipton, IN 46072

D. Direct Deposit

1. Employees are required to participate in automatic (direct) deposit of payroll checks to checking and/or savings accounts of the employee in any financial institution recognized for direct deposit by the employer's originating bank.

INDIANA DEFERRED COMPENSATION: (457 Deferred Comp.), Great-West Retirement Services, Retirement Savings Benefit

As a cafeteria employee for the Tipton Community School Corporation, you are eligible to participate in The State of Indiana Public Employee Deferred Compensation Plan.

Available only through payroll deduction, the deferred compensation benefit allows you to save any amount up to 25% of gross earnings. Your deposits may be directed to a wide range of investment options offering competitive rates of return on your **before-tax** dollars.

If you enroll, you pay no federal, state or local income tax on your contributions to the deferred compensation plan until you separate from employment and actually withdraw funds from your account. Regardless of your age at separation, you may begin receiving payments immediately or you may elect to delay the start of your benefits to a later date. You may withdraw your account in a lump sum or in monthly payments over several years.

Also, on August 20, 1996, the School Board approved an employer contribution for eligible employees not covered by any other retirement plan. The contribution will equal the percentage currently provided for employees enrolled in the Public Employees' Retirement Fund (PERF) and became effective the 1996-97 school year. Employees must work at least 600 hours in a calendar year to qualify for this provision. The employer contribution will consist of a single payment by March of each year based on the employee's total gross pay for the prior calendar year. The employer's contribution will be processed as increased wages through regular payroll and will be directed to the employee's deferred compensation account. The employee is responsible only for the Social Security tax on the employer's lump sum contribution; all federal, state and local income taxes are deferred until the employee separates from employment and withdraws the funds.

Contact the Superintendent's office if you would like more information.

EMPLOYMENT RESPONSIBILITIES AND DUTIES OF SUPPORT STAFF

Support staff, as a vital factor in accomplishing the mission of TCSC, must represent themselves, the schools, and the community with dignity and honor and perform all tasks required of the position. To provide structure and guidance-for employees, job descriptions defining responsibilities and duties, approved by the Superintendent, will be provided to each employee.

AUTHORIZATION AND HOURS: All hours, number of days worked per year, and rate of pay must be authorized by the School Board. Wages are earned and will be paid only for days worked, authorized leave days, authorized holidays, or paid vacations.

PAYROLL INFORMATION:

- To comply with federal regulations, new employees must complete Employment Eligibility Verification Form (I-9) verifying they are U.S. Citizens or aliens legally authorized to work in the United States. This form must be completed within three days of employment.
- W-4 Federal tax forms and state tax forms must be completed prior to the first pay.
- Tax forms may be changed at any time throughout the year if changes are needed in tax withholdings.
- Direct Deposit Advice Slips will be distributed **to employees through Doculivery** (<https://my.doculivery.com/External/TiptonSchools/Login.aspx>). **Information on accessing this site will be given at the time of employment.**
- The annual amount earned by employees, excluding hourly personnel, will be computed and handled as a salary. This amount will be divided into the number of pays noted on the “Payroll **Information Sheet**”

TIME CLOCKS: The time clock record is the official record of working hours and attendance for support staff employees. **The employee's daily responsibilities include clocking in and out.** Payroll checks will be based on the information received from the daily print-off generated by the time clocks. It is extremely important that employees clock in and clock out on a daily basis. If an employee does not clock in, he/she will be listed as absent and will not be paid for that day unless work verification is submitted to the payroll office by his/her supervisor within the same pay period. If the work is not verified until after the payroll has been run, he/she will be paid for the missed time on the next paycheck.

CLOCKING IN AND CLOCKING OUT

1. Employees are to clock in and clock out each working day.
2. Failure to properly clock in or clock out will be grounds for disciplinary action, up to and including termination.
3. Falsification of a time clock record will be grounds for disciplinary action, up to and including termination.

WHAT TO DO IF AN EMPLOYEE FORGETS TO CLOCK IN OR OUT

1. Part of an employee's daily duties is to clock in and out every day. Repeated failure to clock in and out will result in disciplinary action being taken. In the event an employee forgets, he/she must IMMEDIATELY notify his/her supervisor or principal, by completing a Time Modification Sheet.

2. The Time Modification Sheet must be submitted to the payroll office verifying the appropriate information.
3. Corrections must be made before the end of the pay period to insure the employee will be paid for the hours verified by the supervisor or principal. If the correction is not made until after the payroll has been run, payment will be on the next paycheck.

5-YEAR SERVICE INCREMENTS: Classified personnel will receive 5 year service increments (continuous years) as shown below:

Less than 190 days per year	\$500
190-223 days per year	\$600
224 + days per year	\$750

- The amount will be added to the employee's next school year's total yearly income by means of even distribution to their hourly rate.
- Must work at least 30-hours per week to qualify.
- Note that this program began as of the 2020-2021 school year and prior year accumulation is not counted, as example: an employee working prior to 2020, and having completed "1 years experience" (120 days worked in the school year) every year will be at 2 years service experience as of completing work in the school year ending June 30 2022.

ATTENDANCE: Employees are hired to fill positions because there is a need to provide services to our schools. Those services cannot be provided if employees are not in attendance. Therefore, regular and prompt attendance is required. Excessive absences, tardiness, leaving early, and/or using more than three (3) Unexcused/Deduct days **(unpaid and/or non-approved/excused days off)** will not be tolerated and may be grounds for disciplinary action, up to and including termination.

JOB ABANDONMENT: An employee will be assumed to have resigned should he or she

a) **fail to personally notify management of an absence from their scheduled work day by the end of the scheduled shift**

- or -

b) **walk off the job without authorization to do so.**

DOCKED TIME/COMP TIME: Unpaid days are intended for limited use in case of emergency only. An unpaid day must be approved by the manager. **If an employee uses an unpaid day without approval it will be considered an Unexcused Absence and may constitute disciplinary action up to and including**

termination. Unpaid leave will only be granted by the supervisor when all other forms of paid leave have been exhausted. If a request for an unpaid day is approved in error (while the employee has paid leave available), a deduction from their paid leave days will be automatically implemented by corporation staff, regardless of the situation. Unauthorized and/or excessive use of Unexcused Day(s) or Deduct Day(s) may lead to disciplinary action, including termination.

OVERTIME: The workweek shall begin at midnight on Sunday and extend to midnight on Saturday. Hourly employees are not expected to work in excess of forty (40) hours in any given week that would result in overtime pay. If hourly support staff is requested **and authorized** by the Superintendent to work in excess of forty (40) hours in any workweek, compensation will be paid at the rate of time and one half. Employees must actually work 40 hours before any overtime is paid; use of a leave day of any type during the week would disqualify an employee for overtime pay.

Employees requested and authorized by the Superintendent to work on paid holidays will be paid double time. Normal building checks by supervisors are not included for such pay. Failure to obtain prior written approval for overtime could result in disciplinary action being taken.

SPECIAL EVENT CATERING: At times, it may be requested that staff assist with special events/catering throughout the year. In an effort to do the best job possible and remain as safe as possible, we will default to asking a Serv-Safe certified staff to lead these events. If a staff member is asked to work an event outside of their normal scheduled work-hours for that day, they will utilize the "Catering" pay portion of the time-clock for clocking in/out (which results in an increased hourly pay rate that is predetermined and set by the corporation office). If the event is during their normal scheduled work hours, they will transition to working the event under the normal time-clock pay scale and the kitchen manager will assist in ensuring the normal work duties are achievable and completed when the staff is adjusted to working the catering-specific role.

INTERNET USAGE: TCSC-provided access to electronic information, services, networks, personal email and Internet use is covered by Board Policy. Each employee must sign the Authorization as a condition for using the school corporation's Internet connection.

LEAVES & ABSENCES

A **Leave Request Form** must be filed with the building principal or immediate supervisor when requesting any of the following leaves. In an emergency situation, as in the case of illness or a personal crisis, classified employees must immediately notify the building principal or immediate supervisor.

PAID TIME OFF: Paid Time Off, or PTO, days are based on the number of hours worked per day. PTO is made available when needed and should not be considered an entitlement.

Under SIX hours per day 2 PTO Days
SIX hours and Over hours per day 3 PTO Days

All PTO requests must be approved by a manager in advance. Management has the right to decline a PTO request and, per policy, if a non-approved day is used it will be an Unexcused Absence & Deduct Day resulting in potential disciplinary action up-to and including termination based on the amount and individual situation. PTO may be taken in half day increments. PTO cannot be paid out if an employee leaves the district or does not use all PTO Days during the school year. PTO days cannot roll over to the next school year.

Sick Leave - Sick Leave Days, or SLD, days are made available at the start of the work-year (these days will be prorated accordingly for anyone hired full-time after the year has started). It is expected that your SLD are used for medical issues/illness and are not to be used as personal/vacation days, as such, we reserve the right to request proof of illness (to confirm the proper use of the paid leave) by means of a note/word from a licensed physician for use of these days. Taking a sick leave day will pull from your bank of sick days available, if no sick days are available it will count as a deduct day and may require proof of illness.

If an employee misses 3 consecutive days of scheduled work for an illness, they will be mandated to bring in a note/word from a licensed physician explaining the absence and clearing them to safely come back to work.

Sick leave quantity allotted for all Full-Time employees (hired by the start of the school-year)

- 5 days allotted for those working 6 or fewer hours per day
- 8 days allotted for those working more than 6 hours per day

Effective with the 2019-2020 school year, any unused sick days at the end of a year will carry over to the next year. Said accumulative days to carry over for all cafeteria employees may not exceed

- Ninety (90) days for those working more than 6 hours per day
- Sixty (60) days for those working 6 or fewer hours per day

Requesting time off: You may find the desire to take time off from work without pay for issues that are not medical in nature (weddings, graduations, etc.), while we expect you to work the 174-177 days per year that your position requires, these things do occur and may be requested in advance. Any requests for time-off would be following the guidelines for time-off, and would automatically deduct from your paid leave (SLD/PTO) if any were available upon manager approval of the request, or constitute as a “Deduct Day” if unapproved and/or no paid time is available.

It is our expectation that you be mindful of the need for us to remain fully staffed when scheduling doctor’s appointments (or any other important schedule conflicts), and attempt to do so in the after-hours of your schedule as you will be leaving work daily before standard close of business day as well as have the many breaks throughout the school year available for personal issues.

BEREAVEMENT LEAVE: In the case of death in the immediate family a cafeteria employee is entitled to be absent from work without the loss of compensation for up to five (5) consecutive days. Immediate family is defined as: father, mother, wife, husband, child, and any relative who is living with the employee as a permanent resident of that household.

The employee is entitled to one (1) day leave without loss of compensation in case of death of a brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparent, grand-child, step-father, step-mother, step-brother, step-sister, step-child, step-grandchild, brother-in-law, sister-in-law, spouse’s grandparent or the employee's or spouse's uncle, aunt, nephew, niece, or first cousin.

FAMILY AND MEDICAL LEAVE (FMLA): TCSC complies with all federal and state labor and employment laws, including the Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons. Detailed information can be found in Board Policy.

JURY DUTY: Employees will receive the difference between their **regular pay** and witness or jury pay when they are subpoenaed as witnesses in court or to serve as a juror. It is the employee's responsibility to secure from the court and forward to the central office, verification of the court duty and the amount of payment for such duty.

PAID HOLIDAYS: All employees shall be paid for Labor Day.

MATERNITY LEAVE: Disabilities caused or contributed to by pregnancy, miscarriage, legal abortion, childbirth, and recovery therefrom shall be treated as temporary disabilities for all job-related purposes. Accumulated sick leave shall be available during periods of such disability when the employee is unable to work due to her pregnant condition. The employee's attending physician must certify that her

pregnancy prevents her from working for a specified length of time, if the employee is to be eligible for sick leave benefits. Disability leave beyond any accumulated sick leave shall be available, without pay, consistent with state law, for such reasonable further period of time as an employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto. The payroll department must be informed as to the beginning and ending dates of the leave, which must be Board approved.

OTHER LEAVES: Leaves of absence, without pay, for reasons of ill health, adoption, education, work exchange program, military service, elected office duty or other justifiable reason may be granted by the Board on recommendation of the Superintendent. The payroll department must be informed as to the beginning and ending dates of the leave.

EVALUATIONS: Evaluation is a continuous process to improve employee performance and to provide a formal opportunity to commend, recognize and encourage an employee for a job well done. Evaluations also provide an opportunity for communication between the employee and the supervisor.

Classified employees are evaluated annually by their supervisor or building principal. Evaluations are based upon the following criteria: Attendance and Punctuation, Professional Appearance, Professional Interactions, Performance, and Safety. A copy of the rubric used in the evaluations is found at the back of this handbook. The results of these evaluations are to be in written form and discussed with the employee by his/her supervisor/building principal and signed by both parties. The supervisor will retain one copy of the signed evaluation; one copy of the signed evaluation is to be given to the employee; and one copy of the signed evaluation is to be sent to the Superintendent's Office to be placed in the employee's personnel file.

Job performance will be informally measured at all times. Unsatisfactory performance will be brought to the employee's attention by their supervisor as soon as it is noted. If the employee does not correct the situation the failure may be included in their employment record. Poor job performance or attendance can be cause for dismissal.

The employee's signature on the evaluation does not indicate agreement with the evaluation but indicates his supervisor discussed the evaluation with him/her. The employee will have the right to respond in writing to an unfavorable evaluation.

PERSONNEL FILE: An employee may view the contents of his/her personnel file by making an appointment with the Superintendent or his designee. An employee's personnel file is confidential except as provided by law.

WORK SCHEDULE: Work schedules shall be determined by the appropriate building administrator or designated supervisor.

SCHOOL BREAKS: All employees (teaching assistants, cafeteria employees, nurses, bus drivers) except those working 12 months will observe winter recess and spring break. Twelve-month employees may use vacation days during these school breaks.

SCHOOL CANCELLATIONS, DELAYS, and EARLY DISMISSALS: The following guidelines have been established in determining who is to report to work on days that have been designated as "Snow Day(s)" by the Superintendent. "Snow Days" are defined as any days that a school in the system has been declared to be closed by the Superintendent of Schools.

Classified personnel will not report to work, but will work and be paid for the rescheduled day(s).

When a 12 months employee is unable to report for work as scheduled because of snow days, inclement weather or road conditions, upon approval of their immediate supervisor they may:

1. use available personal business leave,
2. use available paid vacation time,
3. have a deduction from pay for time missed.

On days when school is delayed or dismissed early, all hourly employees will be paid for the hours they work. When school is delayed, dismissed early, or closed due to inclement weather, some support staff may be required to report to work by the Superintendent or building principal, and if so will be paid accordingly.

Hourly employees who work less than 12 months will not be compensated for the missed time.

COMPENSATION

WAGE RATES: Wages are established by the Board of School Trustees.

SUBSTITUTE BUS DRIVER: Any hourly classified employee who completes TCSC Bus Driver Training and/or successfully earns appropriate motor vehicle licensure (all paid by TCSC) is eligible for a \$1.00 hourly premium. Eligibility requirements are as follows: **active CDL license, drive at least 3 ECA trips** (at the rates outlined in the Transportation Handbook) and **substitute bus driving** when needed.

BENEFITS AFTER SEPARATION of EMPLOYMENT

GOOD STANDING: In order to leave in good standing, all employees are expected to give at least a two (2) week notice. All employees who wish to retire should give notice prior to July 1 prior to the year of retirement.

SEVERANCE PAY: Employees hired before June 30, 2003, may be eligible for severance benefits upon retirement. Please contact the corporation's benefits advisor prior to retirement.

LIFE, HEALTH, and DENTAL INSURANCE: Life, health, and dental insurance coverage through TCSC will terminate the first of the month following the date of separation other than retirement.

The Superintendent and/or Board of School Trustees shall have final interpretation of this handbook with the right to waive or alter any of these policies for unusual or unique circumstances.

Food Service Standards

Personal Hygiene, Grooming, Attire and Health

*A well-groomed employee in a clean uniform immediately creates a favorable impression of the services we perform. Our clients, customers and the local health board rightly expect us to maintain strict standards of cleanliness. The following describes our **minimum** standards of appearance and personal hygiene.*

Policy: All foodservice employees will maintain good personal hygiene and health practices to ensure food safety.

Hygiene and Grooming:

- Bathe or shower daily; use an effective deodorant; Brush teeth frequently.
- Maintain short, clean, trimmed, polish free finger nails. No artificial nails.
- Cover cuts, rashes, and minor skin eruptions.
- Jewelry should be kept to a minimum (Example: small earrings and wedding band).

Proper Attire:

- Wear appropriate clothing- clean, properly fitting and work-safe. Khaki/Black slacks (no sweatpants or yoga/workout pants) and solid-color shirts. Jeans are permitted on Friday. At no time should regular movement/use cause your clothes to become sheer/see-through.
- Shoes: clean, closed toe and heel, with non-skid soles; no canvas shoes.
- Wear a clean, school issued apron
 - Do not wear an apron to and from work
 - Take off apron before using the restroom and taking out the trash
 - Change the apron if it becomes soiled.
 - Put on a clean apron for serving
- Wear a hair net so that all hair is completely covered
- Refrain from wearing jewelry
 - Only a plain wedding band is permitted
 - No necklaces, bracelets or dangling earrings

Observe Proper Hand Washing:

- Wash hands:
 - Before starting work
 - After using the toilet
 - After sneezing, coughing, using a handkerchief or tissue
 - After touching hair, face, or body- after putting on your hairnet
 - After any cleaning activity such as sweeping, mopping, wiping counters, cleaning equipment, touching dirty dishes or utensils
 - After handling trash, cans, or cardboard.

- After handling raw meat, poultry or fish
- After handling money
- When moving from one food preparation area to another
- Before putting on gloves
- After eating, drinking or chewing gum
- After handling any cleaning or chemical supplies
 - Use only designated hand washing sinks. Do not use food prep or dishwashing sinks for hand washing
- Follow proper hand washing procedures:
 - Wet hands with warm running water and apply soap
 - Scrub hands, between fingers and under fingernails at least 20 seconds-
rinse thoroughly under running water

Glove Use:

- Wash hands prior to putting on gloves
- Change Gloves when:
 - Beginning a new task
 - They become soiled or torn
 - They are in continual use for 4 hours
 - Finished handling raw meat and before handling cooked or ready to eat food
- Cover any cuts and sores on hands with clean bandages, then wear gloves at all times to prevent the bandage from falling off

****Never** feel like you need to “save” gloves; they **should** be changed often.

Illness:

- Report any flu-like symptoms, diarrhea, and/or vomiting. Employees with those symptoms must go home or stay home. Employees with a fever will be sent home.
- Any contagious illness must be reported to the kitchen manager

Smoking, Eating, Drinking, Tasting:

- No smoking is allowed on school property- it is a drug free zone.
- Eat and drink in designated areas only, NEVER in the work area. Eating is NOT allowed in the production or service areas. Drinking from a closed container is permitted in the production area.
- Chew gum or eat candy in the area designated for employees to eat. Chewing gum is not permitted while preparing and serving food.
- Remember to wash hands after eating and before returning to work
- Exception: One cook may taste food to ensure quality. Proper tasting method:
 - Remove a sample of product from container with a spoon
 - Transfer sample into a small container
 - Step away from exposed food to the manager office for sampling
 - Never reuse a spoon. Discard the used spoon and take the container to the dish room.

Safety:

Because we value you and your safety, we ask that you share the responsibility for a safe work environment. Work safely, be alert, practice good housekeeping, remove potential hazards, and follow all established safety regulations.

If you should have an accident or injury while working, no matter how small, report it to your manager or supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination.

Safety is considered an essential part of the successful performance of your job. It is every employee's responsibility to know and understand these general safety rules of our operation. Our number one goal is to have you and your fellow workers go home every day- unhurt and healthy.

Safe practices include, but are not limited to the following:

General:

- Learn the right way to do your job. If you are not sure you thoroughly understand the job, ask your manager or supervisor for further instruction. Never use any machine until you are trained in its use
- Do not engage in horseplay and watch your speed in the kitchen. Do not rush or take short cuts. Avoid distracting other employees.
- Report all unsafe conditions, accidents, and injuries to your manager or supervisor immediately.

Lifting Safety

- When lifting from the floor, keep your arms and back as straight as possible, bend your knees, and then lift with your leg muscles.
- When lifting from an elevation, such as a table or shelf, bring the object as close to your body as possible. Hug it to you. Keep your back straight and lift with your legs. Use step stools.
- Be sure you have good footing, a good grip and then lift with a smooth even motion. Do not jerk your body while lifting a load.
- When the weight is too heavy or bulky for you to lift comfortably, get help. Remember that using your head saves your back. Other options are to break down the load into smaller ones.

Slip, Trip, and Fall Prevention

- Wear slip resistant shoes
- Do not overload bus carts or dish trays. Make sure you can see where you are going using extra care through doorways and around corners. Push all carts; do not pull them. Report any cart in poor condition to your manager.
- Wet floors are a particular hazard. Avoid working or walking on a wet surface. Use "wet floor" signs as needed.
- If you spill it, wipe it up. If you drop it, pick it up. If you open it, close it.
- Always keep your eyes focused on where you are walking, walk at a safe speed, and use special care when rounding corners or areas with poor lighting.

- Ensure hoses and cords are not in walkways or paths.

Burn Safety

- Wear protective equipment: Oven mitts and burn sleeves
- Remove hot container covers slowly and away from you so that steam may escape without scalding hands or face.
- While transporting heavy, hot containers get adequate assistance. Be sure the work area is clear of fellow workers and know where the container may be safely placed before lifting. Always warn others in the kitchen that you are transporting hot food.
- When opening the oven and steamer doors, stand away from the door to allow the heat to escape before checking the product being cooked. Make sure the doors are completely open.

Knife Safety

- Use proper hand protection, including cut gloves, when using knives or when cleaning slicers and other sharp equipment.
- Make sure knives and cutting equipment are sharp—don't use a dull knife.
- When not in use, make sure knives are stored in designated places to avoid accidental contact.

Ongoing food preparation and safety training will occur throughout the year. Being willing and eager to learn is expected.

Tools and Equipment

Under no circumstances may any Tipton or ARAMARK-owned tools, equipment, supplies, or materials be borrowed or loaned to employees or anyone else for personal use. Employee owned personal tools should not be used for business. ARAMARK and TCSC will not be responsible for loss or damage to any personal tools or equipment.

Discipline

It is the policy of ARAMARK and Tipton Community School Corporation to treat all employee performance and discipline problems in a fair and consistent manner. In all but the most serious cases, each employee will be advised of the incorrect behavior, and given an opportunity to correct the problem. This system is the only method used for the purpose of employee discipline.

Prior to beginning “formal” progressive discipline, it is generally our practice to offer coaching and counseling to the employee. This is up to the discretion of the manager and is used in situations where the issue is not yet serious but does need to be corrected. The manager is required to keep documentation of any coaching and counseling sessions in the employee's file.

Consistent with our general philosophy that any discipline is intended to be corrective in nature; your manager may follow a progressive disciplinary process. These steps may include:

- Verbal warning (documented)
- First written warning

- One, 3, or 5 day suspension
- Termination of employment

There is no guarantee that one form of discipline will necessarily precede another. In some circumstances, due to the seriousness of the infraction, it may be appropriate to skip to a suspension or possibly to immediate termination.

Important Numbers:

Elementary/ Middle School Kitchen: (765) 675-7521

High School Kitchen: (765) 675-7431

Kitchen Managers:

Kris Smith (765) 552-2462

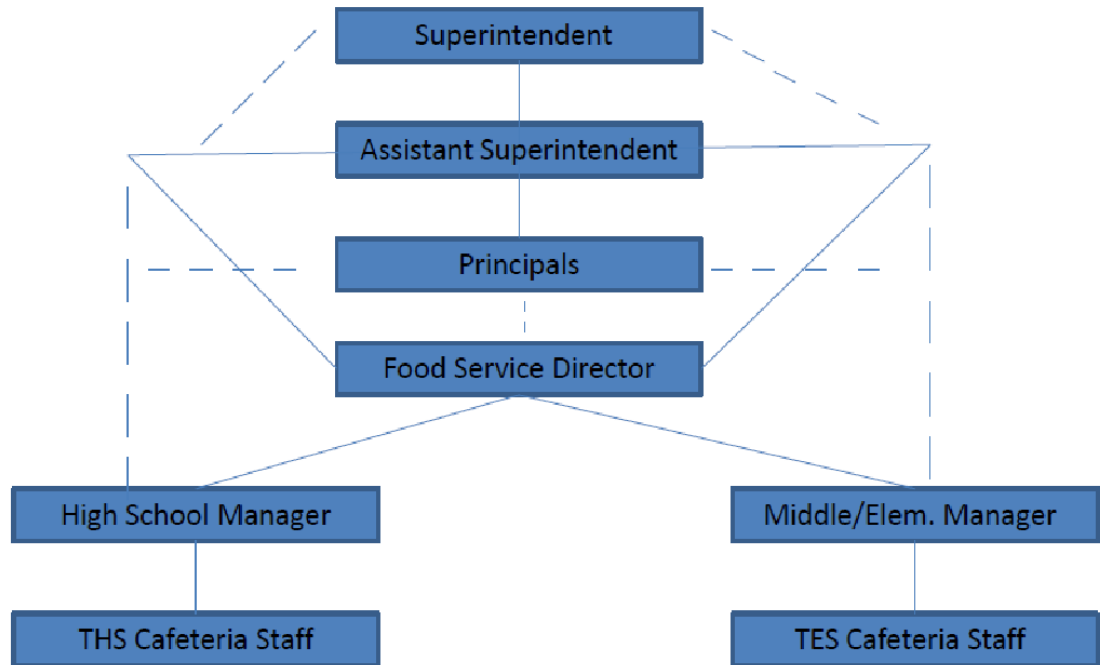
Susie Moore (765) 398-0371

Food Service Director:

Adam Proulx (765) 675-7521 ext. 2247

(765) 623-0736

Chain of Command:



**Receipt & Acknowledgment
of the
Tipton Community School Corporation
Employee Manual**

This Employee Handbook is an important document intended to help you become acquainted with Tipton Community School Corporation (hereinafter “TCSC”). This handbook is not the final word in all circumstances. Individual circumstances may call for individual attention. This handbook is not a contract and all classified employees are considered to be at-will employees.

I have received a copy of the TCSC Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of TCSC at any time. I understand that this handbook replaces and supersedes all previous handbooks of TCSC as of the date set forth below.

My signature below indicates that I understand the above statements and have received a copy of the TCSC’ Employee Handbook.

Employee’s Printed Name

Employee’s Position

Employee’s Signature

Date

Supervisor’s Signature

Date