

Contractual Agreement
between
The Dover-Sherborn Regional
Dover School Committee
Sherborn School Committee
and
The Dover-Sherborn Public Schools'
Food Service Association

July 2014 through June 2017

Table of Contents

Article	Title	Page
	Preamble.....	2
I	Recognition.....	2
II	School Committee Rights	2
III	Separability of Agreement/Invalidity.....	2
IV	Employees' Rights and Obligations	3
V	Discrimination.....	3
VI	No Strike Clause	3
VII	Association Representation and Access to Premises.....	4
VIII	Performance Evaluation	4
IX	Filling of Vacancies.....	4
X	Promotions	5
XI	Reduction in Force	5
XII	Resignations	5
XIII	Work Schedules	6
	Overtime	6
XIV	Absence and Leave Benefits.....	6
	Holiday Leave	6
	Sick Leave	7
	Family Medical Leave	7
	Bereavement Leave	8
	Personal Leave.....	8
	Jury Leave	8
	Snow Delay/Emergency Situations.....	8
	Leave of Absence	8
XV	On the Job Injury	9
XVI	Fringe Benefits.....	9
	Longevity Benefits.....	9
	Insurance	9
	Annuities.....	9
	Retirement	10
	Clothing Allowance.....	10
XVII	Personnel Records.....	10
XVIII	Wage Classification and Wage.....	10
	Classification	10
	Wage Schedule	10
	Wage Adjustment upon Temporary Filling of Vacancies	10
	Direct Deposit & Self-service.....	11
XIX	Grievance and Arbitration	11
XX	Miscellaneous Provisions	11
	Personal Complaints.....	11
	Copy of Agreement.....	11
	Just Cause	11
	Seniority	11
	Health Regulations	11
	Professional Development.....	12
XXI	Negotiations Procedure	12
XXII	Duration	12
Attachments		
1	Evaluation Instrument	13
2	Classification Schedule.....	17
3	Wage Schedule	18

PREAMBLE

This Agreement entered into by the Dover-Sherborn Regional, Dover, and Sherborn School Committees of the Towns of Dover and Sherborn, Massachusetts, hereinafter referred to as the School Committees, and the Dover-Sherborn Public Schools' Food Service Association, hereinafter referred to as the Association, or Employees, has as its purpose the promotion of harmonious relations between the School Committees and the Association; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of terms and conditions of employment.

ARTICLE I

Recognition

The School Committees recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, and other conditions of employment on behalf of all food service employees of the Dover-Sherborn Public Schools, excluding the Director of School Food Service.

The Association hereby accepts the published rules and regulations of the School Committees as they apply to the members of the Association, and the Association further agrees to abide by these rules and regulations.

ARTICLE II

School Committee Rights

Nothing in this Agreement shall be construed to in any way, alter, modify, change, or limit the authority and jurisdiction of the School Committees, as provided by the Massachusetts Constitution, the General Laws of Massachusetts, the decisions of the Supreme Judicial Court of Massachusetts, the Laws of the United States, the decision of the Supreme Court of the United States, or any law or order pertinent thereto.

As to every matter not specifically mentioned or provided for in this Agreement, the School Committees retain all the powers, rights, and duties that it has by law. The School Committees have final responsibility for establishing the policies of the Public Schools of Dover and Sherborn.

ARTICLE III

Separability of Agreement/Invalidity

Should any provision of this Agreement be found to be in violation of any federal or state law, the remaining provisions shall remain in full force and effect.

ARTICLE IV
Employees' Rights and Obligations

4.1

Employees covered by this Agreement shall have the right, and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist employee organizations, or to refrain from such activity; to hold office and participate in the management of the Association; to act in the capacity of Association representative; and to engage in other lawful Association and concerted activities for the purpose of collective bargaining or other mutual aid or protection; except that no official of the Town of Dover, the Town of Sherborn or the Dover-Sherborn Regional School District shall participate in the management of the Association or act as its representative if such activity would be incompatible with his or her official duties.

4.2

In the exercise of these rights, all employees covered by this Agreement shall be free from any and all interference, restraint and coercion, and such employees shall be protected against any discrimination in regard to tenure, promotion or other conditions of employment.

4.3

Any of the benefits or privileges presently enjoyed by employees in the unit will not be unilaterally impaired.

4.4

A physical examination and a doctor's certificate that an employee is capable of performing his/her duties may be required by the employer prior to the hiring of an employee, or prior to the returning of an employee to work status after an illness of five (5) consecutive days or more at the discretion of the Director. The cost of each physical examination and certificate shall be paid by the employee.

4.5

Except as expressly authorized by the Superintendent of Schools, no employee shall:

- a. Accept any gratuities of money or goods having a substantial value from any person dealing with the Schools in furnishings, equipment, or services.
- b. Participate as an official representative of the Schools in charity drives, special observances, and/or promotional activities.

ARTICLE V
Discrimination

The School Committees and Association agree that all provisions of this Agreement shall be applied without regard to race, color, religious creed, age, sex/gender, gender identity, or national origin. The School Committees and Association further agree that they shall not directly, or indirectly, apply or attempt to apply discipline, coercion or discrimination against any employee who chooses to engage or not engage in Association activities.

ARTICLE VI
No Strike Clause

The Association on its own behalf and on behalf of each of the employees that it represents, hereby agrees and covenants that during the term of this Agreement the Association will not authorize,

approve participation or in any way encourage any strike, work stoppage, slowdown or the withholding of service from the employer, School Committees, and the Towns of Dover and/or Sherborn.

It is further agreed that the Association will not interfere, restrain or coerce any person from seeking employment with the Dover-Sherborn Schools.

It is further agreed that any employee covered by this Agreement who violates this provision or any part thereof, subjects him/herself to disciplinary action, suspension or discharge from work.

ARTICLE VII

Association Representation and Access to Premises

The Association shall designate in writing to the School Committees the name of its Association Representatives.

The School Committees agrees to permit other authorized Association representatives reasonable access to the school premises to discuss grievances with Association members, providing they first obtain permission to do so from the Superintendent of Schools.

ARTICLE VIII

Performance Evaluation

Each employee covered by this Agreement will receive a written evaluation by an immediate supervisor at least one time during each school year, but no later than June 30th of any given year.

The evaluation shall be discussed with the employee so that there may be understanding of the evaluation.

The evaluation shall be signed by both the employee and the immediate supervisor with comments either party cares to make.

The evaluation shall be filled out in duplicate, one copy to be given to the employee, the second copy to be filed with the employee's records at the Central Office.

This evaluation may be used for determining promotions and/or salary adjustment when applicable.

ARTICLE IX

Filling of Vacancies

When a bargaining unit vacancy occurs for any reason, including new positions, the Superintendent or his/her designee shall post notices within seven (7) regularly scheduled work days of the Superintendent or his/her designee action of same in each school for not less than seven (7) regularly scheduled work days prior to the opening of applications.

The posting will be provided to the Association representatives who will then circulate it to Association members.

The notice shall indicate the title and classification of the available position, the specific duties of the position, the hourly rate for the position, number of hours per week and weeks per year, and the school or building in which the position is located.

Current food service employees wishing to be considered for the position shall make a written application to the Director of Food Service by the closing date indicated in the posting. All in-house candidates will receive an interview for and be considered for all vacant positions. The Superintendent or his/her designee shall consider all applicants in a fair and impartial manner. The applicant deemed most qualified will be appointed.

Applicants will be notified of their status in writing and in a timely manner.

All newly appointed food service employee will serve on a trial basis for three months (3) during which time she/he may be replaced by the Superintendent or his/her designee as he/she, in his/her sole discretion, so determines. The decision to replace the individual during this (3) month probationary period will not be grievable or subject to arbitration.

ARTICLE X

Promotions

When a person is promoted to a higher rated position, they will be placed on the first step of the higher rating unless it is lower than their present salary. Then they would be placed on the closest step of the higher rating. If a person is promoted to a higher rated position, a new anniversary date is established for future step increments.

ARTICLE XI

Reduction in Force

In the event that a reduction in food service employee is necessary, the decision as to the order of layoff shall be made after consideration of the needs of the school district(s), work performance based upon annual evaluations, and seniority. The individual whose job is affected by a reduction in force at the affected school may displace a less senior person in another school in the same or lower job grade. A food service employee member with seniority and favorable evaluations may move into a higher job grade if the food service employee member has the qualifications for the position and is approved by the receiving Director of School Food Service and the Superintendent of Schools. Employees to be laid off shall be notified in writing at least thirty (30) days prior to the effective date of lay-off.

Employees laid off under this article shall be recalled in the inverse order of their lay-off. Employees recalled after lay-off shall be credited with such salary and benefits as they were entitled to at the effective date of their lay-off. This recall list shall be used for regular or part-time employment.

Vacancies created as a result of reductions-in-force shall be filled in accordance with Article VIII.

ARTICLE XII

Resignations

Any food service employee member who intends to resign his/her position shall give notice to the Superintendent no later than thirty (30) calendar days prior to the date of intended resignation. Exceptions to this provision may be approved by the Superintendent due to illness or unforeseen

circumstances beyond the control of the food service employee member involved. Unless so approved by the Superintendent, violation of this provision will be so noted in the food service employee members file and will be included in any future reference requests.

ARTICLE XIII
Work Schedule

Food service employees shall conform to the work schedule provision defined in Section 13.1 below and be entitled to the overtime provisions as set forth in Section 13.2 below

13.1 Work Schedule

Time schedule will vary depending upon the school. Employees working in excess of four hours per day shall be paid for one-quarter (1/4) hour lunch. All employees shall be paid for one 15-minute break.

13.2 Overtime

An employee will be paid time and one-half the regular wage rate for all hours worked on weekdays for time worked after one's normal work day, all hours worked on Saturdays, and double time for all hours worked on Sundays and recognized holidays.

Overtime work must be authorized in advance by the employee's immediate supervisor. Absence because of a paid holiday or authorized sick leave shall be considered working time for the purpose of this article.

The first priority for offering overtime will be to food service employees of the school affected. Otherwise, overtime shall be offered on a rotating basis according to seniority to all qualified food service employee.

ARTICLE XIV
Absence and Leave Benefits

Food Service employee covered by this agreement may be allowed the absence and leave benefits as set forth below.

14.1 Holiday Leave

The following days shall be considered to be paid holidays on the days celebrated as provided by State Law. However, absence and leave benefits under this article shall not be paid to part-time food service employee whose normal work- week is less than twenty (20) hours:

Food Service Employee

Labor Day
Columbus Day
Veteran's Day
½ Day before Thanksgiving
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Day
Martin Luther King Day

Memorial Day
Floating Holiday

14.2 Sick Leave

Employees covered by this Agreement shall be entitled to sick leave earned at the rate of one (1.00) day for each month worked, not to exceed ten (10) days in a school year. Credit is to begin the first working day of the month in which employed. An employee in continuous employment shall be credited with the unused portion of leave granted up to a maximum of one hundred and twenty (120) days.

After completion of ten (10) years of service with the school system/district and upon retirement, employees covered by this Agreement shall be entitled to compensation for any unused accumulated sick leave at a rate of \$5 per day up to a maximum of \$900.

Any food service member who does not use any sick time during a fiscal year shall receive a bonus of \$150, payable in June of the year in which it is earned.

An employee who is incapacitated by reason of injury sustained in the course of and arising out of his/her employment by a School Committee may elect to receive from his/her accumulated sick leave the difference between his/her normal work week compensation and the weekly indemnity of the Workers' Compensation Act, beginning the first day of incapacity. Likewise, an employee who is entitled to collect a weekly indemnity under the Workers' Compensation Act because of an employment-related injury may, at his/her option, elect to defer payment of all or part of his/her due sick leave for the period of his/her incapacity.

A doctor's certificate is required when an employee under this Agreement is absent for more than five (5) consecutive days. The Superintendent may also require medical documentation when circumstances warrant suspected abuse, such as repeated absences surrounding weekend and holiday periods.

Any person who is ill or who will not be able to work for any reason will call the Cook Manager in advance of the day in question or as soon as possible. In the event they are unable to reach the Cook Manager, they shall call the Director of School Food Service.

14.3 Family and Medical Leave

All eligible members of the bargaining unit shall be eligible for unpaid leaves of absence in accordance with the Family and Medical Leave Act of 1993 ("FMLA"). FMLA currently includes leaves of up to 12 weeks per year for:

- The birth of a child and in order to care for the newborn;
- The adoption or placement of a child for foster care with the employee;
- To care for a child, spouse, or parent with a serious health condition;
- Because of the employee's own serious health condition that makes the employee unable to perform the essential functions of his/her position.

All full time bargaining unit members shall presumptively be considered to have met the 1,250 hour eligibility threshold on an annual basis. In the case of a part-time employee, the district shall bear the burden to establish the employee did not meet the 1,250 hour eligibility threshold.

For leave related to the birth or placement of a child, the employee must provide at least two weeks' written notice before his/her anticipated date of departure and include an intended date of return.

14.4 Bereavement Leave

In the event of a death in the immediate family of an employee covered by this Agreement, he/she shall be granted time off without loss of pay for three (3) days.

Immediate family includes mother, father, sister, brother, wife, husband, son, daughter, grandparent or grandchild of an employee, and in-laws of the same, as well as any other person residing in the employee's household and regarded as a member of the employee's family.

14.5 Personal Leave

Personal leave time totaling three (3) days per fiscal year (July 1-June 30), with pay, will be granted to each employee for the purpose of conducting urgent personal business which cannot be handled outside the regular work day. No reason for these days need be stated. For any employee not hired at the start of the school year, the number of personal days will be prorated for the first year. Personal leave will be approved at the discretion of one's immediate supervisor whose discretion shall not be unreasonably exercised. Except in unforeseen emergency, a minimum of five (5) working days notification must be provided prior to an excused leave.

14.6 Jury Leave

The Superintendent or his/her designee shall authorize special leave for those employees serving on Jury Duty or attending court as required by a summons. Other legal matters may be attended to by using either a vacation or personal day. Payment to the employee will be his/her regular rate of pay less the amount given the employee in said proceedings.

14.7 Snow Delay/Emergency Situations

Food Service employees are not to report for work when school is cancelled because of inclement weather or other related emergencies. If employees have started their work day and school is cancelled for any reason and they are sent home, they will be paid a normal day's pay.

14.8 Leave of Absence

Food service employee may request leave of absence for other than personal illness or accident. The request shall be reviewed by the Superintendent or his/her designee and, if granted, the employee shall forfeit all employee fringe benefits for the period of the leave. Any employee who accepts other employment on such leave shall be deemed to have resigned unless the employee has received permission for such employment from the Superintendent or his/her designee.

All benefits to which a food service employee was entitled at the time of the commencement of the leave of absence, including unused accumulated sick leave, will be restored to him/her upon his/her return, and shall be assigned to the same position which he/she had at the time said leave commenced, if available, or if not, to a substantially equivalent position.

Requests for Leave of Absence shall be submitted, in writing, to the employee's immediate supervisor with a copy to the Superintendent. Requests for leaves of absence shall be limited to periods of twelve (12) months.

ARTICLE XV
On the Job Injury

When a Food Service employee is out on Workers' Compensation, he/she shall be paid the difference between his/her regular base pay and the Workers' Compensation pay, but not in excess of his/her regular rate of pay. The difference that is paid against Workers' Compensation should be charged against sick leave.

ARTICLE XVI
Fringe Benefits

Full time food service employee covered by this Agreement shall be entitled to the fringe benefits set forth below.

Benefits under this article shall not be paid to part-time food service employee whose normal working week is less than twenty (20) hours.

16.1 Longevity Benefits

Full time food service employee covered by this Agreement, after completion of five (5) consecutive years of full-time service in any district shall be entitled to the following longevity schedule:

Five (5) years of service	\$250
Ten (10) years of service from date of employment	\$375
Fifteen (15) years of service from date of employment	\$425
Twenty (20) years of service from date of employment	\$500
Twenty-five (25) years of service from date of employment	\$575

Payments will be made twice a year, on the second payday in December and the second payday in June; and each payment will consist of one-half (1/2) of the yearly amount. Food service employee must be employed by the school district/system at the time of payment in order to collect a longevity payment.

To qualify for the additional payments under this Article, the employee must have completed the required years of service before payment date.

16.2 Insurance

Employees may be eligible for enrollment in such hospitalization and insurance plans as may be available for Town or District employees. Eligibility and contribution for such plans shall be governed by Town or District policy. Food service employees shall pay their share during the summer months prior to the month the premium is due. All food service employees employed prior to July 1, 1994 shall not be affected by future policy changes by the towns of Dover and Sherborn and the Regional School District during their active employment or after their retirement.

16.3 Annuities

Payroll deductions for tax-sheltered annuities may be made in accordance with the Internal Revenue Code, General Laws of Massachusetts and Committee Policy.

16.4 Retirement

This Article is subject to Rules and regulations as to membership in the particular county retirement system that is applicable.

16.5 Retirement Incentive

Employees with ten (10) years' service in the Dover, Sherborn, and Dover-Sherborn Regional School Districts or any combination thereof, will be entitled to a salary increase of up to a maximum of \$600 over and above the applicable step in the then existing salary schedule in the final year before retirement. The amount so determined shall be computed at the rate of \$5.00 per day times unused cumulative sick leave. In order to receive such a salary adjustment in the salary schedule, the employee must notify the Committee, in writing, of his/her intention to retire prior to October 1 of the fiscal year in which the employee intends to retire. In the case of forced disability retirement, the notification can be waived.

16.6 Clothing Allowance

Full-time employees covered under this Agreement receive a clothing allowance of \$225 annually payable in December.

ARTICLE XVII Personnel Records

17.1

Each food service employee shall have the right, with 24 hours written notice and during regular business hours, to examine and to copy any and all materials contained in his/her personnel file.

17.2

Whenever any written material is inserted into a food service employee's personnel file, the food service employee shall be notified and given a copy of such material within ten (10) days.

ARTICLE XVIII Wage Classifications and Wage Schedules

Employees covered by this Agreement shall be classified and paid pursuant to the following provisions of this Article.

18.1 Classification

The food service employee classification comprising membership in the bargaining unit shall be shown in the Food service employee Classification Schedule (Attachment 2).

18.2 Wage Schedule

The Wage Schedule (Attachment 1) shall be in effect during the period of this Agreement.

18.3 Wage Adjustment upon Temporary Filling of Vacancy

In the event that a permanent food service employee is assigned to substitute for another food service employee on a higher classification for a period of more than one (1) working day, he/she shall receive the higher classification rate of pay for the duration of his/her substitution. For each day an employee is transferred, s/he will receive an additional transfer differential of \$10/day.

18.4 Direct Deposit & Employee Self-service

All food service employees are subject to direct deposit payroll with paycheck stub information being electronically provided via email.

ARTICLE XIX Grievance and Arbitration

Any employee who is not satisfied with a decision of their Cook Manager shall have the right to appeal to the Director and, if satisfactory resolution of the situation cannot be achieved, to the Business Manager, then to the Superintendent of Schools. Grievant and an Association representative may be present at the meeting with the Superintendent of Schools at the request of the Grievant.

ARTICLE XX Miscellaneous Provisions

The following constitute miscellaneous provisions of this Agreement.

20.1 Personal Complaints

Any complaint regarding an food service employee made to any member of the administration by any person, regardless of the form in which the complaint was made, will be called to the attention of the food service employee, in writing, provided that the complaint is not subject to criminal investigation.

20.2 Copy of Agreement

The entire Agreement will be posted on the Dover-Sherborn Public Schools' website within two (2) weeks of ratification. Food service employees will access the Agreement electronically.

20.3 Just Cause

No food service employee will be disciplined, reprimanded, reduced in rank or compensation without just cause. Newly hired food service employees will have a probationary period of three (3) months, during which time they shall not have the just cause protections afforded by this section. During this period, work performance and general attitude will be evaluated by the Cook Manager and the Director of School Food Service. At the end of the probationary period, the employee will be evaluated in writing.

20.4 Seniority

Seniority is the length of continuous service an employee has in the Dover/Sherborn Public Schools Food Service, including probationary period. Seniority shall be broken for any of the following reasons:

- a. If the employee resigns
- b. If the employee is discharged for just cause
- c. If the employee is absent for five (5) consecutive days without notifying the proper person

20.5 Health Regulations

Sanitation practices must be adhered to as found in the The Sanitary Code of the Commonwealth of Massachusetts, Department of Public Health, Article X, Minimum Sanitation Standards for Food Service Establishments.

No food shall be taken home.

20.6 Professional Development

Any permanent employee attending any related school food service meetings during the work day shall be paid their regular day's pay.

ARTICLE XXI

Negotiations Procedure

This Agreement incorporates the entire understanding of the parties on all issues, which were or could have been the subject of negotiation.

Any matter not specifically covered by this Agreement is not a part of this Agreement.

This Agreement may not be modified in whole or part by the parties except by an instrument, in writing, duly executed by both parties.

ARTICLE XXII

Duration

This Agreement shall commence July 1, 2014 and extend through June 30, 2017.

Attachment 1

FOOD SERVICE EMPLOYEE PERFORMANCE APPRAISAL PROCESS/GUIDELINES

All food service employees are to be appraised yearly. The appraisal will take place before June 30th, annually. One's immediate supervisor will initiate and conduct the appraisal with input from necessary personnel.

Purpose:

The appraisal should consist of:

- ◆ An objective review and evaluation of the employee's performance in relation to the specific **job description** and any improvement goals previously established.
- ◆ A two-way discussion during which the employee and immediate supervisor discuss the employee's strengths and review those areas where further development/improvement is needed.

Directions:

- ◆ It is important to schedule a meeting with the employee and let the employee know in advance when and for what purpose the meeting will take place.
- ◆ It is also important to give the employee a blank copy of the appraisal tool ahead of time and ask that he/she rate his/herself and/or start thinking about their performance strengths and opportunities for improvement.
- ◆ The "comments" and "action plan" lines are to be used to cite examples of actual behaviors which support your ratings, particularly in the exceeds and needs improvement (N/I) categories. **For any rating that is below there must be an action plan outlined for improvement.**
- ◆ Jointly establish developmental/improvement objectives, action plans, along with target dates to be addressed during the year. For any needs improvement rating there must be an action plan outlined for improvement. The expectation(s), a reasonable timetable for meeting the expectation(s), along with a means, should be clearly identified in this action plan.
- ◆ Provide the employee with the opportunity to make written comments about the appraisal after you have completed all of the comments and ratings.
- ◆ Submit signed copy of appraisal to the Human Resources Office for review and filing.

Dover-Sherborn Public Schools
 School Food Service Performance Evaluation
Important: Please attach your job description to this form

Name	Reviewer
Title/School	Review Period

1. Job Knowledge

Outstanding	Good	Acceptable	Needs Improvement	Unacceptable
5	4	3	2	1

- Understanding of the basic fundamentals, techniques and procedures necessary to do the job
- Knowledge of the organization's policies, practices and procedures as they relate to the job

Comments:

2. Effectiveness of Work

Outstanding	Good	Acceptable	Needs Improvement	Unacceptable
5	4	3	2	1

- Effective in terms of successfully accomplishing his/her mission
- Gets the job done
- Consistent record of work attendance
- Completes tasks in a timely and complete fashion

Comments:

3. Initiative

Outstanding	Good	Acceptable	Needs Improvement	Unacceptable
5	4	3	2	1

- Ability to act decisively, effectively and at appropriate times on own initiative
- Evidence of resourcefulness in dealing with complex as well as routine situations
- Ability to anticipate needs and to take necessary action without being directed to do so
- Ability to consider, evaluate and adopt new ideas to improve job performance

Comments:

4. Quality of Work

Outstanding	Good	Acceptable	Needs Improvement	Unacceptable
5	4	3	2	1

- Thorough, dependable and efficient
- Ability to analyze situations and reach sound conclusions
- Ability to use job knowledge creatively and to contribute new and workable ideas

Comments:

5. Relations With Other People

Outstanding	Good	Acceptable	Needs Improvement	Unacceptable
5	4	3	2	1

- Relations with students, other staff members, volunteers and the community
- Evidence of ability to inspire respect and cooperation and to work harmoniously with other staff members
- Ability to aid others with their tasks when deadlines must be met
- Overall ability to enhance the image of the school system

Comments:

	25-23 Points = 100%
	22-20 Points = 75%
	19-15 Points = 50%
Total Points	14-5 Points = 0%

Employee Strengths:

Goals:

- I agree with the contents of this evaluation.
- I agree with the contents of this evaluation and am attaching comments.
- I do not agree with the contents of this evaluation and am attaching comments.

Employee Signature

Date

Supervisor Signature

Date

Attachment 2
Job Classification

- A. Probationary Employees are employees who have had less than three months of continuous service.
- B. Permanent Employees are employees who are consistently scheduled to work (typically but not always twenty or more hours per week) for the school year, not substitutes or temporary workers, and have had three months or more of continuous service. Only permanent employees working greater than twenty hours per week are eligible for benefits.
- C. Temporary Employees are employees who are working on a temporary job or as a substitute and will ordinarily be laid off when the need for their work no longer exists and are not entitled to benefits.
- D. At the discretion of the School Food Service Director and the administration, a food service employee who exhibits excellence in performance, beyond the job requirements, may be granted a permanent increase in hourly wage in addition to the yearly wage rate increase.

Personnel not covered by the wage scales in this contract shall be hired at an appropriate rate and not entitled to benefits.

**Attachment 3
Wage Schedule**

Position	FY 2014 Range	
Cook/Manager	18.39	21.41
Café Workers	14.54	15.70
Subs (Hired after 7/1/2011)	11.00 N/A	

Fiscal Year 2015; School Year 2014-15

Permanent food service employees shall receive an increase of 2.0% from his/her fiscal year 2014 hourly wage.

Fiscal Year 2016; School Year 2015-16

Permanent food service employees shall receive an increase of 2.0 from his/her fiscal year 2015 hourly wage.

Fiscal Year 2017; School Year 2016-17

Permanent food service employees shall receive an increase of 2.0% from his/her fiscal year 2016 hourly wage.

Salary Schedule Fiscal Years 2015-2017

	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017
Cook Manager	\$18.39-21.84/hr	\$18.39-22.27/hr	\$18.39-22.76/hr
Assistant Cook Manager	\$15.04-16.00/hr	\$15.04-16.00/hr	\$15.04-16.00/hr
Café Worker	\$14.54-15.06/hr	\$14.54-15.36/hr	\$14.54-15.66/hr
Substitutes	\$11/hr	\$11/hr	\$11/hr

Notes:

1. Assistant Cook Manager introduced as a new classification for fiscal year 2015 (school year 2014-15). Entry hourly rate for said position shall be \$.50 greater per hour than Café Worker classification.
2. Food service employees shall receive successive step increases provided he/she has completed at least four (4) months of service in any given fiscal year. Should a food service employee not meet the four (4) month requirement, no step increase shall be provisioned until the following July.

Dawn Fattore
Dawn Fattore, Chair, Dover School Committee

June 16, 2014
Date

Frank Hess
Frank Hess, Chair, Sherborn School Committee

6/16/2014
Date

Dana White
Dana White, Chair,
Dover-Sherborn Regional School Committee

6.16.14
Date

Bonnie Turco
Bonnie Turco, Food Service Employees' Association

6/18/14
Date

Stephanie Majkut
Stephanie Majkut, Food Service Employees' Association

6-18-14
Date

Judy Carnes
Judy Carnes, Food Service Employees' Association

6/17/14
Date