

CONCESSION STAND OPERATOR/COORDINATOR AT GREENHECK FIELD HOUSECONCESSION STAND OPERATOR AT GREENHECK FIELD HOUSEEMPLOYMENT AND BENEFIT POLICYAppointment

Applications for concession operators will be screened by the Supervisor of Food Services. All interviews will be conducted by the Supervisor of Food Services and the Director of Human Resources. Final recommendations to the Superintendent for employment will come from the Assistant Superintendent, Business/Personnel Services.

Equal Employment Opportunity Policy

Except as required by applicable state and federal law, no consideration shall be given to race, color, creed, sex, handicap, or national origin when hiring new employees.

Probation

All Community Services employees will serve a probationary period during the first six (6) months of their employment. Prior to the completion of the probationary period, the employee's supervisor shall submit an evaluation of the employee's performance concerning continued employment to the Director of Human Resources for appropriate action. For internal movement, probationary period will be three (3) months.

Supervision

The Concession Operators are responsible to the Supervisor of Food Services and under the general supervision of the Supervisor of Community Services. All wage increases shall be on the basis of recommendations of the employee's supervisor and the Assistant Superintendent, Business/Personnel Services and shall be based on written evaluation of the employee.

Wages

Concession stand operators will be paid within a range in effect July 1, 2010:

Range of \$8.62/hour to \$12.41/hour.

Sick Leave

Each full and part-time employee shall earn one (1) day paid sick leave equal in time to the employee's normal working day, for each month of service. Unused sick leave may accumulate to a maximum of 100 working days. Sick leave may be charged in no less than one-hour increments, and any time of absence for sickness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave.

Funeral Leave

In case of death in the immediate family (spouse, children, grandchildren, mother, father, sister, brother, mother-in-law, father-in-law, grandparents or other relatives with whom the employee lives) the employee will be allowed time off, beginning with the day of death to and including the day of the funeral, not to exceed three (3) working days at his/her normal rate of pay.

The employee may be granted one (1) day funeral leave in case of the death of employee's relatives who are not in the immediate family, as specified above, upon approval of Supervisor of Food Services. These relatives would include brother-in-law, sister-in-law, spouse of a child, aunt or uncle of the employee. Leave for funeral will not be granted if the employee is on leave of absence.

Leave of Absence

The School Board because of sickness or accident may grant a leave of absence without pay or other benefits. Requests for leave of absence shall be directed in written form to the Supervisor of Food Services, who will forward it to the Director of Human Resources, who will determine the justification for the leave and notify the employee in writing within three (3) working days following the request of the decision. If denied, reasons will be stated in writing. A general leave of absence is limited to thirty (30) calendar days with extensions of no more than thirty (30) calendar days allowed at the discretion of the Board. The employee may continue under the group health insurance plan only if he/she pays in full for the group health insurance.

Health Insurance

Full-time staff:

Family Policy - ninety percent (90%) of the monthly premium paid by the Board.

Single Policy - ninety percent (90%) of the monthly premium paid by the Board.

Employees hired prior to July 1, 2010, may participate in the District's optional High Deductible Health Plan (HDHP). Employees hired after June 30, 2010, are eligible only for the District's HDHP as their health insurance benefit plan.

Initial Transition for the Current Staff

For those who enroll in the HDHP during the initial open enrollment period in Spring 2010, the Board shall deposit a one-time lump sum contribution of \$950 per single plan, or \$1,900 per family plan, to the HSA of each eligible employee enrolled in the HDHP during July.

Any deductible met by participating employees during the first half of the calendar year under the non-HDHP shall count toward the HDHP deductible. Payments toward the non-HDHP deductible, along with a one-time non-cash deductible credit will be combined to bring the total deductible credit to \$800 per single plan or \$1,600 per family plan. This credit is good only for the calendar year ending December 31, 2010.

Beginning in January 2011, and in each January thereafter, the Board shall contribute to an eligible participating employee's HSA, the lump sum contribution of \$1,750 for a single plan or \$3,500 for a family plan

New Hires & Current Employee Transitioning to the HDHP in the Future

During the initial transition period only, new hires and current employees who elect to participate in the HDHP at some future enrollment opportunity, shall receive a prorated contribution to their HSA based on the number of full months remaining in the calendar year divided by 12.

This calculation generates a prorated transition factor that when multiplied by \$1,750 for a single plan, or \$3,500 for a family plan, determines the contribution amount payable to the new enrollee's HSA through December 31st of the first calendar year of participation.

Employees starting the HDHP for the first time on or after July 1st shall receive a one-time non-cash credit of \$800 per single plan, or \$1,600 per family plan, toward their deductible. This credit is good only to the end of their first calendar year of participation in the HDHP.

Beginning in following January, and in each January thereafter, the Board shall contribute to an eligible participating employee's HSA, the lump sum contribution of \$1,750 for a single plan or \$3,500 for a family plan

Employees working fewer than 30 hours per week receive ½ the District HSA contribution amount.

If husband and wife are employed by the school district, only one shall claim a family health insurance benefit.

Early Retirement

For those employees retiring from the district, who are 59 years of age or older with twenty-five (25) or more years of service, the School Board will allow the former employee to purchase medical insurance coverage beyond the eighteen (18) months required period of time until qualifying for Medicare. Retired employees must have actually retired under the Wisconsin Retirement System, and be receiving annuity payments before continuation of coverage will be granted beyond the initial eighteen (18) months.

Annual contribution by the District to HSA during early retirement

The same guidelines for participation and contribution outlined in this policy shall be followed while an employee is receiving benefits under the early retirement provisions enumerated in this policy.

Dental Insurance

The Board agrees to offer the single and family dental plans in effect to employees at no cost to the Board. It is understood that at no time in the future will the concession operator group expect a premium contribution by the Board.

Health Exam

Physical examinations required by the district as a condition of employment shall be provided by the district. District will pay for the exam providing the employee utilizes the clinic identified in Board Policy/Rule 4114.1. Costs of exams elsewhere shall be borne by the employee.

Worker's Compensation

Any employee who receives Worker's Compensation indemnity payments shall receive compensation from the employer amounting to the difference between benefits received under Worker's Compensation and his weekly wage. The amount paid in addition would only apply to the employees who have accumulated sick leave and only up to the amount of accumulation. This would be charged back against the accumulation of sick leave based on the dollars and cents divided by the hourly rate to derive the number of hours paid.

Life Insurance

The Board will pay 100% of the premium for term life insurance for eligible employees under the plan of group life insurance of the State of Wisconsin.

To be eligible the employee must be under the Wisconsin Retirement System and qualify under prescribed rules. Any employee may decline the waiver form if filed at the time of original employment.

Retirement Plan

The Board shall pay the employee's full share of Wisconsin Retirement for eligible employees who qualify under prescribed rules.

(An employee must work a minimum of 440 hours per work year to qualify.)

Long-Term Disability Insurance

Ninety percent (90%) of the monthly premium paid by the Board.

An employee must work a minimum of 600 hours per work year to qualify.

Holiday Pay

The following eight (8) days are designated as holidays:

New Years Day	Labor Day
Easter	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
July 4th	Christmas Day.

Any full-time, 12-month employee who is not required to work on the above days shall be paid their normal day's pay for that day. If any employee is required to work on a designated holiday, the employee will be paid at double their regular rate.

Vacation

Every employee having completed one (1) year of service shall be entitled to one (1) week's vacation with pay.

Every employee having completed two (2) years of service shall be entitled to two (2) weeks vacation with pay.

Every employee having completed eight (8) years of service shall be entitled to three (3) weeks' vacation with pay.

Every employee having completed fifteen (15) years of service shall be entitled to four (4) weeks' vacation with pay.

Scheduling of Vacations

Vacations shall be scheduled with the approval of the employee's immediate supervisor. All vacation time shall be used during the year following the year in which earned. Vacation time that is not used due to emergencies or scheduling problems will be carried over into the following year upon approval of the Superintendent.

Separation From District

In the event of separation from the District's service during the year, vacation benefits listed above shall be prorated based upon the actual service during the year of termination. However, in the event an employee voluntarily quits, if the employee does not provide two (2) weeks notice, she/he shall automatically forfeit any vacation earned during the year in which the employee voluntarily terminates employment.

Part-time

Employees who work twelve (12) months of the year, and are scheduled to work for 1,040 hours or more per year shall receive the above vacation based upon the regular number of hours worked per week. (Example: Twelve (12) month employee works seven (7) hours per day - vacation equals seven (7) hours per day or 35 hours for a full week.)

Change in Status

Employees who change their status from less than 12 month employee to 12 month employee, shall work 12 full months before they shall be eligible for vacation. Then they shall be placed on the vacation schedule based upon the original date of hire. Thereafter, vacations shall be granted on the basis of the employee's anniversary date. (Example: Employee hired on May 15, 2008, in a position less than 12 months, on September 15, 2008, becomes a 12-month employee. On September 15, 2009, this employee is eligible for three weeks vacation and thereafter, vacation eligibility is determined by the hire date of May 15, 2008.

Free Meals

The Concession Operator will be provided with one free meal per day when working. The Supervisor of Food Services will identify what constitutes a meal.

Rule Adopted: 12/16/97
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KAG:ems

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