

GUIDELINES FOR CAFETERIA AIDES

Effective Date January 1, 2022

Staff Covered

Cafeteria Aides

The Staff shall perform any and all duties as assigned by the Building Principal or Immediate Supervisor. Duties shall be performed in a professional and faithful manner and enforce the confidentiality of the district.

Employment

Staff will be paid at an hourly wage that is annualized to an annual salary set by the Board of Education. This “salary” will be paid in equal installments in accordance with the Board’s regular payroll schedule. Salaries will be increased at a percentage of the individual salaries of each Staff member when approved by the Board.

The workday will be 3.5 hours.

The work year is 176 student days per school calendar plus 2 days for staff training, as designated.

Compensation Staff hired prior to January 1, 2022 are grandfathered at their current hourly rate, subject to annual increases.

Step Hourly Annualized

1	\$ 15.00	\$ 9,345
2	\$ 15.45	\$ 9,625
3	\$ 15.91	\$ 9,914
4	\$ 16.39	\$ 10,212
5	\$ 16.88	\$ 10,518
6	\$ 17.39	\$ 10,833
7	\$ 17.87	\$ 11,133
8	\$ 18.45	\$ 11,493
9	\$ 19.00	\$ 11,838
10	\$ 19.53	\$ 12,167
11	\$ 20.06	\$ 12,497
12	\$ 20.66	\$ 12,871
13	\$ 21.28	\$ 13,257
14	\$ 21.92	\$ 13,656

15 \$ 22.58 \$ 14,067

Insurance

Part time staff are not eligible for health benefits

Sick Leave

Sick leave is hereby defined to mean the absence from your designated post due to disabling illness or injury to self.

Ten month employees will receive (10) ten sick leave days per year. These days, if unused in the year in which they are provided will accumulate without limitation.

A doctor's note is required if you are out of work (sick) for three or more consecutive days or before or after a holiday. However, a doctor's note can be required at any time that an Administrator sees fit.

Upon retirement, under the rules and regulations of the Public Employees Retirement System, the Board shall provide compensation for accumulated sick leave days at the rate of \$20 per diem. Notification must be made to the Superintendent no later than December 1 of the year preceding the effective date of said retirement. Should the employee decease while employed, the beneficiary will receive the payment for all unused sick days.

Personal Leave

Staff hired prior to July 1, 2021 are eligible for 3 personal days per year

Staff hired on or after July 1, 2021 are not eligible for personal days

Termination

Evaluations by the Administrator and documentation of major inefficiencies, poor attendance, and negligence of duties are cause for termination of the employee. Termination may occur after four (4) incidents documented in writing and written warnings along with a corrective action plan for each incident has been given to the employee by their immediate Administrator.

Staff are required to provide the Board no less than 60 days notice of resignation or retirement. **Professional Development**

Staff are required to complete mandated training as assigned. Staff are encouraged to attend additional professional development opportunities in their field. Prior approval from the Superintendent is required.

Drug Testing

As per Board Policy, drug testing can be required at any time as per request by an Administrator.