

AGREEMENT
between the

REDFORD UNION
BOARD OF EDUCATION

and the

REDFORD UNION
FOOD SERVICE
MANAGEMENT GROUP

July 1, 2005
through
June 30, 2007

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**SCHOOL FOOD SERVICE
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EMPLOYEE STANDARDS AND GUIDELINES

All employees, as applicable, working for the Redford Union School Food Service Department are expected to maintain the very highest standards of personal cleanliness, hygiene and professionalism. The department's uniform policy outlined below is intended to maintain a "uniform, sanitary and professional appearance," keeping in mind that the employee absorbs most or all of the cost of uniforms. Each food service employee must meet the below guidelines within one month of hire date. The School Food Service functions properly only when this standard is upheld by all employees. Employees are required to:

1. Wear a white uniform top and slacks with apron and standard hosiery. No jeans are allowed except on special theme days in a building.
2. Wear clean, white, rubber soled shoes. No open-toed, clogs or canvas tennis shoes will be allowed. A white leather tennis shoe is acceptable.
3. Keep hair clean and restrained and long hair must be worn up (hair sprayed in place and away from face for short hair; hairnet, hat or visor is required for any hair style with loose hair around the face.)
4. Employees must not wear any nail polish, acrylic or artificial nails, or jewelry, including chains or necklaces, watches, earrings or rings, except a wedding ring. Jewelry is a safety and sanitation hazard.
5. Employees are not permitted to leave school property with any cash receipts, food or other property belonging to the District. Empty boxes and cartons from government donated commodity food items may not be removed.
6. Hours of employment, building placement and position will be set by the Food Service Director based on the needs of the school lunch program.

EMPLOYEE BENEFITS

A. LEAVE DAYS

1. All employees working twenty-seven and one-half (27.5) or more hours per week are granted ten (10) leave days per year. Leave time may be used for illness, business, Act of God (optional 2 days only), or when school is in session for one-half (1/2) day, (for conferences, in-services or exams). Leave days may not be used when employee is not scheduled for work. Those leave days which are unused each year can be accumulated to a total of fifty (50).

2. In the event school is cancelled due to an "Act of God", employees will be paid up to two (2) days, which will not be deducted from the employees leave days. When all schools are closed because of an Act of God day, up to two (2) hours will be paid for time when personnel show up for work, if not called before. This will apply only if an employee is scheduled to report prior to an Act of God day being declared.
3. All accumulated leave days over fifty (50) will be paid out annually or upon termination of employment in good standing, accumulated leave days will be paid at the employee current rate.

B. MEDICAL INSURANCE

The Board agrees to pay the full expense of a single membership in the Michigan BC/BS Community Blue PPO Plan with a \$5 prescription rider, which may be provided through a separate provider, for all employees who choose to be enrolled and who work a minimum of twenty-seven and one-half (27.5) hours per week. Employees who wish to receive member/spouse or family coverage will receive \$650 per month as credit toward the insurance and the employee will pay the balance for coverage through payroll deduction.

C. OPTICAL PLAN

Employees who work a minimum of twenty-seven and one-half (27.5) hours per week will be eligible for Optical benefits as follows:

Examination	\$30
Regular Lenses	\$20 per lens
Bi-focal Lenses	\$24 per lens
Tri-focal Lenses	\$30 per lens
Contact Lenses	\$50 per lens
Frames	\$24

The above are provided every twelve (12) months.

D. COMPENSATION IN LIEU OF HEALTH INSURANCE COVERAGE

An eligible employee who elects not to receive coverage under the medical service plan as provided herein shall receive one hundred dollars (\$100) per month, maximum of one thousand two hundred dollars (\$1,200) per year, to be paid as additional compensation in lieu of the health insurance coverage.

E. LIFE INSURANCE

The Board shall pay to the carrier the full premium cost of \$20,000 of term life insurance coverage including accidental death and dismemberment for each employee who works a minimum of twenty-seven and one-half (27.5) hours per week.

F. DISABILITY INSURANCE

The Board will pay 1/2 the premium of the disability insurance coverage presently in effect for those employees working twenty-seven and one-half (27.5) or more hours per week.

G. DENTAL PLAN

Employees who work a minimum of twenty-seven and one-half (27.5) hours per week will be eligible for the Board paid Co-pay Dental Plan as described in Appendix A.

H. INSURANCE TERMS AND CONDITIONS

All insurance benefits are subject to the terms and conditions of the insurance policies and any claims shall be made against the insurance carrier. The employee must comply with all requirements for coverage specified by the insurance carrier, including those for enrollment and active employment. The employee must, within thirty (30) days of the change, notify the Employer of any change in marital status and/or number or age of dependents, which would result in any adjustment of premiums paid by the Employer for insurance coverage. Any failure to so notify the Employer shall make the employee liable for an overpayment of premiums attributable thereto. Any overpayment of premiums shall be deducted from the salary of the employee.

I. PAID VACATION DAYS

All employees will be granted vacation pay based on the following level of seniority from the date of hire with the management group. Vacation pay will be based on the regularly scheduled hours of the employee who work a minimum of twenty-seven and one-half (27.5) hours per week with five days used at Easter and any remaining days to be used at another time.

5-7 years	5 days
8-10 years	6 days
11-14 years	7 days
15 and above	8 days

Vacation days may not be accumulated from year to year. Vacation days may not be earned or accumulated during a leave of absence

J. PAID HOLIDAYS

1. All employees working twenty-seven and one-half (27.5) or more hours per week are granted pay for the following legal holidays, provided that the employee has worked the day preceding and the day after:

Labor Day	Day Before New Years
New Year's Day	Good Friday
Day After Thanksgiving	Memorial Day
Christmas Eve	Christmas Day
Thanksgiving Day	

2. Exceptions to this shall be: absences due to documented personal illness, or absences due to death in the immediate family as husband, children, parents, brothers, sisters, grandchildren, parents-in-law, children-in-law or any relative living with the employee.
3. However, extended time may be granted by the Food Service Director upon written request.

LEAVES OF ABSENCE

A. HEALTH LEAVE

1. An unpaid health leave may be granted by the Board of Education to employees in this group. An employee shall request a leave of absence in writing, accompanied by a letter from a physician stating reason or reasons for leave of absence.
2. Such leaves may be granted for periods up to one (1) calendar year. A statement from a physician stating that the person on leave for health reasons is physically and mentally able to fulfill his/her normal duties without restrictions shall be required upon that persons return to work.
3. Insurance granted for those eligible under the provisions of the Agreement shall remain in force throughout the period of such leave.
4. At the expiration of the health leave, the employee shall be reinstated to his/her position or to a position of similar nature, seniority, status and rate of pay in effect on the date of return for that employee's classification.
5. Leave day and vacation days will not be earned or accumulated during a health leave of absence.
6. A personal leave for employees may be granted for up to forty-five (45) working days for a non-medical reason, per written request to the Food Service Director.

B. IMMEDIATE FAMILY CARE LEAVE OF ABSENCE

1. An employee may be granted a leave of absence for immediate family care, without pay, up to one (1) year. (Immediate family shall be defined as mother, father, husband, wife, son, daughter or other persons in similar relationship to the family household.)
2. Written application for such leave shall be made by the employee to the Food Service Director.

3. While on leave:
 - a. While on such leave an employee shall receive no pay and/or fringe benefits.
 - b. While on said leave of absence, he/she shall be allowed to maintain health insurance benefits granted to this agreement, by way of making direct payments to keep said plan active.
4. At the expiration of the leave, the employee shall be restored to his/her position or to a position of like nature, seniority, status and pay.

C. FAMILY AND MEDICAL LEAVE

Except as expressly conditioned by the terms of this provision, an eligible member of the Redford Union Food Service Management Group shall be granted a leave under the Family and Medical Leave Act for the purposes and subject to the terms and conditions of said Act and its implementing regulations.

Any unpaid leave, which is otherwise available under the provisions of this Agreement for the same purposes for which leave is required to be provided under the Family and Medical Leave Act, shall be used concurrently with the leave provided under the Family and Medical Leave Act and credited toward the leave entitlement of an eligible member of the Redford Union Food Service Management Group under the Family and Medical Leave Act to the extent permitted by said Act and its implementing regulations. An eligible member of the Redford Union Food Service Management Group shall not be required to substitute his/her paid leave days for any period of leave provided through the Family and Medical Leave Act, but shall not be able to use paid leave to extend the twelve weeks of benefits provided under said Act.

If a member fails to return from an unpaid leave during which the member received a continuation of paid benefits under the Family and Medical Leave Act, the amount paid for continuation of these benefits shall be repaid to the Board unless the member was otherwise entitled to the continuation of the benefits under other sections of this Agreement. Repayment shall be made within fifteen (15) days after a demand for payment or according to a repayment plan agreed upon between the member and the board. The repayment amount, or any portion thereof, will be deducted from any wage or other payments owing to the member. Any deficiency shall be collectible by initiating legal action if not remitted within fifteen (15) days after demand for payment is made.

JOB POSTINGS AND TRANSFERS

Staffing needs in each kitchen will be determined by the Food Service Director based on production and service needs in that building. A specific position may be posted as a result of a vacancy or a newly created position. The posting will remain open for at least one week and filled within one week of the closing date of the posting. Any

individual employees, as determined by the administration, to perform the specialized tasks of the School Food Service Department.

- B. An employee who is laid off shall be given preference when a job opening occurs providing he/she is capable of said job and desires to return to Redford Union. An employee who is offered a position for which he/she qualifies and refuses such position shall be deemed to have forfeited further rights under this contract provision. Any employee re-employed under the terms of this Article shall be reinstated at his/her previous salary step and with other benefits enjoyed prior to layoff. Reasonable attempts shall be made to notify the employee who is laid off of job openings that are posted in the building.

DISMISSAL AND DISCIPLINE

- A. The Director of Food Service has the right to suspend or discharge any employee who is guilty of gross incompetence, improper conduct not becoming an employee of the public schools, chronic poor attendance or tardiness, or other acts for which dismissal shall be considered.
- B. The following steps may be followed with all disciplinary action:
1. Employee is given a verbal warning.
 2. Employee is given a written warning..
 3. Employee is suspended without pay.
 4. Employee is terminated
- C. Any employee, other than one on probation, who feels he/she has been subject to unjust dismissal, demotion or disciplinary action shall be entitled to redress under grievance procedures.

GRIEVANCE PROCEDURES

An employee who has a problem shall follow these procedures to correct the situation:

1. The employee shall seek correction of the problem with his/her Manager and Food Service Director.
2. If the problem continues, the employee may sign a written request for help with the Committee Chairperson.
3. The Committee Chairperson shall submit the request to the Committee.
4. The Committee will meet and study the problem with the employee. The Committee must make its recommendation within fifteen (15) days of receipt of the problem by

the Chairperson.

5. If the Committee, after full study and consultation with the employee, decides that the employee is justified in pursuing correction of his/her problem, the Committee will meet with the Food Service Director, who shall give a decision within five (5) days or present the problem to the Executive Director of Fiscal and Operational Services.

JURY DUTY

- A. Food service employees who are called for jury duty shall be compensated for the difference between their regular daily salary and the salary received for the performance of such obligation.
- B. In the event that the compensation for jury duty is more than the regular daily wage, no additional payment shall be received.
- C. Court ordered appearances shall be paid as jury duty, with a maximum of five (5) days per year. No leave days shall be charged for such absence.
- D. Immediately upon receiving a summons for jury duty, the employee must notify the food service office. The employee, in order to receive payment, must supply satisfactory evidence that h/she performed jury duty and/or was examined for such duty, with the specific days indicated. No employee shall be entitled to such payment for voluntary jury duty.

UNIFORM ALLOWANCE AND OTHER EMPLOYEE EXPENSES

- A. School Food Service Department will grant fifty (\$50) dollars for uniform/shoes per year for those within the management group.
- B. Food Service employees will be reimbursed, on a per mile basis, for travel in their personal vehicle, not including their normal commute, for the purpose of conducting school business. The per mile reimbursement rate will be consistent with that in effect in the Redford Union School District No. 1.

SALARY INFORMATION

1. Employees hired initially by the School Food Service Department shall be placed on a probationary status as food service personnel for 60 working days.
2. An assistant manager will receive a manager's hourly rate on the sixth (6th) day

of his/her absence, if assuming all of the manager's responsibilities.

3. Employees will receive one dollar (\$1) per hour over their regular hourly rate when they work outside activities on Saturdays and Sundays. Employees will receive fifty (50) cents per hour over their regular hourly rate when they work outside activities other than Saturday and Sundays, for any hours worked after 2:00 p.m.
4. All employees will receive compensation for working meetings at their hourly rate if the meeting is held after his/her workday and considered mandatory.

**REDFORD UNION SCHOOL FOOD SERVICE DEPARTMENT
SALARY SCHEDULE**

Position	2004-2005	2005-2006	2006-2007
Assistant Manager	11.04	11.04	11.04
Manager	13.96	13.96	13.96
Clerk	15.25	15.25	15.25
Clerk (After 2 years of service)	16.15	16.15	16.15
Administrative Assistant Step 1	16.25	16.25	16.25
Administrative Assistant Step 2	17.15	17.15	17.15

OTHER CONTRACT SETTLEMENTS

It is mutually agreed between the Board and the Redford Union Food Service Management Group that should the Redford Union Food Service Employee Association receive a salary increase above those outlined in this agreement for 2005-2006 and/or 2006-2007 school years the Redford Union Food Service Management Group shall receive an identical salary increase.

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2005 and shall continue in effect for two (2) years until the 30th day of June, 2007.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this _____ day of _____, 2005.

REDFORD UNION SCHOOLS

**REDFORD UNION FOOD SERVICE
MANAGEMENT GROUP**

Ben A. Mott
Superintendent

Pamela Shuffler

Frank Thomas
Director of Business & Finance

Sandra Bouquette

Sean Seery
Director, School Food Service

Elizabeth Yost

Date

Donna Wahler

June 29, 2005
Date

APPENDIX A

COMPREHENSIVE DENTAL PLAN LIST OF DENTAL SERVICES

This list of Dental Services applies to a person's insurance under a coverage when so indicated in the Coverage Schedule for the insurance.

This list includes only those services listed below. Any services not listed will be excluded except as provided in the following paragraph.

If a charge is incurred for a service not included in this list, in connection with the dental care of a specific condition and if this list contains one or more services which, according to customary dental practices, are separately suitable for the dental care of that condition, then a charge for the least expensive of such services as are included in this list will be considered to have been incurred in lieu of the charge actually incurred.

If two or more services included in this list are separately suitable for the dental care of a specific condition, according to customary dental practices and if a charge is actually incurred for one of such services, then a charge for only the least expensive of such services will be considered to have been incurred.

BASIC SERVICES

A. VISITS AND EXAMINATIONS

- Office visit during regular office hours for treatment and observation of injuries to teeth and supporting structure (other than for routine operative procedures)
- Professional visit after hours (payment will be made on the basis of services rendered or visit, whichever is greater.
- Special consultation by a specialist for case presentation when diagnostic procedures have been performed by a general dentist.
- Prophylaxis for children under age 14 (limited to two (2) treatments each calendar year).
- Prophylaxis for individuals age 14 or over, treatments to include scaling and polishing (limited to two (2) treatments each calendar year).
- Topical application of sodium fluoride, including prophylaxis (limited to a single treatment and to children under age 4).

- Topical application of stannous fluoride, including prophylaxis, per treatment (limited to one (1) treatment per year for children under age 18).
- Emergency palliative treatment, per visit.

B. X-RAY AND PATHOLOGY

- Except for injuries, film fees include examination and diagnosis
- Single film
- Additional films (up to 12), each
- Entire denture series consisting of at least 14 films, including bite wings if necessary (limited to once every (3) three years)
- Intra-oral, occlusal view, maxillary or mandibular, each
- Superior or inferior maxillary, extra-oral, one (1) film
- Superior or inferior maxillary, extra-oral, two (2) films
- Bite wing films, including examination (not more than twice each calendar year)
- 2 films
- 4 films
- Panoramic survey, maxillary and mandibular, single film (considered an entire denture series)
- Biopsy and examination of oral tissue
- Microscopic examination

C. ORAL SURGERY

Includes local anesthesia and routine post operative care

EXTRACTIONS

- Uncomplicated (single)
- Each additional tooth
- Surgical removal of erupted tooth
- Post operative visit (sutures and complications) after multiple extractions and impaction

IMPACTED TEETH

- Removal of tooth (soft tissue)
- Removal of tooth (partially bony)
- Removal of tooth (completely bony)

ALVEOLAR OR GINGIVAL RECONSTRUCTIONS

- Alveolectomy (edentulous) per quadrant
- Alveolectomy (in addition to removal of teeth) per quadrant
- Alveoplasty with ridge extension, per arch
- Removal of palatal torus

- Removal of mandibular tori, per quadrant
- Excision of hyperplastic tissue, per arch
- Excision of pericoronal gingiva

CYSTS AND NEPLASMS

- Incision and drainage of abscess
- Radical resection of mandible with bone graft
- Removal of cysts or tumor over 1/2"

OTHER SURGICAL PROCEDURES

- Stalohinotomy: removal of salivary calculus
- Closure of salivary fistula
- Dilation of salivary duct
- Transplantation of tooth or tooth bud
- Removal of foreign body from bone (independent procedure)
- Maxillary sinusotomy for removal of tooth fragment or foreign body
- Closure of oral fistula or maxillary sinus
- Sequestrectomy for osteomyelitis or bone abscess, superficial
- Condylectomy of temporomandibular joint
- Meniscectomy of temporomandibular joint
- Removal of foreign body from soft tissue
- Frenectomy
- Suture of soft tissue injury
- Crown exposure for orthodontia
- Injections of sclerosing agent into temporomandibular joint
- Treatment of trigeminal neuralgia by injection into second and third divisions

D. ANESTHESIA

General, only when provided in conjunction with a surgical procedure

E. PERIODONTICS

- Emergency treatment (periodontal abscess, acute periodontitis, etc.)
- Subgingival curettage, root planing, per quadrant (not prophylaxis)
- Correction of occlusion related to periodontal problems, per quadrant
- Gingivectomy (including post-surgical visits) per quadrant
- Gingivectomy, osseous or muco-gingival surgery (including post-surgical visits) per quadrant
- Gingivectomy, treatment per tooth (fewer than six (6) teeth)

F. ENDODONTICS

- Unless otherwise indicated, the limit shown is for one tooth
- Pulp capping
- Therapeutic pulpotomy (in addition to restoration)
- Vital pulpotomy
- Remineralization (Calcium Hydroxide, temporary restoration) as a separate procedure only
- Root canals including necessary X-rays and cultures but excluding final restoration
- Single rooted canal therapy
- Bi-rooted canal therapy
- Tri-rooted canal therapy
- Apicoectomy (including filling of root canal)
- Apicoectomy (separate procedure)

G. RESTORATIVE DENTISTRY

Excluding inlays, crowns (other than stainless steel) and bridges. (Multiple restorations in one surface will be considered as a single restoration.)

AMALGAM RESTORATIONS - Primary Teeth

- Cavities involving one (1) surface
- Cavities involving two (2) surfaces
- Cavities involving three or more surfaces

AMALGAM RESTORATIONS - Permanent Teeth

- Cavities involving one (1) surface
- Cavities involving two (2) surfaces
- Cavities involving three (3) or more surfaces

SYNTHETIC RESTORATIONS

- Silicate cement filling
- Plastic filling
- Composite filling

PINS

Pin (Retention) when part of a restoration is used instead of gold or crown restoration

CROWNS

Stainless steel (when tooth cannot be restored with a filling material)

FULL AND PARTIAL DENTURE REPAIRS, ACRYLIC

- Broken dentures, no teeth involved

- Replacing missing or broken teeth, each tooth

H. SPACE MAINTAINERS

(Applicable only for covered individuals under age 19)

- Includes all adjustments within six (6) months after installation
- Fixed space maintainer (band type)
- Removable acrylic with round wire rest only
- Stainless steel clasps and/or activating wires, in addition to basic allowances, per wire or clasp
- Study models
- Removal inhibiting appliance to correct thumbsucking
- Fixed or cemented inhibiting appliances to correct thumbsucking

MAJOR SERVICES

RESTORATIVE

Gold restorations and crowns are covered only when teeth cannot be restored with a filling material

INLAYS

- One (1) surface
- Two (2) surfaces
- Three (3) or more surfaces
- Onlay, in addition to inlay allowance

CROWNS

- | | |
|------------------------|--------------------|
| - Acrylic | - Gold (full cast) |
| - Acrylic with metal | - Gold (3/4 cast) |
| - Porcelain | - Gold dowel pin |
| - Porcelain with metal | |

DENTAL INSURANCE

MAJOR SERVICES

Prosthodontics Work: Bridges, partial and complete dentures

ORTHODONTIC SERVICES

Orthodontic Services include all necessary treatment and procedures required for the correction of malposed teeth for subscribers and dependents to age 19.

COVERAGE SCHEDULE

Benefit Year -- a calendar year (January 1 through December 31)

DENTAL EXPENSE INSURANCE

* Basic Benefits

Percentage	50% Co-pay
Lifetime Amount	\$25
Incentive Plan Increments	10% each succeeding benefit year, not to exceed Basic Benefits percentage of 80%

Additional Benefits (Major Services)

Percentage	50% Co-pay
Deductible Amount	\$50
Incentive Plan Increments	10% each succeeding benefit year, not to exceed Major Services Benefits percentage of 80%
Maximum Annual Dental Benefit each covered individual.	\$1,200

Orthodontic Expense Insurance

Percentage	50% Co-Pay
Deductible Amount	\$50
Lifetime Maximum Benefit	\$1,200

* Employees hired prior to February 9, 1990, will receive the maximum payout in this area (i.e. 80%). Employees hired after that date will commence at the 50% Co-pay level and increase 10% each succeeding benefit year until they reach a maximum of 80%.

**REDFORD UNION SCHOOL DISTRICT NO. 1
AND
REDFORD UNION FOOD SERVICE MANAGEMENT GROUP**

MEMORANDUM OF AGREEMENT

RE: 2004-2005 Uniform Allowance

This Memorandum of Agreement is entered into this 14th day of June 2005, by and between the Board of Education of Redford Union School District No. 1, hereinafter 'Board' and the Redford Union Food Service Management Group, hereinafter 'Group' as follows:

It is hereby mutually acknowledged and agreed by and between the Board and the Group that for the 2004-2005 school year only, a one time payment of \$50 will be made in addition to the allowance stated under the Uniform Allowance and Other Employee Expenses. This one time additional payment will be made to the food service management employees that were hired on or before September 9, 2004, and who are currently receiving a payroll check as of June 13, 2005.

This Memorandum of Agreement is entered into this 14th day of June 2005, by and between the Board and the Group whose authorized representatives have affixed their signature(s) attesting thereto as follows:

The above reflects our mutual understanding and agreement.

BOARD OF EDUCATION
REDFORD UNION SCHOOL DISTRICT NO. 1

REDFORD UNION FOOD SERVICE
MANAGEMENT GROUP

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____