

**SCHOOL CITY OF HAMMOND
HAMMOND, INDIANA**

**FOOD SERVICE
EMPLOYEE HANDBOOK**

Revised: December 21, 2021

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ARTICLE 1

Responsibilities and Duties

The responsibilities and duties of all food service employees shall be defined by job descriptions as prescribed by the Board of School Trustees or the Superintendent of the School City of Hammond, Indiana. All food service employees in the individual schools shall be directly responsible to the immediate supervisor and through his/her to the Director of Food and Nutrition. Designation of supervisor shall be made by the Director of Food and Nutrition.

All food service employees will be selected on the basis of qualifications determined by the School City of Hammond, Indiana.

Final approval for employment, leave of absence or discharge shall be the responsibility of the Board of School Trustees.

All food service employees in the individual schools shall cooperate with the principal, who is responsible for the total operation of the school.

Each food service employee will be provided with a copy of the Food Service Policy and Procedures Manual and will be responsible for having read it and being familiar with its contents.

ARTICLE 2

The Work Year

The work year shall be determined from year to year by the Director of Food and Nutrition in accordance with any Board Policies or directives. All food service employees will be notified of the length of the work year. All food service employees will work the entire year unless otherwise designated by the Director of Food and Nutrition.

The work year for food service employees will provide at least one hundred eighty (180) working days for all food service employees with the exception of inclement weather eLearning Days. Personal Business benefit days may be used for inclement weather eLearning Days or the employee will go unpaid (going unpaid will have no reflection on attendance status).

ARTICLE 3

Working Hours

Full-time food service employees are those who work a minimum of six (6) hours per day. All food service employees will be offered a lunch each working day, the charge for such lunch determined by the Director of Food and Nutrition. Under no circumstances will food service employees be permitted to take food home.

The 15- to 30-minute time period designated for eating lunch is not a part of the working day. Each six-hour (6-hour) employee is entitled to one 10-minute break. The employee may have a snack during the break. No employee may eat while working.

ARTICLE 4

Working Assignment

Food service employees may be assigned to any job by a food service administrator and manager. Job descriptions will continue to be examined and improved to help establish appropriate work loads.

Food service employees may be asked to assist another building/location within their workday by the Director of Food and Nutrition. Food service employees may receive mileage for their travel to the new location/building.

ARTICLE 5

New Employees

Orientation sessions for new employees will be scheduled. New employees shall be placed as appropriately as possible on the salary schedule. Placement will be based on previous experience, ability, and the skills required. All new food service employees shall serve a probationary period of not more than ninety (90) working days. Employees shall not be eligible for short-term leave with pay or paid holidays during the probationary period. However, upon completion of the probationary period, employees will be credited with the sick leave days that would have accrued over the ninety (90) working day probationary period. Hospitalization and Major Medical will be made available to six-hour (6-hour) food service employees by the School City after the probationary period provided the six-hour (6-hour) employee completes the required enrollment procedures. The official employment date shall be the one which appears as the effective date on the School City official personnel report. Benefits will start at that time. Every employee shall be furnished a record of the effective date of employment.

Promoted Employees

Employees who are promoted to a new classification within the department shall serve a probationary period of not more than ninety (90) working days.

ARTICLE 6

Health Requirements and Physical Examinations

All medical tests required by federal or state laws and state-administered agencies shall be required. The School City of Hammond reserves the right to require other physical or psychiatric examinations whenever it deems it necessary.

No employee shall report to work with any infection on the hands, arms or face. No employee shall report to work if afflicted with any disease that could endanger the health of the students. Under no circumstances shall an employee report to work with any communicable disease.

ARTICLE 7

Personal Hygiene

All food service employees are expected to be clean and sanitary during working hours. Clean and pressed uniforms, which are the responsibility of the employee, must be worn during working hours.

Hair restraints must be worn that cover all hair. Black slip-resistant shoes that cover the entire foot must be worn. (Exceptions will be made only for orthopedic reasons.) Sandal-type shoes, canvas-type shoes, and other soft footwear are not permitted. Upon separation with the department all uniform pieces that were provided to the employee by the department must be returned within 5 business days.

All food service employees are provided with hand washing facilities which are to be used to maintain clean hands. Several times during the work year, representatives of the Lake County Health Department make inspections to check sanitary conditions.

ARTICLE 8

Placement on Salary Schedule

All food service employees shall be placed on the salary schedule approved and adopted by the Board of School Trustees upon recommendation by the Director of Food and Nutrition.

In the event an employee is assigned to a position in a higher classification on a temporary basis, after performing the normal duties of that position for fifteen (15) consecutive days, the employee will be paid at the rate of pay he/she would receive if he/she were assigned to the position on a permanent basis (not necessarily at the same step) to be determined by the Director of Food and Nutrition.

ARTICLE 9

Change of Name, Address and Telephone Number

Any change of name, address or telephone number must be reported to the Personnel Department in writing within ten (10) days.

ARTICLE 10

Transfers and Involuntary Transfers

Food service employees who desire to transfer to another job position shall file a request for transfer (see Appendix B) with the Director of Food and Nutrition.

When involuntary transfers are deemed necessary, qualified volunteers will be transferred first.

When a reduction in the number of food service employees at a food service facility is necessary and cannot be resolved by normal attrition or voluntary transfers, involuntary transfers will be affected on the basis of qualifications and seniority as a food service employee.

A food service employee who is involuntarily laid off because his/her position has been eliminated, shall be granted a one-year leave of absence upon written request. Employees on layoff leave shall be recalled in order of qualifications and seniority as vacancies occur. Leave granted under this provision may be renewed for one additional year upon written request. Upon return from involuntary layoff leave, seniority and all benefits such as unused sick leave will be restored.

Involuntary layoffs resulting from a reduction or elimination of positions shall be made on the basis of qualifications and years of service in the school system, those least qualified and/or lowest in time of service being laid off first.

Exceptions to the procedures set forth above will be made only if the Director of Food and Nutrition finds that exceptions are necessary in the best interests of the school system.

ARTICLE 11

Evaluations

All food service personnel shall be evaluated by the manager designated by the Director of Food and Nutrition. All evaluations shall be final and shall not be removed from the worker's file. All food service personnel shall sign and date the evaluation form.

Each food service employee shall have the right to review his/her evaluation with the evaluator. If he/she feels that the evaluation is not just after a meeting with the evaluator, she may prepare a written statement that will be attached to the file copy of the evaluation and request a meeting with the supervisor and evaluator.

All evaluations regarding food service employees shall be filed with the Director of Food and Nutrition and the Human Resources Department.

New employee evaluations may be made during the probationary period.

ARTICLE 12

Wage Scale

The wage scale shall be the salary schedule for food service employees as approved and adopted by the Board of School Trustees in regular session.

Each September a schedule of paydays will be posted for the work year.

ARTICLE 13

Overtime

Hours worked in excess of eight (8) hours per day or in excess of forty (40) hours per week shall be compensated for at the rate of time and one-half. No overtime shall be worked without prior written approval from the Director of Food and Nutrition.

ARTICLE 14

Holidays

Food service employees will be paid for the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Christmas Day
Memorial Day	

In the event students are scheduled to be in attendance on one of these holidays, that day will not be a paid holiday, and one other holiday will be designated during that school year by agreement by both parties.

No employee shall be paid for holidays if absent without good reason from his/her regularly assigned duties either on the working day before or after the holiday.

ARTICLE 15

Paid Absences

15-A Personal Illness Absence

All food service employees shall be entitled to ten (10) days for personal illness each year without loss of pay. Such days shall be cumulative from year to year without limit. All food service employees working less than the normal work year shall receive a proportionate amount of days for personal illness.

[Effective August 15, 2021 through December 31, 2021] If a food service employee is directed by the administration to quarantine, and following the CDC and SCH protocols, due to a positive test for Covid-19, due to the food service employee experiencing symptoms of Covid-19 or due to exposure during the food service employee's workday to a student and/or other school personnel that tested positive for Covid-19, the Superintendent shall authorize the food service employee to get paid for a period of up to fourteen (14) calendar days without the use of paid personal illness leave.

[Effective January 1, 2022 through June 30, 2022] If a food service employee provides proof of having received the Covid-19 vaccine and is directed by the administration to quarantine, and following the CDC and SCH protocols, due to a positive test for Covid-19, due to the food service employee experiencing symptoms of Covid-19 or due to exposure, during the food service employee's workday to a student and/or other school personnel that tested positive for Covid-19, the Superintendent shall authorize the food service employee to get paid for a period of up to fourteen (14) calendar days without the use of paid personal illness leave.

In addition, if a vaccinated food service employee is diagnosed with a prolonged illness due to Covid-19, the superintendent shall have the discretion to allow the food service employee to be absent for an extended period of time without the use of sick leave.

Paid holidays shall not be charged against personal illness days accumulated by a food service employee when holidays occur during an employee's illness. Employees must execute an "Employee Absence Report" immediately upon return to work. The form of this report is set forth in appendix B.

All food service employees anticipating a prolonged illness must notify in writing the Director of Food and Nutrition as soon as possible of the anticipated length of illness and the probable date of return to work.

Employees who are about to exhaust accumulated personal illness days because of extended illness must follow the procedure in PROCEDURE FOR LEAVES OF ABSENCE. Failure to follow such procedure within thirty (30) days after exhaustion of accumulated personal illness days shall result in termination of employment and loss of fringe benefits. The Board of School Trustees reserves the right to demand a physician's certificate for verification of illness of a food service employee who is absent more than three (3) days.

Upon an employee's return from a personal illness absence of more than three (3) days, the employee shall present his/her physician's note stating the employee is able to resume work with no restrictions.

15-B Family Illness Absence

All food service employees will be allowed up to five (5) days' leave per year with pay (not cumulative and not deducted from accumulated personal illness days) for spouse and children.

In case of serious illness, major surgery or serious accident, when their presence is necessary, employees will be granted family illness absence for parents, mother-in-law, father-in-law, brothers, sisters, grandparents, or others residing in the home of the employee.

In the event emergency conditions arise, an extension of family illness may be granted without pay by the Director of Food and Nutrition. In all cases of approved extension, a written application clearly stating all details regarding the emergency shall be submitted before return.

15-C Bereavement Leaves

In case of death in the immediate family, a food service employee shall be allowed seven (7) consecutive calendar days (which includes the weekends) without loss of pay to be taken immediately following the death. Additional leave without pay may be granted by the Director of Food and Nutrition depending upon travel and circumstances.

15-D Personal Business Absence

Six-hour (6-hour) food service employees may be granted up to three days of absence for personal business. Less than six-hour food service employees may be granted one (1) day of absence for personal business. Application for all personal business leave shall be made at least twenty-four (24) hours before taking such leave (except in case of emergencies) and the food service employee will not be required to state the reason for taking such leave.

15-E Jury Duty

All food service employees, if required to perform jury duty or subpoenaed as a witness to appear in court, shall receive their regular pay reduced by the amount of per diem pay received from the court. This paragraph has no application if the employee is the plaintiff in the proceedings.

15-F Abuse

Any abuse of personal illness days, family illness days, bereavement leave, or other short-term paid leave, may result in disciplinary action.

The use of unpaid days (without taking an official and approved Leave of Absence/ FMLA) without prior written approval from the Director of Food and Nutrition is considered abuse of benefit time. Approval of a request for the use of unpaid time is at the discretion of the Director of Food and Nutrition.

ARTICLE 16

Procedure for Leave of Absence Without Pay

16-A Parental Leave

A food service employee who becomes pregnant shall notify the Director of Food and Nutrition, in writing, as soon as the pregnancy has definitely been determined. Notification shall include the expected date of birth of the pregnancy if a leave of absence is anticipated.

The food service employee shall notify the Director of Food and Nutrition, in writing, of his/her desire to take such leave and, except in case of emergency, shall give such notice at least thirty (30) days prior to the date on which his/her leave is to begin.

Parental leave shall be granted for a period of up to one (1) year without pay.

The food service employee may elect to use his/her sick leave days for disability due to pregnancy rather than take parental leave. If parental leave is taken, it is without pay and the food service employee shall be responsible for paying group insurance premiums during the leave period.

Written notice of intent to return from parental leave must be filed with the Director of Food and Nutrition upon return from leave, the food service employee will be assigned to the same position, if available, or, if not, to a substantially equivalent position for which the employee is qualified. If such a position is not available at the expiration of leave the employee will be assigned to the first equivalent position which becomes vacant.

16-B Family and Medical Leave Act

A food service employee may be eligible for paid benefits while on unpaid leave of absence for up to twelve (12) weeks pursuant to the Family and Medical Leave Act. A food service employee who believes that benefits to which the employee is entitled under the Family and Medical Leave Act have been denied should contact the Assistant Superintendent of Operations.

16-C Other Leaves of Absence

Any absence not previously mentioned shall be covered in the following paragraphs.

A written application for any leave must be filed with the Director of Food and Nutrition. All applications must clearly state the reasons for desiring such leave and the proposed beginning and ending dates. The mere filing of such notification shall in no way be interpreted as allowing a leave of absence. No leave of absence shall be granted for more than one (1) year. An employee may request to return from a leave early. Application for illness leave must be filed within thirty (30) days after the exhaustion of accumulated personal illness days. Persons receiving leave of absence shall personally pay group insurance premiums while officially on leave.

Written notice to the Director of Food and Nutrition of the employee's intent to return to work must be filed before the date of his/her desired return. Failure to file a notice of intent to return to work shall be interpreted as a resignation. Upon the employee's return, the employee shall present his/her physician's certificate stating the employee is able to resume work with no restrictions. The employee should be reinstated in the first available, comparable opening for which the employee is qualified. The employee shall accept his/her assigned duties after reinstatement, on approval by the Board.

ARTICLE 17

Cause for Discipline up to and Including Discharge

An employee may be disciplined for just and good cause, up to but not including discharge, by his/her supervisor, by the Director of Food and Nutrition or by the building administrator.

The Board of School Trustees reserves the right to discharge any employee for just and good cause. Just and good cause shall include, but by no means be limited to, the following:

A. An employee who fails to report for work and who fails to notify his/her supervisor, director or administrator.

B. An employee who leaves the building or place of employment during her regularly scheduled working hours without prior approval from his/her supervisor, director or administrator.

C. An employee who refuses to abide by government regulations concerning the use of commodities.

D. An employee who is found to have worked that day for another employer or worked at the polls after having called off.

E. An employee who abuses their benefit time.

F. An employee who does not abide by our high standards of personal hygiene or sanitation regulations.

G. An employee who violates employee rules as enumerated in the Food Service Policy and Procedures Manual.

ARTICLE 18

Resignation

Any food service employee desiring to resign shall file a written letter of resignation with the Director of Food and Nutrition at least ten (10) days prior to the effective date of the resignation.

Once a food service employee resigns or is judged not to be employed, she immediately gives up any seniority rights she may have acquired and all accumulated employee benefits.

ARTICLE 19

Retirement Severance Pay

Retirement severance pay shall be granted to all eligible food service employees upon their retirement. Eligibility for retirement severance pay shall be defined by and include all of the following:

A. A minimum of fifteen (15) years of full-time continuous employment in the School City of Hammond. Full-time means six-hour (6-hour) employees.

B. At least fifty (50) years of age.

Severance pay shall be computed as follows for six-hour (6-hour) employees:

After 15 years, 37.5% of accumulated sick leave

After 16 years, 40% of accumulated sick leave

After 17 years, 42.5% of accumulated sick leave

After 18 years, 45% of accumulated sick leave

After 19 years, 47.5% of accumulated sick leave

After 20 years, 50% of accumulated sick leave

For retirement severance pay purposes the percentage to be used above shall never exceed 50%, and accumulated sick leave days shall not exceed one hundred (100) days. Severance pay shall be based

on the employee's rate of wages in effect in the year of the employee's retirement. Accumulated sick leave days (not over 100) multiplied by 0.50 multiplied by current daily rate equal severance pay.

Upon the death of a food service employee, any retirement severance pay for which the employee would have been eligible shall be paid to the beneficiary named on the employee's life insurance policy, or if no beneficiary has been designated, to the employee's estate. In the event the employee is discharged for good cause, retirement severance shall not be paid.

ARTICLE 20

Retirement Plan

Effective January 1, 2008, the Board agrees to establish and maintain a qualified retirement plan pursuant to Section 401(a) of the U.S. Internal Revenue Code [hereinafter referred to as the "401(a) plan] for all employees. Full-time employee is defined as an employee regularly scheduled to work six (6) hours or more per day. Effective January 1, 2008, the Board will contribute an amount equal to one percent (1%) of each employee's regular straight time daily pay into the 401(a) plan on behalf of each employee.

The contributions to the 401(a) plan on behalf of an employee will vest with that employee after the employee completes five (5) consecutive years of service with the School City of Hammond. For purposes of this Article, one (1) year of service shall be defined as a minimum of one hundred twenty (120) days worked in a given school year. If at the time of employment relationship with the School City of Hammond is severed an employee has not completed five (5) consecutive years of service, the amount in that employee's account shall revert back to the School City of Hammond.

At the time an employee severs his/her employment relationship with the School City of Hammond, the value of all contributions to the employee's 401(a) account plan an assumed rate of return equal to a fixed rate account of the 401 (a) plan (agreed to by the parties) shall be deducted from the total amount of retirement severance pay to which the employee would be entitled pursuant to Article 19 of this Agreement. The annual rate of return shall be determined each July 1 and shall be used for the succeeding twelve (12) month period. The remaining retirement severance pay shall be paid out pursuant to Article 19 of this Agreement.

If the 401(a) account is larger than the employee's retirement severance pay pursuant to Article 19 of this Agreement, the employee will receive the 401(a) amount only.

ARTICLE 21

Employment Increments for Food Service Employees

In order to further compensate food service employees for long service with the School City of Hammond, the schedule immediately below shall be followed:

- a. After completion of fifteen (15), sixteen (16), seventeen (17), eighteen (18), and nineteen (19) consecutive years of service, regular wages plus \$50.00 shall be paid the following year.
- b. After completion of twenty (20), twenty-one (21), twenty-two (22), twenty-three (23), or twenty-four (24) consecutive years of service, regular wages plus \$100.00 shall be paid the following year.
- c. After completion of twenty-five (25), twenty-six (26), twenty-seven (27), twenty-eight (28) or twenty-nine (29) consecutive years of service, regular wages plus \$200.00 shall be paid the following year.

d. After completion of thirty (30), thirty-one (31), thirty-two (32), thirty-three (33) or thirty-four (34) consecutive years of service, regular wages plus \$300.00 shall be paid the following year.

e. After completion of thirty-five (35), thirty-six (36), thirty-seven (37), thirty-eight (38) or thirty-nine (39) consecutive years of service, regular wages plus \$400.00 shall be paid the following year.

All increments indicated above shall be added to regular wages and paid in one (1) installment at the end of the designated work year.

ARTICLE 22

Group Medical Insurance

[Effective January 1, 2019] Upon completion of the proper forms by the employee, the School City of Hammond, on a partially paid basis, shall provide a single membership in the School City of Hammond health insurance plan for all six-hour (6-hour) food service employees. A six-hour (6-hour) food service employee shall pay \$1,200.00 per year toward the cost of the single membership in the School City of Hammond health insurance Plan B (High Deductible Health Plan). The Board shall make an annual contribution of \$750.00 into the Health Saving Account (HSA) on behalf of any food service employee electing to participate in the Single Deductible Health Plan.

Six-hour (6-hour) food service employees who require a family membership in the School City of Hammond health insurance plan may pay for the additional coverage through payroll deductions from their paycheck.

In the event a food service employee retires after attaining the age of fifty-five (55) with fifteen (15) or more years of experience in the Hammond School System, the food service employee will be allowed to continue to participate in a School City of Hammond single member group health insurance plan provided the food service employee pays the full cost of the insurance.

ARTICLE 23

Term Life Insurance

Effective October 1, 1997, twenty-eight thousand dollars (\$28,000.00) of group term life insurance is provided for all School City of Hammond food service employees working four (4) hours or more. Food service employees shall pay \$1.00 per year toward the cost of the group term life insurance. The group life policy reduces at age seventy (70).

ARTICLE 24

Liability

The School City of Hammond shall provide, on a fully paid basis, liability insurance in the amount of one million dollars (\$1,000,000.00) for all food service employees of the School City of Hammond in case of a suit arising from or in the performance of their regularly assigned duties.

ARTICLE 25

Tax-Sheltered Annuity Program

The School City of Hammond shall make available to all food service employees of the School City of Hammond a tax-sheltered annuity program.

ARTICLE 26

Workmen's Compensation

The School City of Hammond shall provide Workmen's Compensation Insurance to all food service employees of the School City of Hammond.

Should any employee incur injury arising out of and in the course of her employment, the employee's wages shall be continued during the absence resulting from injury. Absence due to injury arising out of and in the course of employment will not be charged against the employee's sick leave accumulation.

Procedures to be followed in case of an injury during the regular course of employment are posted in the employee's individual building.

For further information, clarification and understanding as to the employee's benefit, the employee should contact the Director of Food and Nutrition within twenty-four (24) hours of such accident or injury for an employee to be considered for benefits. The accident must be reported to the manager the day the accident occurs.

Should report of employee's on-the-job accident or injury not be reported as heretofore set forth, the employee may be considered to have waived the benefits heretofore set forth.

An employee must provide a medical release prior to his/her return from an absence due to an injury during the course of employment. If an employee has a medical release with restrictions, the employer may schedule the employee to an alternative work assignment to accommodate these restrictions.

ARTICLE 27

Retirement Benefits

For the benefit of all food service employees of the School City of Hammond, Indiana, participation in retirement benefits are as follows:

A. Public Employees' Retirement Fund.

i. Eligibility of an employee shall be determined as instituted by the rules and regulations of the Public Employees' Retirement Fund of the State of Indiana.

ii. Effective the School Year 1998-99, the Board shall pay directly to the Public Employees' Retirement Fund each eligible employee's three percent (3%) contribution to the fund. In addition, the School City of Hammond shall contribute on behalf of each eligible employee the amount required by the Public Employees' Retirement Fund of the State of Indiana.

B. Federal Insurance Contribution Act.

i. Compulsory participation in the Federal Insurance Contribution Act by all three-and-one-half-hour (3 ½-hour) employees of the School City of Hammond, Indiana, is required under Federal law.

ii. Deductions from employee's earnings shall be paid into the Federal Insurance Contributions Act as instituted and required under Federal law.

iii. The School City of Hammond's contribution in behalf of each employee to the Federal Insurance Contribution Act shall be equal to each employee's contribution as instituted and required under Federal law.

ARTICLE 28

Payroll Deductions

At the beginning of any calendar year and restricted as to change during that year, an employee may make a written request of the School City of Hammond that specific amounts be deducted from his/her salary. All amounts deducted shall be remitted by the School City of Hammond to the employee's specific organization or program.

Deductions from salary may only be made for the following organizations or programs:

- A. Regional Federal Credit Union
- B. Group Medical Insurance
- C. Group Employees' Term Insurance
- D. Tax-Sheltered Annuity

It shall be understood that the employee shall be directly responsible for his/her payments to the program and/or organizations designated if the employee does not earn pay sufficient to cover his/her deductions for such obligation.

The School City of Hammond shall not be held responsible or liable based upon the form or manner of deductions, lack of deductions or payments.

ARTICLE 29

Scope of Handbook

This handbook shall pertain to all food service employees of the School City of Hammond, Indiana. This Handbook is not intended to be a complete list of all regulations concerning food service employees. Food service employees are expected to comply with reasonable rules, regulations and directions of the Board of School Trustees and the Administration

Appendix A
School City of Hammond
Hammond, Indiana
Food Service Employees Salary Schedule
Effective January 1, 2022

Step	1	2	3	4
1	\$13.50	\$15.50	\$16.50	\$19.75
2	\$13.77	\$15.81	\$16.83	\$20.15
3	\$14.05	\$16.13	\$17.17	\$20.55
4	\$14.33	\$16.45	\$17.51	\$20.96
5	\$14.61	\$16.78	\$17.86	\$21.38
6	\$14.91	\$17.11	\$18.22	\$21.81
7	\$15.20	\$17.46	\$18.58	\$22.24
8	\$15.51	\$17.80	\$18.95	\$22.69
9	\$15.82	\$18.16	\$19.33	\$23.14
10	\$16.13	\$18.52	\$19.72	\$23.60
11	\$16.46	\$18.89	\$20.11	\$24.08
12	\$16.79	\$19.27	\$20.52	\$24.56
13	\$17.12	\$19.66	\$20.93	\$25.05
14	\$17.46	\$20.05	\$21.34	\$25.55
15	\$17.81	\$20.45	\$21.77	\$26.06

Classifications

- 1 Cashier/Kitchen Helper
- 2 Cook
- 3 Assistant Kitchen Manager
- 4 Kitchen Manager

Effective the school year 1998-99 - 3% PERF paid by School City of Hammond

SCHOOL CITY OF HAMMOND
FOOD SERVICES



REQUEST FOR TRANSFER

TO: Christine Clarahan

FROM: _____

SUBJECT: Request for Transfer

Present Location & Assignment:

Location	Assignment/Job Classification	Scheduled Daily Hours
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Requested Location & Assignment:

Location	Assignment/Job Classification	Scheduled Daily Hours
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REASON(S) FOR REQUESTING TRANSFER:

Employee's Signature: _____

Date: _____

One Time Stipend

The parties hereby agree, in addition to any compensation to which a food service employee shall be entitled pursuant to the salary schedule in the Food Service Employee Handbook, a one-time stipend in the amount of \$1,078.09 shall be paid to a food service employee who was employed by the School City of Hammond and received compensation for ninety (90) days or more during school year 2021-2022, who is still employed by the School City of Hammond as of January 1, 2022. A food service employee receiving a one-time stipend may take the one-time stipend as a separate check or may direct the money be placed in the food service employee's Health Savings Account (HSA).