

# **FOOD SERVICE EMPLOYEE HANDBOOK**

**KANELAND COMMUNITY UNIT SCHOOL DISTRICT #302**

Revised: June 1, 2011

## **Introduction**

This document is intended to provide a reference for personnel related policies and procedures for food service employees in District 302. This handbook is a compendium of Board policies and practices that govern the relationship between the employee and the District and that should guide the actions of both the employee and the District.

Much of what follows is common sense. However, some is also a product or requirement of federal and/or state law. Should you have questions or suggestions please submit them to the central office in writing.

The contents of these policies are presented for employees' information. Unless otherwise indicated in a written contract between the employee and the District, a collective bargaining agreement, or the Illinois School Code, all personnel are considered employees at-will.

Nothing in these policies is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, or procedure implies or may be construed to imply an obligation of the District or any employment contract where one does not exist. No promise of employment or employment-related benefit(s) for any specific period of time is offered, established or to be implied from anything in these policies.

No representative of the District has any authority to enter into any agreement for remuneration or any other benefit of employment, except the Superintendent and Board of Education, and even then only if the agreement is in writing and approved by the Board of Education. Any oral or written statements or promises to the contrary are expressly disavowed and should not be relied upon by any existing or prospective employee.

Special Note: It is the Board's policy that students be given nutrition support safely and efficiently. To that end, food service employees should know that the Board of Education supports them in their enforcement of the following policies and procedures to insure that students are served meals safely and efficiently.

## **Section 1-Hiring Process and Employment Conditions**

- A. Equal Employment Opportunity and Minority Recruitment: The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodation, arrest record, or unfavorable military discharge. See Board Policy 5.10.
- B. Immigration Investigation: All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day. If an individual is unable to provide the required documents to complete the Form I-9 within the 3 day period, the individual must present a receipt for the application of the documents within 3 days of the hire and present the required documents within 21 days of hire.
- C. Criminal Background Investigation: All employees must be fingerprinted before starting work, unless an exception has been approved.
- D. Abused and Neglected Child Reporting: A District employee who has reasonable cause to suspect that a student may be an abused or neglected child must report such a case to the Illinois Department of Children and Family Services (DCSF) child abuse Hotline number (1-800-25A-BUSE). The employee shall notify the Superintendent or Food Service Manager that a report has been made. See Board Policy 5.90
- E. Physical Examinations: New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable diseases, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches. The physical examination and the tuberculin tests must have been taken by the employee no more than 90 days before the employee's submitting evidence of same to the Board of Education. Food Service employee physicals must include documentation that employee is able to lift 25 pounds.
- Any employee may be required to have additional examinations by a physician who is licensed in Illinois to practice medicine and surgery in all its branches if the examination is job-related and consistent with business necessity. The Board of Education will pay the expenses for such an examination. See Board Policy 5.30.
- F. Employment At-Will: District employment is at-will, meaning that employment may be terminated by the District or employee at any time, except that dismissal for reduction in force requires 30 days notice and must occur only at the end of the school term. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship. See Board Policy 5.270.
- G. Employment Termination and Suspensions: An employee facing possible termination or suspension may have questions about such things as resignations, retirement, reduction in force and recall, final paycheck and suspension. See Board Policy 5.290 for this information.

- H. Lunch Hours and Breaks: Any employee who works more than 3.75 hours per day is provided a one-half hour duty free lunch. Employees will be offered a choice between a daily schedule (Schedule A) that does not include breaks and one (Schedule B) that includes 15 minute breaks in the morning and afternoon respectively. Break time will be unpaid. Therefore, the employee who chooses the schedule with breaks will leave their work station one-half hour later at the end of the day, compared to one who does not take breaks.
- I. Evaluations: The Director of Food Service, the Head Cook, or a qualified trainer will complete, at least annually, a performance report for the employee. An appointment will be scheduled with employee by March 1<sup>st</sup> each year. Newly hired employees will receive a 90 day evaluation at which time decision will be made to retain employee and discuss any needed improvements. The Director or direct report personnel will provide the overall performance review. Regular annual evaluations are to be completed on or before April 15<sup>th</sup>. See Board Policy 5.320.
- J. *Sanitation and Safety Training: Kane County Health Department has mandated effective January 1, 2011: All food service personnel who come in direct contact with foods other than ready to eat (RTE) foods are required to have sanitation and safety training that has been approved by the County of Kane in Illinois. This training must be done within the first 90 days of employment. All employees are required to pass the approved testing to remain employed. This information and testing will be done within the district.*

## Section 2-Employee Categories and Salary Calculations

The number of days which an employee must work and for which he or she will be paid will vary depending on the position, school calendar, legal holidays, school holidays, and the spring and winter breaks.

Each year, after the school calendar has been set, the number of actual work days will be determined for each category. The categories are as follows:

- A. **Group A Employees:** Group A includes 12-month employees who work all the days except the 13 holidays and their earned vacation days. Group A employees are required to work during the spring and winter breaks, given the nature of their jobs. The following are Group A positions:

- Transportation Bus Mechanic
- Transportation Bus Mechanic Helper
- Maintenance Person
- Maintenance/Grounds Person

- B. **Group B Employees:** Group B includes 12 month employees who do not work the 13 holidays, spring and winter breaks, nor their earned vacation days. Group B employees may work the break days depending on their workload and have them credited toward their total number of workdays with their supervisor's approval. In trade for this time the employee would be allowed to take other time off during the year. The following are Group B positions:

- Administrative Assistant - Superintendent's Office
- Administrative Assistant - Business Office
- Administrative Office Staff
- Administrative Assistant - Special Education Services
- Building Principal Secretary
- HS Treasurer
- HS Attendance, Summer Secretary
- Administrative Assistant - Fox Valley Career Center Director
- Technology Specialist
- Technology Secretary
- Information Systems Specialist
- Personnel Assistant – Human Resources
- HS Guidance Secretary
- Curriculum/Business Office Secretary
- MS/HS Registrar

- C. **Group C Employees:** Group C includes employees who work the student attendance days (when students are bodily in attendance). The following are Group C positions:

- Monitor (Lunch/Recess)
- Cafeteria Personnel (i.e. Cooks, Servers, Cashiers)
- Health Assistant
- Mail/Lunch Delivery Personnel
- Crossing Guard Personnel

D. **Group D Employees:** Group D includes employees who work a specific calendar schedule or are hired on a fluctuating schedule. The following are Group D positions:

- Paraprofessional
- Office Secretary (10 month)
- Administrative Assistant – Transportation
- FVCC Guidance Secretary
- FVCC Health Assistant
- FVCC Day Care Assistant
- Library (LRC) Secretary
- HS Athletic Office Secretary
- Science Shelf Stocker
- Head Cook

E. **Extra Days:** Employees may work days other than and/or in addition to those scheduled and be paid for them only with their supervisor's approval unless emergency circumstances occur. Group C or D employees may work additional days if approved and if funds have been budgeted for those extra days. If funds have not currently been budgeted for this cost, a Superintendent or designee's approval is also required.

Should any noncertified hourly employee who falls into either Group A or B be required to work extra days, the days will be credited toward compensatory time or be paid. Group A or B employees should obtain the prior approval of their supervisor to work extra days.

F. **School Closing:** When school is closed due to an emergency situation (i.e., weather, lack of heat, etc.), the following will apply:

School year only/part time employees will make up the day, since students will do likewise.

In general, full time employees (i.e., 12 month/248 or 260 day employees) will not be required to work. Employees may work that day with their supervisor's approval and be granted a compensatory day at straight time. If they do not work, they will be forgiven this day, rather than be required to take a vacation or personal day. Full-time employees would be expected to work if a day were canceled due to a non-emergency reason that would not affect their ability or safety in relationship to getting to work (e.g., vandalism of buses).

Some full-time employees, primarily maintenance and transportation department staff, will be expected to attempt to get to work when schools are closed due to emergency circumstances, given the nature of their jobs. Assuming they work on such days, they will be granted an additional vacation day.

### Section 3-Compensation

- A. Amount of Compensation: Unless an employee is salaried, the amount an employee is to be paid is based on the number of days/hours to be worked in a year plus any paid vacations and holidays. Again, these issues are determined by the category in which the employee's position falls.
- B. Pay Periods: Educational support personnel are paid on the 15<sup>th</sup> and the last day of the month. If either of these days fall on a weekend, holiday, or during a break, the date of payment shall be the last working day prior to the normal date of payment. The salary calculation for the year is paid in 24 equal pays for 12-month employees and bus drivers. School Year employees also have an option to receive their wages in 20 equal pays from September through June. However, employees with payroll deductions commonly required on a 12-month basis (insurance premium co-pays, IMRF insurance supplements, for example) must be paid over 24 equal pays. See Board Policy 5.270.
- C. Pay Raises: Typically, the Board will set salaries for these employees by July 1 for the new fiscal year.
- D. Overtime: Generally overtime shall be paid at the rate of time and one-half whenever the employee works more than 40 hours during a single work week. **The work week begins on Sunday at 12:01 AM and ends at midnight on Saturday.** Sunday and holiday time shall be compensated at double time. Unless emergency circumstances indicate otherwise, overtime hours shall be worked only at the request of the administrator, building principal, or immediate supervisor's approval. All overtime which is not included in the budget must have the Superintendent's approval. Employees may be given time and one-half hours of compensatory time-off in lieu of payment for overtime. However, no more than 45 hours may be accumulated at anytime. Arrangements for such compensatory time must be placed in writing to the immediate supervisor and filed with the Assistant Superintendent prior to using the time.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation. Vacation, sick leave, personal leave, and paid holidays will be counted toward the 40 hours per week required for overtime. See Board Policy 5.310.

**Section 4-Benefits**

- A. **Illinois Municipal Retirement Fund:** An employee hired in a position which normally requires performance of duty for 600 hours or more in the next 12 months must participate in the IMRF pension plan. The employee must contribute 4.5% of his or her gross salary. The district will contribute the percentage set by IMRF each year.
- B. **Insurance:** Twelve month employees employed for a minimum of 40 hours per week and the families of such employees may participate in the group health, dental, life, disability and accidental death & dismemberment insurance program provided through the district. The district will pay 95% of the premium to insure the employee and 75% of the cost to insure his/her dependents under the district's program. The employee's share of the premium will be paid through payroll deduction.

School-year employees working a minimum of 37.5 hours per week may participate in the insurance program provided through the district. The district will pay 95% of the full premium to insure the employee under the district program. The employee may purchase dependent coverage through payroll deduction if desired.

Employees currently insured, or those who qualify for insurability who retire or are disabled under IMRF, may continue the group insurance coverage. If the employee elects to continue coverage, it shall be the obligation of the employee to pay the monthly premium directly to the district, which shall make payment to the insurance company.

- C. **Tax Sheltered Annuities:** The District makes voluntary deductions for tax sheltered annuities at the employee's request.
- D. **Health Insurance Program for Retirees:** Educational Support Personnel who are eligible for the Employee Group Health Insurance Benefit per Section B above are also eligible for health insurance benefits upon retirement. In order to receive this retirement benefit, the employee must:
- Retire under I.M.R.F.
  - Have 10 or more continuous years of service in the District at the time of retirement in a position that is currently insurance eligible
  - Give the Board written notice no less than 12 months before retirement
  - Be participating in the Group Health Insurance Benefit Plan at the time of notice and elect to continue into retirement without interruption

Benefits are as follows:

<b><u># of Days Worked/Year</u></b>	<b><u>Years of In-District Service</u></b>		
	<b><u>10 years+</u></b>	<b><u>15 years+</u></b>	<b><u>20 years+</u></b>
Health Insurance – Last Year	100% (Individual)	100% (Individual)	100% (Family)
Health Insurance – Retiree	50% (Individual)	80% (Individual)	100% (Individual)

**< 250 days/year:**

Health Insurance – Last Year	100% (Individual)	100% (Individual)	100% (Individual)
Health Insurance – Retiree	50% (Individual)	80% (Individual)	100% (Individual)

The balance of the individual premium shall be paid by the retiree, as applicable. Dependent coverage is available at the retiree's expense. All coverage shall terminate ten (10) years after the employee's retirement or when the retiree takes employment with which health insurance benefits are provided or upon reaching age 65, whichever occurs first.

- E. Service Recognition Award: Educational support personnel who retire under IMRF after serving fifteen (15) or more continuous IMRF service years in the District and give the Board of Education a notice at least twelve (12) months before the date of retirement shall receive a Service Recognition Award of \$7,500. Those employees with twenty (20) or more years of continuous IMRF service in the District with similar notice shall receive a Service Recognition Award of \$10,000. The award will be divided equally among the employee's final eight (8) paychecks.

## **Section 5-Vacation, Emergency/Personal Leave and Holidays**

All benefits are effective July 1 and prorated accordingly.

A. Holidays: Twelve-month employees will be paid for, but not be required to work on:

New Year's Day	Columbus Day
Martin Luther King Jr.'s Birthday	Veteran's Day
Abraham Lincoln's Birthday/President's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	

The District may require educational support personnel employees to work on a legal school holiday during an emergency or for the continued operation and maintenance of facilities or property. All Federal and State guidelines will be adhered to with respect to compensation.

When a paid holiday falls on a weekend or other non-work day, the employee shall be granted an additional day off unless the district provides for another day to be set aside for the holiday.

Should the district request and be granted a waiver from the Illinois State Board of Education for any of the above school-year holidays, ESP staff will be expected to work. Category A and B employees will be compensated with an additional vacation day for each holiday worked.

B. Vacation: 12-month employees shall be eligible for paid vacation days according to the following schedule:

Vacation is granted July 1 of each year. Vacation leave will be prorated (based on 10 days) from date of employment to July 1. Thereafter, vacation leave earned per year will be ten days until the completion of 10 full years (July 1-June 30). After year ten, 15 vacation days per year will be earned.

Employees with 20 or more years of service who give written notice to the Board of Education no less than twelve (12) months before the date of retirement will earn 20 days in their last year of employment. These days would be prorated if the retirement date is prior to June 30.

Vacation benefits do not begin until 12-month full-time employment begins. Full-time equivalency for previous continuous part-time service will be counted toward vacation after the fifth year of 12-month employment.

Employees may carryover vacation days for only six months after the July 1 anniversary date.

Vacation leave shall be figured on a working day basis. If a paid holiday occurs during the vacation leave, a vacation day will not be charged for the holiday. Vacation time will not accrue during any paid or unpaid leave.

Requests for vacations should be submitted to the employee's supervisor and must be approved by said

supervisor and the Building Principal if applicable. See Board Policy 5.330.

C. Personal/Emergency Leave: Twelve-month educational support personnel have three personal/emergency leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal or supervisor 48 hours in advance of the requested date.
2. Personal leave may not be used when the employee's absence would create an undue hardship.

Unused personal/emergency leave will be added to the employee's accumulated sick leave.

Part-time educational support personnel who work or are paid for a minimum of 3 hours each day that school is in session have two personal/emergency leave days per year, subject to all of the same terms and conditions above for twelve-month educational support personnel.

Leave shall be prorated for those employed less than a full school year or less than a twelve-month period depending on which category the employee is in.

Emergency matters are spontaneous in nature, beyond the control of the employee and likely to result in severe financial loss or discomfort, and require the absence from work on a school day. See Board Policy 5.330.

Personal leave, except in the case of emergency, shall not be granted on the first or last day of school, the day prior to or after school vacation/breaks (i.e. Thanksgiving, Winter Break, and Spring Break), or on holidays or institute days if such leave shall unduly impair the delivery of the District's programs and/or services. Persons holding positions which involve direct service to students, parents and/or teachers (e.g., school secretaries, instructional aides, etc.) are strongly discouraged from requesting personal leave at these times.

## **Section 6: Sick Leave, Child Rearing Leave and Family Medical**

- A. **Sick Leave/Days**: Full or part-time educational support personnel who work a minimum of 3.0 hours each day that school is in session receive 12 paid sick leave days per year. If the person works less than the number of days that school is in session but qualifies for IMRF, they will be granted at least 10 sick leave days per year. Part-time employees will receive sick day pay equivalent to their regular workday. Leave shall be prorated for those employed less than a full school year or less than a twelve-month period depending on which category employee is in.

Unused sick leave shall accumulate to a maximum of 240 days.

Sick leave includes personal illness, or as it may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family or household (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, grandparents in-law, step parents, step children and legal guardians).

After 3 days absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's or a spiritual adviser's or practitioner's certificate of treatment as a basis for pay. See Board Policy 5.330.

- B. **Temporary Illness or Temporary Incapacity**: Temporary illness or temporary incapacity is an illness or other capacity of ill being which renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation to the employee. The Board of Education's intent is that in no case will the employee who is temporarily disabled receive more than 100 percent of gross salary.

Those insurance plans privately purchased by the employee, and to which the District does not contribute, are not applicable to this policy.

After 90 consecutive work days in a school term of illness or incapacity, or exhaustion of sick leave, whichever is greater, such illness or incapacity shall be considered a permanent disability and the Board of Education may begin dismissal proceedings subject to the provisions of The School Code. See Board Policy 5.180.

- C. **Child Rearing Leave**: Pregnancy related disabilities, such as but not limited to the normal six weeks after delivery, shall be treated as sick leave. Sick leave may not be taken for child rearing purposes even if a child rearing leave immediately follows a pregnancy. Child rearing leave qualifies for benefits under the Family Medical Leave Act, not sick leave.
- D. **Family and Medical Leave**: Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total 12 weeks each year, beginning September 1 and ending August 31 of the next year. Detailed information on FMLA is available from the District Business Office.

Family and medical leave is available in one or more of the following instances:

1. the birth and first-year care of a son or daughter;
2. the adoption or foster placement of a child;
3. the serious health condition of an employee's spouse, parent, or child and
4. the employee's own serious health condition.

See Board Policy 5.185.

E. Sick Leave Bank:

1. Enrollment and participation in the educational support staff sick leave bank shall be voluntary.
2. The sick leave bank shall consist of the accumulation of contributed sick leave days and any balance of days in the bank on June 30<sup>th</sup> of each year.
3. All educational support personnel that earn sick leave days are eligible to participate in the sick leave bank.
4. A staff member may elect to join the sick leave bank within 10 days of employment. Once an employee has decided to join the sick leave bank they must participate until the end of their employment with Kaneland.
5. The sick leave bank would be funded as follows:
  - a. Each participant would contribute one sick leave day when they join.
  - b. Any sick days that are lost because of the sick leave cap will be added to the bank.
  - c. An additional day will be assessed whenever the total number of days in the bank is less than half the number of participating members. No more than two (2) days will be assessed per year. Employees who apply for and are approved for exemption due to extenuating circumstances may be excused from contributing.
6. This plan will be administered by the Assistant Superintendent for Human Resources and a representative from the educational support staff.
7. The committee will grant days from the sick leave bank using the following criteria:
  - a. The employee shall have exhausted his/her individual accumulated sick leave. The employee must submit a request for sick leave bank days within 10 days from the time sick leave has been exhausted.
  - b. Days from the sick leave bank may be used for the employee only.
  - c. The staff member must have an illness or accident requiring an absence of more than ten (10) consecutive working days.
  - d. The sick leave bank is intended to cover individuals that have a catastrophic illness or accident which would cause a financial hardship. Income coming from sources such as workers' compensation will be considered by the committee prior to making a decision. Medical reports will be required as deemed necessary and must be provided to receive a grant from the sick leave bank.
  - e. The maximum number of days granted for an illness or accident shall be thirty (30) days. A maximum grant per application will be twenty (20) days.
  - f. Members shall not be required to pay back the number of days awarded by the bank.

## **Section 7-Leave of Absence and Religious Leave**

- A. **Leave of Absence:** The School Board may grant a leave of absence without pay to any employee who has rendered satisfactory service and desires to return to employment in a similar capacity at a time mutually consistent with the District's needs. Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with reasonable continuity of employee's work. However, leaves of absence provided for under the provisions of the Family Medical Leave Act shall be granted for the twelve-week period as required by law.

The employee shall be given an opportunity to continue insurance coverage in the District's insurance program with approval of the insurance carrier, during a Board-approved leave of absence but shall be required to pay all premiums connected with this coverage. All premiums must be paid one month in advance of the month due.

- B. **Time Off for Religious Holidays:** Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship. Employees may use earned vacation time or personal leave to make up the absence. A per diem deduction may also be requested by the employee. See Board Policy 5.70.

## Section 8-General/Miscellaneous Information

- A. Harassment: The School District is committed to a learning and workplace environment in which the dignity and worth of all individuals are respected. It is the policy of the Board of Education that harassment is unacceptable conduct and will not be tolerated. See Board Policy 5.20.
- B. Communicable and Chronic Infectious Disease: The Superintendent shall develop and implement procedures for dealing with known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and federal law, rules of the Illinois Department of Public Health, and Board of Education policies. Food service workers may be asked to leave work until an evaluation can be conducted for clearance to return to work. Any food service worker who is suffering from Diarrhea must report such incident to supervisor. Supervisor will decide if employee can report to work, or if physician needs to be contacted. See Board Policy 5.40.
- C. Drug-, Tobacco- and Alcohol-Free Work Place: All District work places are drug- and alcohol-free work places. See Board Policy 5.50. Smoking or other tobacco use is not permitted on district property or in District vehicles. See Board Policy 8.30 .
- D. Reimbursement for Expenses: The Board of Education shall reimburse employees for expenses necessary for the performance of their duties which have been approved by the Superintendent or his/her designee. See Board Policy 5.60. Cafeteria staff will be reimbursed for uniform expenses up to \$50 per year. Receipts are required for reimbursement. Receipts are to be given to the Food Service Manager for processing and approval of payment.

Employees will be reimbursed direct costs of formal training in an out-of-district program when said training has received prior approval by the Superintendent or his/her designee. Direct costs will include tuition, books, and transportation to and from class.

Any employee who shall use their personal automobile when on school business shall be reimbursed at the rate of federal guidelines per mile.

- E. Court/Jury Duty: The District will pay full salary during the time an employee is on jury duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct the court duty remuneration, less mileage and meal expenses, from the employee's compensation.

An employee should give at least 5 days prior notice of pending jury duty to the District. See Board Policy 5.80.

- F. Ethics: All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members and others.

District employees shall not let their political activities interfere with their job responsibilities. Students shall not be used in any manner to promote a political candidate or issue.

Employees shall not engage in any other employment or in any private business during regular working hours and such other items as are necessary to fulfill appropriate assigned duties.

Employees shall not engage in any work considered to be a conflict of interest. See Board Policy 5.120.

- G. Gifts to Staff Members and Solicitations By or From Staff: Students, parents, and others are discouraged from routinely presenting gifts to District employees. Letters of appreciation to staff members are always welcome. See Board Policy 5.130.

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent. See Board Policy 5.140.

- H. Personnel Records, Maintenance, and Access: The employees' personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision. An employee will be given access to his or her personnel records according to guidelines developed by the Superintendent. See Board Policy 5.150.

- I. Release of Credit Information: Employees who want employment and salary or wage information released by the District must request so in writing, and an administrator must sign the released materials. Information provided by employee to potential lender shall only be verified by phone. See Board Policy 5.160.

- J. Copyright For Publication or Sale of Instructional Materials and Computer Programs Developed By Employees: An employee who develops materials or programs on District time should apprise themselves of their rights and responsibilities under state law and Board policy. Board Policy 5.170.

- K. Uniforms: A uniform that is clean and in good repair, apron, shoes and hair restraint are to be worn each day. Uniform requirements shall be designated by department supervisor. See attached Uniform and Personal Hygiene policy.

### **Section 9-Handbook Review**

Staff members covered by this handbook are urged to submit any suggestions to the Food Service Manager by March 1 each year. The information in this handbook will be reviewed and updated by the Assistant Superintendent on a yearly basis by April 1. The handbook will be approved by the Board of Education by June 1 of each year.

## **APPENDICES**

## **Kaneland School District #302 HACCP Policy and Procedure**

**Purpose:** Hazardous Analysis Critical Control Point (HACCP) is our food safety program developed to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service. These include but are not limited to the following:

- I. General Safety – Sanitation
- II. Product Procurement – Receiving -Storage
- III. Preparation – Cooking - Holding – Serving of foods
- IV. Cooling – Reheating

**Scope:** This policy and procedure apply to all foodservice employees.

### **I. General Safety – Sanitation**

- A. **Handwashing** – All employees are to wash hands before starting the day, after using the restroom, any time handling potentially dangerous foods (a food that is naturally or synthetic and that requires temperature control because it is capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, the growth and toxin production of *Clostridium botulinum* or in raw eggs, the growth of *Salmonella enteritidis*), after removal of gloves, before use of gloves, and routinely throughout the day.
- B. **Personal Hygiene** – (see *Personal Hygiene Policy*)
- C. **Cleaning and Sanitizing Food Contact Surfaces** – All food contact surfaces including but not limited to: sinks, tables, equipment, utensils, thermometers, carts and equipment, will be washed, and sanitized:
  1. Before any food prep will be done.
  2. Between uses when preparing different types of raw animal foods, such as eggs, fish, meat and poultry.
  3. Between uses when preparing ready to eat foods and raw animal foods, such as eggs, fish, meat and poultry.
  4. Any time contamination occurs or is suspected.
  - Wash, rinse and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers and carts using the following procedure:
    1. Wash surface with detergent solution *prepared with clean hot water and dish soap.*
    2. Rinse surface with clean water.
    3. Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label. Test the chemical sanitizer concentration by using appropriate test kit.  
*If using chlorine 50-100 ppm (parts per million) is concentration. Water should be changed frequently. Use appropriate test strip.*

4. Let item air dry.
- Mechanical washing and sanitizing will be done in the following manner:
    1. Dish machine will be operated according to the manufactures specifications. If chemical sanitizer is used, check often to make sure product does not run low.
    2. Detergent for machine will be checked often as not to run out.
    3. Water in machine will be drained and changed as often as needed to keep clean.
    4. Temperature of machine will be logged daily.
    5. Contact maintenance if machine is not operating properly. Ex: machine is not reaching or maintaining temperature, etc.
  - Manual washing of dishes in three compartment sink will be as follows:
    1. In the first compartment, wash with a clean detergent solution at or above 110° F or at temperature specified by detergent manufacturer.
    2. In the second compartment, rinse with clean water, changing often.
- II. In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on manufacturer's label or by immersing in hot water at or above 171° F for 30 seconds. **Product Procurement – Receiving –Storage –** (see *ordering, receiving storage policy*)
- III. **Preparation – cooking - holding – serving of foods**
- Cooking Potentially Hazardous Foods, cook products to the following temperatures:
    1. 145°F for 15 seconds:
      - a. Seafood, beef, pork
      - b. Eggs cooked to order that are placed onto a plate and served immediately.
      - c. Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box.
    2. 155°F for 15 seconds:
      - d. Ground products containing beef, pork or fish.
      - e. Fish Nuggets or sticks.
      - f. Cubed or Salisbury Steaks.
    3. 165°F for 15 seconds
      - g. Poultry
      - h. Stuffed Fish, pork, or beef.
      - i. Pasta Stuffed with eggs, fish, pork or beef (such as lasagna or manicotti)
  - Monitoring of temperatures will be done by:
    1. Use a clean, sanitized and calibrated thermometer.
    2. Take at least two internal temperatures from each pan of food at various stages of preparation.
    3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed four hours.

#### IV. Cooling – Reheating

- To ensure proper cooling of potentially hazardous foods the following will apply:
  1. Prepare and cool food in small batches.
  2. Chill foods rapidly using an appropriate cooling method which may include:
    - Place food in shallow container no more than 4 inches deep and partially uncovered on the top shelf in the back of the walk-in or reach-in cooler.
    - Use a quick chill unit such as a blast chiller.
    - Stir the food in container placed in an ice bath.
    - Add ice as an ingredient.
    - Separate food into smaller or thinner portions ex: large roasts cut into quarters.
    - Pre-chill ingredients and containers used for making bulk items such as salads.
    - All food chilled from hot will go from temperature of 135°F or above to 70°F within two hours. From 70°F to 41°F within four hours. All products will be below 41°F within six hours total. Any items not cooled within 6 hours will be discarded. All items will be marked with name, date and time being placed in cooler.
    - Chill prepared, ready to eat foods such as tuna salad and cut melons from 70°F to 41°F within 4 hours.
- Leftover Handling activity:
  1. Leftovers should be kept no longer than 3 days.
  2. Leftovers must be cooled down from 140°F to 70°F within 2 hours and from 70°F to 41°F in less than four hours.
  3. Leftovers should be covered, dated, labeled and refrigerated at 41°F or frozen.
  4. Leftovers should be cooled in pans with the food no more than 4 inches deep.
  5. The first rule in leftovers is “When in doubt, throw it out”.
  6. Leftovers must be reheated to an internal temperature of 165°F for fifteen seconds within 2 hours. If the food has not reached that temperature within 2 hours it should be discarded.
  7. Leftovers may be reheated and used 1 time only.
  8. Never use hot holding equipment to reheat foods. Use only equipment that has been designed for reheating.
  9. Leftovers will be marked with name of product, date, and time product placed in cooler.
- Proper marking of stored products – refrigeration and thawing.
  1. Label will include product name, the date, and time it is prepared or opened.
  2. Refrigerate all ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.

3. Serve or discard refrigerated, ready-to-eat potentially hazardous foods within 7 days.
4. Indicate with separate label the date prepared, date frozen, and the date thawed of any refrigerated, ready-to-eat potentially hazardous food. For example:
  - a. On Monday 8/1/05, lasagna is cooked, properly cooled and refrigerated with a label that reads, "Lasagna cooked 8/1/05.
  - b. On Tuesday 8/2/05 the lasagna is frozen with second label that reads, "Frozen 8/2/05. Two labels now appear on the lasagna. Since the Lasagna was held under refrigeration from Monday 8/1/05 to Tuesday 8/2/05 only 1 day is counted towards the 7 day time period.
  - c. On Tuesday 8/16/05 the Lasagna is pulled out of freezer. A third label is now placed on the lasagna that reads, "Thawed 8/16/05. All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

**Monitoring:** All foodservice employees are to follow these procedures. Temperature logs will be kept on file. The supervisor will monitor that all employees are adhering to the HACCP policy during all hours of operation.

**Corrective Action/Verification:** Any foodservice employee found not following this procedure will be retrained at the time of incident. Affected food will be discarded. Counseling of employee will be documented in case of further action needed to be taken for noncompliance.

PP/HACCP/ 12/08

**Kaneland School District #302**  
**Uniform and Personal Hygiene Policy - Foodservice Department**

**Purpose:** To prevent contamination of food by foodservice employees.

**Scope:** This procedure applies to all foodservice employees who handles, prepares, or serves food.

**Instructions:**

1. All foodservice employees will be instructed on proper practices of personal hygiene upon employment.
2. All employees will follow employee Personal Hygiene Policy by adhering to the following:
  - A. Report to work in good health, clean, and dressed in clean attire.
  - B. Change apron when it becomes soiled.
    - Wash hands properly, frequently and at the appropriate time: before starting the day, after using the restroom, any time handling potentially dangerous foods (a food that is natural or synthetic and that requires temperature control because it is capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, the growth and toxin production of *Clostridium botulinum* or in raw eggs, the growth of *Salmonella enteritidis*), after removal of gloves, before use of gloves, and routinely throughout the day.
    - Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough. No acrylic, press-on nails or nail polish is allowed.
    - Do not wear any jewelry except for a plain ring such as a wedding ring.
    - Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
    - Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
    - Taste food the correct way:
      1. Place a small amount of food into a separate container.
      2. Step away from exposed food and food contact surfaces.
      3. Use a teaspoon to taste the food. Remove the used teaspoon and container to the dishroom area or discard. Never reuse a teaspoon for tasting.
      4. Wash hands immediately.
    - Wear suitable and effective hair restraints while in the kitchen.
    - Follow state and local public health requirements.

**Monitoring:** A designated foodservice employee or supervisor will inspect employees when they report to work to be sure that each employee is following this policy. The supervisor will monitor that all employees are adhering to the personal hygiene policy during all hours of operation.

**Corrective Action/Verification:** Any foodservice employee found not following this procedure will be retrained at the time of incident. Affected food will be discarded. Counseling of employee will be documented in case of further action needed to be taken for noncompliance.

PP/personal hygiene 12/08

## Kaneland School District #302

### Ordering, Receiving and Storage of Supplies- Foodservice Department

**PURPOSE:** To ensure that all food is received fresh and safe when it enters the foodservice operation and to transfer food to proper storage as quickly as possible.

**SCOPE:** This procedure applies to foodservice employees who handle, prepare, or serve food.

#### **ORDERING:**

1. A standardized ordering list will be used. It will state product name, pack size and price.
2. Department supervisor is ultimately responsible for all ordering; supervisor may delegate ordering duties to trained employees.
3. Schedule deliveries to arrive during operational hours.
4. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.

#### **RECEIVING:**

1. Inspect delivery truck when it arrives to ensure it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated/freezer foods are delivered on a refrigerated/freezer truck.
2. Keep receiving area clean and well lighted.
3. While checking in food items do not touch ready-to-eat foods with bare hands.
4. All items received will be marked with received date including month, day and year.
5. Routinely check the interior temperature of refrigerated trucks.
6. All received canned goods will be free of visible dents, bulging or contaminates.
7. Check the integrity of food packaging. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
8. Check the temperature of refrigerated foods.
  - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 41 °F or below.
  - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
9. Check dates of milk, eggs, yogurt and other perishable goods to ensure safety and quality.
10. Check the cleanliness of crates and other shipping containers before accepting product. Reject foods that are shipped in dirty crates.
11. If items are not placed in appropriate location, transfer as quickly as possible. Whenever possible have refrigerated items placed in refrigerator and frozen items

- placed in freezer.
12. Compare delivery invoice against products ordered and products delivered.

### **STORAGE:**

1. All unopened non-perishable foods will be stored in store room.
2. All items will be up off the floor.
3. Remove can goods from receiving boxes whenever possible.
4. All cans will be stored FIFO (first in-first out) basis. All items will be rotated and dated with date received.
5. Any dented, bulged or dirty cans or torn bags will be brought to the attention of the supervisor immediately.
6. All refrigerated items will be stored in a refrigerated unit that maintains temperature between 32° and 41°.
7. All freezer items will be stored in a freezer that maintains temperatures below 0°
8. Only frozen or pre-chilled items should be place in freezer. Warm products will raise the temperature of the cooler.
9. Potentially hazardous food ex: thawing meats will be stored as not to contaminate other food items.
10. Walk-in refrigerator and freezers are hooked to a central tracking system. System is designed to notify the Maintenance department when there is a deficit in the temperatures. Maintenance will notify Supervisor in food service department if there is a problem which involves further review.
11. *Cleaning supplies should be kept in a dry, area away from food supplies. They must remain sanitary and do not pose safety or physical hazards to food or people. Whenever possible portion control units will be used in mechanical and manual dish washing. Chemicals should be stored in original marked container. If removed from container and placed into another container, new container will be properly marked. MSDS (Material Safety Data Sheets) will be available for all chemicals carried, and stored in an area that all employees can easily obtain.*

**Monitoring:** A designated foodservice employee or supervisor will inspect deliveries when received. Any potentially contaminated items will be refused and returned for credit. A daily visual walk through by supervisor will ensure proper storage of items. The supervisor will monitor that all employees are adhering to this policy during all hours of operation.

**Corrective Action/Verification:** Any foodservice employee found not following this procedure will be retrained at the time of incident. Affected food will be discarded. Counseling of employee will be documented in case of further action needed to be taken for noncompliance .

## Kaneland School District #302

### Reheating Potentially Hazardous Foods Policy - Foodservice Department

**Purpose:** To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature.

**Scope:** This procedure applies to foodservice employees who handles, prepares, or serves food.

#### Instructions:

- A. Follow State or Local Health department requirements regarding reheating temperatures.
- B. Reheat the following products to 165°F for 15 seconds:
- C. Any food that is cooked, cooled, and reheated for hot holding.
- D. Leftovers reheated for hot holding.
- E. Products made from leftovers, such as soup.
- F. Precooked, processed foods that have been previously cooled.
- G. Reheat food for hot holding in the following manner if using a microwave oven:
  - 1. Heat processed, ready to eat foods from a package or can to at least 140°F for 15 seconds.
  - 2. Heat leftovers to 165°F for 15 seconds.
  - 3. Rotate (or stir) and cover foods while heating.
  - 4. Allow item to sit for 2 minutes after heating.
- H. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed 2 hours.
- I. Serve reheated foods immediately or transfer to an appropriate hot holding unit.
- J. Train all foodservice employees who prepare or serve food on using a food thermometer and how to reheat foods for this procedure.

#### Monitoring:

- A. Use a clean, sanitized, calibrated probe thermometer.
- B. Take at least two internal temperatures from each pan of food.

**Corrective Action/Verification:** Continue reheating/heating if the internal temperature does not reach the required temperature. If product has not reach internal temperature and hold within 2 hours discard product. Reheated items will be recorded as such on production sheets. Supervisor will visually monitor proper reheating procedures.

PP/ ReheatingPotHazardFood 12/08

**Kaneland School District #302**  
**Pest Control Policy - Foodservice Department**

**Purpose:** To prevent contamination of food by unwanted pests.

**Scope:** This procedure applies to all foodservice employees and suppliers.

**Instructions:**

1. All foodservice employees will be instructed on proper receiving of food, supplies and equipment upon employment. (See Ordering, Receiving, Storage Policy)
2. All employees will follow Kaneland HACCP (Hazardous Analysis Critical Control Point) policy to ensure proper process of food, supplies and equipment.
3. All foodservice employees will be instructed:
  - Use only reputable and reliable suppliers.
  - All incoming supplies will be checked for any tracks or foreign matter to include: leakage, rodents, and rodent droppings, gnawing marks, nesting materials or holes. Whenever possible all cardboard containers will be removed and broken down. Products will be stored in a dry clean store room.
  - Garbage will be disposed of properly and promptly.
  - Recyclables will be disposed of properly and promptly.
  - During day routine, garbage and recyclables will be stored away from food storage and supplies.
  - Garbage and recyclables waiting pick up will be stored in approved bins away from access to kitchen area.
  - All food will be stored at least 6 inches off of floor and six inches from wall.
  - Immediate disposal of mop heads and cleaning bucket water.
  - Food and beverage spills will be cleaned up immediately. Crumbs and scraps of food will be removed or picked up immediately.
  - Department will be swept and mopped nightly by housekeeping employees, and as needed throughout the day by foodservice personnel.
  - Floor drains will be routinely cleaned and kept free from debris.
  - Routine inspection will be done of outside entrances to ensure no access to department by unwanted vermin.
  - All floors will be kept clean and in good repair.
  - Inspections by a licensed, certified pest control company will be performed monthly on kitchen and serving area to ensure pest control.
  - A monthly report will be supplied after inspection is performed, follow-up will be done on any problems that are found.
  - Follow state and local public health requirements.

**Monitoring:** Any noticeable evidence of pest damage, either visual or otherwise will be brought to the attention of the supervisor. The supervisor will monitor that all employees are adhering to the pest control policy during all hours of operation.

**Corrective Action/Verification:** If there is evidence of pest contamination the supervisor will take corrective action, notifying pest control operators and maintenance staff. Immediate

*correction will be taken. Any foodservice employee found not following this procedure will be retrained at the time of incident. Counseling of employee will be documented in case of further action needed to be taken for noncompliance.*

*PP/pest control 10/10*