

MEDWAY SCHOOL BOARD POLICY
SUPPORT STAFF – COOKS

The Board reserves the right to establish hourly rates for cooks.

Hourly Rate of Pay:

<u>Year</u>	<u>Rate</u>
2013-14	\$11.60
2014-15	\$11.80
2015-2016	\$12.00
2016-2017	\$12.20
2017-2018	\$12.40
2018-2019	\$12.70
2019-2020	\$13.10

Longevity Step after 20 years \$500.00

The Head Cook will receive an additional \$1.50/hour over the base rate of pay.

Effective September 1, 2003, if a regular cook is required to fill-in on a daily basis for the Head Cook, the employee shall receive an additional \$1.50 per hour more than their regular hourly rate.

Fringe Benefits

1. Cooks will receive time and one-half after forty (40) hours of actual working time.
2. Call Time – Whenever a cook is called in outside of his/her regular work shift, she/he will receive a minimum of two hours pay at the rate of pay of time and one-half.
3. Retirement/Sick Leave
 - a. Upon receipt of a written statement of a cook’s retirement, the cook will receive up to a maximum of \$1,000 for thirty (30) accumulated sick leave days if.
 1. The cook must have worked in the Medway School System for fifteen (15) years.
 2. The cook must give the written retirement letter by February 1st of the current school year.
4. Holidays
 - a. The following days will be considered paid holidays:
Holiday time is considered work time.
 1. Thanksgiving Day

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2. Christmas Day
3. Labor Day
4. Memorial Day

5. Vacations

- a. Vacations taken during the regular school year (when school is in session) will be at the discretion of the Superintendent.
 1. One week paid vacation after four years of continuous work in the system.
 2. Two weeks paid vacation after eight years of continuous work in the system.

The intent is to use this time during school vacations within the budget year.

6. Sick Leave

- a. Each cook will be granted ten (10) days sick leave per year, with the unused time carried over to accumulate to a maximum of not more than fifty (50) days). Sick leave must be used for personal illness.
- b. A maximum of forty hours (per family care act) in total will be allowed for serious illness of spouse, daughter, son, mother, father, mother-in-law, father-in-law, sister or brother, grandchildren, which must be approved by the Superintendent of Schools. Days will be deducted from their cumulative sick leave.
- c. Sick leave will not apply if lost time is due to an accident, which occurs while gainfully employed outside the school department.
- d. The Medway School Board reserves the right to request a doctor's certification of illness. After 3 consecutive days of being out sick, a doctor's note will be required.

7. Bereavement Leave

- a. Cooks will be granted a maximum of three (3) days in each case of the death of spouse, daughter, son, mother, father, or foster parents, mother-in-law, father-in-law, sister, brother, step-mother, step-father, grandchildren and grandparents.
- b. Cooks will be granted a maximum of one (1) day per year or two (2) half days per year to attend a funeral of a relative not listed in section (a) above or that of a personal friend.

8. Shoe Allowance

Full-time Cooks will receive a \$75.00 shoe allowance annually.

9. Jury Duty

The Board agrees to pay the difference between the daily jury pay and the regular daily rate of a cook who is summoned to serve on a jury

10. Personal Leave

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Cooks will be granted two (2) days of personal leave per year for compelling, non-recreational reasons. Any personal requests for leave will be made to the Superintendent of Schools. He/She will render a decision on the basis of previous School Board rulings.

11. Annual Stipend

- a. Each full time employee will receive the sum of \$1000.00 in additional wages in lieu of any health care benefits. The amount received may be used by the employee in any manner he/she sees fit and need not be used to pay for the employee's health coverage nor medical expenses. The employee can choose to get this in one lump sum, or twice a year, paid in December and June.

12. A cook working at least half-time but not full-time will receive one-half of benefits #4, #6, #7, #8, #10 and #11. A cook working less than one-half time will receive no benefits.

13. Professional Development: If the employee is required to participate in additional training outside of the school day, to maintain the requirements set by the Department of Education, the employee will also receive pay at the regular hourly rate for the time spent at training.

14. Mileage Reimbursement

Employees who are required to use their personal vehicle for assigned business will be compensated at the state rate.

15. Head Cook Duties:

The head cook will be responsible for doing inventory once a month for state records. The head cook will also be able to work up to 2 hours extra per week for menu creation and the filing of state paperwork (production reporting, ala carte, etc).

- Revised: July 16, 2019
- Revised: May 8, 2018
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- Revised Date: April 5, 2016
- Revised Date: August 12, 2015
- Revised Date: July 30, 2014
- Revised Date: February 4, 2013
- Revised Date: April 5, 2011
- Revised Date: May 1, 2012