



IMPORTANT NUMBERS:

Operations Main No: (563) 336-7400

Operations FNS No: (563) 336-7430

My Building is: _____

Building Main Phone No.: _____

My Kitchen No. is: _____

FNS Manager Ph. No.: _____

Davenport Community School District

Food & Nutrition Services

Work / Safety Rules

Last Updated September 11, 2018

It is the policy of the Davenport Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the District's Equity Coordinator: Jabari Woods, Associate Director of Equity and Human Resources, 1702 N. Main Street, Davenport, IA 52803; Telephone (563) 336-7496; Fax (563) 445-5988; Email: woods@daportschools.org.

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204; Telephone (312) 730-1560; Fax (312) 730-1576; Email: OCR.Chicago@ed.gov.

FNS & Human Resource Services
9/11/18

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DCSD Food & Nutrition Work Rules

Introduction

This information is intended to supplement the DCSD Work Rules and the Service Agreement between AFSCME Council 61-Local 751 and the DCSD.

This document supersedes any prior DCSD Food & Nutrition Work Rules documents. Nothing contained herein is meant replace any Federal or State of Iowa law, DCSD Board Policy, and/or DCSD Work Rules, but rather it is to be applied in addition to them.

Mission Statement

To prepare nutritious appealing meals for a reasonable price.

Important Contact Information

Operations	(563) 336-7400
Human Resources	(563) 336-7495
Supervisor of FNS Services	(563) 336-7430
FNS Specialist	(563) 336-7430
FNS Professional Secretaries	(563) 336-7430

Absenteeism & Call-in Procedures

Should it become necessary for an employee to be absent for any reason, it is the employee's responsibility to notify the appropriate personnel as far in advance as possible and complete all required forms. Only in an extreme emergency should someone else call in for an employee. **Employees are expected to personally speak to their supervisor when they are unable to work.** Those employees working long hours must call in by 5:00 a.m. or the night before, short hour employees must call in no later than 7:00 a.m. All head cooks, cooks, cashiers, and workers are to notify their manager or cook-in-charge. All managers and van drivers are to notify a member of the Management Team. If a cook-in-charge must be absent for any reason they are to notify their production kitchen manager. In addition all cooks-in-charge must contact their production kitchen manager when personnel from their satellite kitchen will be absent to arrange for subs. At that time a decision will be made if a sub is necessary to fill in on that day.

In order to be eligible for health leave allowance, the employee shall notify his/her immediate supervisor as soon as possible regarding the illness. Upon request, the employee shall provide a physician's statement, or such other evidence as may be required, confirming the necessity of such absence and stating the employee was too ill to perform work responsibilities. After an extended absence, injury, or surgery a physician's release must be requested to confirm the employee's ability to work pending HR approval.

Scott County Food Code requires food service employees to **notify their immediate supervisor when they experience any onset of the following symptoms, while either at work or outside of work, including the date of onset:**

- 1. diarrhea,**
- 2. vomiting,**
- 3. jaundice,**
- 4. sore throat with fever,**
- 5. infected cuts or wounds or lesions containing pus on the hand, wrist, or an exposed body part.**

The manager or Supervisor of Food & Nutrition Services shall determine if a symptomatic employee will be excluded from work or allowed to work with restrictions using the Scott County Health Department decision tree. In most instances employees will be excluded from work until 24 hours after symptoms end.

There should be an understanding between the employee and the school District as to when the employee will be returning to work. If you are absent from duty for three (3) consecutive work days, upon returning to work the employee must complete a "Leave or time off request". Without proper notification and authorization, you shall be considered to have abandoned your position and may be terminated.

Unpaid leaves of absence are discouraged because of food production requirements, but will be granted at the discretion of the Director of Human Resources or his/her designee. Approval for unpaid leaves of absence must be secured at least one week in advance by

filling out a "Leave or Time-Off Request." A signed and dated letter from the employee stating why they are requesting unpaid leave and any additional documentation, i.e. doctor's note, must accompany the Leave Request. No more than one employee per school will be granted an unpaid leave at one time unless such additional leaves are otherwise allowed in accordance with State or Federal law(s). Approved unpaid leaves will be granted on a first-come-first-serve basis. An employee with greater seniority will be given preference only if his/her leave request is submitted and approved 30 calendar days before the leave is scheduled to begin. No leaves will be granted during the first or last week of the school year. Please allow at least three working days processing time on leave requests.

Evaluations

Performance evaluations are important to employees and the District. They are a means of measuring an employee's progress, a time to set goals and answer concerns an employee may have. New employees will be evaluated during the first 60 work days of employment and again during their first year. Employees with seniority will be evaluated yearly. Those receiving unsatisfactory evaluations will be re-evaluated within 30 days and may be placed on a performance improvement plan. Training and re-evaluation will continue until improvement is noted or termination occurs.

Employees transferring will be evaluated within 10 days of their transfer, and again during their first year of employment.

Food Consumption & Payment

All foodservice employees shall be granted a complimentary adult lunch or a combination of food and/or beverage items valued up to the approximate dollar value of an adult lunch, to be eaten during a scheduled rest period or outside the work schedule. The choice of the food items selected is at the discretion of the employee. Employees may not exceed the dollar value; however additional items may be purchased at the published a la carte prices and payment is due at the time of purchase. The term "approximate dollar value of an adult lunch" shall be equal to the published Board approved price of an adult lunch.

All meals must be eaten in the designated areas; no portion of the employee's meal may be taken home for consumption later. Food is not to be carried out of the kitchen, even as scraps for pets. Employees are not to be eating while on the job, except at designated break times, and when "tasting a product." All beverages (including canned and bottled) must be in a non-breakable, enclosed container. **No beverages** are allowed on the serving lines or cashier counters at any time.

The only non-paying adults eating lunch or taking a break in the school kitchen are the school food service personnel. Other school employees are allowed to eat school meals but must pay the adult price. Parents and siblings visiting school are allowed to eat if they pay the adult price. Delivery drivers, maintenance personnel, vendors and other community members are expected to pay the adult price. Payment is expected at the time of service.

Employees may purchase bakery and a la carte items to be consumed off site with prior approval from their immediate supervisor. Employees shall pay the a la carte rate to the designated cashier and in return the cashier will issue a receipt for purchases made that day. All items are to be paid for on the day of purchase. Cashiers are not allowed to accept charges. Items that do not have a la carte pricing must be requested and invoiced through the Catering Manager.

Purchasing any product from Food and Nutrition vendors is prohibited if business is conducted during work hours, product is delivered to the school, or the employee receives any special benefits as a result of the school/vendor relationship.

Gifts

Gifts to Food and Nutrition Services personnel may be accepted only in accordance to Board Policy 103.3 and the Iowa Code Ch. 68B (1993).

Institute of Child Nutrition (ICN)-Education Opportunities

A trusted source for accurate, reliable information, the ICN offers free online courses designed to support the professional development of child nutrition program and child care personnel at all levels of responsibility. Food Service positions in the District require completion of coursework that may be obtained through Online Courses at the ICN website, www.theicn.org and clicking on ICN ELearning Portal. Course workbooks are available for check out from District production kitchens for the following classes:

Nutrition 101

Food Safety in Schools/Serving It safe

Focus on the Customer for School Nutrition Assistants

Upon completion of these courses employees should provide their certificate of completion to the Food & Nutrition Services office for inclusion in their personnel file. Courses are available at no charge and may be completed at your own pace. Certificate of course completion is required within the first year of employment. Failure to complete required course work prior to one year anniversary will result in disciplinary action up to and including termination. Refer to the job description for a list of required courses related to the position.

Parking and Work Entrance

Check with your immediate supervisor on where you may park and what doors you are to enter. Some schools have assigned parking.

Professional & Personal Appearance

Any employee not meeting the following requirements will be sent home without pay to change into the appropriate uniform and are expected to return to work. This will be subject to progressive disciplinary action.

I. Uniform

1. Purchased uniform shirts from the Food & Nutrition Service Office.
2. Khaki or black pants, capris, or skirts. Cotton walking shorts, black or khaki, no shorter than 2" above the top of the kneecap may be worn from May 1st –Oct. 1st. No sweatpants, jeans, **yoga pants, and/or** leggings are allowed.
3. Closed-toed, skid resistant shoes are required. **“Slip resistant” must be indicated on shoe.**
4. Uniforms should be well fitted, for your appropriate body size. They should not be tight or reveal undergarments.
5. Uniforms should be clean, pressed and in good repair **daily**.
6. Panty hose or socks must be worn.
7. Appropriate undergarments must be worn.
8. District issued photo identification badge shall be worn at all times. Nametags must be worn on the upper half of the body. Employees’ losing their nametag will be required to purchase a new one. Any employee not wearing a nametag will be required to procure one prior to working their scheduled shift.
9. If added warmth is needed a turtleneck of matching solid color, white, or black, can be worn under the uniform top and must have snug fitting sleeves.
10. Sweatbands around head may be worn if cleaned daily.
11. Van drivers will follow the dress code for Maintenance staff.

II. Personal Hygiene

One of the primary responsibilities of employees is to practice good personal hygiene. Practices that can lead to unsafe conditions that affect the employee and any food they may come in contact with are prohibited. Our image is conveyed in part, by our well-groomed staff.

Expectations:

1. Wear a clean uniform daily.
2. Bathe and wash hair daily.
3. Keep fingernails short: clean them frequently. **NO** finger nail polish, fake or acrylic fingernails are to be worn.
4. Use good oral hygiene.
5. Do not comb or smooth hair while working. Hair should be clean and neatly arranged. **All** employees must have their hair restrained with hairnet. Shower caps are not allowed.

6. Use a deodorant or antiperspirant.
7. **Absolutely no** gum chewing allowed
8. Keep bandages clean and covered at all times.
9. Wash hands often per local health department regulations. Use soap, warm water, and lather for 15 seconds. Wash hands before work, after using the restroom, coughing, sneezing, using handkerchief, touching hair, or after touching any part of your body, after smoking, eating or going on break, handling dirty dishes, when going from dirty to clean end of dishwasher or pan sink.
10. Jewelry shall be limited to:
 - a. Rings: **No more than two rings are allowed total.** A wedding set is considered one ring. Rings must be worn securely fitted.
 - b. Necklaces: To be worn inside shirt.
 - c. Pierced ornamentation: Should be tasteful and professional; absolutely **NO** tongue piercings allowed per FDA guidelines. **Two earrings per ear allowed. Button styles are to be no bigger than 7/8" (nickel-sized) in diameter, and hoop earrings must touch the bottom of the earlobe and no further. No dangling earrings allowed.**
 - d. No bracelets.
 - e. Watches: Must be tight-fitting, no loose-bracelet styles.
 - f. Pins: No more than two (2) pins may be worn at one time. Professional pins may be worn all year; however, holiday pins may only be worn one (1) week prior to the holiday. Pins may not be larger than 2" diameter with no dangling parts.

Uniform shirts may be purchased at the Food and Nutrition Services Office during regular business hours. All employees are required to wear the District-designated shirt the first day of work. It will be the only shirt allowed, except on occasions as stated below. The first shirt will be automatically deducted from your uniform allowance. No other expenses can be reimbursed from your uniform allowance until you have completed probation.

On Fridays your kitchen may choose to wear a different shirt to promote school spirit days, holidays, special school or cafeteria planned events and must be pre-approved by the manager and in compliance with all other DCSD dress code requirements of Board Policy 401.55. All employees who choose not to participate on such days must wear the District uniform top. Your manager will let you know what shirts are acceptable to wear on these days. Uniform requirements are to be met daily. Spirit shirts are not eligible for uniform allotment.

A uniform/laundry allowance is provided in accordance with the contract; see Article IX, Section 5. In addition to the items listed in the agreement, the following items are eligible for reimbursement pursuant to a Memorandum of Understanding between the District and the Union effective July 1, 2018: deodorant, hair ties, mouthwash, orthotic inserts, shower soap/gel, shampoo, toothbrush, and/or toothpaste.

Original receipts are to be submitted to the Food & Nutrition Services Office.

Employees have until the last paycheck in June to submit receipts for that school year. Receipts should only show items for reimbursement. No rewards or perks should be used (i.e. Hy-Vee fuel saver, Shoe Carnival points, and/or Kohl's cash). Cash/check only receipts.

Employees should direct any questions they might have concerning acceptable attire to their immediate supervisor. Managers are responsible for communicating what is appropriate attire and reserve the right to send home an employee without pay whose attire does not fall into District policy. **If an employee is sent home to change without pay, it is the expectation of the District the employee returns to work in appropriate attire as soon as feasibly possible. This may be subject to disciplinary action.**

Personnel Allowed in Kitchen and Use of Facilities

Only cafeteria employees and other authorized adults (delivery personnel, technicians, and designated staff members) are allowed in the school kitchen behind the serving area. Children, friends, and others needing to talk to an employee should stand in the entry area of the kitchen and have someone contact the employee to come to them. Only those people with official business should be in the school kitchen; all others should not come past the entry.

The telephone in the school kitchen is to be used for official business related to the operation of the school kitchen. Only personal calls of an emergency nature are permitted.

District employees wanting to use kitchen facilities, equipment, or utensils for functions must request prior approval from the Supervisor of Food and Nutrition Services and follow the District's request process. Board policy states the school property is not to be used for personal use at any time.

Professional Standards for All School Nutrition Program Employees

USDA has established minimum professional standards requirements for school nutrition employees. All staff who work at least 20 hours per week are required to attain at least 6 hours of annual continuing education/ training. Part time staff (less than 20 hours per week) are required to attain at least 4 hours of annual continuing education/training, regardless of the number of part time hours worked. The District provides annual continuing education events on scheduled in-service days to meet or exceed the USDA professional standards. Employees absent from department in-service events are expected to attain the required C E hours outside of scheduled work hours and provide documentation to the Food & Nutrition Office.

School Cancellations

Should it become necessary to cancel or delay school, a decision should be made by 5:45 a.m. Cancellations are announced on local TV, radio stations, and also on the District website. It is your responsibility to listen for such cancellations. **If school is canceled**

Food and Nutrition employees are not to report to work. This is an unpaid day. If you generally report to work prior to 5:45 a.m. and inclement weather is anticipated, plan to stay at home until 5:45 a.m. to allow time to receive the cancellation notification prior to reporting for duty.

Canceled days are generally made up at the end of the school year. Reference Article VI Section 12-Snow Days in the contract for additional information.

School Nutrition Association-Certification

The School Nutrition Association (SNA) is a professional association dedicated solely to the support and well-being of school nutrition professionals in advancing good nutrition for all children.

School Food & Nutrition employees in the Davenport area are eligible for membership in the local, state, and national organization. Member benefits and application forms are available online, www.schoolnutrition.org.

SNA develops and encourages the highest standards in school nutrition programs and provides educational opportunities to ensure the professional development of its members. SNA offers a national certification program. The DCSD encourages SNA membership & certification.

Employees certified at SNA Level 1 receive .50 cents per hour premium pay per the current contract.

Employees certified at SNA Level 2 and 3 receive \$1.00 per hour premium pay per the current contract.

The guidelines and requirements for certification are set by the SNA and DCSD has no control over employees attaining certification. While membership is not required for certification, it allows for a lower cost to be certified and enhances one's educational opportunities.

For information on SNA membership and certification contact your manager or visit the SNA website. Annual documentation of certification must be submitted to the Food & Nutrition Office to maintain premium pay.

Smoking

Smoking is prohibited on school grounds or in District facilities, including school vehicles as per School Board Policy 103.15. This requirement includes students, employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material or leave the school District facility grounds immediately.

Timekeeping Infractions / Falsifying Time Records

All district employees who are required to keep a time card and/or report hours through TimeClock Plus will do so accurately. Employees are required to fulfill contractual obligations for hours/days of work for the district. Failure to provide accurate timekeeping records or report accurately hours/days of work will result in discipline, up to and including termination.

Workers' Compensation

Procedure for handling injuries on the job:

Compensation in case of an accident while performing school duties is provided by the Board of Education through the District's Workers' Compensation Insurance Carrier as required by Iowa law. This provides compensation for medical expenses when treated by the **District's approved physician** and when applicable for lost time from work in accordance with Iowa workers' compensation code.

In case of a true emergency (life/limb threatening), you should go to the closest emergency room or call for an ambulance.

In the event of a non-life threatening work injury during "regular hours" you should:

1. Complete the First Report of Injury form available from the FNS Manager, building nurse, building secretary, or from HR. The report must be submitted to **Jaime Kroeger and Laura Engler in HR**. Building secretaries may assist in scanning the document via email.
2. Call the EMC OnCall Nurse at **844-322-4668** to report the injury and following the directions given by the nurse on the call. If it is recommended you be sent for treatment, the EMC OnCall Nurse will refer you to Concentra for treatment. No other clinic or physician is authorized. Concentra is open 8:00 a.m. to 5:00 p.m. Monday – Friday.
3. If you seek treatment at Concentra, upon completion of your exam, you must report to the checkout desk where you will receive a copy of your Work Status Summary Report. This summary will note any restrictions or follow-up appointments that may be necessary. A copy is also sent electronically to the HR Contract Specialist at the ASC. If a prescription is needed after completion of your exam that is not able to be filled at the clinic, please take your prescription to any pharmacy and they will fill it for you. If you are required to pay for any part of the prescription, please retain all documentation and your receipt for reimbursement from the insurance carrier.
4. Report back to your building production manager with your Work Status Summary Report to discuss your return to work plan. It should be noted that the Davenport Community School District has an active return to work program. If the doctor allows you to return to work with limitations, the

District will find work within your physical restrictions somewhere in the District.

5. **DO NOT USE YOUR GROUP HEALTH INSURANCE MEMBERSHIP CARD** if this injury or illness occurred while working or acting in an official capacity for the Davenport Community School District.

Injuries occurring between 5:00-8:30 P.M. Monday through Friday or 9:00 A.M. - 6:30 P.M. on the weekend should be treated at the nearest medical facility or urgent care clinic, however all follow-up care must be done at the District's authorized treating provider, Concentra, and no-where else.

IMPORTANT NOTICE: In accordance with section 85.27 of the Workers Compensation Code of Iowa, if you choose to be treated by any other treatment center and/or physician, you may not qualify for any Workers Compensation Insurance Benefits. You may be liable for all medical costs.

If you have any questions regarding this procedure, please call the HR Contract Specialist at ASC, (563) 336-7493.

It is your responsibility to follow safety procedures and guidelines, as well as the Davenport Community School District's Work Rules. Failure by an employee to follow safety and sanitary work procedures after being instructed or to report any accident for OSHA and Workers Compensation records shall be cause for disciplinary action. Injuries that occur at the work place do not necessarily prevent you from working, but may alter your task or assignment temporarily.