



Cheatham County School Nutrition Department

Employee Handbook



This institution is an equal opportunity provider.



Cheatham County School Nutrition Department

Introduction

Welcome to the Cheatham County Board of Education School Nutrition Department. We are pleased that you have chosen to become a team member of an outstanding school system. Each employee is vital to the overall success of the department and the district as a whole.

Everyone will work together as a team to provide our students with the finest meals, the most comfortable environment, the best customer service, and the quality educational opportunities that they deserve. You are now an essential component in reaching these goals.

General Information

Organization

School Nutrition employees work under the supervision of each cafeteria manager. Each cafeteria manager reports to the Director of School Nutrition. If you encounter a problem with another employee or you have any questions at any point, talk to your immediate supervisor (the cafeteria manager). Your manager will assist you or the manager will contact the Director of School Nutrition for further guidance. You are always welcome to talk with the Director of School Nutrition if you wish for any assistance you may need or if you do not feel comfortable discussing matters with your manager directly.

Salary

School Nutrition Employees are considered classified employees. A schedule of work dates will be given to all employees either upon invitation for rehire or upon initial hiring. All employees are paid once per month for a total of 12 months in the year.

Payroll Deductions

Certain deductions are withheld from all paychecks. These may include but are not limited to: federal income tax, social security, and Medicare.

Schedule

Your cafeteria manager will schedule you during the normal workweek and will communicate the start time for your shift. Please arrive to work in plenty of time to prepare for work and wash your hands prior to the start of your shift. It is the responsibility of every employee to report to work on time. Excessive absenteeism will not be tolerated.

Call Out Procedure

If an employee is not going to be at work, it is their responsibility to call their supervisor or the school nutrition office (615-746-1407 and 615-746-1411) if a manager cannot be reached. The employee must call at least one hour before their shift begins. Failure to provide proper notification will be considered a no call/no show and is grounds for recommendation for dismissal.



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Snow Closings

In the case of inclement weather, employees will be notified by the Student reach system. Decisions on closings will be made and aired on the TV stations as quickly as possible.

Emergency Closings

The Director of School Nutrition or someone representing the Central Office will notify the cafeteria manager if there is an emergency. The emergency will be explained to the manager along with the procedures which are to be taken.

Bonus Day Pay

In accordance with School Board Policy, bonus days will be paid during the school year to employees who work every day, their normal hours, for the entire pay period of the month. Bonus day pay will be earned at the rate of one bonus day per month. Bonus pay is equal to the rate of pay times the number of hours scheduled to work on a normal day. After receiving ten months of perfect attendance, the employee will receive an eleventh bonus days' worth of pay. A new employee must have worked 45 scheduled days before becoming eligible for bonus day pay. If an employee leaves work early or comes into work late, they will not receive bonus pay. Bonus days are paid on the December check and the last pay check for the school year.

Meal Privileges

School nutrition employees are entitled to a meal at no cost for each lunch that they are scheduled to work. If an employee is scheduled to work the breakfast shift as well, the employee may also receive a breakfast at no cost. Any employee who is not scheduled to work breakfast may pay for a breakfast meal if they wish. Meals are to be consumed at the work place. Employee lunches are to be consumed during their scheduled thirty-minute break. Remember, all employees are to be back from their break with their hands washed and ready for work at the end of their thirty minutes. Employee breakfasts (if earned) are to be consumed as quickly as possible during the shift. School nutrition employees are the only staff members who have the privilege of receiving their meal at no cost.

Probationary Period

Each employee shall be subject to a 90-day probationary period. During this time, you will be evaluated by the cafeteria manager and written evaluations will be placed in your employee file. Based on the evaluation and the recommendation of the manager, you will either continue employment or be dismissed.

Evaluations

All employees will be evaluated on an annual basis. Employee evaluations are maintained in the employee's file at the central office.



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ID Badges

Picture ID badges will be issued to all employees at the time of employment. The badge is to be worn at all times when you are on school property. ID badges are to be turned in at the end of employment.

Admittance to the School

Employees must enter/exit the school through designated entrances and exits. If you do not have your ID badge, you must enter/exit through the front entrance and check-in/out with the main office. If you have any questions about appropriate entrances or exits, please ask your manager.

Dress Code

It is important our employees maintain a professional appearance that reflects well on themselves and the School Nutrition Department. Employees must present a neat and clean appearance with no strong smelling perfumes, colognes, or body odors. Jewelry should be kept to a minimum. Wedding sets, earrings with secure backs, and watches are permitted. No white pants, shorts, leggings, or jeggings may be worn. Knee length shorts, capris, and jeans are permitted. Employees should wear either scrub tops, plain t-shirts, or school spirit shirts at all times. Shirts with inappropriate writing or pictures should not be worn at any time. Fingernails are to be kept trimmed, filed, and maintained. No artificial nails or fingernail polish is permitted at any time. Skid-resistant shoes must be worn at all times when at work.

Cell Phones

Employee cell phones must be kept in their lockers at all times. Employees may use their cell phones during their scheduled thirty-minute break ONLY. The only employees who are permitted to have cell phones in their possession during work hours are managers and assistants. This is to be used for communication with the central office and other managers ONLY. Please be sure your family has the school's phone numbers so they may reach you in the event of an emergency.

Self-Reporting of Arrests, Citations, and Official Investigations

It is the duty of all employees to report, orally and in writing any arrests, citations, or known official investigations. It shall be the employee's duty to report these events to his/her immediate supervisor within twenty-four (24) hours. The employee shall further understand that failure to comply may result in discipline up to or including termination.

Disciplinary Action

Verbal warnings are the first level of disciplinary action. Documentation of the verbal warning with written reprimand will be placed in the employee's file. There will be a maximum of two verbal warnings before further disciplinary action is taken. The second level of disciplinary action will be a written warning with a corrective action plan. The written warning is to be signed by both the employee and their supervisor and placed in the employee's file. The third level of disciplinary action is a written letter of concern from the Director of School Nutrition. The final level of disciplinary action is a recommendation for termination. The seriousness of the disciplinary infraction shall dictate the proper



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action up to and including the dismissal for a first offense of a very serious infraction. Disrespect or insubordination of a supervisor will not be tolerated.

Suspension

The Director of Schools may suspend an employee at any time when deemed necessary. Under no circumstances shall a Director of Schools suspend an employee with pay. If reinstated, the employee shall be paid full pay for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

Dismissal

All classified employees are employed at the will of the Director of Schools. The Director of Schools may dismiss any classified employee during the contract year for any reason.

Resignation

Employees shall give the immediate supervisor written notice of resignation at least two weeks (ten working days) prior to the effective date of voluntary termination and complete the resignation form. The ten working days may be waived by the Director of Schools for justifiable reason. The immediate supervisor shall forward copies the day the resignation is received to the school nutrition central office. The payroll office will prepare final payment for the next appropriate scheduled pay day.

Confidentiality

Your work assignment involves work of a confidential nature and/or involves contact with confidential student or employee information such as the lunch and breakfast category of students, social security numbers of students, and other confidential matters. Employees may not disclose any of this information to anyone. If you release any of this information, you will be held responsible and will suffer penalties. The state specifies a fine of no more than \$1,000.00 or imprisonment of not more than one year or both.

Policies and Procedures

School Nutrition employees are held accountable to follow all policies set by the Cheatham County Board of Education. Please refer to the policies at the end of this handbook for further information. Board Policies may also be found online.

Important Telephone Numbers

Tracy Wright, Director of School Nutrition 615-746-1411

Kim Trotter, Assistant to the Director of School Nutrition 615-746-1407

Cindy Williams, School Nutrition Bookkeeper 615-746-1417

Cheatham County Board of Education 615-792-5664



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Conclusion

If you have any questions or are uncertain about any procedure, please feel free to ask. We want your employment with the Cheatham County School Nutrition Department to be a pleasant and rewarding experience. Let's work together to make this possible!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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Employee Handbook - Signature Page

I have read and understand all information in this handbook including the Board Policies and Procedures. I agree to abide by all rules and regulations outlined herein. I further understand that any failure to comply with any of the rules or policies will result in disciplinary action.

Name (printed)

Date

Signature

School