Downingtown Area School District

Support Staff Handbook

Lunchroom Monitors

Effective July 1, 2019 – June 30, 2024
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DISCLAIMER

This handbook is intended to be a general resource guide for employees of the Downingtown Area School District (the “District”) that are considered Lunchroom Monitor Employees. In no way is this handbook intended to constitute a contract between the District and the Lunchroom Monitor Employees.

This handbook is not binding upon the District. The District reserves the right to change or update this handbook at any time and to interpret the information presented herein as it sees fit.

This handbook supersedes and voids all previous plans, policies and practices which may be inconsistent with that stated herein.

The employee benefit information contained in this handbook is only a brief summary of the benefits that the District offers its Lunchroom Monitor Employees. For a full explanation of particular benefits, Lunchroom Monitor Employees should consult, where applicable, the specific benefit plan documents. The District has the right to interpret, apply, amend, modify or discontinue, in its sole and absolute discretion, any or all of the benefits provided to Lunchroom Monitor Employees. The District will attempt to inform Lunchroom Monitor Employees as promptly as possible of any changes in benefits. Where it is not practical or possible to do so, the District has the right, in its sole and absolute discretion, to make changes in employee benefits without prior notice.
Equal Opportunity Employer

The Board of School Directors declares it to be the policy of the District to guarantee to all persons equal access to all categories of employment in the District regardless of age, race, color, creed, religion, gender, ancestry, marital status, national origin, or physical or mental handicap or disability, veteran’s status, sexual orientation or other classification protected by applicable law.

It is also the policy of the District to provide a fair, supportive and nondiscriminatory work environment for all employees regardless of their age, race, color, creed, religion, gender, ancestry, marital status, national origin, physical or mental handicap or disability, veteran’s status, sexual orientation or other classification protected by applicable law. Harassment with demeaning intent related to age, race, color, creed, religion, gender, ancestry, marital status, national origin, physical or mental handicap or disability, veteran’s status, sexual orientation or other classification protected by applicable law, made by one employee to another, is a violation of this policy.

The District is committed to providing reasonable accommodations where necessary, feasible and required by applicable law. Lunchroom Monitor Employees seeking an accommodation must bring their request to the Human Resources Department. When an accommodation is requested, the Director of Human Resources will meet and discuss the situation with the employee and attempt to reach a mutually agreeable reasonable accommodation.
I. LUNCHROOM MONITOR EMPLOYEES

A. Definitions

1. **Lunchroom Monitor Employees** are individuals employed by the Downingtown Area School District as support personnel to help in providing a safe environment for students and staff. These positions are not administrative and not part of any bargaining unit.

2. A full time employee shall be defined as an employee whose assigned position is scheduled to work at least 35 hours a week excluding lunch. Lunchroom Monitors are part time positions and are not entitled to benefits.

3. The **fiscal year** begins on July 1 and ends on June 30 of each year.

B. Employee Background Checks

All applicants for employment in public and private schools, including employees of independent contractors, must undergo background checks in accordance with all federal, state and local laws and regulations.

New employees are required to submit the PA State Police Clearance, FBI Fingerprint Clearance, and Child Abuse Clearance that was completed within one year of their date of hire. New employees must also complete the Act 168 Sexual Misconduct Disclosure Form.

Current employees must resubmit the PA State Police Clearance, FBI Fingerprint Clearance, and Child Abuse Clearance every five years or in accordance with current law and regulations.

Act 82 of 2012 amends Section 111 of the School Code. Form PDE-6004 is required to be completed and submitted by all current and perspective employees. This form shall be utilized by employees to provide written notice within 72 hours after an arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

Non-compliance with these acts can result in disciplinary action up to and including a withdrawal of the offer of employment or termination of employment.

C. 90 Day Introductory Period

All new employees shall work for an introductory period of ninety (90) work days. During the ninety (90) work days, the supervisor will evaluate the employee’s performance. At any time during the ninety (90) day
introductory period, the supervisor will complete a performance appraisal and meet with the employee to review his/her performance. If performance is less than proficient at any time during the introductory period, termination may be recommended.

**D. School Board Policies on District Website**

The District website, [www.dasd.org](http://www.dasd.org), contains information pertaining to the policies set forth in this plan, as well as other School Board policies applicable to employees. It is the responsibility of every employee to know the current policies and comply with them. Employees may also utilize the Central Office Kiosk to review the policies.

**E. Compensation**

Salaries are paid on a fiscal year, July 1 through June 30. A lunchroom monitor who works less than a full year may receive a prorated increase.

Starting with the 2019-2020 school year, salary increases will be 3% or $.60/hour, whichever is greater.

Salaries and ranges will be reviewed annually and may be adjusted at the recommendation of the Superintendent and approval of the School Board.

All employees are required to receive their pay by direct deposit to a financial institution of their choosing.

**F. Performance Appraisal Review**

Every employee shall be evaluated annually, or as warranted, by the supervisor designated for the position. A conference shall be conducted with the employee to discuss the evaluation. An employee’s acknowledgement on a completed evaluation form or report means that the employee has reviewed the evaluation.

The District shall maintain performance evaluations electronically to support communication and improve employee performance. All electronic evaluation forms will be considered part of the employee’s personnel file. This record of performance will be generated by the supervisor and acknowledged by the employee.

An overall rating of proficient or above is required to receive a salary increase. An unsatisfactory or needs improvement rating may result in disciplinary action up to and including termination. If no further infractions occur, then those employees receiving a needs improvement or unsatisfactory rating will be given a sixty (60) day re-evaluation.
An employee whose overall performance is rated “needs improvement” will not receive the annual increase in July. If the employee’s performance consistently improves and is evaluated as proficient in the sixty (60) day re-evaluation, a prorated annual increase may be considered.

An employee whose overall performance is rated unsatisfactory will not receive the annual increase.

G. Posting of Vacancies

Vacancies in the District will be posted, in all buildings and on the district website. All personnel who meet the requirements of the position posted may apply for such position. The District reserves the right to fill vacancies at its discretion.

H. Personnel File

An employee shall have the opportunity to review his/her personnel file upon request and submit a written rebuttal. To facilitate this process, the employee will make an appointment with the Human Resources Office.

I. Resignation or Retirement

Employees, who decide to terminate their employment with the District, are requested to submit written notification to the Human Resources Department at least two weeks prior to their last day of work.

II. TIME OFF FROM WORK

A. Bereavement Leave

Employees may be granted up to three (3) consecutive days leave of absence for the death of an immediate family member (father, mother, brother, sister, son, daughter, spouse, parent-in-law, grandchild, grandparent or near relative who resides in the same household or any person with whom the employee has made his home) to prepare and attend funeral services.

Employees may be granted a one (1) day leave of absence for the death of his/her near relative (first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law or grandparent-in-law) to attend the funeral service.

The name and relationship of the deceased must appear on the attendance sheet. A “paid bereavement leave day” for pay purposes shall be defined
as the current rate of pay times the number of regularly scheduled hours of work per day for the employee.

**B. Jury Duty**

An employee who is summoned for jury duty shall make the request for a leave of absence immediately upon receipt of notice of jury duty service. Such leave shall be granted with pay upon proper application for a period of time not to exceed ten (10) consecutive workdays.

The rate of pay for jury duty leave days shall be at the employee’s regular daily rate, less normal payroll deductions and compensation paid by the court. Prior to receipt of payment, the employee shall be required to present a statement issued and signed by the Clerk of the Court stating the number of days the employee was on jury duty.

**C. Snow/Emergency Days and Delayed Openings**

Individuals will be contacted by the District and informed of reporting status.

**D. Family Medical Leave Act (FMLA)**

All employees who have completed one (1) year of service and worked a minimum of 1,250 hours in the year preceding the leave, have the right under FMLA for up to twelve (12) weeks of leave in a rolling twelve (12) month period* for a qualifying reason as defined in the District’s FMLA policy. Under certain circumstances, an employee may be entitled to up to 26 weeks of leave in a single twelve (12) month period.

During this leave, health benefits shall be maintained under the same conditions as if the employee were in active employment. Specific guidelines can be found in the District’s policy.

*A “rolling” twelve (12) month period measured backward from the date an employee uses FMLA leave will be used to determine the year.

**III. WORK SCHEDULE AND HOURS**

The hours of work for each employee will be determined by administration in accordance with the needs of the District.

In addition to this section of the plan, employees should also refer to the Working Periods policy and the Time Clock Administrative Policy and Guidelines on the District Website.
A. **Overtime Hours**

Time worked in excess of forty (40) hours a week shall be paid at the rate of one and one-half (1-1/2) times the straight time hourly rate of pay. All overtime must be pre-approved by the employee’s supervisor. If an employee is called in for an emergency, the employee will be paid time and one half (1-1/2) for hours worked. For overtime purposes, the work week is Monday through Sunday.

IV. **OTHER BENEFITS**

A. **Workers’ Compensation**

All employees are covered by Workers’ Compensation. An employee suffering a work-related injury must immediately report the injury to his/her immediate supervisor or a building nurse, the District’s Benefits Coordinator and the District’s workers compensation carrier. The employee must complete an accident report and submit it to Human Resources within one (1) week of the incident. A workers compensation packet, including a list of the health care providers, will be given to the employee. The employee must treat with a panel provider for ninety (90) days from the date of the employee’s first visit. An instruction sheet and list of health care providers is posted in each building.

B. **Tax Sheltered Annuities**

All employees are eligible to contribute to Tax Sheltered Annuities through payroll deduction. A list of district-approved providers can be obtained from the District web site or the Human Resources Office.

C. **Mileage Reimbursement**

When employees utilize private vehicles in conjunction with District activities and are so authorized by the District, the mileage reimbursement shall be the prescribed rate approved for business expense deductions for Federal Income Tax purposes. The effective date for mileage reimbursement rate changes shall be in line with IRS guidelines.