

Diocese of Baton Rouge Child Nutrition Program



Café Employee Handbook (Effective July 1, 2019)

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INTRODUCTION



History, Mission Statement, and Goals	Policy Number	1. A
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History:

Established in 1962, the Catholic Diocese of Baton Rouge Child Nutrition Program's (hereinafter the "Child Nutrition Program") beloved cafés are still making memories by preparing foods with the freshest, finest quality ingredients (hand-chopped, hand-cut, hand-made) and presented with a gracious serving of love.

Certain places draw us back again and again. Students come to chat, rest and rejuvenate, to create memories with friends, family, and faculty, to slow the march of time – or simply to have a little fun eating good food.

The term all "about the love" comes from a sincere place and we don't take it lightly. We are dedicated to presenting healthy, hardy, home-style meals to our students. We also enjoy making the food, greeting the students and getting to know them. We are filled with joy each day by feeding them our wonderful food and love.

Granted, the receiving of a stellar education deserves the credit, but surely another major draw is our school cafés. This is a gathering spot for students, the meals nourishes their bodies and souls. Depending on their appetite or mood, they have at least three choices to choose from. We strive to strike the perfect middle ground between dining and simply having a fine time hanging out.

Over the years, a lot has changed in school lunch. With all these changes, it's hardly surprising that students ask what's new for our cafés. So count on the Child Nutrition Program to make sure things remain constant around here, from fresh local produce to ice-cold frozen fruit bars to the friendly atmosphere. Our motto from day one has been "Good Food, Good People, Good Times", and it still rings true today.

Mission Statement:

The Child Nutrition Program is designed to provide learning experiences that will improve children's food habits with the ultimate goal – physically fit adults. It is the objective of the Child Nutrition Program to provide our school children with meals of maximum nutritive value at the lowest possible cost; prepared under USDA and Louisiana state guidelines. We are dedicated to helping children grow socially and emotionally and to extend nutrition educational influences to the homes of school children.

INTRODUCTION



History, Mission Statement and Goals	Policy Number	1. A
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Goals:

- To provide a child nutrition program that is an integral part of the school program.
- To extend educational influences to the homes of school children.
- To encourage the development of desirable food habits and provide the availability, during the school day, of foods and beverages that contribute to the child's nutritional needs.
- To train personnel in order to provide quality programs.
- To offer an efficient organization administered and operated on a sound nutritional, educational and financial basis.
- To assure adequate facilities that will provide for efficient operation and sound sanitary and safety practices.
- To elicit full support and cooperation from all administrative levels of the school system.
- To insure that we fulfill student needs by continually evaluating, directing, and improving.

INTRODUCTION



Catholic Employer Expectations	Policy Number	1. B
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It is the policy of the Child Nutrition Program to maintain a working environment that is professional, demonstrated our Catholic identity and fosters mutual respect for all employees, those we serve and visitors.

All employees, regardless of their ministry or role, represent the Child Nutrition Program and the Catholic Church. It is important for employees to understand the behavior expected as an employee of a religious employer. This Handbook identifies the rules and respective responsibilities of the Child Nutrition Program and its employees regarding conduct and the working environment. Cooperation with these rules and responsibilities is expected and required for all Child Nutrition Program employees. Failure to follow established rules and responsibilities results in the potential for scandal and embarrassment to the Child Nutrition Program and the Catholic Church.

Although it is impossible to define every responsibility or expected standard of conduct, the following will assist in understanding in the behavior expected of an employee of the Child Nutrition Program. Employees are expected to:

- Conduct themselves in a moral and ethical manner consistent with Catholic principals.
- Exhibit the highest ethical standards and personal integrity in all Child Nutrition Program matters.
- Treat co-workers, supervisors, volunteers and others with dignity and mutual respect.
- Exercise just treatment of employees and volunteers and insure that administrative and personnel decisions meet legal obligations and reflect Catholic social teachings.
- Fully support and meet all requirements of the Diocesan Office of Child and Youth Protection Policies and Procedures.
- Exercise responsible stewardship of all Child Nutrition Program resources, including efficient and productive use of work time.

INTRODUCTION



Purpose of This Handbook	Policy Number	1. C
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The Child Nutrition Program has prepared this Café Employee Handbook (hereinafter the “Handbook”) to provide you with an overview of Child Nutrition Program employee policies, benefits and rules. It is intended to give you information about the Child Nutrition Program, as well as guidelines for your employment experience in an effort to make your work environment safe and healthy. Please understand that this Handbook only highlights company policies, practices and benefits for your understanding and is not to be construed as a legal document. This Handbook is not intended to be an express or implied contract or a guarantee of continued employment between the Child Nutrition Program and any of its employees. The guidelines expressed are not intended to be a substitute for sound management, judgment and discretion.

The Child Nutrition Program is not able to anticipate every situation that may arise in the workplace, nor is the Child Nutrition Program able to give you all of the information that answers every possible question. There will be circumstances that will require policy, practice and benefits described in this Handbook to change. The Child Nutrition Program reserves its rights to modify, supplement, rescind or revise any of the provisions of this Handbook as it deems necessary or appropriate in its sole discretion with or without notice to you.

No workplace is free from day-to-day problems, but it is the Child Nutrition Program’s belief that this Handbook will help resolve most of the problems that occur on a day-to-day basis. We all must work together to make the Child Nutrition Program a viable, safe and healthy place to work. It is our intention to provide a work environment that promotes concern and respect for others, including all of our employees and the people and the students we serve. It is your responsibility to familiarize yourself with the information in this Handbook. If there is anything in this Handbook that is not clear to you, please contact your Café Manager or the Central Office for clarification. This Handbook supersedes any and all policies, procedures, manuals and handbooks of the Child Nutrition Program to date.

INTRODUCTION



Management's Rights and Responsibilities	Policy Number	1. D
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The Child Nutrition Program recognizes and accepts the responsibility to provide the necessary personnel and facilities to ensure quality service. To fulfill that responsibility, the Child Nutrition Program retains the right to determine both the extent and the type, of work to be performed, to establish policies and to establish and maintain the most efficient procedures, standards and methods necessary to achieve the work.

The Child Nutrition Program recognizes and accepts responsibility for providing a qualified staff. To fulfill that responsibility, the Child Nutrition Program retains the right to recruit, select, and hire employees and to determine the necessary qualifications for employment. To ensure effective employee performance, the Child Nutrition Program also retains the right to promote, classify and discipline; to determine the size and composition of the workforce; to assign and allocate work; to transfer employees from job to job; to determine work schedules; to affect layoffs; and to make all other management decisions.

The Child Nutrition Program recognizes that it, with its employees, needs to create and maintain a work environment, which is mutually supportive and conducive to professional growth. To fulfill that responsibility, the Child Nutrition Program provides opportunities for employee performance evaluations with occasions for discussion, mutual goal setting, professional and skills development.

GENERAL WORKPLACE POLICIES



Nature of Employment Relationship	Policy Number	2. A
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The Child Nutrition Program employs all employees on an at-will basis. Employees enter employment voluntarily and are free to resign at any time, for any reason, with or without notice. Similarly, the Child Nutrition Program is free to conclude the employment relationship of any employee at any time, for any reason not prohibited by applicable law, with or without notice.

GENERAL WORKPLACE POLICIES



Equal Employment Opportunity	Policy Number	2. B
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The Child Nutrition Program strives for justice in employment practices and promotes equal employment opportunities for all persons in recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made based on the best qualifications that meet the needs of the Child Nutrition Program, and not on the basis of race, color, religion, sex, national origin, age, veteran status, genetic information, disability or any other basis prohibited by applicable law.

Employees and applicants should bring any violation of this policy to the immediate attention of their Café Manager, a Human Resource Generalist, or the Director. Complaints are promptly investigated. The Child Nutrition Program will not retaliate against any employee who reports alleged violations of this policy or who cooperates with any investigation.

GENERAL WORKPLACE POLICIES



Non-Discrimination	Policy Number	2. C
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In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at **(202) 720-2600** (voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling **(866) 632-9992**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442;

email:

program.intake@usda.gov

To the extent applicable, employees must also follow the reporting procedures contained in Policy 2.B (Equal Employment Opportunity), Policy 2.F (Sexual Harassment) and Policy 2.G (Other Harassment)) of this Handbook.

This institution is an equal opportunity provider.

GENERAL WORKPLACE POLICIES



Open Door Policy	Policy Number	2. D
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In an effort to resolve work-related issues and foster an open line of communication, this Open Door Policy allows an employee the opportunity to address and resolve work-related problems, concerns or complaints in a timely and fair manner, such as; suggestions, observations, feedback, support, explanation of procedures, confusion, being treated unfairly in assignment of workload, performance evaluations and/or disciplinary action.

In accordance with this policy, employees are encouraged to follow the recommended steps below to address a work-related concern:

- The employee should first speak with his/her Café Manager or Field Supervisor to discuss his/her questions, problems, concerns, or complaints. Most issues can be resolved at the level of discussion.
- If the results are not satisfactory, the employee should then speak with the next level of authority, the Human Resources Department. This should be done within one week. The Human Resources Department will provide assistance, support, guidance and advice.
- If still unresolved, or if the employee is uncomfortable discussing the matter with his/her Café Manager or Field Supervisor or the Human Resources Department, the issues should be brought to the attention of the Director.

When an employee is unsure about how to handle an issue or is concerned about personal safety, it is his/her responsibility to report these concerns in accordance with appropriate Child Nutrition Program policies and procedures. **If the issues involve discrimination or harassment, the employee must follow the specific reporting procedures contained in those policies** (Policy 2.B (Equal Employment Opportunity), Policy 2.F (Sexual Harassment) and Policy 2.G (Other Harassment)) of this Handbook.

Retaliation or adverse action taken against an employee for using or participating in this Open Door Policy is strictly prohibited. Any employee who thinks he/she has been retaliated against should report this immediately to the Human Resources Department.

GENERAL WORKPLACE POLICIES



Americans with Disabilities Act (ADA)	Policy Number	2. E
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The Americans with Disabilities Act (ADA) is a federal law that prohibits employers from discriminating in all areas of employment against qualified individuals with disabilities. It requires that employers make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, unless to do so would impose an “undue hardship.”

It is the policy of the Child Nutrition Program to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission. Furthermore, the Child Nutrition Program does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment.

The Child Nutrition Program will do its best to reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless the accommodation creates an undue hardship to the Child Nutrition Program; or doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation. Accommodation requests must be handled through the Human Resources Department.

If an employee has a serious health condition and is not able to maintain normal standards of job performance, normal procedures for medical leave will apply.

GENERAL WORKPLACE POLICIES



Sexual Harassment	Policy Number	2. F
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Sexual harassment is a violation of the law and against the policy of the Child Nutrition Program. It will not be tolerated.

The Child Nutrition Program makes every effort to ensure its workplaces remain free from sexual harassment. All employees, including managers and supervisors, are prohibited from sexually harassing other employees. The Child Nutrition Program will not tolerate sexual harassment of its employees by vendors, visitors, or other non-staff.

Recognizing Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

The following are some examples of conduct that may, alone or in cumulative effect, be sexual harassment include:

Verbal (spoken)

sexual innuendos
suggestive comments
insults
humor and jokes about sex
threats or sexual demands

Non-Verbal (unspoken)

leering
whistling
obscene gestures

Physical

touching
pinching
brushing the body
assault
coerced sexual activities

Management's Responsibility

Sexual harassment undermines employee morale, interferes with productivity and causes hostility between employees. The Child Nutrition Program strongly disapproves of sexual harassment and will take appropriate action to end sexual harassment and to prevent a recurrence of any such misconduct. Given the nature of this type of discrimination, the Child Nutrition Program recognizes that false accusation of sexual harassment can have serious effects on innocent individuals. The Child nutrition Program trusts that all employees will act responsibly in reporting harassment.

GENERAL WORKPLACE POLICIES



Sexual Harassment	Policy Number	2. F
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Procedure for Making a Complaint

Any employee who believes he/she has been the subject of sexual harassment should report alleged act immediately, or as soon as possible, to their Café Manager, their Field Supervisor, or the Human Resources Department.

It is not necessary for an employee to complain first to the offending person in order to report sexual harassment.

If an employee believes that he/she has witnessed sexual harassment of another employee, even if he/she is not the victim of the alleged harassment, the employee should report the alleged conduct immediately, or as soon as possible, to their Café Manager, their Field Supervisor, or the Human Resources Department.

Any Café Manager, Field Supervisor, or Human Resources Department representative that receives a report of sexual harassment is responsible for immediately communicating the report of sexual harassment to the Director. A confidential investigation will be initiated and conducted promptly by the Child Nutrition Program. If the report involves the Human Resources Department, the report should be communicated to the Director and he/she will promptly initiate and conduct a confidential investigation.

Investigation

The Child Nutrition Program will investigate each charge of sexual harassment by gathering information as confidentially as possible from all concerned. Cooperation is expected with investigations. Information obtained during investigations is confidential and only disclosed to those who have a need for information. The Child Nutrition Program will not retaliate against any employee who reports alleged sexual harassment or who cooperates with any investigation. If sexual harassment is found to have occurred, the Child Nutrition Program will take prompt remedial action to end the harassment. In addition, the Child Nutrition Program may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

Discipline

Any employee found by the Child Nutrition Program to have sexually harassed another employee will be subject to appropriate discipline, up to and including termination.

GENERAL WORKPLACE POLICIES



Other Harassment	Policy Number	2. G
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Harassment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information any other prohibited basis is a violation of the law and against the policy of the Child Nutrition. It will not be tolerated.

The Child Nutrition Program makes every effort to ensure that its workplaces remain free from prohibited harassment. All employees, including managers and supervisors, are prohibited from harassing other employees. The Child Nutrition Program will not tolerate prohibited harassment of its employees by vendors, visitors, or other non-staff.

Recognizing Prohibited Harassment

Prohibited harassment may be defined as conduct that denigrates or shows hostility or aversion towards an employee because of his/her race, color, religion, sex, national origin, age, disability, veteran status, genetic information or other protected characteristic or that of his/her relatives, friends or associates.

Some examples of conduct that may, alone or in cumulative effect, be prohibited harassment include:

Verbal (spoken)

epithets
slurs
unwelcome jokes

Non-Verbal (unspoken)

negative stereotyping
distributing, circulating
or posting written or
graphic material

Physical

threats
intimidation
hostile acts

Management Responsibility

Prohibited harassment undermines employee morale, interferes with productivity and cause hostility between employees. The Child Nutrition Program strongly disapproves of prohibited harassment and will take appropriate action to end prohibited harassment and to prevent a reoccurrences of any such misconduct. Given the nature of this type of discrimination, the Child Nutrition Program recognizes that false accusations of prohibited harassment can have serious effects on innocent individuals. The Child Nutrition Program trusts that all employees will act responsibly in reporting prohibited harassment.

GENERAL WORKPLACE POLICIES



Other Harassment	Policy Number	2. G
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Procedure for Making a Complaint

An employee who believes he/she has been the subject of prohibited harassment should report the alleged act immediately, or as soon as possible, to their Café Manager, their Field Supervisor, or the Human Resources Department.

It is not necessary for an employee to complain first to the offending person in order to report prohibited harassment.

If an employee believes that he/she has witnessed prohibited harassment of another employee, even if he/she is not the victim of the alleged harassment, the employee should report the alleged conduct immediately, or as soon as possible, to their Café Manager, their Field Supervisor, or the Human Resources Department.

Any Café Manager, Field Supervisor, or Human Resources Department representative that receives a report of prohibited harassment is responsible for immediately communicating the report of prohibited harassment to the Director. A confidential investigation will be initiated and conducted promptly by the Child Nutrition Program. If the report involves the Human Resources Department, the report should be communicated to the Director and he/she will promptly initiate and conduct a confidential investigation.

Investigation

The Child Nutrition Program will investigate each charge of prohibited harassment by gathering information in as confidential a manner as possible from all concerned. Cooperation is expected with investigations. Information obtained during investigations is confidential and only disclosed to those who have a need for the information. The Child Nutrition Program will not retaliate against any employee who reports alleged prohibited harassment or who cooperates with any investigation. If prohibited harassment is found to have occurred, the Child Nutrition Program will take prompt remedial action to end the harassment. In addition, the Child Nutrition Program may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

Discipline

Any employee found by the Child Nutrition Program to have harassed another employee will be subject to appropriate discipline, up to and including termination.

GENERAL WORKPLACE POLICIES



Drug Free Workplace	Policy Number	2. H
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To help ensure a safe, healthy, and productive work environment for all employees and others; to protect the property of the Child Nutrition Program; and to ensure efficient operation, the Child Nutrition Program has adopted a policy of maintaining a workplace that is free of alcohol, illegal drugs or non-prescribed controlled substances.

Employees under the influence of alcohol, illegal drugs or non-prescribed controlled substances on the job pose serious safety and health risks not only to themselves, but to those who surround or come in contact with the user. Therefore, possession, using, consuming, purchasing, distributing, manufacturing, dispensing or selling of alcohol, illegal drugs or non-prescribed controlled substances, or having alcohol, illegal drugs or non-prescribed controlled substances in their system without medical authorization on Child Nutrition Program, parish or school premises is prohibited and will result in disciplinary action up to and including immediate termination.

The Child Nutrition Program may test employees for the purpose of detecting alcohol, illegal drugs or non-prescribed controlled substances thereof in their system by using urine, blood, breath, or other tests. These tests may be used in any of the following circumstances:

Post-incident – following a workplace incident or potential incident that occurs during the course and scope of employment where the Child Nutrition Program has reason to believe that employee drug use is likely to have contributed to the incident or potential incident.

Reasonable suspicion - when any employee suspects that another employee is under the influence of, is in the possession of, is using or has used alcohol, illegal drugs or non-prescribed controlled substances. If the Child Nutrition Program has reasonable suspicion that an employee is impaired or is abusing legal or illegal substances, these findings and observations will be documented and reviewed by the Human Resources Department before the employee is tested.

Re-employment or return to work testing – may be conducted for all positions and may be applied consistently to all rehires and employees returning to work.

Regulated – when required or permitted by any federal, state, or local law, rule or regulation.

All testing will be performed by properly certified laboratories.

GENERAL WORKPLACE POLICIES



Drug Free Workplace	Policy Number	2. H
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An employee will be considered to be under the influence of alcohol if his/her blood alcohol concentration is .02% or more. An employee will be considered to be under the influence of drugs with any detectable amount of illegal drug or non-prescribed controlled substance thereof in his/her system.

Compliance with this policy is a condition of continued employment for all employees. Employees will be subject to disciplinary action up to and including termination from employment for the following:

- Possessing, using, concealing, transporting, promoting, purchasing or selling any prohibited items or substance on Child Nutrition Program, parish or school premises;
- Working, reporting for work or being on Child Nutrition Program, parish or school premises while under the influence of alcohol;
- Working, reporting for work or being on Child Nutrition Program, parish or school premises with any detectable amount of an illegal drug or non-prescribed controlled substance thereof in his/her system;
- Refusing to submit to an alcohol and/or drug screen as requested under this policy, including failure or refusal to complete all applicable forms required for testing.

The proper law enforcement authorities may be notified in appropriate cases.

GENERAL WORKPLACE POLICIES



Weapons/Workplace Violence	Policy Number	2. I
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The Child Nutrition Program is committed to protecting the safety and welfare of employees, school staff, students, volunteers and visitors in the workplace and does not tolerate acts of violence committed by or against employees, school staff, students, volunteers or visitors. As part of that commitment, the Child Nutrition Program believes that deadly weapons or destructive devices have no place in workplaces and establishes a weapons-free environment for its campuses and all of its workplaces. The Child Nutrition Program complies with all federal and state laws and regulations regarding workplace violence and use of weapons in the workplace, including any allowances for storing firearms in locked private vehicles in parking lots.

Employees and applicants are strictly prohibited from making threats and engaging in any violent acts on and in Child Nutrition Program, parish or school premises. Examples of prohibited conduct include, but are not limited to, the following:

- Injuring or threatening injury to another person physically or verbally.
- Aggressive or hostile behavior that creates a reasonable fear of injury or emotional distress.
- Possessing, brandishing or using a weapon while on Child Nutrition Program, parish or school premises or while engaging in Child Nutrition Program business.
- Intentionally damaging employer property or property of another employee.
- Committing acts motivated by, or related to, sexual harassment, prohibited harassment or domestic violence.

Prohibited weapons include but are not limited to: firearms, knives, explosives, stun guns, objects which can be used as weapons and are not necessary equipment assigned for use in one's job. If the Child Nutrition Program, parish or school reasonably believes that employees, school staff, students, volunteers or visitors possess any prohibited weapons or devices, the appropriate law enforcement authorities will be immediately contacted and consulted with. Exemptions to this policy are granted to federal, state and local law enforcement authorities as authorized by federal, state and local laws and regulations.

Employees who feel imminently threatened by any violent act or who observe any possible act of workplace violence should immediately report this to their Café Manager, the Director, or the Human Resources Department, who will immediately respond to any observed or reported incidents of workplace violence or threats of workplace violence. Federal, state and local law enforcement authorities can be contacted in response to any such incidents and as required by federal, state and local laws and regulations. The Child Nutrition Program treats all such information reported as confidential and only releases such information to appropriate federal, state or local law enforcement authorities as necessary to protect workplace safety; as required by federal and state law and regulations; or in response to court orders.

Anyone violating this policy will be removed from the premises as quickly and safely as possible and shall remain off premises pending the outcome of an investigation. Violations of this policy will lead to corrective action, up to and including termination of employment and/or referral to appropriate law enforcement agencies for arrest and prosecution.

GENERAL WORKPLACE POLICIES



Solicitation and Distribution	Policy Number	2. J
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Child Nutrition Program bulletin boards are maintained to communicate Child Nutrition Program related information to employees and to post notices required by law. Employees are required to obtain approval from their Café Manager or the Director to post information on the bulletin boards.

The Child Nutrition Program prohibits unauthorized solicitation and distribution of literature/material on the grounds of a café's school site and in the Child Nutrition Program building. The Director and the Human Resources Department are responsible for administering this policy and enforcing its provisions.

Persons not employed by the Child Nutrition Program are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, or engaging in any solicitation, distribution or similar activity on the premises. Employees should not encourage any type of solicitations or distribution, should never accept any type of literature/materials or promise the education of literature/materials.

In order to avoid work interruptions and to protect employees from any unnecessary distractions, solicitation/distribution of or by employees is prohibited in work areas during work time. Work time does not include lunch or approved break periods. Distribution of literature to or by employees is prohibited in work areas at all times. Written solicitations or the distribution of literature/materials for charities or fundraisers of any type must be pre-approved by the Director.

Child Nutrition Program bulletin boards are to display department-related materials only, and employees are required to obtain approval from the Director to post information on these bulletins boards.

GENERAL WORKPLACE POLICIES



Media Communications (Radio, TV, Newspaper)	Policy Number	2. K
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All official communication with the media must go through the Diocesan Office of Communications. No Child Nutrition Program employee is permitted to speak with or respond to the media without first receiving approval from the Director and/or the Diocesan Office of Communication.

EMPLOYMENT



Hiring	Policy Number	3. A
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Hiring of personnel requires an approved Child Nutrition Program job description. Detailed information regarding job descriptions can be found in Policy 4.F (Job Description) of this Handbook.

The hiring procedure is initiated through the Human Resources Department, which is responsible for posting the position. All positions will be posted internally and externally.

When there is a personnel vacancy at any of the Child Nutrition Program sites, the Director and the Human Resources Department must be notified. The procedure for hiring someone to fill a vacancy in the Child Nutrition Program is as follows:

- An ad for the position is to be placed in the official parish journal where the site is located.
- Applications and resumes are received and reviewed.
- All suitable applicants will be contacted for an interview.
- Candidates must have a high school diploma or GED and be at least 18 years of age. (There may be other educational requirements depending on the position)
- Required fingerprint background checks will be conducted on all potential employees prior to hiring.
- The Human Resources Department will determine the best candidates.
- After the decision is made, the candidate is notified.
- The Director and the Human Resources Department will discuss the job description, work hours, site assignment, pay rates and benefits with the new employee.
- While the employee may be hired to work at a particular site serviced by the Child Nutrition Program, all employees are subject to reassignment at the discretion of the Director.

All persons to be hired by the Child Nutrition Program, including employees who were formerly employed by the Child Nutrition Program and are returning, must be approved by the Human Resources Department.

All applications for employment with the Child Nutrition Program must be completed on the standard application forms, which can be found on the Child Nutrition Program website: www.cnpbr.org. All references are subject to being confirmed and all information provided is subject to verification. False statements made in applications shall be considered grounds for termination regardless of when such false statement is discovered.

Each new employee is required to complete new hire paperwork in the Human Resources Department. This process must be completed prior to starting employment.

Evaluation of the performance of all new employees will be accomplished prior to the end of the introductory period outlined in Policy 3.E of this Handbook.

EMPLOYMENT



Hiring	Policy Number	3. A
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The addition of a new position, whether temporary, part-time or full-time, requires approval of the Director and the Diocesan Compensation Administration Committee.

A permanent increase/decrease in working hours also requires approval of the Director. The Human Resources Department will discuss hourly or salaried wages with the Director and/or the Business Manager.

EMPLOYMENT



Child and Youth Protection	Policy Number	3. B
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The Child Nutrition Program fully supports and follows *The Charter for the Protection of Children and Young People*, adopted by the United States Conference of Catholic Bishops. Employees working in child and youth-serving programs of the Child Nutrition Program shall complete the Diocesan child protection requirements which are listed in the Office of Child and Youth Protection Policy and Procedure Manual. Further information can be obtained by contacting the Office of Child and Youth Protection or through the Child Nutrition Program website.

EMPLOYMENT



Background and Reference Checks	Policy Number	3. C
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To ensure that individuals who join our organization are well qualified and to ensure that the Child Nutrition Program maintains a safe and productive work environment, it is policy to conduct pre-employment reference and background checks during the hiring process.

Reference checks include prior employment history, personal and professional references and educational background as well as other relevant information that is reasonably available to the Child Nutrition Program.

A criminal background check is to be conducted in conjunction with all offers of employment, contingent on acceptable results, and must be received prior to commencement of employment. Additional checks such as driving record or credit may be made on applicants and employees for particular job categories and job-related duties.

All offers of employment are contingent upon receipt of a criminal background check report that is acceptable to the Child Nutrition Program, although a criminal conviction does not automatically bar an applicant from employment.

All background checks are conducted in conformity with the federal Fair Credit Reporting Act and applicable state law. Information generated in connection with the background check process shall be maintained in a confidential manner and shall only be disclosed in accordance with applicable state and federal law.

The Child Nutrition Program also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Job applicants and employees will be required to sign authorization and release forms consistent with legal requirements. The Child Nutrition Program reserves the right to require job applicants and employees to sign the forms as requested as a condition of employment or continued employment.

EMPLOYMENT



Orientation of New Employees	Policy Number	3. D
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All employees are oriented at the café level as to their duties and responsibilities, policies and procedures pertinent to their position as well as the policies and procedures of their café. During the orientation the Café Manager is to review and discuss with the employees the processes of payroll and electronic timekeeping, his/her job description and this Handbook, all of which the Human Resources Department distributes to the new employee during the onboarding process.

Orientation should also include introducing the new employee to the culture and mission of the café and a brief introduction of other Child Nutrition Program departments.

EMPLOYMENT



Introductory Period	Policy Number	3. E
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The first ninety (90) working days of employment are considered an introductory period to determine if the association is mutually beneficial for the employee and the Child Nutrition Program. This policy also includes all persons who are reemployed and current employees in new positions.

At the end of each thirty (30) working days during the introductory period, an evaluation will be performed by the Café Manager, signed by both the Café Manager and the new employee, and then submitted to the Human Resources Department. For Café Managers, their evaluation will be performed by the Field Supervisor and reviewed by the Director. The evaluation provides an opportunity for the employee, Café Manager, Field Supervisor, and/or Director to assess performance in the position and determine whether continued employment is appropriate. Reasonable efforts are made during the introductory period to help the employee become acclimated to his/her job and may be extended at the Café Manager's discretion in consultation with the Human Resources Department.

All new employees must also complete Phase I Training as a part of their new hire training.

This policy does not alter the "at-will" status of employment established in Policy 2.A (Nature of Employment Relationship) of this Handbook. During the introductory period, the Child Nutrition Program may bypass the disciplinary process (Policy 4.J Disciplinary Process). The Child Nutrition Program reserves the right to make this determination.

EMPLOYMENT



Personnel Records	Policy Number	3. F
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The Human Resources Department maintains confidential records of employment that are compliant with state and federal laws. A personnel file contains the employment application, job description, performance evaluations, hiring information and other pertinent employment data. Job-related education, certification, or other training accomplishments achieved may also be included in personnel files.

Separate files are maintained for payroll, citizenship and work authorization, beneficiary designation forms, medical information, and any other documentation, which may disclose personal and confidential information, protected under federal or state employment laws. Such information cannot be used as a basis for any activities in the employment process including but not limited to hiring or placement, transfer or promotion, demotion, discipline or termination, training or development, and compensation and benefits.

An employee may review his/her personnel file by submitting a written request to the Human Resources Department. The Human Resources Department will schedule a time to review the employee's file with the employee during office hours. However, items contained in the file may not be removed, copied or photographed from the file. Personnel files are the property of the Child Nutrition Program. Employees separating from employment with the Child Nutrition Program will not be permitted access to the files nor provided copies of documents within the files.

Each employee is responsible for informing the Human Resources Department of any changes in address, telephone number, marital status, number of dependents or other significant changes that may affect emergency contact information, payroll and/or benefits.

EMPLOYMENT



Employment of Relatives	Policy Number	3. G
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The Child Nutrition Program retains the right to employ a relative of a current employee if the applicant meets all criteria for employment. The term “relative” refers to any person related by marriage or blood, including but not limited to spouse, child, grandchild, parent, sibling, step-parent, step-child, step-sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, or foster child.

Certain restrictions apply in the event of this employment and are as follows:

- Relatives of persons employed by the Child Nutrition Program will be considered for employment provided that one is not under the “direct line of supervision” of the other.
- Should a conflict arise as a result of employees currently placed in a working environment, the Child Nutrition Program reserves and retains the right to transfer an employee or terminate their employment.
- Relatives of persons employed by the Child Nutrition Program cannot work at the same location.
- If the relationship status changes to “relative” after employment, one or both employees must notify the Human Resources Department immediately. Suggestions will be accepted and direction will be given as to an appropriate course of action. The Child Nutrition Program reserves the right to make the final decision regarding the situation.

EMPLOYMENT



Minimum Age	Policy Number	3. H
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Federal and state laws prohibit the hiring of under-aged minors and prohibits employers from asking an employment applicant to disclose his/her age or date of birth. As a normal practice, the Child Nutrition Program does not engage in hiring under the age of 18.

EMPLOYMENT



Employment Status	Policy Number	3. I
Effective: July 1, 2019	Page	1 of 2

The purpose of this policy is to set forth guidelines that consistently govern the determination of employment status for salary and benefit administration and to comply with employment and tax laws.

Definitions

Full-time Employee - Employees hired to work 30 to 35 hours per week or more.

Part-time Employee - Employees hired to work less than 30 hours per week. Part-time employees receive all legally-mandated benefits (such as worker's compensation insurance and Social Security); however, they are ineligible for all other Child Nutrition Program benefits.

Temporary Employee - Employees who are hired to work on a specific project or assignment which has an anticipated length of six months or less. Temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security); however, they are ineligible for all other Child Nutrition Program benefits. Note: The term "anticipated" does not imply any expectation of employment for a specified period of time.

Exempt Employee - Employees exempt from the overtime pay requirements of the Fair Labor Standards Act. Employees who would otherwise be exempt employees on account of their duties, but who do not earn enough to meet the Fair Labor Standards Act's salary level test will be treated as non-exempt employees.

Non-Exempt Employee - Employees not exempt from the overtime pay requirements of the Fair Labor Standards Act.

Salary Basis

In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below.

Exempt employees normally must receive their full salary for any workweek in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all for the Child Nutrition Program.

EMPLOYMENT



Employment Status	Policy Number	3.1
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Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by the Child Nutrition Program, regardless of the circumstances. Any supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.

- Jury duty
- Attendance as a witness
- Temporary military leave
- Absences caused by the Child Nutrition Program
- Absences caused by the operating requirements of the business
- Partial day amounts other than those specifically discussed below

The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other Child Nutrition Program policies and practices.

- Absences of one or more full days due to sickness or disability when paid sick leave is not available or other forms of paid time off have been exhausted.
- Fees received by the employee for jury duty or witness duty or military leave may be applied to off-set the pay otherwise due to the employee for the week. No deductions can be made for failure to work for these reasons, however.
- Penalties imposed for infractions of safety rules of major significance.
- Unpaid disciplinary suspensions of one or more full days in accordance with the Child Nutrition Program's disciplinary policies.
- Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

Employees who feel their pay has been improperly reduced should report this to the Human Resources Department and the Payroll Department immediately to request an investigation. If the deduction was in fact improper, the Child Nutrition Program will reimburse the employee as promptly as possible and establish a practice to ensure no further issues arise.

EMPLOYMENT



Re-Employment	Policy Number	3. J
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Former employees may be considered for rehire if the record of employment indicates good performance, behavior and attendance during prior employment and if their termination occurred under favorable circumstances. The Human Resources Department must be contacted to obtain a reference and rehire status on individuals formerly employed by the Child Nutrition Program prior to consideration.

Employment applications received from former employees will be processed according to the same procedures and given the same consideration as afforded all other applicants for positions. Under no circumstances will the normal hiring procedures be eliminated or circumvented in the re-employment of a former employee. Although it is not necessary to recheck employment or educational references previously checked, any employment and/or education occurring since an individual's employment with the Child Nutrition Program will be verified. A new background check will be conducted on anyone who reapplies.

No individual will be rehired without prior consultation with the Director and the Human Resources Department.

JOB PERFORMANCE AND WORK EXPECTATIONS



Work Schedules	Policy Number	4. A
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The regularly scheduled workday for the Child Nutrition Program may vary depending upon the school of assignment. A maximum of seven (7) hours per day or thirty-five (35) hours per week may be worked Monday through Friday.

Because all schools operate on a different time schedule, full-time, part-time, and temporary employees' work hours are dependent on the school's opening time. Each employee's work schedule will be assigned by the Human Resources Department. Some work hours are adjusted on an as-needed basis with the permission of the Director.

For payroll purposes, the Child Nutrition Program workweek begins Sunday 12:00 a.m. and ends the following Saturday 11:59 p.m.

JOB PERFORMANCE AND WORK EXPECTATIONS



Timekeeping	Policy Number	4. B
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Federal and state laws require the employer to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all time actually on the job performing assigned duties.

The Child Nutrition Program uses an electronic timekeeping system. Each employee is responsible for entering his/her time and safeguarding, through password protection, the privacy of his/her account. No employee shall be allowed to record work time for any other employee (*i.e.*, no employee is allowed to clock in or out another employee). Recording another employee's time will result in disciplinary action up to and including termination.

All employees must clock in and out of the timekeeping system using the assigned computers and/or the biometric devices in the café. The same procedure is to be used if an employee is assigned to work at another school temporarily. No one should be clocking in or out on any other electronic device (*i.e.*, cell phone, personal computer/tablet, etc.)

Time sheets and time tracks are a record of hours worked by each employee. They are extremely important and must be maintained properly. Any falsification of these records (*i.e.*, signing employees in who are not present, leaving earlier or arriving later than time noted on time sheets and time tracks) is considered payroll fraud. This is considered a serious violation of the Child Nutrition Program's policy and could result in the immediate termination of employment.

Time recorded will be the work-time paid or employees will be paid from the time sheets after verification of the actual recorded times. Any changes and/or adjustments to the recorded times must be pre-approved by the Payroll Coordinator in the Central Office.

Each non-exempt employee is required to accurately record in the timekeeping system regular and overtime hours worked each workweek, as well as sick leave and other time taken. All time in which employees work must be recorded and compensated. Working "off the clock" is not permitted. Non-productive paid time (*i.e.*, sick leave, etc.) is not counted as actual work time for the purposes of overtime pay.

Each exempt employee is responsible for accurately recording (clocking in and out) in the timekeeping system work time, breaks, sick leave and other time taken.

All exempt and non-exempt employees must record their time in the timekeeping system, and Café Managers must approve time according to the schedule set by the Child Nutrition Program.

JOB PERFORMANCE AND WORK EXPECTATIONS



Attendance and Notification of Absence	Policy Number	4. C
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The Child Nutrition Program recognizes that circumstances beyond an employee's control may sometimes cause the employee to be late or absent from work.

Each employee is important to the overall success of the Child Nutrition Program. When a person misses work, someone else must do that person's job. Therefore, everyone is expected to be at work on time, as scheduled, and at the prescribed time after their lunch break.

Inexcusable or excessive lateness or absenteeism is cause for disciplinary action, up to and including termination of employment. A pattern of lateness or absences which adversely affects the employee's performance and/or the effectiveness of the café may be considered "excessive", even if the employee has not exhausted unused paid sick leave.

All absences must be charged to paid sick leave, jury duty, bereavement leave or unpaid leave, whichever is appropriate. It is only after appropriate paid leave has been exhausted that unpaid leave may be granted.

An employee who is absent from work for two (2) consecutive days will be required to provide documentation from their physician to support an injury or illness-related absence and to insure that they may safely return to work. Failure to give proper notice to the Café Manager or the Director may result in disciplinary action up to and including termination of employment.

Café staff: An employee who, for any reason, will be delayed in reporting to work or who will be absent is required to notify his/her Café Manager prior to his/her scheduled arrival time for each day of the lateness or absence. Notice must be given as to the reason for the lateness or absence. Failure to notify the Café Manager of any absence or delay (expected or unexpected) in reporting for work may be grounds for disciplinary action, up to and including termination of employment.

When the lateness or absence is expected or unexpected, the employee's Café Manager must be notified in advance: texting is allowable, but should be followed up with a telephone call to the Café Manager. The Café Manager will notify the Payroll Coordinator, the Human Resources Department and the Director, via email, of all absences.

Café Manager: When a Café Manager will be late or absent (expected or unexpected), the Director and Field Supervisor must be notified in advance: texting is allowable, but should be followed up with an email and/or phone call.

JOB PERFORMANCE AND WORK EXPECTATIONS



Attendance and Notification of Absence	Policy Number	4. C
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Where possible, medical and dental appointments should be scheduled around your assigned work hours, otherwise they may be considered absences without pay if no paid sick leave is available. If you are not able to schedule an appointment before or after your work hours, you are required to talk to your Café Manager or the Director to make special arrangements.

No Call/ No Show

Not reporting to work and not calling to report the absence is a No Call/No Show and is a serious matter that conveys a lack of respect for the Café Manager, co-workers, and the Child Nutrition Program.

You will be considered a No Call/No Show if any one of the following situations occurs:

1. You do not call in to notify your Café Manager of your absence. Written disciplinary action will be taken.
2. If you do not report to work after two (2) days, we will consider this a voluntary resignation. This includes non-consecutive or consecutive days.
3. If you call your Café Manager to report that you will be late and you don't show up to work, this will be considered a No Call/No Show.

NOTE: A No Call/No Show is a serious infraction that will lead to accelerated discipline. Two (2) No Call/No Shows may result in immediate termination.

JOB PERFORMANCE AND WORK EXPECTATIONS



Lunch Breaks	Policy Number	4. D
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All café employees that work four (4) or more hours per day are given a 30-minute unpaid lunch break. The Café Manager will create a 30-minute lunch break schedule to ensure adequate coverage on the job. Lunch breaks should not interfere with student meal service times. Lunch breaks must be taken and the employee must use the electronic timekeeping system to clock in and out for the lunch break.

Employees may **not** skip a lunch break to leave early. Lunch breaks may not be taken during the first or last 30 minutes of an employee's work day.

Café employees must remain on the school campus during their 30-minute unpaid lunch break.

JOB PERFORMANCE AND WORK EXPECTATIONS



Confidentiality	Policy Number	4. E
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During the course of employment with the Child Nutrition Program, employees may have access to certain confidential and proprietary information. Employees shall not disclose any confidential and proprietary information of the Child Nutrition Program to any person, firm, corporation, association, or other entity other than in the course of performing their authorized duties, without prior authorization. If employees have questions about the confidentiality of any information, they should ask their Café Manager or Field Supervisor.

Disclosure to anyone of such information without proper authorization, or outside the authorized duties of one's job, may be cause for disciplinary action up to and including termination.

Confidential information may include, but is not limited to, business records and communications, financial information and statements, identity of Child Nutrition Program students and families, child protection matters, employment records, medical records, and background checks.

Any and all data, documents, files, equipment, or other items relating to the business of the Child Nutrition Program, whether prepared by the employee or coming into his/her possession, shall remain the property of the Child Nutrition Program.

JOB PERFORMANCE AND WORK EXPECTATIONS



Job Description	Policy Number	4. F
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Job descriptions are developed for each position in the Child Nutrition Program and are maintained as a tool for recruitment of new employees, communication of job expectations to employees, assessment of employee job performance, and review of positions for proper classification.

Job descriptions are developed by the Director and include the following information:

Job Title, Department, Office, Organizational Reporting Information, Pay Classification, Exempt/Non-Exempt Status, General Summary of Job, Minimum Qualifications, Essential Job Duties, Performance Standards, and Employee Acknowledgement.

The Director determines what duties are assigned to each specific position. The completed job description is approved by the Director, the Human Resources Department and the Diocesan Compensation Administration Committee. Employees receive a copy of their job description after signing the acknowledgement section and a copy given to the Human Resources Department for placement in the personnel file.

Job descriptions are reviewed for accuracy whenever significant changes in job duties occur and when employee performance evaluations are conducted. Employees are encouraged to review and suggest changes to their job descriptions.

The addition of a new position, whether temporary, part-time or full-time, requires approval of the Director and the Diocesan Compensation Administration Committee. New job descriptions are submitted to the Human Resources Department, who will in turn submit them to the Diocesan Compensation Administration Committee for approval. The Diocesan Compensation Administration Committee is responsible for making a recommendation to the Vicar General/Moderator of the Curia concerning the assignment of the pay grade for a new position.

It is impossible for job descriptions to encompass every task or responsibility assigned, and hence they do not limit the Director's or Café Manager's right to assign additional duties as needed.

The Child Nutrition Program reserves the right to transfer duties from one position to another and the right to transfer employees to other positions or locations to preserve the effectiveness of the organization.

Employees may only request a transfer from a current location at the end of each school year. The employee must complete a **Transfer Request Form**, which is issued by the Human Resources Department. The employee will then submit the form to their Café Manager. The Café Manager will contact the Human Resources Department and will begin the process of determining the employee's eligibility for transfer by reviewing the employee's prior and current performance evaluations as well as any other documentation relevant to the employee's performance and attendance.

JOB PERFORMANCE AND WORK EXPECTATIONS



Employee Performance Evaluations	Policy Number	4. G
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The Child Nutrition Program believes in both the accountability and the affirmation that occurs in the context of performance review. The process allows the Child Nutrition Program to evaluate its mission and effectiveness and aids in the development of the employee's contribution. The performance evaluation is an assessment of competence, accomplishment, affirmations, recommendations, and new job requirements.

A written performance evaluation of each employee shall be done annually by the Field Supervisor or Café Manager during the period of February through May. The evaluation is based on the job description using the approved form from the Louisiana Department of Education.

The performance evaluation will be discussed with the employee and become part of the personnel file. The employee should sign the evaluation and receive a copy. The signature verifies receipt and review, and does not necessarily imply agreement. Each employee has an opportunity to respond in writing to his/her evaluation, and this response will become part of the evaluation and the personnel file. The original, executed evaluation is sent to the Human Resources Department for inclusion in the personnel file.

Should any difference regarding the review not be resolved between the Field Supervisor/Café Manager and the employee, request for review may be made to the Director.

JOB PERFORMANCE AND WORK EXPECTATIONS



Performance Improvement Plan	Policy Number	4. H
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The Performance Improvement Plan (PIP) is required to be completed by the Café Manager, the Field Supervisor and the Human Resources Department when an employee receives a score of “2-Needs Improvement” or “1-Unsatisfactory” on one or more of the Essential Job Duties/Performance Standards of an employee performance evaluation.

The PIP may also be used separate from the annual evaluation process as an immediate measure to address a gap in skill or where job performance does not meet the expected level of competency or for behavioral issues. The PIP may be used as a method to improve performance or behavior alone or in conjunction with the disciplinary process.

The procedure for implementing a PIP is as follows:

- The Café Manager, the Field Supervisor and/or the Human Resources Department should conduct a comprehensive review of the job responsibilities and performance standards, noting the tasks, deficiencies and expected improvement to be achieved.
- The employee should be advised of his/her current level of performance and the improvement needed to bring him/her up to the standard. The Café Manager, the Field Supervisor and/or the Human Resources Department should be specific, providing the employee with a specific target measurement and a target date. For example: “Reduce the number of abandoned calls in ABC Department by X% by January 31st.”
- The Café Manager, the Field Supervisor and/or the Human Resources Department will establish with the employee follow-up meetings to review progress in achieving the performance improvement expectations outlined.
- A final date by which all expected performance improvements are to be achieved must also be noted.
- The employee should be informed of the specific action that will occur if performance improvement has not been achieved by the agreed upon date.
- For significant performance deficiencies, corrective action may be implemented in addition to a PIP and may involve the disciplinary process.
- Continued failure to achieve the expected performance improvement may result in termination.
- The employee should be asked to sign and date the PIP and/or the Written Warning and should be given a copy of the form(s).

JOB PERFORMANCE AND WORK EXPECTATIONS



Standards of Conduct	Policy Number	4. I
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In addition to the policies explained elsewhere in this Handbook, the following performance deficiencies and inappropriate conduct are unacceptable and will result in disciplinary action, up to and including termination of employment.

- Conduct contrary to or detrimental to the religious or professional character of the Child Nutrition Program and its offices or its policies or which could cause scandal for the Catholic Church.
- Conduct inconsistent with faith, morals and laws of the Catholic Church.
- Acts of unjust discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other prohibited basis and all forms of prohibited harassment.
- Breach of professional ethics, dishonesty, or failing or refusing to participate in and give factual testimony in work-related investigations.
- Acts of workplace bullying defined as repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, or undermine; or which create a risk to the health or safety of the employee(s).
- Theft or misappropriation of property or funds belonging to the Child Nutrition Program, employees or clients.
- Falsification of records, reports, documents, and time and/or payroll records.
- Unauthorized disclosure of confidential information.
- Misconduct on the job and disruptive or non-cooperative conduct.
- Insubordination or intimidation.
- Unsatisfactory work performance.
- Excessive absenteeism or tardiness.
- Excessive non-productive use of work time, such as personal calls, emails, Internet usage, texting, visiting, etc.
- Interfering with, obstructing or otherwise hindering the production or work performance of another employee.
- Conflicts of interest, such as selling products or services to the Child Nutrition Program or conducting personal business using Child Nutrition Program time without expressed authorization.
- Unauthorized possession, distribution, or use of alcohol or any illegal drug or narcotic, reporting to work or working under the influence of alcohol, unauthorized prescription drugs, or any illegal drug or narcotic.
- Violation of safety rules.
- Bringing, possessing or using weapons on the premises.
- Cursing or using abusive language on Child Nutrition Program or school property.

JOB PERFORMANCE AND WORK EXPECTATIONS



Standards of Conduct	Policy Number	4. I
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This list is not meant to be exhaustive. It is not possible to list all forms of behavior that are unacceptable in the workplace and the level of discipline needed will vary, depending upon factors such as the seriousness of the events, the number of previous occurrences, etc. In some situations, immediate termination may be appropriate. The Child Nutrition Program reserves the right to determine these situations. The above standards do not in any way restrict the right the Child Nutrition Program may otherwise have to terminate employment.

Removal of Food or Child Nutrition Program property from school grounds

- No food, including leftovers and garbage, may be removed from a Child Nutrition Program site by anyone. This includes foods donated by the school, church, or other organizations. Legal action may result.
- The removal or transfer of any food service equipment, large or small, must have the approval of the Director.

Adult Meals

Child Nutrition Program employees are the only persons who do not pay for meals. Café employees' meals should be eaten in the café in designated areas. No one should be eating food in the café work area or when performing work duties. No food is allowed to be removed from the café or taken home.

All other personnel, principals, teachers, parents or and visitors who eat in the café must pay for their meals. The Central Office, with the School Board's approval, determines the cost of meals. Visiting parents cannot use their child's account to pay for their meals. Also, adults are not allowed to charge their meals.

Leaving School Grounds

- No café employee may leave the school grounds for any reason (including their scheduled 30-minute lunch break).
- If the Café Manager must leave his/her school, he/she must notify his/her Field Supervisor and the Central Office. This includes emergencies and travel to other schools to pick up or deliver items. The only exception to this would be leaving to make bank deposits or to attend a Café Manager's meeting.
- Café Managers and technicians are NOT allowed to leave the café during work hours except in an emergency. Should an emergency occur, the Principal and the Central Office must be notified and the employee must grant permission before leaving. Destination of emergency must be given to the Principal and/or the Café Manager. The Central Office should be notified if the Café Manager has to leave because of an emergency.
- Leaving school without permission will be considered abandonment of the job and may be considered grounds for immediate dismissal.

JOB PERFORMANCE AND WORK EXPECTATIONS



Disciplinary Process	Policy Number	4. J
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The disciplinary process is designed to facilitate discussion and handling of concerns that may arise during the course of employment, such as performance deficiencies, inappropriate behavior, violation of work policies and rules, serious misconduct, and other issues. Desired outcomes of the process are to identify improvements needed, to provide a well-documented record which will support any necessary future action, and to establish fair and timely treatment for dealing with problems.

The Child Nutrition Program has established this process in an attempt to provide employees with notice of deficiencies and an opportunity to improve. However, this policy does not alter the “at-will” status of employment established in Policy 2.A (Nature of Employment Relationship) of this Handbook or in any way restrict the Child Nutrition Program’s right to bypass the disciplinary process. During the introductory period, the Child Nutrition Program may bypass the disciplinary process. In some situations, immediate termination may be appropriate. The Child Nutrition Program reserves the right to determine these situations.

It is the direct responsibility of the direct supervisor to monitor employee performance and workplace behavior and to provide feedback to employees to correct deficiencies and/or other issues. If after providing feedback, an employee is not meeting standards of behavior or performance, the employee’s direct supervisor, the Human Resources Department and the Director should take the following action:

- **First Written Warning:** meet with the employee to discuss the matter. Inform the employee of the nature of the problem and needed corrective action. Issue a First Written Warning to the employee that includes the date, deficient performance or behavior discussed, corrective action requested, the time frame given for correction of the problem and notice that failure to correct the deficiency will result in more severe disciplinary action, with both the direct supervisor and employee signing the form. Give a copy to the employee; send the original to the Human Resources Department for inclusion in the employee’s personnel file.
- **Second Written Warning:** if the First Written Warning is not effective, the employee will be given a Second Written Warning by the direct supervisor and the Human Resources Department, which will include date, deficient performance or behavior discussed, corrective action requested, the time frame given for correction of the problem, and notice that failure to correct the deficiency will result in more severe disciplinary action. The direct supervisor, a Human Resources Department representative and the employee must sign the form. Give a copy to the employee; send the original to the Human Resources Department for inclusion in the employee’s personnel file.
- **Final Warning:** if improvement in the Written Warnings does not occur within the noted time frame or if work performance or behavior problems that are of a serious nature occur, disciplinary action in the form of a Final Warning will be taken. The Human Resources Department will prepare a written report describing the occurrence and recommended action to the Director. The Final Warning will be issued to the employee by the Human Resources Department in conjunction with the direct supervisor. Documentation will include date, deficient performance/behavior discussed, corrective action requested, and notice that failure to correct the deficiency will result in termination of employment. All parties will sign the Final Warning, a copy will be given to the employee and the original will be included in the employee’s personnel file.

JOB PERFORMANCE AND WORK EXPECTATIONS



Disciplinary Process	Policy Number	4. J
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- **Termination:** if lack of sufficient improvement continues, termination shall be recommended by the Director and the Human Resources Department to the Diocesan Director of Human Resources. The termination policy will be followed for approval and subsequent termination of the employee.

The disciplinary process may also be applied to an employee who exhibits a series of unrelated job performance or behavior problems.

All disciplinary action is required to be prompt, factual, well-documented, investigated thoroughly and the employee given the opportunity to respond. Depending on the nature of the violation, management may determine that putting an employee on administrative leave, pending investigation, is in the best interest of the Child Nutrition Program and/or the employee. An employee placed on administrative leave will be informed of the reason for the leave and pay status during the leave, and will receive instruction regarding being available during leave for communications with management.

Performance deficiencies and inappropriate conduct which can give rise to all levels of disciplinary action are listed in Policy 4.I (Standards of Conduct) of this Handbook. This list is not exhaustive.

The Human Resources Department and the Diocesan Director of Human Resource, upon the recommendation of the Director, may determine that certain serious performance deficiencies, workplace behavior problems, major breach of policy, violation of the law, etc. require immediate disciplinary action including immediate termination.

This policy does not alter the "at-will" status of employment established in Policy 2.A (Nature of Employment Relationship) of this Handbook or in any way restrict our right to bypass the disciplinary process. During the introductory period, the Child Nutrition Program may also bypass the disciplinary process. In some situations, immediate termination may be appropriate. The Child Nutrition Program reserves the right to determine these situations.

JOB PERFORMANCE AND WORK EXPECTATIONS



Electronic Resources	Policy Number	4. K
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The Child Nutrition Program provides electronic resources to its employees. The purpose of these resources is to support the mission and ministry of the Child Nutrition Program. Employees are to understand that these resources are the property of the Child Nutrition Program and are to be used for the sole purpose of facilitating the business of the Child Nutrition Program and enhancing productivity. When using these electronic resources, employees should not have any expectation of privacy. These resources are subject to access and review by authorized representatives of the Child Nutrition Program. Employee use of Child Nutrition Program electronic resources constitutes acceptance of these policies.

All computers, electronic communications system and business equipment, and all communications and information transmitted by, received from, or stored in these systems, are the property of the Child Nutrition Program and as such are to be used solely for job-related purposes. The property of the Child Nutrition Program includes, but is not limited to all software and business equipment, websites, social media accounts, networks, computers, email, telephones, voice mail, facsimiles, and copy machines. Minimal personal use of computers, email, telephones, voice mail, facsimiles, and copy machines is allowed but is subject to this and all Child Nutrition Program policies.

Employees may not use any Child Nutrition Program electronic resource in the following manner:

- To violate any Child Nutrition Program policies.
- To distribute or access obscene, threatening, or offensive material or information.
- To distribute or access any material which constitutes discrimination, harassment, defamation, or invasion of privacy.
- To infringe upon the intellectual property rights of others (*e.g.*, copyright).
- In connection with any attempt to penetrate computer or network security of any company or other system, or to attempt or gain unauthorized access to any other person's computer, email or voicemail accounts or equipment.
- In connection with the violation or attempted violation of any federal or state regulation or law.
- For personal gain, or to solicit others for activities unrelated to the Child Nutrition Program's business, or in connection with political campaigns.

Improper use, as described above, will not be tolerated and is subject to immediate termination.

Privacy

Employees have no expectation of privacy in connection with the use of these computers, electronic communications systems and business equipment or with the transmission, receipt or storage of information in them. To ensure that the use of computers, electronic communications systems and business equipment is consistent with the Child Nutrition Program's legitimate business interests, authorized representatives of the Child Nutrition Program may access, review and/or monitor the use of such equipment at any time at its discretion.

JOB PERFORMANCE AND WORK EXPECTATIONS



Electronic Resources	Policy Number	4. K
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Access

Employees are held responsible for all activity connected with user accounts, and corresponding access codes and passwords issued to them, and should expressly safeguard each as such. Employees are not permitted to access a user account, use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Child Nutrition Program representative. All user accounts including access codes and passwords are the property of the Child Nutrition Program. No employee may use an access code or password that has not been issued to that employee; sharing an access code or password with another employee is strictly prohibited. These restrictions and prohibitions apply to access codes and passwords that employees are allowed to independently create for Child Nutrition Program user accounts. The ability to access information resources does not imply authorization to do so.

Hardware/Software

The Diocesan Computer Systems Department acquires, develops and maintains computer systems, networks and voicemail systems. Approval is required to install computer software onto Child Nutrition Program hardware and for the purchase/disposal of all electronic devices (computer, printer and/or other components); approvals are obtained through consultation of the Director. The Child Nutrition Program reserves the right to delete unauthorized programs from its hardware, regardless of consequence (*i.e.*, deletion of unauthorized software causes damage or deletion of files created with unauthorized software). All hardware, including storage and network communication equipment, and software provided for an employee's use remains the property of the Child Nutrition Program.

Email

Email accounts are provided to employees based on the requirements of the position and solely for job-related purposes. Central Office employees, Field Supervisors and Café Managers are provided email accounts upon the approval of the Director and/or the Business Manager in conjunction with the Diocesan Computer Systems Department. Access to the email system is provided for communication about work-related activities to Central Office employees, Field Supervisors, Café Managers, other employees and departments, and, if required, the general public and business associates. Employees should use the Child Nutrition Program's email system to create, send, receive, and store all work-related e-mails. Employees should consult the Director and/or the Business Manager for restrictions regarding sending blanket email messages, sensitive data requiring encryption and excessively large files. Employees may use the Child Nutrition Program's email accounts for minimal personal use. Employees should not expect any privacy when using the email system.

Prior to leaving the employment of the Child Nutrition Program, an employee must turn in all Child Nutrition Program electronic equipment that was issued to him/her, including user accounts and access codes to all electronic equipment and electronic services that are the property of the Child Nutrition Program.

Violations of this policy will subject employees to denied access of resources and will result in disciplinary action, up to and including termination of employment.

JOB PERFORMANCE AND WORK EXPECTATIONS



Telephone and Mail Use	Policy Number	4. L
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Telephone

Office telephones are to be used for business purposes of the Child Nutrition Program and those we serve and in the course of normal Child Nutrition Program operations. Employees are limited to emergency calls only. Usage for calls other than emergencies is considered unacceptable during working hours.

Café Staff Cell Phones

The use of cellular phones (including calling, answering calls, texting, tweeting, using the Internet, etc.) is prohibited during work hours.

Bluetooth devices (including smart/wearable phone watches) and beepers are also prohibited during work hours.

Technicians/clerks/porters are NOT allowed to wear (or have on their person) any of these devices (cellular phones, Bluetooth devices, smart/wearable phone watches, or beepers) while working.

Café Manager Cell Phones

The use of cellular phones is permitted for Café Managers for work purposes and emergencies.

Radios and CD/iPod/MP3 Players

Café staff are NOT allowed to wear (or have on their person) radios or CD/iPod/MP3 Players.

No loud and/or offensive music should be played in the preparation area of the café.

Mail

Employees should not receive personal mail or packages at work.

Child Nutrition Program stationery, postage, or letterhead should not be used for personal correspondence.

JOB PERFORMANCE AND WORK EXPECTATIONS



Internet Use	Policy Number	4. M
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Access to the Internet through the school's or Child Nutrition Program's network is a privilege and carries responsibilities reflecting responsible and ethical use. Employees are expected to abide by the Child Nutrition Program's standards of conduct and policies at all times when accessing the Internet through the school's or Child Nutrition Program's network. Care must be taken by all employees to ensure that accessing the Internet does not jeopardize the school's or Child Nutrition Program's interests. Internet usage through the school's or Child Nutrition Program's network is subject to access and review by authorized representatives of the school and Child Nutrition Program. Use of the Internet through the school's or Child Nutrition Program's network constitutes the individual's acceptance of this policy.

Access

Employees are assigned a Child Nutrition Program network username and password by the Diocesan Computer Systems Department. The username and password are the responsibility of the individual to whom they are assigned. Any authorized use of the username and password by other individuals to gain access to the school or Child Nutrition Program network and Internet makes that employee-user responsible for any and all actions of those individuals. Violations of this policy and any other policy through the authorized use of the username and password subjects the individuals to whom it is assigned to disciplinary action, up to and including termination. Employees should not expect that transmissions made through the school or Child Nutrition Program network are confidential. Although employees are given a username and password, this does not insulate transmissions from employer review for business purposes.

Personal Use

Limited personal use of the Internet is allowed by the Child Nutrition Program. However, employees are reminded that use of any and all school and Child Nutrition Program property is primarily for the purpose of Child Nutrition Program business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the employee's job responsibilities.

Ethical Use of Internet

At any time and without prior notice, Child Nutrition Program management reserves the right to examine e-mail, personal file directories, and other information stored on Child Nutrition Program computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists the management of information systems. As such, the Diocesan Computer Systems Department may monitor access and usage of the Internet. Use of the Internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other Child Nutrition Program policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employees are prohibited from accessing the Internet for any unethical purpose, including pornography, violence, gambling, racism, harassment, or any illegal activity. Employees are forbidden from using profanity or vulgarity when sending electronic mail via the Internet or posting to public forums (*e.g.*, message boards, news groups). Any electronic mail sent through school or Child Nutrition Program systems or posting to public forums from school or Child Nutrition Program systems must fall within these ethical standards.



JOB PERFORMANCE AND WORK EXPECTATIONS

Internet Use	Policy Number	4. M
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Employees must abide by all federal and state laws with regards to information sent through the Internet. The Child Nutrition Program strictly prohibits unauthorized release or disclosure of confidential information through the Internet or through any other means.

Employees are also prohibited from using Internet access through school or Child Nutrition Program systems for any other business or profit-making activities.

In general, employees should exercise the same restraint and caution on drafting and transmitting messages over the Internet as they would when writing a letter or memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipients. To obtain detailed information regarding the obligations and responsibilities to employees while communicating via e-mail, please refer to Policy 4.K (Electronic Resources) of this Handbook.

Downloading Software

Employees are prohibited from downloading software from the Internet without prior written approval of the Director or the Diocesan Computer Systems Department. Downloading of games from the Internet is prohibited. Downloading of any executable files or programs, which change the configuration of your system by anyone other than an authorized Diocesan Computer Systems Department representative, is prohibited. Employees should take extreme caution when downloading software or files from the Internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the school's or Child Nutrition Program's network. It is mandatory that you comply with copyright and trademark laws when downloading material from the Internet.

If the employee finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the Business Manager.

Violations of this policy will subject the employee to denied access of the Internet and may result in future disciplinary action, up to and including terminations.

JOB PERFORMANCE AND WORK EXPECTATIONS



Working Attire	Policy Number	4. N
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As a Child Nutrition Program employee, you are required to comply with our appearance and grooming standards at all times. While on the job, any and all employee uniforms and employee presentations are subject to the approval of management who will determine in its sole discretion what is or is not appropriate.

All employees are responsible for maintaining a neat and professional appearance, including good personal hygiene at all times. Uniforms must be neat, clean, and pressed (wrinkle free).

Authorized Uniform: Selected and approved by the Child Nutrition Program staff and the Director

Required Uniform Pants: Authorized scrub pant

- **Café Managers** may wear khaki or black authorized scrub pants (no side pockets). Beginning in the 2019-2020 school year, Café Managers will wear black pants only.
- **Technicians, Clerks and Porters** must wear authorized khaki scrub pants (no side pockets).
- **New Café Employees** (in their introductory period) must wear khaki scrub pants (no side pockets).

Required Uniform Tops: Authorized scrub shirt colors are rotated throughout the week. (Additional colors maybe added in the future).

- **Café Managers** must wear Caribbean Blue (Mon. & Wed.), Dark Cherry (Tues. & Thurs.), or Purple (Fri.) shirts with the Child Nutrition Program logo.
- **Technicians, Clerks and Porters** must wear Caribbean Blue (Mon. & Wed.), Dark Cherry (Tues. & Thurs.), or Purple (Fri.) shirts with the Child Nutrition Program logo.
- **New Café Employees** (in their introductory period) must wear a white top until after successfully completing their introductory period.

Contract Workers (employment agency staff):

- Must wear khaki scrub pants with no side pockets
- Must wear a white polo type top, cannot be see through
- Must provide and wear their own hair net
- Must wear uniform shoes as outlined below

Volunteers (must be over 18 years of age):

- Must provide and wear their own hair net, sun visor or baseball cap (hair must be restrained).
- Must wear serving gloves.
- NOT allowed to operate computer system.
- NOT allowed to operate kitchen equipment.
- NOT allowed to prepare food of any kind.
- **May serve on the serving line, but are NOT allowed to serve the main dish (entrée).**

JOB PERFORMANCE AND WORK EXPECTATIONS



Working Attire	Policy Number	4. N
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Uniform Shoes: All employees **must wear black non-skid (slip resistant)**, leather-top (no canvas or cloth) shoes with closed-in heels and toes. Regular tennis shoes are not allowed. Shoes must be clean, polished and in good condition. Knee-high hose or socks must be worn as part of the uniform.

Aprons/Smocks: Two (2) aprons will be supplied by the Child Nutrition Program to each employee at the beginning of the school year:

- 1) Black aprons (prep aprons) to be worn when preparing food
- 2) Purple aprons (serving aprons) to be worn when serving food or at Point of Service

Both aprons are to be washed on a daily basis.

Gloves: There are two (2) types of gloves that must be worn while working/serving in the café:

- 1) Food Prep Glove – this is a tight fitting glove that must be worn while preparing food and should be changed as often as needed to prevent cross contamination.
- 2) Serving Glove – this is a loose fitting glove that must be worn while serving food and should be changed as often as needed to prevent cross contamination.

Hair/Beard Nets and Caps: A hair net must be worn by everyone when working in the kitchen area, preparing or serving food. Hair curlers, headscarves or baseball caps are NOT permitted. Male employees with facial hair must wear a beard net when in the kitchen area or serving. Please refrain from hair colors that are not naturally occurring such as purple, blue, pink, etc. This is part of your uniform and you are responsible for providing your own hair net and/or beard net.

Jackets and Sweaters: No jackets or sweaters may be worn with the uniform. Employees may wear a long sleeve black knit shirt under their uniform top for warmth. Café Managers may wear the khaki coordinating uniform scrub jacket. Beginning in the 2019-2020 school year, Café Managers may wear the coordinating black uniform scrub jacket.

School Spirit Shirts: These shirts are to be worn only when the school declares spirit day or as directed by the Director, and all employees must wear them. However, all café employees must wear their regular uniform pants and shoes (no jeans or tennis shoes are allowed).

Hands: Absolutely no artificial nails, including sculptured or press-on nails, are to be worn during working hours. Natural nails must be kept neatly trimmed and clean. Nail tip length may not exceed 1/8". Nail polish is not allowed on fingernails during working hours. This applies to all employees.

Jewelry: Café workers may not wear any jewelry (which includes watches, earrings, chains and/or rings). A plain wedding band is acceptable. Medical ID tag/bracelet is allowed for all employees. Café Managers may wear a plain wedding band and a watch only.

Body Piercings/Tattoos: No jewelry may be worn in association with facial or body piercings. In order to maintain a professional appearance, no offensive or excessive tattoos should be visible.

Makeup: Makeup may be worn by all Child Nutrition Program employees, but must be worn in moderation. No false eyelashes or glitter makeup are allowed.

JOB PERFORMANCE AND WORK EXPECTATIONS



Personal Effects and Appearance of Office	Policy Number	4. O
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Personal Effects:

Employees are cautioned not to leave personal effects (purses, keys, jewelry, etc.) on desks, office furniture or in kitchen areas. Personal belongings should be locked securely in the employee's locker. Individual locks are provided by the employee. When employees are away from their lockers, the employee is responsible for the loss of his/her property.

Employees are not allowed to change clothes while on school premises. Employees may not use duffel bag(s) or tote bag(s).

Appearance of Office:

In an effort to maintain a proper appearance of the office(s), desktops and floors should be left in an orderly fashion at the end of the day. Office doors, desks and file cabinets should be closed and locked to protect confidential and valuable materials.

JOB PERFORMANCE AND WORK EXPECTATIONS



Right to Inspect	Policy Number	4. P
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To protect the property and safety of our employees, volunteers and visitors, and to prevent the use and/or possession of illegal drugs, alcohol, weapons and other prohibited items in the workplace, the Child Nutrition Program reserves the right to conduct a search of any employee's work area and equipment. All employees are subject to this policy.

It is important for employees to understand that all offices, desks, computers, lockers, files, etc. are property of the Child Nutrition Program and are issued to employees for business use and for the duration of employment only. The Child Nutrition Program reserves the right, with or without prior notice, to inspect and search the contents of any office, desk, computer, filing cabinet or other Child Nutrition Program property in the presence or absence of the employee. The Child Nutrition Program may also require employees while on the job or on Child Nutrition Program premises to agree to reasonable inspection of their personal property. Inspections may be done at any time at the discretion of the Child Nutrition Program unless otherwise prohibited or restricted by any local, state, or federal law, ordinance or regulation.

Refusal to submit to a search can lead to disciplinary action, including if warranted, termination of employment. Employees who are found in possession of stolen property or other contraband will be subject to appropriate disciplinary action, including, if warranted, criminal prosecution.

In addition, in order to ensure the safety and security of employees and visitors, the Child Nutrition Program reserves the right to question employees or other individuals entering onto or leaving the premises, and to search any containers or items that they may be carrying.

JOB PERFORMANCE AND WORK EXPECTATIONS



Conflicts of Interest	Policy Number	4. Q
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Employees are expected to devote their best efforts to the interests of the Child Nutrition Program and the conduct of its affairs. Employees are to refrain from any private business or other activity that would place them in a position of conflict between the employee's private interests and the interests of the Child Nutrition Program or the Catholic Church.

Examples of matters and relationships that could create a conflict of interest or a potential conflict, include, but are not limited to, when an employee or a member of the employee's immediate family:

- Accepts or solicits a gift, favor, or service from an individual, business, or other party involved, or potentially involved, in a contract or transaction with the Child Nutrition Program.
- Accepts or agrees to accept, or solicits money or other tangible or intangible benefit in exchange for exercise of official powers or the performance of official responsibilities.
- Accepts employment or compensation or engages in any business or professional activity that might require disclosure of Child Nutrition Program confidential information.
- Accepts other employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties.

Full disclosure must be followed to assess and prevent potential conflicts of interest from arising. As a condition of employment, employees have a continuing requirement to make prompt disclosure to the Café Manager, the Director and the Human Resources Department of any fact or circumstance that may involve a conflict of interest. However, a policy of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. Contact the Human Resources Department if you have questions regarding a possible conflict of interest or outside work.

Failure to fully disclose conflicts of interest can result in disciplinary action up to and including termination of employment.

JOB PERFORMANCE AND WORK EXPECTATIONS



Outside Employment	Policy Number	4. R
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Child Nutrition Program employees may have other employment outside the Child Nutrition Program only to the extent that such outside employment does not create a conflict of interest or interfere with, in any way, their ability to perform their job for the Child Nutrition Program.

- Outside employment includes work for another employer, another Diocesan entity or location, consulting work and other self-employment situations.
- A conflict of interest occurs when additional employment unduly influences decisions made as an employee or conflicts with performance of job duties.

Outside employment is not an excuse for poor job performance, tardiness, or absenteeism. If outside employment leads to these problems, employees may be disciplined up to and including termination. If an employee's supervisor determines that the outside employment interferes with the employee's performance or creates an actual or apparent conflict of interest, the employee can be asked to terminate the outside employment.

Anyone involved in private enterprise must use their own facilities, stationery, office equipment, telephone, computer, email, etc. separate and apart from the Child Nutrition Program.

The Child Nutrition Program reserves the right to determine when an employee's outside work or activities represent a conflict with Child Nutrition Program interests and to take whatever action is necessary to resolve the situation.



JOB PERFORMANCE AND WORK EXPECTATIONS

Training	Policy Number	4. S
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Mandatory-training sessions will be conducted during or after working hours for all Child Nutrition Program employees as the need arises.

It is mandatory that all new employees attend, and complete, the **Phase I** training class. Times and dates will be sent and you will be notified accordingly.

Employees interested in the Management Career Path must successfully complete Phase I, II, & III classes and written exams. The participants in these classes must pass the final exam in each class before moving on to the next class level (e.g., you must pass the Phase I final exam before taking the Phase II class).

School Nutrition Program Professional Standards (USDA Required)

The United States Department of Agriculture (USDA) has established minimum professional standards for school nutrition employees who manage and operate the National School Lunch and School Breakfast Programs.

The standards are a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) and went into effect on July 1, 2015. The standards provide minimum education standards for new state and local school nutrition directors as well as annual training requirements for all school nutrition professionals. Annual requirements apply to the 12 months between July 1st and June 30th.

The USDA-required **minimum annual** training for school nutrition employees is as follows:

- Directors – 12 hours annually
- Café Managers – 10 hours annually
- Others – 6 hours annually
- Part-time employees (working less than 20 hours per week) – 4 hours annually
- Mid-year hires in all categories (January 1 or later) – One-half of training requirement for the position.

PAY



Compensation Program	Policy Number	5. A
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In its commitment to provide an effective employee compensation program, the Child Nutrition Program has established a system for managing, in an equitable manner, the wages and salaries it pays employees. Equitable compensation practices are important in attracting and retaining qualified persons of the caliber required for the services the Child Nutrition Program is called to provide. In addition, salaries are a significant part of the cost of Child Nutrition Program operations and as such require fair, consistent and prudent management. The compensation program is designed to include both of these important considerations and keep them in proper balance.

The compensation program has two major components:

- A job evaluation system which establishes internal equity by determining the relative value of each position and ultimately determines the pay grade to be used for that position.
- Economic and salary survey data which measure the rates paid comparable positions in the market place and allow for the financial condition and limitation of Child Nutrition Program resources.

In keeping with the Catholic social teaching, the Child Nutrition Program sets its pay ranges so that employees in the lowest paid positions earn at least a living wage, as measured by national indices.

The administration of salaries is the responsibility of the Diocesan Compensation Administration Committee. The Committee reviews job descriptions and job market data, establishes pay grades and pay ranges for each job grade, and approves pay adjustments and the assignment of positions to pay grade.

Employees performing satisfactorily should reach the mid-point of the pay range within seven years of employment. Annual pay rate changes, when they occur, are administered by the Committee. The Committee will develop its recommendations as part of the annual Child Nutrition Program budget process. This may include setting aside portions of an increase pool to be distributed based on equity or performance criteria, as approved during the budgeting process.

The Committee will review the overall job market comparability of the Child Nutrition Program pay plan periodically to assist the Child Nutrition Program in maintaining pay ranges that are comparable to those in similar external job markets. The findings will be considered during the annual review process.

PAY



Payroll	Policy Number	5. B
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Pay is provided on a biweekly basis, every other Friday. If a payday falls on a holiday, it will be moved up one business day. The Child Nutrition Program requires direct deposit for all employee paychecks. Employees may obtain assistance for changes in withholding, address, etc. from the Payroll Department.

Mandatory Deductions:

The following mandatory payroll deductions will be taken from each employee's paycheck:

- Federal Withholding - required federal withholding for each employee based upon the employee's gross earnings and deductions as specified on the Form W-4 filed with the Payroll Department (Note that the IRS requires the Child Nutrition Program to report to them any requests for no withholding or withholding based upon excessive deductions).
- State Withholding - required state withholding for each employee based on the employee's gross earnings and deductions as specified on the Form L-4 filed with the Payroll Department.
- Social Security - by federal law the Child Nutrition Program is required to pay the current rate of FICA taxes for each employee. It is also required to deduct from the gross payroll of each employee the current rate of Social Security and Medicare taxes.

Voluntary Deductions:

Where eligible, employees may elect, in writing, voluntary paycheck deductions including:

- Health, Dental & Vision insurance premiums
- Optional Life insurance premiums
- Short Term Disability insurance premiums
- Health Savings Account
- United Way donations

Automatic Deductions:

Where eligible, the following automatic deduction will be taken, unless the employee opts out in writing:

- 401(k) Plan contributions

Please see the Benefits section of this Handbook for eligibility and other detailed information on the above referenced benefits plans. In case of any discrepancy or error, the actual benefit plan documents will prevail.

Administrative Pay Corrections:

The Child Nutrition Program takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and the employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible. Once underpayments are identified, they usually will be corrected in the next regular paycheck. Generally, overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is substantial amount owed). The Child Nutrition Program will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

PAY



Overtime Pay	Policy Number	5. C
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Overtime

The Child Nutrition Program neither expects nor requires overtime work on a regular basis. All hours to be worked by non-exempt employees in excess of the regular work schedule in a workweek **must be approved in advance by the Director**. Failure to obtain preapproval of overtime may result in disciplinary action. If an employee works unapproved overtime, the time must still be compensated; however, continued unapproved overtime work is subject to disciplinary action.

The workweek begins on Sunday at 12: 00 a.m. and ends on the following Saturday at 11:59 p.m.

Non-Exempt Employees - (Classified in pay grade N-8 through N-1)

The Child Nutrition Program provides overtime compensation to non-exempt employees as follows:

- Hours of work through 40 per workweek are paid at the straight time rate;
- Hours of work in excess of 40 per workweek are paid at 1½ times the regular rate.

Non-productive paid time (*i.e.*, paid sick leave, etc.) is not counted as actual work time for the purposes of overtime pay.

In order to meet the federal timekeeping and overtime pay requirements, overtime pay earned in a particular workweek will be paid on the regular pay day for the pay period in which the wages were earned. All hours worked must be documented through the electronic timekeeping system.

Exempt Employees - (Classified in pay grades E-9 through E-1)

Exempt employees classified in pay grades E-9 through E-1 are exempt from the overtime regulations and will not receive overtime pay. It is understood that the nature of their jobs will sometimes call for more than a 40-hour week (*e.g.*, some evening or weekend work). As such, they are expected to work the time needed to accomplish their job.

Exempt Employees – (Classified in pay grades EN-4 through EN-1)

Positions with exempt duties that do not receive enough salary to pass the federal regulation's salary level test are classified in EN pay grades, normally EN-4 through EN-1. These classifications are subject to timekeeping and overtime pay requirements and should follow the timekeeping procedures and overtime pay procedures for non-exempt employees.

PAY



Job-Related Expense Reimbursement	Policy Number	5. D
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Job-related expense reimbursements will only be considered with prior authorization before the expense is incurred.

Work-related travel apart from the normal commute to and from work using a personal vehicle for authorized business purposes will be reimbursed at the prevailing IRS mileage rate. Parking fees (not fines), bridge tolls, etc. are also reimbursable upon presentation of receipts showing the nature and amount of the expense. Other job-related expenses may also be reimbursed by the Child Nutrition Program.

All mileage and expenses must be recorded on the appropriate Expense Reimbursement Form (mileage or white slip) with the original receipts attached.

Employees must submit their Expense Reimbursement Forms to the Business Manager for approval.

Expense Reimbursement Forms are available from the Central Office and on the website at www.cnpbr.org.

PAY



Payment for Outside Work Activities	Policy Number	5. E
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If the pastor or principal permits an organization, club, etc. to use the café, the pastor or principal must assume the responsibility for ensuring that the equipment will be properly used, cleaned and maintained and that the Child Nutrition Program will be reimbursed for any missing food, supplies or equipment.

If any café equipment will be used, the pastor or principal assures that qualified café personnel will be hired to operate such equipment. He/she will be paid a current wage or pre-established wages for an agreed number of hours (this includes school fairs, after school events, etc.)

Use of the café facilities cannot interfere with the preparation or service of school breakfast, lunch or after-school snack and/or supper. Child Nutrition Program employees may not prepare food for functions other than school breakfast, lunch, snack and/or supper during their regular workday.

Please refer to the Principal Guidebook of Café Policies and Procedures.

PAY



Garnishments	Policy Number	5. F
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The Child Nutrition Program complies with all federal and state wage garnishment and wage assignment laws and regulations.

When a garnishment is served on the Child Nutrition Program, the Payroll Department will notify the employee and give the employee a copy of the garnishment and any applicable forms. As required by law, the Payroll Department will process the garnishment according to the provisions of the garnishment and all applicable timeframes and laws. If at any time the employee obtains a written release of the debt, the release should be submitted to the Payroll Department.

The Child Nutrition Program can deduct fees for processing garnishment orders and wage assignment agreements according to federal and state laws and regulations. Employees will receive prior notification of any such fee deductions.

The Child Nutrition Program does not retaliate or otherwise discriminate against employees because they receive garnishment orders.

TERMINATION OF EMPLOYMENT



Retirement	Policy Number	6. A
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The Child Nutrition Program does not have a mandatory retirement age.

Employees considering retirement should provide appropriate written notice of their intent to retire to the Human Resources Department. A sixty (60) day notice of retirement is requested.

In addition, the Diocesan Benefits Office must be notified in writing to process the necessary paperwork to apply for retirement benefits for which the employee may be eligible.

Employees will be paid through the last day worked according to state law.

Employees will be given notification of benefit termination and continuation rights, if applicable, according to benefit regulations and Child Nutrition Program policy.

TERMINATION OF EMPLOYMENT



Resignation	Policy Number	6. B
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Employees resigning voluntarily are expected to give notice in writing to their Café Manager or the Director. One (1) month notice is expected for Café Managers and Field Supervisors and two (2) weeks for all other employees. Employees may not use paid sick leave to fulfill the notice requirement.

The Café Manager is required to forward the written notice to the Human Resources Department immediately upon receipt.

Employees will be paid through the last day worked according to state law.

Employees will be given notification of benefit termination and continuation rights, if applicable, according to benefits regulations and Child Nutrition Program policy.

TERMINATION OF EMPLOYMENT



Termination	Policy Number	6. C
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Unfortunately, at times it may be necessary to terminate an employee's employment for performance deficiencies, inappropriate behavior, violation of work policies and rules, serious misconduct and other issues.

However, this policy does not alter the "at will" status of employment established in Policy 2.A (Nature of Employment Relationship) of this Handbook or in any way restrict our right to bypass the disciplinary process. In some situations, immediate termination of employment may be appropriate. The Child Nutrition Program reserves the right to determine these situations.

The Café Manager or Field Supervisor will provide corrective action form(s) documenting the reason(s) for recommending an employment termination to the Human Resources Department. All terminations are required to be reviewed and approved by the Director, the Human Resources Department, and the Diocesan Director of Human Resources prior to any action being taken.

The termination of an employee's employment will be conducted by the Director, with the Human Resources Department or alternate approved witness.

The meeting to terminate employment will be done in a confidential manner that will preserve the employee's dignity. The Human Resources Department will assist in the facilitation of the employee's exit to ensure that all Child Nutrition Program property is returned and the work area secured with the least amount of interruption in the workplace.

Employees will be paid through the last day worked according to state law.

Employees will be given notification of benefit termination and continuation rights, if applicable, according to benefits regulations and Child Nutrition Program policy.

TERMINATION OF EMPLOYMENT



Layoff	Policy Number	6. D
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Layoff is an involuntary separation from employment due to the elimination of a position. This may result from reorganization within the Child Nutrition Program, a reduction in force due to lack of funds or a decreased need for services.

Layoff decisions are made in a non-discriminatory manner without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information or other protected characteristic.

Employees scheduled for layoff will receive written notification at a personal meeting with their Café Manager, the Human Resources Department and/or the Director. Employees will be given advance notice when possible. The layoff will be finalized through the Human Resources Department.

Employees will be paid through the last day worked according to state law.

Employees will be given notification of benefit termination and continuation rights, if applicable, according to benefit regulations and Child Nutrition Program policy.

Employees who have been laid off shall be given first consideration for any job openings for which they are qualified within ninety (90) days of the layoff provided their performance record was satisfactory at the time of layoff.

TERMINATION OF EMPLOYMENT



Exit Interview	Policy Number	6. F
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Employees who leave the Child Nutrition Program voluntarily may participate in an exit interview with the Human Resources Department. This provides an excellent opportunity for employees to candidly speak about their employment experiences at the Child Nutrition Program. The exit interview will ordinarily take place prior to the last day of employment.

LEAVE



Vacation	Policy Number	7. A
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Café employees are not eligible for paid vacation.

LEAVE



Holidays	Policy Number	7. B
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Café employees are not eligible for paid holidays.



LEAVE

Sick Leave	Policy Number	7. C
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Paid sick leave is provided by the Child Nutrition Program to eligible employees who must be absent from work due to:

- (a) their own illness, injury, pregnancy or health care provider appointment, or
- (b) the illness, injury, pregnancy or health care provider appointments of an immediate family member (child, spouse, parent, spouse's parent or a dependent living in the employee's household).

Employees may not use paid sick leave for an absence from work because of their own work-related illness, injury or health care provider appointments to cover time for which they are receiving wage-replacement benefits from the workers compensation insurer. During the seven (7) day waiting period, employees may elect to cover their absence by using paid sick leave, if available. Once wage-replacement benefits begin, employees cannot supplement benefits with paid sick leave.

Full-time employees will accrue up to ten (10) days of paid sick leave, and the right to accumulate over multiple academic years up to fifteen (15) days of paid sick leave, not to exceed a total of twenty (20) days of paid sick leave in any given academic year. The paid sick leave will be accrued at the rate of one (1) day per month, beginning with the first month of employment.

Part-time and temporary employees are not eligible for paid sick leave.

Employees must use their paid sick leave for all health care provider appointments, and it is not permissible to come to work early, stay late or shorten the lunch period in order to avoid being charged for paid sick leave.

Employees shall notify their immediate supervisor prior to their scheduled work time each day that they are absent for medical reasons. The Child Nutrition Program reserves the right to request and receive appropriate written medical certification or other documentation with respect to requests for the use of paid sick leave and to require medical evidence of one's ability to return to active duty with no restrictions from the health care provider.

Any use of paid sick leave of over two (2) days duration shall be accounted for by an appropriate written medical certification from a health care provider.

All employees must request the use of paid sick leave in writing on the appropriate form, stating the reasons for the request, to the Director. The request must be filled out as early as possible prior to the leave or immediately upon your return to work.

Upon leaving the employ of the Child Nutrition Program, employees will not receive compensation for any unused paid sick leave.

LEAVE



Sick Leave	Policy Number	7. C
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All employees shall continue to report by telephone during the period of absence, in accordance with instructions received from the Director or Café Manager. If a text message or email is sent, the employee must follow up with a telephone call and speak directly with their Café Manager and provide the following information:

- i. Why are they absent from work?
- ii. When do they expect to return to work?
- iii. Details of outstanding or urgent work that needs to be handled?
- iv. When will they call back?

LEAVE



Family and Medical Leave (FMLA)	Policy Number	7. D
Effective: July 1, 2019	Page	1 of 3

The Child Nutrition Program complies with all applicable federal regulations regarding family and medical leave. The intent and implementation of this policy shall be governed by the Family and Medical Leave Act of 1993 (the "FMLA") and the regulations issued thereunder. For future information on the FMLA or on the rights and responsibilities of eligible employees thereunder, contact the Human Resources Department.

Eligibility

An eligible male or female is an employee who has been employed by the Child Nutrition Program for at least twelve (12) months and for at least one thousand two hundred fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of the leave available under this policy. Eligible employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during a "rolling" twelve (12) month period measured backward from the date of any FMLA leave usage for one or more of the following:

- (a) Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- (b) Because of the placement of a son or daughter with the employee for adoption or foster care.
- (c) In order to care for the spouse, or a son, daughter or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- (d) Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- (e) Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the covered servicemember. The single twelve (12) month period begins on the first day the employee takes leave for this reason and ends twelve (12) months later. During this same twelve (12) month period, an eligible employee shall only be entitled to a combined total of twenty-six (26) workweeks of unpaid leave under subparagraphs (a) through (e) of this policy and this paragraph.

A husband and wife who are both employed by the Child Nutrition Program will be allowed a combined total of twelve (12) workweeks of unpaid leave during a twelve (12) month period if the leave is taken (i) for the purposes described in subparagraphs (a) and (b) of this policy, or (ii) to care for a parent with a serious health condition under subparagraph (c) of this policy. A husband and wife who are both employed by the Child Nutrition Program will be allowed a combined total of twenty-six (26) workweeks of unpaid leave during a calendar year if the leave is taken (i) to care for a covered servicemember under this policy, or (ii) a combination of leave to care for a covered servicemember under this policy and leave described in the first sentence of this paragraph.

LEAVE



Family and Medical Leave (FMLA)	Policy Number	7. D
Effective: July 1, 2019	Page	2 of 3

Notification

An eligible employee must notify the Child Nutrition Program at least thirty (30) days in advance of the date leave is to begin if the need for leave is foreseeable. If thirty (30) days' notice is not practicable (*e.g.*, because of a lack of knowledge of approximately when leave is to begin, a change in circumstances, or a medical emergency), notice must be given as soon as practicable. If an eligible employee fails to give timely advance notice to the Child Nutrition Program for foreseeable leave with no reasonable excuse for delay, the Child Nutrition Program may delay the taking of leave under this policy until thirty (30) days after the date the employee provides notice to the Child Nutrition Program of the need for such leave. The Child Nutrition Program may require an eligible employee on leave to periodically report on the status and intention of the employee to return to work.

Certification

The Child Nutrition Program may require that a request for leave under subparagraphs (c) and (d) of this policy or for leave to care for a covered servicemember under this policy be supported by certification of the health care provider of the eligible employee or of the spouse, son, daughter, parent or next of kin of the eligible employee, as appropriate. In appropriate circumstances, the Child Nutrition Program may also require subsequent recertification(s). The Child Nutrition Program may require that a request for leave under subparagraph (e) of this policy be supported by an appropriate certification. Failure to provide certification or recertification timely upon request may delay the taking or continuation of the leave otherwise available under this policy.

Intermittent Leave

Any entitlement to leave available under subparagraphs (a) and (b) of this policy shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement and may not be taken intermittently or on a reduced leave schedule.

The leave available under subparagraphs (c) and (d) of this policy or the leave to care for a covered servicemember under this policy may be taken intermittently or on a reduced leave schedule when medically necessary. The Child Nutrition Program requires certification of the appropriate health care provider in connection with the use of any intermittent leave or leave on a reduced leave schedule pursuant to the preceding sentence.

The leave available under subparagraph (e) of this policy may be taken intermittently or on a reduced leave schedule.

The Child Nutrition Program reserves the right, in appropriate circumstances, to require an eligible employee to transfer temporarily to an available alternative position that better accommodates the use of intermittent leave or leave on a reduced leave schedule.

LEAVE



Family and Medical Leave (FMLA)	Policy Number	7. D
Effective: July 1, 2019	Page	3 of 3

Pay

For leave available under subparagraph (d) of this policy, the eligible employee will be required to use all available paid sick leave. An exception will be made when an employee is receiving wage-replacement benefits from a Child Nutrition Program insurance plan such as workers compensation or disability; in which case the employee may decline the use of paid sick leave. When all paid sick leave is exhausted, the remainder of the leave available under this policy shall be unpaid.

FMLA leave will run concurrently with all other leave, paid or unpaid, for which an employee is eligible, including workers compensation.

Benefits

During leave available under this policy, the Child Nutrition Program requires that the eligible employee continue to make any necessary employee premium payments in connection with the health plan. Employees may continue voluntary employee paid benefits at their own cost during the leave by paying the premium payments. Details on required employee premium payments are available from the Accounting Department.

Return to Work

An eligible employee returning from leave under subparagraph (d) of this policy is required to obtain and present certification from the employee's health care provider that the employee is able to resume work.

At the end of the FMLA leave, the employee will be reinstated to the same or an equivalent position, with equivalent pay and benefits, to that which the employee held when leave commenced.

The taking of FMLA leave will not result in the loss of any benefit that accrued prior to the start of the employee's leave.

LEAVE



Bereavement Leave	Policy Number	7. E
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Full-time employees are entitled to up to three (3) days of paid bereavement leave to arrange for and attend the funeral of a member of the employee's immediate family, consisting of the employee's parent, spouse, child, brother, sister, grandparent, or spouse's parent. The three (3) days only include the calendar day before the funeral, the calendar day of the funeral, and the calendar day after the funeral. Employees must present a copy of the family member's obituary in order to receive paid bereavement leave.

Part-time and temporary employees are not eligible for paid bereavement leave.

Employees are not entitled to paid bereavement leave if they are concurrently receiving another form of compensation such as worker's compensation or disability benefits. Additionally, employees are not entitled to paid bereavement leave if they do not miss work (*e.g.*, an out-of-state funeral that the employee does not attend or a funeral occurring on non-work days or during an unpaid leave of absence).

Extensions of bereavement leave under extenuating circumstances may be granted by the Director and/or the Human Resources Department.

LEAVE



Jury Duty	Policy Number	7. F
Effective: July 1, 2019	Page	1 of 1

Exempt Employees - The Child Nutrition Program will not make deductions from the salary received by any exempt employee for absences of the employee caused by jury duty or for the purpose of testifying in official proceedings. Any full week absence greater than four (4) weeks will be paid at the discretion of the Child Nutrition Program. However, if an exempt employee is absent for a partial workweek beyond four (4) weeks due to jury duty or for the purpose of testifying in official proceedings, they will receive pay for the entire workweek.

Non-Exempt Employees - If a non-exempt employee is required to be absent from work because of jury duty or for the purpose of testifying in official proceedings, the Child Nutrition Program will pay the employee for the resulting absences at the employee's straight time hourly rate for their regularly scheduled hours per workday. However, any absences greater than four (4) weeks will be paid at the discretion of the Child Nutrition Program.

Any amounts paid by the court for jury duty or for the purpose of testifying in official proceedings for up to four (4) weeks may be retained by the employee. However, in cases where the employee is required to be absent from work because of jury duty or for the purpose of testifying in official proceedings longer than four (4) weeks and this additional absence has been approved by the Child Nutrition Program as paid time, he/she will be required to remit those court payments to the Child Nutrition Program to help offset the employee's pay.

Employees are expected to work as much as their schedule in connection with jury duty or testimony in official proceedings will permit and are expected to advise the Child Nutrition Program once the jury duty or testimony in an official proceeding is complete. Upon such completion, employees are required to report back to work without delay, including reporting back whenever they are excused or released for any particular day.

Employees should contact their Café Manager promptly after receiving notification to appear for jury duty or for testimony at an official proceeding. Employees should promptly provide to the Child Nutrition Program a copy of all appropriate documentation, including a copy of any jury summons, subpoena or other summons to appear at an official proceeding. Employees should also provide to the Child Nutrition Program a copy of the certificate of service or statement of exemption issued by a court upon the conclusion of any jury service.

EXCEPTIONS: This policy does not apply to non-exempt employees who are absent from work for the purpose of testifying in official proceedings if the employee is a party in the proceeding or if the employee testifies for a fee as an expert witness. In such cases, the employee must take leave without pay.

LEAVE



Military Leave	Policy Number	7. G
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The Child Nutrition Program complies with all applicable laws and regulations in connection with military service. Please contact the Human Resources Department with any questions regarding military leave and to apply for military leave.

LEAVE



Unpaid Leave	Policy Number	7. H
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Leave without pay (other than that granted in Policy 7.D (Family and Medical Leave) of this Handbook) can only be authorized by the Director or his/her delegate. Requests for leave without pay must be submitted to the Human Resources Department and approved by the Diocesan Director of Human Resources.

Leave under this policy impacts continued benefit eligibility and must be approved in writing by the Child Nutrition Program. Benefits will be administered in accordance with Diocesan benefit plan documents. If an employee is considered eligible for coverage during leave under this policy, the Child Nutrition Program requires that the employee continue to pay their portion of the premium for all plans in which they are enrolled. If an employee fails to make any premium payments timely, a thirty (30) day grace period will be allowed, after which time cancellation will occur. The Child Nutrition Program and/or employee is responsible for notifying the Diocesan Benefits Office prior to the start of the leave, or on the next business day or as soon as practicable if the leave is due to an emergency. Details on eligibility for coverage and required employee premium payments will be provided to the employee by the Human Resources Department in consultation with the Diocesan Benefits Office.

LEAVE



Non-FMLA Personal Medical Leave of Absence	Policy Number	7.1
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An employee may request up to twelve (12) workweeks of unpaid leave during a “rolling” twelve (12) month period measured backward from the date of any leave usage under this policy if the following circumstance exists:

- (a) the employee’s medical condition makes the employee unable to perform the functions of the position of such employee for five (5) days or more; and
- (b) the employee would not otherwise be entitled to take such leave under Family and Medical Leave Policy of this Handbook.

Decisions to grant or deny leave requests can only be made in writing by the Child Nutrition Program and will be based on business necessity, including but not limited to staffing needs, the reason for the leave, length of service of the employee, and/or the availability of temporary staff. If the employee is a “qualified individual with a disability” under the Americans with Disabilities Act, see also the Americans with Disabilities Act Policy of this Handbook.

Leave under this policy is not available to employees who have exhausted their leave entitlement under the Family and Medical Leave Policy of this Handbook.

Request for Leave

An employee must submit the request for leave to the Child Nutrition Program as far in advance as possible. The Child Nutrition Program requires an employee on leave to periodically report on their status and intent to return to work.

Documentation

The Child Nutrition Program requires that a request for leave be supported by documentation from the employee’s health care provider. In appropriate circumstances, the Child Nutrition Program may also require subsequent documentation. Failure to provide documentation timely upon request may delay the approval or continuation of the leave otherwise available under this policy.

Pay

An employee is required to use all available paid sick leave concurrently with the leave of absence under this policy. An exception will be made when an employee is receiving wage-replacement benefits from a Diocesan insurance plan such as workers compensation or disability, in which case the employee may decline the use of accrued sick leave. When all accrued sick leave is exhausted, the remainder of the leave under this policy shall be unpaid.

Paid sick leave does not accrue during unpaid leave under this policy.

Leave under this policy will run concurrently with all other leave, paid or unpaid, for which an employee is eligible, including workers compensation.

LEAVE



Non-FMLA Personal Medical Leave of Absence	Policy Number	7.1
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Benefits

Leave under this policy impacts continued benefit eligibility and must be approved in writing by the Child Nutrition Program. Benefits will be administered in accordance with Diocesan benefit plan documents. During leave under this policy, the Child Nutrition Program requires that the employee continue to pay their portion of the premium for all plans in which they are enrolled. If an employee fails to make any premium payments timely, a thirty (30) day grace period will be allowed, after which time cancellation will occur. The Child Nutrition Program and/or employee is responsible for notifying the Diocesan Benefits Office prior to the start of the leave, or on the next business day or as soon as practicable if the leave is due to an emergency. Details on eligibility for coverage and required employee premium payments will be provided to the employee by the Human Resources Department in consultation with the Diocesan Benefits Office.

Return to Work

An employee returning from leave is required to obtain and present documentation from the employee's health care provider that the employee is able to resume work.

Employees who do not return to work at the end of the leave will be considered to have voluntarily resigned. If an employee is not able to return to work at the end of the leave, it is the employee's responsibility to notify the Child Nutrition Program. If the employee is not able to return to work at the end of the leave, the Child Nutrition Program will refer to the Americans with Disabilities Act Policy of this Handbook to determine whether additional unpaid leave can be accommodated. Employees who are non-communicative and/or unresponsive will be considered to have voluntarily resigned.

BENEFITS



Benefits Program Disclaimer	Policy Number	8. A
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Benefits provided to employees are an important part of their total compensation package. It is important that employees understand the benefits that they are eligible to receive. It is also important that benefits be administered fairly and consistently among employees.

It is the policy of the Child Nutrition Program to provide a comprehensive benefit program for all eligible employees. Details of benefit plans are contained in separate summary plan descriptions and the plan documents. All benefit plans are governed by the corresponding plan documents. In case of any discrepancy between the actual plan documents, this Handbook, the Diocesan Lay Employee Benefit Guide and any other illustrative benefit information, the actual plan documents will prevail.

Additional information regarding the Child Nutrition Program benefit plans can be obtained from the Diocesan Benefits Office. The Child Nutrition Program reserves the right to amend or terminate any of these voluntary programs at any time at its discretion. Employees will be provided information regarding any changes to benefits.



BENEFITS

Employee Group Insurance and Retirement Plans	Policy Number	8. B
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The Child Nutrition Program provides a comprehensive benefit program that is designed and maintained exclusively for the benefit of its employees. Employees must work thirty (30) hours per week or more to be eligible to participate in Child Nutrition Program benefit plans.

The Child Nutrition Program's group insurance and retirement plans include:

- Health Insurance
- Voluntary Dental Insurance*
- Voluntary Vision Insurance
- Premium Only Option Cafeteria Plan*
- Basic Life Insurance and Accidental Death & Dismemberment*
- Voluntary Life Insurance*
- Voluntary Short-Term Disability Insurance
- Long Term Disability Insurance*
- 401(k) Savings Plan (Retirement)*

The Child Nutrition Program publishes an Annual Lay Employee Benefit Guide that contains descriptions of these and other benefit plans offered to eligible employees. All eligible employees will receive a benefit enrollment packet from the Human Resources Department upon hire.

Please note that all benefit plans are governed by the corresponding plan documents. In case of any discrepancy between the actual plan documents, this Handbook, the Lay Employee Benefit Guide and any other illustrative benefit information, the actual plan documents will prevail. Summary plan descriptions are available online in the Reference Library of myenroll.com or by contacting the Human Resources Department or Diocesan Benefits Office.

* NOTE: Employees with a hire date prior to July 1, 2009 who were enrolled in Child Nutrition Program benefit plans on June 30, 2009 are grandfathered and may be eligible to participate in plans denoted by asterisk below if they work seventeen and one-half (17.5) hours per week or more.

BENEFITS



Patient Protection and Affordable Care Act	Policy Number	8. C
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The Child Nutrition Program complies with all applicable provisions of the Patient Protection and Affordable Care Act (PPACA).

Employees who (based on the facts and circumstances at the start date) are not reasonably expected to work on average at least thirty (30) hours per week will be designated as variable hour employees under the PPACA and notified in writing of this designation.

Employees hired to work for a seasonal job that is not normally offered health insurance (even if working thirty (30) or more hours per week) due to the seasonal nature of the job will be designated as seasonal hour employees under the PPACA and notified in writing of this designation.

Employees designated as variable hour employees and seasonal hour employees must meet all requirements set by the Child Nutrition Program to ensure full compliance with the PPACA, including accurately reporting all hours of service, completing all forms and submitting any other necessary information requested according to established deadlines.

Employees designated as variable hour employees and seasonal hour employees will be notified in writing at the end of each measurement period (as established by the Child Nutrition Program) whether health insurance coverage has been earned under the PPACA for the corresponding stability period. Employees who have earned coverage will be provided a health benefit packet and are required to respond in writing by the established deadline.

Please contact the Diocesan Benefits Office with any questions.

BENEFITS



Benefits During Leaves of Absence	Policy Number	8. D
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Leaves of absence impact continued benefit eligibility and can only be approved in writing by the Child Nutrition Program. For the purposes of benefit eligibility all leaves of absence will run concurrently, including Family and Medical Leave (FMLA), leave for workers compensation injury, non-FMLA personal medical leave of absence, unpaid leave, and any other leaves of absence, regardless of whether the leave is paid or unpaid. An employee is required to use all available paid sick leave concurrently with leaves of absence.

Benefits will be administered in accordance with Diocesan benefit plan documents. During any leave of absence in this Handbook, the Child Nutrition Program requires that the employee continue to pay their portion of the premium for all plans in which they are enrolled. If an employee fails to make any premium payments timely, a thirty (30) day grace period will be allowed, after which time cancellation will occur. The Child Nutrition Program and/or employee is responsible for notifying the Diocesan Benefits Office prior to the start of the leave, or on the next business day or as soon as practicable if the leave is due to an emergency. Details on eligibility for coverage and required employee premium payments will be provided to the employee by the Human Resources Department in consultation with the Diocesan Benefits Office.

BENEFITS



Continuation of Health Coverage Under State Law	Policy Number	8. E
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Employees and their eligible dependents may be able to elect to continue their coverage under the Child Nutrition Program's health plan for up to twelve (12) months when their coverage would otherwise terminate due to the employee's employment termination, death or divorce. The employee will be responsible for the full cost of the premium.

This coverage is available only if the employee and their eligible dependents were continuously insured under the Child Nutrition Program health plan for the three (3) consecutive months prior to the employment termination, death or divorce.

The complete 12 Month State Continuation of Coverage Guidelines are included in the Diocesan Lay Employee Benefit Guide, which is distributed to eligible employees at the time of hire. Please contact the Continuation of Coverage Administrator to request continuation benefits or with any questions regarding this policy.

Please note that continuation of benefits is offered under Louisiana state law. Final determination of continuation of coverage benefits will be determined by the state law, plan documents and interpretation thereof by the plan provider.

BENEFITS



Workers Compensation Insurance	Policy Number	8. F
Effective: July 1, 2019	Page	1 of 2

The Child Nutrition Program is committed to meeting its obligation under the Louisiana Workers' Compensation Law to provide medical, rehabilitation, and wage-replacement benefits to employees who sustain work-related injuries or illnesses. Workers compensation coverage is paid for by the employer and is a no-fault system. Employees may receive assistance from their Café Manager or the Human Resources Department to file a legitimate claim.

Employees should immediately report all work-related illnesses, injuries, or occupational disease exposures, regardless of severity, to their Café Manager. Reporting is not discretionary for either the employee or the Café Manager.

Café Managers are responsible for ensuring that injured employees receive necessary medical attention. Café Managers must work with the employee to complete the Report of Injury Form and notify the Human Resources Department immediately. The Human Resources Department will submit the claim to the insurance carrier.

If an employee's injuries keep him/her out of work more than seven (7) calendar days, the employee may be able to receive wage-replacement benefits that are equal to 66-2/3 of the employee's average weekly rate of pay at the time of injury, up to the maximum established by state law. During the seven (7) day waiting period, employees may elect to cover their absence by using paid sick leave, if available. Once wage-replacement benefits begin, employees cannot supplement benefits with paid sick leave.

For eligible employees, the 12-week leave entitlement under the Family and Medical Leave Act (FMLA) will run concurrently with workers' compensation leave if the employee will have three (3) or more consecutive days of lost time, recurring treatment, or light-duty status, which would require him/her to miss work. If the employee is not entitled to take FMLA leave, he/she is required to request leave under the Non-FMLA Personal Medical Leave of Absence Policy of this Handbook if the employee's medical condition makes the employee unable to perform the functions of the position of such employee for five (5) days or more. Such leave will run concurrently with workers' compensation leave.

Under the Louisiana Workers' Compensation Law, employees cannot use group health plan benefits for work-related injuries or illness.

Filing a fraudulent workers' compensation claim or engaging in fraudulent representation with respect to workers' compensation claims or benefits are serious offenses and could result in disciplinary action, termination of employment, criminal prosecution subject to imprisonment and/or fines.

The Child Nutrition Program does not discriminate or retaliate against employees who have filed legitimate workers' compensation claims.

BENEFITS



Workers Compensation Insurance	Policy Number	8. F
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Leave under this policy impacts continued benefit eligibility and must be approved in writing by the Child Nutrition Program. Benefits will be administered in accordance with Diocesan benefit plan documents. During leave under this policy, the Child Nutrition Program requires that the employee continue to pay their portion of the premium for all plans in which they are enrolled. If an employee fails to make any premium payments timely, a thirty (30) day grace period will be allowed, after which time cancellation will occur. The Child Nutrition Program and/or employee is responsible for notifying the Diocesan Benefits Office prior to the start of the leave, or on the next business day or as soon as practicable if the leave is due to an emergency. Details on eligibility for coverage and required employee premium payments will be provided to the employee by the Human Resources Department in consultation with the Diocesan Benefits Office.

BENEFITS



Social Security and Medicare Insurance	Policy Number	8. G
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Social Security provides retirement, disability, death, and survivor's benefits. It is a work-related program; to qualify, individuals must work long enough and must earn enough to accrue a specified number of "quarters" of coverage (generally 40 quarters) which takes at least ten (10) years. Social Security tax is calculated as a set percentage of salary up to a yearly maximum. Tax must be deducted from employees' regular pay until the taxable wage base is reached and the employer matches the employees' contributions. Employees who continue to work while they are receiving Social Security payments must also pay into it.

Medicare is also covered under Social Security. The Medicare component is not dependent on one's income or ability to pay. All individuals are eligible for Medicare benefits at age 65, whether they are retired or not. However, if an employer provides health insurance benefits, by law the employer's plan must be the primary health-care plan for active employees who are age 65 or older.

BENEFITS



Severance Pay	Policy Number	8. H
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The Child Nutrition Program does not offer a severance pay program.

BENEFITS



Unemployment Compensation	Policy Number	8. I
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The Child Nutrition Program **does not carry** unemployment insurance; therefore, employees are not eligible for and cannot collect unemployment compensation at this time.

FACILITIES



Emergency Closure	Policy Number	9. A
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When the school has been declared temporarily closed by the Principal, Superintendent, or Vicar General/Moderator of the Curia or his delegate due to severe weather, natural disaster or other emergencies, employees may be reassigned to another school until their assigned school reopens.

All employees are responsible for ensuring that the Human Resources Department and their Cafe Manager have their current home telephone number and cell phone number for the purpose of notifications under this policy. Employees are responsible for monitoring their phone calls and reporting promptly back to work when notification of the school reopening is issued.

Non-Exempt Employees:

If non-exempt employees are not able to be reassigned to another school, the time off will be unpaid.

If the school has **NOT** been declared closed due to severe weather, natural disaster or other emergency but a non-exempt employee is unable to travel to work or cannot attend for personal reasons, any time off will be unpaid. Employees are responsible for notifying their Café Manager of their absence according to Policy 4.C (Attendance and Notification of Absence) of this Handbook.

Exempt Employees:

If exempt employees are not able to be reassigned to another school because all schools are closed, the time off will be paid.

If the school has **NOT** been declared closed due to severe weather, natural disaster or other emergency but an exempt employee is unable to travel to work or cannot attend for personal reasons, any time off will be unpaid. Employees are responsible for notifying their Café Manager of their absence according to Policy 4.C (Attendance and Notification of Absence) of this Handbook.

FACILITIES



Emergency Management Procedures	Policy Number	9. B
Effective: July 1, 2019	Page	1 of 1

Each school should have an Emergency Management Procedures Manual in the school office. The Café Manager should get a copy of the school's manual and keep it in their office. The manual has emergency contact information and procedures on how to respond in the event of fire, weather-related events, medical crises, campus lockdown and other emergencies. All employees should familiarize themselves with the manual's location and contents for quick reference in an emergency.

In case of a natural disaster, the USDA will inform the Central Office and will provide procedures for the releasement of food. The Central Office will send the procedures to Café Manager(s).

Please direct all questions regarding the manual or emergency procedures to the school.

FACILITIES



Security	Policy Number	9. C
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All café staff must adhere to the safety rules designated by their assigned schools.

When vendors and/or delivery personnel are present to make a delivery, they may enter through the back door of the café. A Child Nutrition Program staff member must be present to accompany them and to check in equipment, supplies or groceries. Vendors and/or delivery personnel must never be left alone on school property.

Café staff may exit back door to discard trash, but the back door **MUST REMAIN LOCKED AT ALL TIMES.**

FACILITIES



Visitor Policy	Policy Number	9. D
Effective: July 1, 2019	Page	1 of 1

Since the café is the central hub for many students, parents and services, a number of visitors enter and exit the building on a daily basis, such as other Child Nutrition Program and Diocesan employees. To provide for the safety and security of employees and facilities, all the visitors must report to the school office and sign in. Each school has a set of safety standards to protect employees and safeguard staff members in the workplace. You must follow your school's visitor policy.

Visitors who are to be on campus must adhere to the same policies/procedures each day of their visit; the sponsoring employee must notify the school principal and receptionist.

Procedure:

1. Café employee expecting a visitor must notify the school office.
2. All visitors must follow school policy. All visitors must identify themselves before being granted access to the school campus.
3. All visitors are required to sign in and out in the school office and wear an issued visitors badge at all times.
4. Café employees may be responsible for receiving and escorting the visitor to and from the school office.
5. Unannounced visitors are required to identify themselves, the purpose of their visit and are to report to school office to sign in and out. Café employees are not allowed to meet unauthorized people at their cars during the workday.

Before/After Hours Access:

Visitors are prohibited from entering the café before and/or after normal business hours, with the exception of Child Nutrition Program authorization.

1. These visitors must adhere to these same policies and procedures.
2. An authorized employee must receive visitors and is responsible for each visitor signing in/signing out and escorting each out of the building.
3. An authorized employee must accompany visitors at all times; visitors are not allowed to freely walk around the building.
4. An authorized employee must notify the Central Office, school principal and receptionist of all meetings scheduled outside normal operating hours prior to the meeting.

A visitor may not sponsor another visitor without approval from the person they are visiting.

All employees are responsible for adherence to this policy; failure to do so may result in disciplinary action up to and including termination.

FACILITIES



Parking	Policy Number	9. E
Effective: July 1, 2019	Page	1 of 1

Employee parking is provided. Employees should keep their vehicles locked at all times while parked on the premises. Employees are to observe the speed limit on campus and watch for pedestrians. The Child Nutrition Program is not responsible or liable for any losses or damages incurred by individuals using the parking facilities.

Each school has a designated parking area for Child Nutrition Program staff. Please check with the Café Manager or Principal for parking information. Employees should never park in spaces reserved for visitors or in school bus areas.

FACILITIES



Smoking	Policy Number	9. F
Effective: July 1, 2019	Page	1 of 1

The Child Nutrition Program is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. We recognize the effects of tobacco smoke and the health hazards of second hand smoke. Implementing a smoke-free workplace eliminates potential exposure and contributes to a healthier work environment and healthier employees.

State law prohibits smoking indoors. Therefore, all buildings on campus and employer-owned vehicles are smoke-free. State law defines smoking as "inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, e-cigarettes, vaping, cigars, pipe tobacco, and any other lighted combustible plant material." This policy applies to employees, visitors, and volunteers.

Employees are allowed to smoke only during approved specific break time and only in designated smoking areas at the school; if smoking is allowed on the school campus. Please check with the school office for designated smoking areas. If the school campus is smoke-free, all Child Nutrition Program staff must adhere to the school policy. Employees who violate this policy will be subject to disciplinary action.

FACILITIES



Equipment	Policy Number	9. G
Effective: July 1, 2019	Page	1 of 1

Care of Equipment and Supplies

All employees are expected to take care of all equipment and supplies provided to them. Employees are responsible to maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of these materials to their Café Manager.

Neglect, theft and/or destruction of these materials are grounds for disciplinary action, up to and including termination.

Equipment Usage

All café equipment is to be used for the preparation of meals served to students. Neither Child Nutrition Program employees nor anyone else is allowed to use the equipment for personal use, to cook personal meals, to prepare food for home, catering, or other personal use. This is not acceptable or allowable and will result in disciplinary action.

Inventory of Equipment

Equipment lists shall be kept up-to-date with the following information: Model and Serial Number, Purchase Date, and Date and Cost of Repairs. Inventory of all equipment and utensils shall be updated annually.

Equipment Repairs

Any repairs over \$300 must be approved by the Director. It is the responsibility of the Café Manager to notify the Central Office of needed repairs. Work report orders are scanned to the Accounts Payable Department.

Cooler/Freezer Temperatures

Café Managers must login into www.webstorage-service.com to monitor Cooler/Freezer temperatures. Cooler temperatures should be at or below forty (40) degrees Fahrenheit. Freezer temperatures should be zero (0) degrees Fahrenheit. Temperatures should be checked daily throughout the year. In the event of any loss of electricity, keep all Cooler/Freezer doors closed and report the matter to the Director and the Central Office.

OTHER REQUIREMENTS



Miscellaneous	Policy Number	10. 1
Effective: July 1, 2019	Page	1 of 2

Food Allergies

When a Café Manager has been made aware of a food allergy, he/she must provide the parent with a copy of the Louisiana Department of Education School Food Service Diet Prescription Form. Once the Café Manager receives the completed form, the child's computer account should be flagged for their allergen(s). A copy of the completed form must be sent to the Central Office. Special food request for a child must be accompanied with a doctor's protocol and must be made directly to the Central Office.

Monthly Reports

All monthly reports must be submitted to the Central Office on the scheduled dates as shown on your calendar. There shall be no exceptions.

Child Nutrition Program Meetings

Meetings will be determined by the Central Office and posted to the Child Nutrition Program calendar and website. Notifications of any meetings or date changes will be sent via email.

It is **mandatory** that Café Managers attend the monthly scheduled meetings; these meetings are very important. If an emergency arises and you cannot attend a meeting, please notify the Director so important information can be sent to you. Café Managers are responsible for informing their café staff of current Child Nutrition Program regulations and information that concerns them. Café Manager meetings are pre-scheduled; therefore, personal appointments should be scheduled around them.

Child Nutrition Program Calendar

All meeting and important Child Nutrition Program related dates are listed on the Child Nutrition Program calendar. Café Managers are to post the calendar on the café bulletin board. Child Nutrition Program personnel should check the calendar daily for meeting dates, etc. The monthly calendars will be posted on the Child Nutrition Program website under "Manager Resources".

Bank Deposits

Counting of lunch money will be done by two individuals to ensure accountability and accuracy. This is the responsibility of the Café Managers and the clerk to oversee accountability is ensured. Café Managers (or clerks who are designated to this task) are to make daily deposits using numbered non-tampered bank bags provided by the Central Office. Night deposits are not to be made for any reason.

OTHER REQUIREMENTS



Miscellaneous	Policy Number	10. 1
Effective: July 1, 2019	Page	2 of 2

Food Orders

Food orders are done electronically using the Child Nutrition Program computer and software at the assigned school. If the school's participation increases or decreases by fifty (50) students, please notify the Central Office immediately so adjustments may be made. Café Managers are to check their food inventory against their menus and recipes to make sure they have food at least two (2) weeks before the day it is to be used. Before placing an order, please check the inventory system to see if another café may have enough of what you need. You must also notify the Purchasing Department if your school calendar changes so proper notification can be sent to vendors for deliveries.

Receiving Orders

A Child Nutrition Program employee must check in the order brought by the vendor. All orders must be signed by the person who checks in the food or merchandise. Please notify the Purchasing Department if your order is incorrect, incomplete, the price is different, or an item has been substituted.



Acknowledgement and Receipt of Café Employee Handbook

This Café Employee Handbook (hereinafter referred to as the “Handbook”) describes important information about the Child Nutrition Program. I understand that I should consult the Human Resources Department or my Café Manager regarding any questions.

I have entered into my employment relationship with the Child Nutrition Program voluntarily and acknowledge that there is no specified length of employment. Either I or the Child Nutrition Program can terminate our relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described in the Handbook are subject to change, I acknowledge that revisions to the Handbook may occur, except to the Child Nutrition Program’s policy of employment-at-will. While it is the Child Nutrition Program’s intent to implement changes through official notices, I understand that revised information may supersede, modify, or eliminate existing policies. Only the Child Nutrition Program has the authority, regardless of how communicated, to adopt any revisions to the policies in the Handbook.

Because the policies in the Handbook may be revised and edited at any time, and due to the costs of maintaining and updating the paper copy, the Handbook is posted in an electronic format by the Child Nutrition Program at www.cnpbr.org under “Documents”. The electronic version will be regarded by the Child Nutrition Program as the official and most current version of the Handbook in the event of a conflict between the paper and electronic version. Employees are responsible for verifying and monitoring any changes, revisions and additions to the Handbook through the electronic format.

I acknowledge that the Handbook is neither a contract of employment, nor a legal document. I have received the Handbook and I understand that it is my responsibility to read and comply with the policies contained in the Handbook and any revisions made.

Employee Signature

Date

Employee Name (Printed)

Café Manager Signature

Date

Café Manager Name (Printed)

Human Resources Signature

Date

Human Resources Name (Printed)