

8.3 Longevity will be paid on the payday prior to Christmas as follows after completion of:

8 years	\$250.00
10 years	\$300.00
15 years	\$550.00
20 years	\$600.00
30 years	\$700.00

8.4 Longevity pay shall be paid by separate check.

Article IX Grievance Procedure

9.1 For the purpose of this Agreement, a grievance is defined as an allegation that the Administration has violated or is violating the express provisions of this Agreement. Employees may initiate grievances only in the following manner.

Step 1. An effort shall be made to resolve the grievance through informal discussion with the appropriate supervisor. If still unresolved, the grievance may be filed in writing with the appropriate supervisor, provided such shall be filed no later than ten (10) days following the event or action giving rise to the grievance. If requested by the appropriate supervisor, the grievant shall meet to discuss the grievance. A written answer to the grievance shall be given to the grievant no later than seven (7) days following the meeting or the submission of the grievance, whichever shall be the latter.

Step 2. If the grievance is not settled satisfactorily as provided in Step 1, specific nature of the grievance shall be referred in writing to the appropriate supervisor, or designee, within ten (10) days after the appropriate supervisor's answer in Step 1. The written statement of the grievance shall be signed by the aggrieved employee(s) and shall include a statement of the provision(s) of the Agreement alleged to be involved and of the relief requested. The appropriate supervisor or designee shall schedule a conference with the aggrieved employee and his Union representative within five (5) days of the appeal to Step 2 and shall answer the grievance in writing within five (5) days after the conference.

Step 3. If the grievance is not settled in Step 2 and the Union desires to

appeal, the Union shall appeal in writing to the Administration within ten (10) days of the date of the Step 2 answer, or designee shall investigate and answer within seven (7) days.

Step 4. In the event the determination of the Administration is not satisfactory, the Union may appeal the grievance in writing to the Board within ten (10) days after such determination.

Step 5. Arbitration - If the grievance is not settled in Step 4, the Union may appeal the grievance to final and binding arbitration by giving written notice of its desire to arbitrate. The parties shall jointly request an arbitrator by letter to the Federal Mediation and Conciliation Services (FMCS) which shall supply a panel of arbitrators and otherwise serve as the administrator of the proceedings. The Arbitrator's opinion shall be based solely upon his interpretation of the meaning or application of the terms of the Agreement to the facts of the grievance presented. The recommendation and decision of the Arbitrator shall be binding. The expense of the Arbitrator, including his fee, shall be shared equally by the Board and the Union.

As used in this Article, "days" shall mean working days. A grievance must be filed and appealed within the time limits set forth above, or the grievance shall be considered settled on the basis of the last answer given. If a Board representative fails to answer a grievance within the time limits provided at a particular step (unless such limits are extended by agreement in writing), the Union may appeal the grievance to the next step within the time limits for appeal from the particular step.

- 9.2 Each employee shall have access, upon reasonable request thereof, to any records affecting his/her employment, except for confidential recommendations and reports of personnel references.
- 9.3 The union or school district may ask the Illinois Department of Labor for an advisory mediation opinion at the step prior to submission of a grievance to the Board of Education for final review.
- 9.4 The channel of communications to the Board of Education shall always be through the Superintendent. As employees of the Board of Education, cafeteria employees shall be entitled to communicate with the Board at any time either directly by appointment arranged by the Superintendent or indirectly through the Superintendent. Cafeteria employees shall be entitled to such appointments upon request through the Superintendent.

- 9.5 It shall be the responsibility of the cafeteria manager to bring to the attention of any cafeteria employee deficiencies in said employees work program or performance of assigned work and, in writing, make a record of such conference. One copy of said record to be provided to said employee.

Article X
The Responsibility of a School Employee

- 10.1 The Employer and the Union are agreed that the employees covered by this Agreement make an invaluable contribution to the school system. The Employer depends upon the cafeteria to insure the quality of food and health. To this end, exemplary conduct of the employees help make progress possible and the program a success.
- 10.2 Cafeteria employees should:
- A. Carefully follow assigned duties and work schedule.
 - B. Use supplies, property and equipment only for school purposes.
 - C. Regulate personal affairs and finances so as to reflect credit upon the employees and the School District.
 - D. Conduct himself/herself, on and off the job, in a manner that reflects pride in the school district and in co-employees.
 - E. Recognize the job as a truly public service.
 - F. Limit outside work and activities so as not to interfere with the best possible performance on the job.
 - G. Remind him/herself at all times that actions and behavior are influential to growing boys and girls and, therefore, to maintain personal conduct above reproach.
 - H. Maintain personal hygiene along with clean uniforms and aprons.
- 10.3 Absence: Employees may not be absent from duty during hours of employment except with the consent of the cafeteria manager or his/her designee.
- 10.4 When an employee is ill or knows she will be absent, the employee must call her supervisor's office and report the anticipated absence as soon as possible. If the call is made after office hours, the employee must call their supervisor's telephone. Failure to do this may result in disciplinary actions. Employees will contact their supervisor at least one hour before the