

ADMINISTRATIVE GUIDELINES CORRECTIVE ACTION POINT SYSTEM

Food Service

New Final 08/22/11

The following applies to all food service staff and all probationary employees, including permanent substitutes, and substitutes.

| TYPE OF ABSENCE | POINT SYSTEM |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Leave of absence under section 4.1 <i>Accrued Leave</i> With accrued leave & without medical statement Over 5 days for full-time FS employee | 1 Point for each day/shift absence .5 Point for each ½ day/shift absence |
| Leave of absence under section 4.21 <i>General Leave</i> Leave not covered under section 4.1 Or accrued leave days are not available Example: All accrued leave days under section 4.1 are already used. Accrued Leave days were not given prior approval and time was denied. | 2 Points for each day/shift absence 1 Point for each ½ day/shift absence |
| Failure to notify supervisor or designee of absence within 1 hour of scheduled start time (You must speak with supervisor – voicemail is not sufficient) | 4 Points for each day/shift absence 2 Points for each ½ day/shift absence |

| TYPES OF TARDINESS | POINT SYSTEM |
|--------------------------------------------------------|---------------------------------------------------------------------------|
| With notification to supervisor or designee | .5 Point for each tardy or early leave for each ½ hour |
| Without notification to supervisor or designee | 1 Point for each tardy or early leave for each ½ hour or fraction thereof |
| Not in kitchen, ready to work at designated start time | .5 Point for each occurring instance |

| TIME CLOCK | POINT SYSTEM |
|--------------------------------------------------------------------|------------------------------|
| Failure to punch in or out on time clock | .5 Point for each failure |
| Failure to punch in or out on Meal Magic for breaks | .5 Point for each failure |
| Supervisor signed Time Adjustment Sheet due to lost/misplaced card | .5 Point for each occurrence |

Working over scheduled hours without permission from supervisor or designee .5 Points per occurrence

UNIFORMS STANDARDS

POINT SYSTEM

Failure to wear appropriate safety gear (i.e. cut glove, cutting board mats, slip-resistant shoes, hat/hair net, oven mitts, etc.) 1 Point per occurrence

Failure to keep uniform clean and neatly maintained .5 Point per occurrence

Failure to adhere to uniform as defined in "Food Service Administrative Guidelines" .5 Point per occurrence

MISCELLANEOUS VIOLATIONS

POINT SYSTEM

Failure to adhere to Safety Standards, or ServSafe Standards 1 Point per occurrence

Walking off a shift/job while on the clock Immediate Dismissal-Termination

Any violation of misconduct as listed in the Coopersville Area Public Schools Employee Handbook. Verbal Reprimand, Written Reprimand, Discipline, or Termination. (As agreed upon Between supervisor and super-Intendant)

**Point System
Penalties
EFFECTIVE 8/22/11**

School-year employee (For any 10 month period):

- 1 Point..... Verbal discussion with supervisor
- 3 Points..... Written reprimand
- 4 Points..... One-day suspension without pay
- 6 Points..... Three-day suspension without pay
- 8 Points..... Five-day suspension without pay
- 10 or More Points..... Termination