

# Saint Paul Public Schools

## Vision Statement

Imagine every student  
inspired, challenged, and cared for by  
exceptional educators

Imagine your family  
welcomed, respected and valued by  
exceptional schools

Imagine our community  
united, strengthened, and prepared for an  
exceptional future

Saint Paul Public Schools: Where imagination meets destination

## Mission Statement

To provide a premier education for all



# Nutrition Services

## Employee Handbook

### Nutrition Services Vision Statement

To eliminate hunger and provide every child with  
HOPE through exceptional food.



## **Table of Contents**

## **Notes**

Welcome to Nutrition Services	Page 3
Equity Statement	Page 4
Six Pillars of Partnership	Page 5
PBIS	Page 5
Contact Information	Page 6
Evaluation and Probation	Page 7
Reporting for Work	Page 7
Request for Time Off and Call in Procedures	Page 7
Attendance	Page 7 & 8
School Start Up	Page 8
Blackout Period	Page 8
Sick Leave	Page 8
Responsibility for Reporting Illness	Page 9
Leave of Absence	Page 9
First Report of Injury	Page 10
Emergency School Closing Procedure	Page 10
Uniforms - Proper Work Attire	Page 11
Personal Hygiene	Page 12
Meals for Employees	Page 13
Email Accounts	Page 14
Transfer to a Different School	Page 14
Out-of-Title Opportunities	Page 14
Nutrition Services Core Values/Mission	Page 15
Minnesota School Nutrition Association	Page 15
Notes	Page 16
SPPS Vision/Mission Statement	Page 20

## Notes

### **Dear Nutrition Services Team Member:**

**Welcome to Nutrition Services!** You play an important role in the education and achievement of students. You are joining a department that has earned a national reputation for creative and healthy meals. You can take pride in knowing we offer a number of homemade foods, a variety of fresh fruits and vegetables, delicious whole grains, and ethnically diverse menus that reflect our students' rich backgrounds.

Above all, I ask you to be responsible for safe food handling and sanitation practices at all times. Our students, parents, staff and customers must be confident that they will never be made ill from our food. In order to achieve this goal, we are guided by the United States Department of Agriculture (USDA) Food Code, local state and city rules, our Hazard Analysis Critical Control-Based Plan (HACCP), and Food Safety Procedures.

As you prepare for your work day, please remember you make a difference in each day of student learning by providing great customer service. We all know how it feels to be greeted by name, receive a smile, or hear kind words. So, please, take the time to respectfully greet our students, school staff, and your co-workers.

This handbook was developed to help you succeed in your role. We included information that will answer most frequently asked questions. Please feel free to ask your supervisor, coordinator, or me any questions. We are here to support you.

I am delighted to have you as a member of our team and I look forward to working with you.

Sincerely,

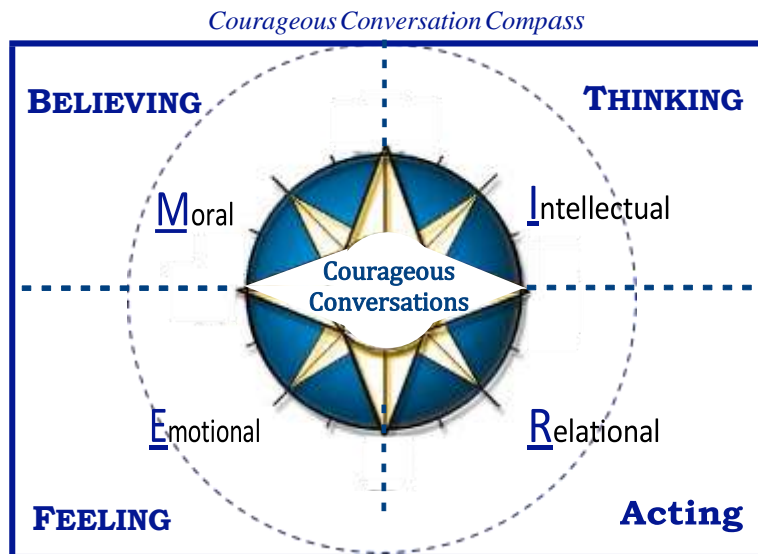
A handwritten signature in black ink that reads "Stacy Koppen, MS, RD". The signature is written in a cursive style with a large, stylized 'S'.

Stacy Koppen, MS, RD, LD, SNS  
Director, Nutrition Services

# Saint Paul Public Schools

Committed to Excellence in  
Equity in Our Schools

Our commitment to excellence in equity is the foundation for the *Strong Schools, Strong Communities Strategic Plan* in the classroom, in school choice and in the assignment of resources. Our plan seeks to transform classrooms, thereby transforming lives, families, neighborhoods and touching our entire community.



## Notes

## Six Pillars of Partnership

1. We build and maintain a positive and respectful work environment.
2. We communicate openly, honestly, directly and respectfully at all times.
3. We are change agents who strive to be innovative, empathetic, and responsible.
4. We collaborate, share multiple perspectives, and support each other publicly.
5. We are committed to the children of Saint Paul and their achievement.
6. We enjoy our work and each other.

*The Six Pillars of Partnership represent our collective identity. These statements describe Saint Paul Public Schools Nutrition Services' values, priorities, and expectations. Our pillars support an intentional, positive, and respectful culture in our workplace.*

## Positive Behavior Intervention and Support

PBIS is a process for teaching children appropriate behavior and providing the support necessary to sustain that behavior.

PBIS is a framework for schools to create and sustain positive, effective and culturally inclusive environments that support academic and social success for all students.

All cafeteria staff are responsible for knowing their schools 3-5 positive behavior expectations and how these expectations are to be modeled in the cafeteria. These are often centered around respect, responsibility, and safety.

Example	CAFETERIA EXPECTATIONS
<b>BE RESPECTFUL</b>	- Clean up after yourself - Use inside voice
<b>BE RESPONSIBLE</b>	- Raise hand if you need something - Get what you need in line - Sort trash correctly
<b>BE SAFE</b>	- Stay in your seat until dismissed - Enter in line and sit in assigned space

## Contact Information

Nutrition Services	Office Main	651-603-4950
	Fax	651-293-5322
	Website	spps.org/nutrition
Nutrition Center	Office Main	651-603-4960
	Fax	651-293-5284
Payroll	Office	651-767-8243
	Website	spps.org/payroll
Human Resources	Nicole Park Coppage	651-592-2153
	Benefits	651-767-8200
	Benefits Fax	651-665-0269
	Website	spps.org/benefits
Teamster Local #320	Union Rep.: Josh Loahr	952-797-3364
Office of Security and Emergency Management (24/7)		651-744-1191
MN School Nutrition Association (MSNA) St. Paul Chapter #32	Website	651-603-4950 mnsna.org

## Your Contact Information

School Name & Address: \_\_\_\_\_

School Office Phone: \_\_\_\_\_ Kitchen Phone: \_\_\_\_\_

Cafeteria Supervisor Name: \_\_\_\_\_

Supervisor Home/Cell Phone: \_\_\_\_\_

Coordinator Name: \_\_\_\_\_

Coordinator Cell Phone: \_\_\_\_\_

## Nutrition Services Core Values

Respect, Stewardship, Compassion, Accountability,  
Courage, Quality, Integrity, Growth

## Nutrition Services Mission

1. Create a positive culture through recruitment, hiring and training.
2. Provide dependable access to delicious no-cost meals to all children in Saint Paul.
3. Procure healthy, sustainable, high-quality food and supplies.
4. Nurture relationships with children, parents and community.
5. Support lifelong learning.



## Nutrition Services Vision Statement

To eliminate hunger and provide every child with HOPE (Healthy Options Positive Engagement) through exceptional food.

## Minnesota School Nutrition Association

The mission of MSNA is to provide members opportunities for professional development and build relationships that make a difference in the lives of children.

- All employees eligible to participate.
- Employees are encouraged to join.
- Contact 877-251-2344 to sign up.



## Email Accounts

Your email account is automatically set up. Contact Technology Services at 651-603-4357 for login information. Your Supervisor may help get you connected. You need this account to view your paycheck (<https://ps.spps.org:8143/psp/HRPRDINT/?cmd=login>)

### Computer Log On

Name = eXXXXXX (x=employee number)  
Password = 8+ characters; combination of letters/numbers/symbols Must be changed every 90 days

My computer log on password is: \_\_\_\_\_

### Web-Based Email

Name = first name (space) last name  
Password = 8+ characters; combination of letters/numbers/symbols

My email log on password is: \_\_\_\_\_

### PeopleSoft

To view paycheck  
(<https://ps.spps.org:8143/psp/HRPRDINT/?cmd=login>)  
Name = XXXXXX (x= employee number)  
Password = 8+ characters; combination of upper and lower case letters/numbers/symbols

My paycheck password is: \_\_\_\_\_

## Transfer to a Different School

Requests to transfer to another school are considered on a case-by-case basis. You must be in good standing at your current location in order to be considered for a transfer. Please submit requests to your Coordinator.

## Out-of-Title Opportunities

If you are interested in short-term opportunities to work in a higher job classification, please submit requests to your Coordinator. Be specific about interests, including location and job title(s) preferences. When an opportunity arises, requests will be reviewed.

## Evaluation and Probation

As a new employee to the Saint Paul Public School District, you will be on probation for one (1) year. During that time you will be given two (2) performance evaluations. You must receive overall satisfactory evaluations in order to pass probation. It is very important that you arrive to work on time. Absences are to be kept to a minimum and you must follow the call-in procedure listed below.

This hand-book was designed to give you information and guidance to help you succeed in your role.

## Reporting for Work

Employees shall be at their work site ready for work at the specified time to start work. This includes being in uniform and hands washed. Tardiness may be subject to discipline.

If an employee must leave the job site due to illness or emergency, they must inform their Supervisor before leaving. If Supervisor is not available, inform the Coordinator before leaving.

## Request for Time Off and Call-In Procedures

Employees must submit a request for time off to their Supervisor two (2) weeks in advance. If it is necessary for you to miss work for any reason, you are directed to contact your Supervisor or Coordinator no later than one (1) hour prior to your start time or 7:00 AM, whichever is earliest. Voice mail, texts or emails are not acceptable substitutes for direct contact.

Given the nature of our program and the level of customer service we provide, only a limited number of time off requests will be granted.

## Attendance

Absences are to be kept to a minimum. All employees are required to follow the call-in procedure. Attendance is documented by your Supervisor and reviewed regularly by the Coordinator. Justification is required for all absences. Medical verification is required for any medical absence of three (3) or more consecutive days. In addition, you may be required to submit a doctor's statement or other form of written documentation to your supervisor for any period of absence, regardless of length.

## Attendance (cont.)

Section 4, Article 6 of the contract states: If the employee does not have sufficient accrued leave to use, the leave will be unpaid and each day absent will be unexcused and subject to discipline.

## School Start-Up

Due to operational needs, Nutrition Service Supervisors must be available to work two (2) weeks before the start of school. Nutrition Service Assistants are required to be available to work one (1) week before school starts. Work days will be determined by the Nutrition Services Supervisor at each site.

## Blackout Period

Due to operational needs, no time off will be granted during the two (2) week period after school begins. Other restrictions may also apply for time off depending on operational needs.

## Sick Leave

Any employee who has accumulated sick leave shall be granted leave with pay for illness or injury. See bargaining unit agreement.

Sick leave may be granted for such time as is actually necessary for office visits to health care personnel. Such appointments are to be scheduled to minimize the number of hours missing from work.

### Medical Verification

You are required to provide a signed doctor's certificate for any medical absence of three (3) or more consecutive working days.

In addition, you may be required to submit a doctor's statement to your Supervisor at their discretion for any period of absence due to illness or injury, regardless of length.

For approved absences an employee will be paid only for the number of days or hours for which they would normally have been paid if they had not been on sick leave.

If required documentation is not received, your absence will be considered as unauthorized and will be without pay. You may also be subject to disciplinary procedures.

## Meals for Employees

Saint Paul Public Schools' Nutrition Services Department may provide some food items at no cost to employees considered to be eligible. Eligible adults are defined as employees who spend their entire working hours performing food service tasks (cooks, dishwasher, cashiers, etc.) and individuals such as secretaries, custodians, etc., who spend more than 50% of their normal workday performing food service-related tasks.

All other adults are considered non-eligible and must purchase meals.

### Guidelines:

- Eligible employees may have an adult breakfast if on duty during breakfast service. Meal is to be picked up and consumed during employee's break.
- Eligible employees may have an adult lunch if on duty during lunch service. Meal is to be picked up and consumed during employee's break.
- Employee meals are not to be given away to others.
- No food/beverages are to be consumed in the food production, storage, or sanitation areas of any kitchen.
- All purchased food and supplies and USDA-donated food is property of the Nutrition Services Department and is not to be taken from school, truck, Nutrition Center, or other locations where Nutrition Services is operating. Leftovers should be carefully refrigerated or frozen, returned, or discarded as policy dictates.
- Food supplies misused or taken from school, truck, Nutrition Center, or other locations where Nutrition Services is operating is not allowed. Failure to follow this policy is grounds for disciplinary action up to and including termination of employment.





## Personal Hygiene

Employees working in direct contact with food, food-contact surfaces, and food packaging materials must follow hygienic practices while on duty to the extent necessary to protect against contamination of food.

- Maintain personal cleanliness, including clean hair.
- Remove jewelry prior to preparing or serving food, or while working in food preparation areas. Remove all rings (except for plain wedding band), bracelets, earrings, necklaces, and facial jewelry (nose rings, etc.).
- Medical information bracelets may be worn around the neck or in pocket.
- Pins and other adornments on uniforms or badges not allowed.
- Badges must be worn with name visible and securely fastened to uniform.
- Wash hands according to procedures.
- Do not wipe hands on apron.
- Fingernails must be cut short. Nail polish or false fingernails are not allowed.
- False eyelashes are not allowed.
- Avoid scented products like perfume, aftershave, hairspray, etc.
- Use gloves when preparing or serving ready-to-eat food that cannot be handled with utensils.
- Cover all cuts and sores on hands with clean bandages. Must wear gloves at all times to prevent bandages from falling off.
- SPPS is a Tobacco-Free Environment. Smoking or use of tobacco products is prohibited on district property per Saint Paul Public Schools Policy 414.00 Tobacco-Free Environment. E-cigarettes are not allowed.
- Chewing gum, eating, or drinking not allowed while preparing or serving food, or in areas used to clean utensils and equipment.
- Water bottles permitted only in designated areas.
- Cell phones and Apple watches are not permitted in food preparation or service areas. This applies to all NS staff. All staff should direct phone calls to their kitchen phone line. School offices are the secondary point of contact.
- All personal items including: medications, cell phones, purses, car keys, extra clothing, etc. should be stored during work hours, and it is the employee's responsibility to use reasonable judgement (i.e. bring a pad lock) as SPPS is not responsible for theft or damage.

## Responsibility for Reporting Illness

You must report incidents of diarrhea, vomiting, or jaundice (yellow skin or eye color) to your Supervisor. You must report to your Supervisor if you have an open, infected wound to take precautions to prevent food contamination.

You may not work with food if you have infectious diarrhea or vomiting. If you have been told you have E Coli O157:H7, salmonella, shigella or Hepatitis A, you must report the infection to your Supervisor. Because infections that cause diarrhea or vomiting can be transmitted from food workers to customers, you may be temporarily given assignments that do not put customers at risk.

## Leave of Absence

Employees requesting to be absent from work must follow the Nutrition Services Department procedures, Civil Service Rules and the employee's Labor Agreement. Failure to follow procedures may result in disciplinary action up to and including termination of employment.

### Types of Leaves

1. Personal Leave
2. Short Term Leaves or Vacation (if available)
3. Long Term Leaves, Medical and Other
4. Military Leave
5. Jury/Witness Leave
6. Leave under Family and Medical Leave Act (FMLA)

### Personal Leave

Employees in the Minnesota Teamster Local #320 may use up to four (4) sick days per school year for personal leave. Personal leave may be taken for any reason. If personal leave is used for non-emergency reasons, the employee must submit a request to the immediate Supervisor ten (10) working days in advance of use.

**Approval of personal leave is subject to approval and the ability of the employer to cover work responsibilities.** Personal leave may also be taken on non-school days through the end of the school year.

For any other leave, please contact Human Resources at 651-767-8210

## First Report of Injury

If an employee is injured on duty, follow the procedure:

1. Call 911, if necessary.
2. Notify Supervisor immediately.
3. Supervisor completes First Report of Injury form within 24 hours and emails to [Cari.Morgan@spps.org](mailto:Cari.Morgan@spps.org) at Facility Department. Coordinator fills out FROI for Supervisors.
4. Seek physicians care if necessary.
5. If time is lost as a result of the injury, employee should mark in the comment column of their timesheet "Injury on Duty". Employees must call Supervisor if unable to work and give an expected return to work date based on physician's evaluation.
6. When returning to work, employee must bring a workability report to supervisor. If employee has restrictions, follow Human Resources procedures. Employee will not be able to return to work until an evaluation is done to determine if restrictions can be accommodated.

## Emergency School Closing Procedure

The Superintendent may close schools due to severe weather. Announcements about school closings will be posted to [spps.org](http://spps.org) and will be broadcast on local radio and television news. You can also download the MySPPS App for iPhone or Android phones to receive school closing notifications.

If there has been no announcement of school closures, you may contact your Supervisor with questions. You are required to report to work if school is not canceled. If you do not report to work, you must report your absence to your Supervisor. Please refer to SPPS Winter Weather Plan (<http://www.spps.org/winter>) for more information.

## Uniforms - Proper Work Attire

The employee is responsible to launder and keep their uniform in good repair. The pieces of the uniform are:

### Chef-Coat

- Only District-approved chef coats may be worn.
- Long-sleeved shirts may be worn under chef coat, as long as sleeves can be rolled up and remain that way.
- School logo t-shirts may be worn on Fridays.

### Pants/Shorts/Skirts

- Trouser-type pants, knee-length shorts or skirts are approved.
- Must be a solid neutral color (black, brown, tan, khaki, navy blue, white or grey).
- Sweatpants, denim and leggings are not allowed.

### Shoes

- Clean, closed-toe shoes with a non-slip sole must be worn.
- Must be a solid neutral color.
- Shoes made with canvas or mesh, sandals and clogs are not allowed.
- Shoe vouchers are issued by Facilities. See Supervisor for details.

### Aprons

- Only District-approved aprons may be worn.
- Apron must be clean. Change as needed.
- Remove apron when leaving food preparation area for restroom or break.
- Wear disposable apron when working with raw meat products.
- Do not wipe hands on apron.

### Hair Restraints

- Must wear a hair restraint such as hair net, hat, cap, hijab, scarf, or beard net that is effective in keeping hair restrained.
- See Supervisor for details.

### Badges

- Badges must be worn with name visible and securely fastened to uniform.

### Special Events/Exceptions

- See Coordinator/NC Manager for any exceptions to uniform policy.