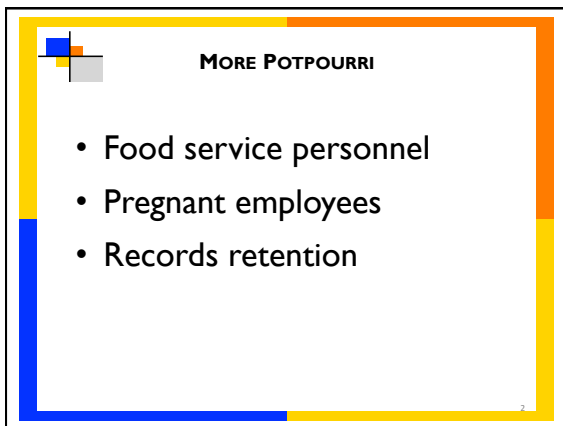




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Friday Session
April 17, 2015

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MORE POTPOURRI

- Food service personnel
- Pregnant employees
- Records retention

2




FOOD SERVICE PERSONNEL

USDA Regulations Effective July 1, 2015

- Healthy, Hunger-Free Kids Act of 2010
- Standards and training

3




FOOD SERVICE PERSONNEL

Food Service Director

- Responsible for the management of the day-to-day operations of school food service for all participating schools in the district
- As opposed to food service managers, who are responsible for the management of the day-to-day operations at a school building

4




FOOD SERVICE PERSONNEL

Food Service Director

- Standards for newly hired
 - ↓2,500 students – HS diploma (or GED) + 3 years nutrition service (NDE may waive if ↓500)
 - 2,500 to 9,999 – Associates w/ nutrition focus + 5 years mgt school nutrition
 - 10,000+ - Bachelors + 5 years mgt school nutrition

5



FOOD SERVICE PERSONNEL

Food Service Director

- Training
 - New hires: 8 hours w/in prior 5 years, or w/in 30 days of hire (12 beg. 7/1/16)
 - 8 hours of annual training for all other directors (12 beg. 7/1/16)

6

FOOD SERVICE PERSONNEL

Other Food Service Staff

- Annual training
 - FS Managers—6 hours (12 beg. 7/1/16)
 - Others who ave. 20 hours/week—4 hours (6 beg. 7/1/16)
 - Others who ave. ↓ 20 hours/week—4 hours
 - Anyone hired after Jan. 1—1/2 must be completed before end of school year
 - NDE discretion to require training w/in 30 days of hire; and to allow carry over of excess hours

7

FOOD SERVICE PERSONNEL

Record Keeping

- 3 years retention
- Annual certification

8

PREGNANT EMPLOYEES

The Trifecta

- EEOC Guidance (7/14/14)
- Young v. UPS (S.Ct. 3/25/15)
- LB 627 (4/13/15)
 - Protected: pregnant, has given birth, or has a related medical condition
 - Nondiscrimination
 - Reasonable accommodations

9

PREGNANT EMPLOYEES

The Trifecta

- Reasonable Accommodations
 - Equipment for sitting
 - More frequent and longer breaks
 - Modify work schedules
 - Temporary transfers to less strenuous work or light-duty
 - Break and facilities for breast-feeding or expressing

10

RECORDS RETENTION

Secretary of State Records Management

- May 2012 E-mail instructional guide
- 6 default retention tags
- See Schedule 124 (communications)

14 Day Delete (14 Days)

6 Month Delete (6 Months)

2 Year Delete (2 Years)

5 Year Delete (5 Years)

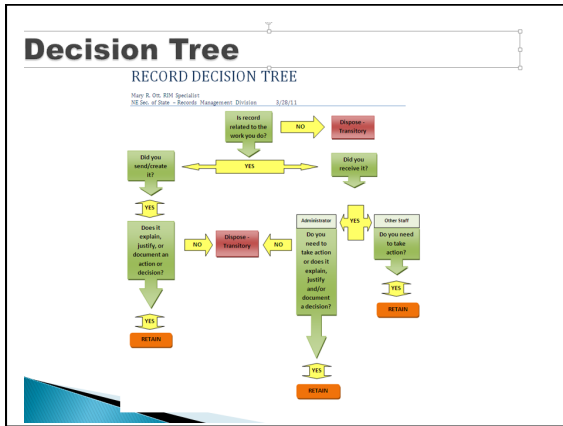
8 Year Delete (8 Years)

HOLD - Event (Never)

11

FROM RECORDS RETENTION PPT

| Email Content | Recommendation |
|--|--|
| List/Serv | NonRecord - No Retention Required |
| Email Response "Hours of Operation" | 14 Days |
| Email Response "Makes Recommendation or Decision" | 2 Years |
| Contract Negotiations | HOLD - Event (Never) (5 Years after End of Contract - Manual Management) |
| Vacation /Sick Leave Request | Received Approval - 5 Years Sent Request - 14 Days |
| Internal Procedure Clarification | 2 Years |
| Policy Development and Decisions | 8 Years |
| Feedback on Reports or Studies | 2 Years |
| Electronic Magazines/Subscriptions | < 6 Months or Less (Value - Professional Interest) |
| Professional Reference Materials - Received or Sent | < 6 Months or Less (Value - Professional Interest) |
| Projects | HOLD - Event (Never) (5 Years after Project Conclusion - Manual Management) |



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14
