

Food Services Division

2022 – 2023 Professional Development Coverage & Timekeeping Instructions

Hours:

- Seniors and Food Service Workers may attend training for up to 5 ½ hours.
- Managers are permitted to work their regularly assigned 8 hours.

Timekeeping:

All staff are required to report their training hours using the FSD Division Time Sheet and the District Timecard provided by the SAA.

Newly hired Seniors and Food Service Workers scheduled to start on 8/12/2022 may attend PD trainings. Please notify Christan Williams at christan.paul@lausd.net if you schedule them to attend. Christan will update the necessary PC assignments.

Sub-Food Service Workers may also attend PD training. No additional documentation is required.

Newly hired managers scheduled to start on 8/12/2022 will have their PC assignments modified automatically to allow them to conduct PD training for their staff. No additional documentation is required.

Time Reporting

SAA's are responsible for time reporting PD training attendance. Training hours will be entered as Regular Time (RG). Please **Do Not** submit additional time forms.

If There is no Manager on Site

The AFSS may assign a Senior Worker to conduct the training or ask the employees to report to another site.

Contact School Site Administrator

Communications will be provided to Local District administrators about PD Training dates. However, since each school will be doing their own training, managers should discuss equipment needs with their principals before the training dates.

Contact Staff

Managers should call their staff to ask them to attend, including substitutes that have been working at their sites. Managers will be paid for the time to contacting their employees if they are not already working.

For any questions regarding training or timekeeping, please contact your orientation trainer or your Area Food Services Supervisor.