

Master Agreement

between

**Independent School District No. 241
Albert Lea, Minnesota**

and the

**American Federation of State, County
and Municipal Employees
AFL-CIO, Local Union 1018 Custodial Employees**

July 1, 2017 through June 30, 2019

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**ARTICLE I
PURPOSE**

Section 1. Parties: This Agreement is entered into between Independent School District No. 241, Albert Lea, Minnesota, hereinafter referred to as the School District, and The American Federation of State, County, and Municipal Employees AFL-CIO Local 1018 hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A. to provide terms and conditions of employment for the custodial employees of the School District.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes The American Federation of State, County, and Municipal Employees AFL-CIO Local Union 1018 as the exclusive representative for the custodial employees employed by the School District which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the School District contained in the appropriate unit as defined in Article III, Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Commissioner of Mediation Services, if any.

Section 3. Discrimination: No discrimination shall be exercised against any employee because of membership in the Union or because of race, creed, sex, color, or political belief.

**ARTICLE III
DEFINITIONS**

Section 1. Terms and Conditions of Employment: The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of P.E.L.R.A.

Section 2. Description of the Appropriate Unit: For purposes of this agreement, the term Custodial Employees shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees including the Facilities and Transportation Manager and the Buildings and Grounds Coordinator, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee's bargaining unit, employees who hold a position of a temporary or

seasonal nature for a period not in excess of 67 working days in any calendar year unless those positions have already been filled in the same calendar year and the cumulative number of days in the same position by all employees exceeds 67 calendar days in that year, and emergency employees.

Section 3. School District: For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: Pursuant to the P.E.L.R.A., the parties recognize that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The parties recognize the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules, and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives, and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the school board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Dues Check Off: Custodians shall be allowed dues check off. Upon receipt of a properly executed authorization card of the custodian involved, the School District will deduct from the custodian's paycheck those dues that the custodian has agreed to pay to the Union during the period provided in said

authorization. An amount equal to 1/24 of such annual dues shall be deducted from each paycheck and shall be remitted to the Union, on a monthly basis, together with a list of names of the custodians from whose pay deductions were made.

Section 2. Fair Share Fee: Any present or future employee who chooses not to become a Union member may be required to contribute a fair share fee for services rendered by the Union. Upon notification by the Union, the Employer shall deduct said fee from the employee's earnings and remit said fee to the Union, on a monthly basis, together with a list of the names of the custodians from whose pay deductions were made. This provision shall remain operative only so long as fair share is specifically required by state law, and will be voided and subject to re-negotiation if the state law is changed.

Section 3. Hold Harmless: The Union agrees to indemnify and hold the Employer harmless against any claim, suit, or judgment brought against the Employer as a result of any action taken by the Employer under the provisions of this Article.

Section 4. Time Off-Union Representatives:

Subd. 1: Any employee elected by the Union to represent such Union at International, State or District meetings, and which requires his/her absence from work duties, shall be granted the necessary time off to attend such meetings, without pay and without discrimination and without loss of seniority rights or any of their rights granted by the employer, provided such absence does not interfere with services to the School District.

Subd. 2: The employer shall grant a leave of absence, without pay, for a bargaining unit employee for the purpose of service as an AFSCME organizer or for lost-time work. The Employer shall make COBRA available for health care plan continuation for such employees on Union leave who make a request in writing. An employee requesting such leave must provide a minimum of four (4) weeks' notice. Such Union leave is limited to no more than one employee at any one time and to no more than a total of three months leave over the term of this Agreement. This provision shall not apply to Closed classifications. A leave for Union organizing or lost-time may be extended by mutual agreement.

Section 5. Access to Premises: Representatives of the Union shall have access to the premises of the District at reasonable times and subject to reasonable rules to investigate grievance and other problems with which they are concerned.

Section 6. Bulletin Boards: The Union shall be permitted to use the bulletin boards in appropriate locations for posting matters of interest to members.

Section 7. "People" Contributions: The Employer agrees to provide a payroll deduction option for employees for the AFSCME political fund known as "People". Employees must submit a written payroll deduction authorization. The deduction must be for a minimum of one year and will be taken out each pay period.

**ARTICLE VI
HOURS OF WORK**

Section 1. Hours of Work: The regular hours of work for all regular full-time employees shall be eight hours per day, exclusive of lunch, and 40 hours per week Monday through Friday. Part-time employees' work hours shall be as determined by the School District. There shall be no split shifts or split days off, except where mutually agreed upon.

Section 2. Overtime: Compensation for authorized overtime shall be time and one-half rates for all hours worked in excess of eight hours per day or 40 hours per week. Employees may elect to take compensation in either pay or compensatory time off. Sundays shall be at double-time rates. All overtime shall be paid in the payroll of the pay period in which the overtime is worked. Employees who are called out to work on other than their regular shifts by members of the administration of Independent School District #241 or by law enforcement authorities or who are scheduled to work overtime for hours that are not consecutive with their regular shift shall receive a minimum of two (2) hours per day at the appropriate overtime rates. This section shall not apply to routine building checks, which are covered by Article VII, Section 3.

Section 3. Scope of Work: It is understood that the work of a custodian or building service employee shall include all maintenance work and repair work needed to maintain the building in good condition. The maintenance work may include therefore, in addition to cleaning, minor plumbing, repairs, glazing, painting, carpenter work, yard work, and/or any other work which may be assigned by the administration or School Board.

Section 4. Additional Work Hours: When the School District determines that additional work hours are necessary at the high school, high school employees shall be offered these additional hours based upon seniority on a rotating basis. Once a high school employee has accepted/rejected these additional work hours, they will be rotated to the bottom of the list. If no high school employee accepts these additional work hours, other district employees will be offered these additional work hours on the basis of seniority on a rotating basis.

Section 5. Emergency Closing: In situations where school is closed entirely because of weather, custodial staff may be released at the discretion of the Director of Facilities. Those days will be regarded as a regular paid work day.

**ARTICLE VII
RATE OF PAY**

Section 1. Rates of Pay.

Subd. 1. 2017-2019 Pay Schedules: The rates of pay as provided in Schedule A herein shall be in effect beginning the 2017-2018 contract year retroactive to July 1, 2017; Schedule B herein shall be in effect beginning July 1, 2018.

Subd. 2. 2017-2018 Step Placement: All employees will advance one step effective July 1, 2017, over their prior year 2016-2017 step, if eligible.

Subd. 3. 2018-2019 Step Placement: All employees rate of pay will increase the equivalent of one step effective July 1, 2018, over their prior year 2017-2018 step, if eligible.

Section 2. New Employees: All new employees will be placed on step 5 of the salary schedule. A new employee shall be eligible to advance one step on July 1 following the date of hire. Thereafter, such a new employee shall be subject to all provisions of this Article.

Section 3. Transportation Reimbursement and Building Checks: Building heads or their replacements, should the building head not be available, shall be reimbursed \$35.00 per month for the use of their personal vehicles for weekend and holiday building checks. If a routine building check is scheduled outside a building head or his replacement's regular forty-hour week, that employee shall receive time and one-half for the actual time of building check as assigned by the School District. The School District shall provide building heads assigned to routine building checks with a description and time allocation for building checks in each building in the School District. The \$35.00 reimbursement will be made only during the months in which building checks are required.

Section 4. Split Assignment Transportation Reimbursement: Effective the first of the month following execution of this Agreement, custodial employees who have split assignments shall be reimbursed at the maximum rate allowable as determined by federal tax laws.

Section 5. Mileage Reimbursement: Custodial employees who have to use their personal vehicles for School District business shall be reimbursed at the maximum rate allowable as determined by federal tax laws. Employees required using their personal vehicle in the performance of that job shall receive a minimum of \$1 per trip. Custodians shall maintain a minimum of \$50,000 per person and \$100,000 aggregate per occurrence of a single limit of \$100,000 of liability insurance protection on their personal vehicles when said vehicles are used for School District purposes.

Section 6. Longevity Pay: Custodians with 17 years or more of service with the District shall receive longevity pay of 25¢ per hour. Custodians who have attained step 15 on the salary schedule shall receive longevity pay of 60¢ per hour.

Section 7. Boiler License Test Fee Reimbursement: As an incentive for the employee to obtain a boiler license of a higher level, the School District shall reimburse to any custodial employee the actual license test fee amount upon submission by the employee of verification of having passed the test.

Section 8. Pay Days: Custodial employees shall be paid twice a month on the 5th and 20th. However, at the discretion of the School District the two monthly pay days shall be either the 5th or 20th or the

15th or 30th of each month. At least sixty (60) days' notice shall be given to a custodial employee prior to any change in payday dates.

Section 9. Boiler License Renewal Reimbursement: Effective July 1, 1997, all employees shall be reimbursed one hundred percent (100%) of the cost of the renewal fees for any boiler/chauffeur license required by the School District for the employees' position or assignment.

Section 10. Cell Phone: Any custodian who is required by the School District to carry a cell phone shall be reimbursed \$50.00 per month for use of a personal cell phone.

Section 11. Electrician License Fee: The designated Electrician will be paid an additional monthly stipend of \$250.00 as a License Fee.

Section 12. Working Condition Pay: The following employees will receive working condition pay of \$.40 per hour: Maintenance, Electrician and Truck Driver.

Section 13. Licensure: A custodian's advancement on the A13 classification is contingent upon obtaining a license. A custodian's advancement on the A13 classification is subject to the following: a) an employee shall not advance beyond Step 7 of the respective classification until the employee obtains a special license; and b) and employee shall not advance beyond Step 10 without obtaining a 2nd Class C license, except for employees working at the high school. In the event an employee fails to obtain the appropriate licensure, the employee shall remain on the same step until the license is filed with the School District, at which time the scheduled advancement will occur. When an employee from the High School transfers to another building, that employee will remain on their existing classification and step until they obtain the proper license. Once the license requirement is met, they will be placed into a new classification based upon their licensure and years of service. If a custodian's required license lapses, the custodian will revert back to their previous step/pay prior to obtaining the license until a valid license is obtained and presented to the district. Pay reduction effective date would be expiration date of license.

**ARTICLE VIII
GROUP HEALTH INSURANCE**

**ESTABLISHMENT OF VEBA WITH HEALTH REIMBURSEMENT ARRANGEMENT
FOR ACTIVE EMPLOYEES**

Section 1. Establishment of VEBA: The school district shall make available a VEBA Plan and Trust described in summary and attached hereto as VEBA Attachment #1, to all qualified bargaining unit members and eligible retirees who exercise their option to enroll in the high deductible health insurance program offered in Section 5 of this Article. Employer and employees assent to and ratify the appointment of the trustee and plan administrator for the VEBA Plan and Trust. It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501(c) (9) of the Internal Revenue

Code.

If the school district maintains a cafeteria plan with a health flexible spending account (an "FSA"), the school district will specify in the Adoption Agreement for the VEBA Plan document, before the first day of the FSA plan year, that eligible health expenses will be paid from the FSA first, until an individual's FSA account is exhausted, and from the VEBA Plan second.

If the ordering rule described above is not available because the FSA plan year has already begun at the time the election is made, eligible health expenses will be paid from the VEBA Plan first, until an individual's VEBA Plan account is exhausted, and from the FSA plan second.

The school district agrees to take such steps as are necessary to achieve reimbursement of eligible health expenses from the FSA first, including amending the FSA or VEBA Plan so that their plan years begin and end on the same date.

During any transition period in which the desired ordering rule is not available, reimbursements under the VEBA Plan will be limited to reimbursements of eligible health expenses that reduce the deductible under the high deductible health insurance program offered in Section 5 of this Article.

The VEBA Plan year will begin and end on the same dates as the high deductible health insurance program offered in Section 5 of the Article.

Section 2. Benefits Provided Through The VEBA: The school district shall provide the following welfare benefit arrangement through the VEBA Plan:

The Health Reimbursement Arrangement For Active Employees

Section 3. Payment of Administrative Fee: Administrative fees allocable to individual accounts of active employees who are active participants in the VEBA Plan shall be paid by the school district. Administrative fees allocable to the individual accounts of active employees who have accrued a balance in the VEBA Plan but change coverage, so that they are no longer entitled to employer contributions, shall be paid by the school district. Administrative fees allocable to the individual accounts of former employees shall be paid by the account. Administrative fees allocable to the individual accounts of retirees shall be paid by the account. If the VEBA Plan is terminated, or if Employer Contributions cease by agreement between the parties, administrative fees shall be paid from the account.

Section 4. Employer Contributions to the Health Reimbursement Arrangement for Active Employees:

Contributions to the Active Employees' Plan: The school district will make an annual contribution to individual accounts under the Health Reimbursement Arrangement for qualifying bargaining unit members in accordance with the following schedule:

An amount of \$1,200.00 for each qualified employee who elects single coverage under the group health plan described in Section 5; or

An amount of \$2,400.00 for each qualified employee who elects family coverage under the group health plan described in Section 5.

The contribution will be made on or about the first day of the VEBA Plan year.

If a qualified bargaining unit member who is a VEBA Plan participant has a change in coverage after the first day of the VEBA Plan year, the school district shall prorate the amount of the school district contribution to reflect the change. If a VEBA Plan participant has received an overpayment in the school district contribution to the VEBA Plan participant's individual account, it will be the responsibility of the VEBA Plan participant to reimburse the district for the overpayment.

If a qualified bargaining unit member is hired after the first day of the VEBA Plan year, the school district shall prorate the amount of the school district contribution by the ratio of the number of days worked during the plan year to the number of regular contract duty days as stated in Article VI, Section 1 of the Master Contract.

All contributions on behalf of a VEBA Plan participant shall cease on the date the participant is no longer covered under the high deductible health plan in Section 5 below. If the VEBA Plan participant has an employment change, resigns or the participants' employment is terminated after the first day of the VEBA Plan year, it will be the responsibility of the VEBA Plan participant to reimburse the district for the overpayment of the school district contribution to the VEBA Plan participant's individual account.

Section 5. Health Care Plans:

The school district shall make available two health care plans to all qualified bargaining unit members and eligible retirees who elect to participate in said plans. The \$1200/\$2400 deductible plan will no longer be offered to custodial employees. With respect to qualifying bargaining unit members, the School District shall contribute a monthly amount of \$744.68 toward the cost of single group health premium and \$1,831.34 toward the cost for family group health premium.

Section 6. Married Couples: If a member of the bargaining unit is married to another district employee, the employee and spouse will be eligible for a district contribution towards family health insurance coverage, or two single health insurance plans.

Section 7. Eligibility:

Subd. 1. Employees who are regularly employed an average of at least twenty (20) hours per week and 120 days per year shall be eligible for school district contributions as provided in this Article as long as the employee is employed by the school district. New employees shall be eligible for insurance coverage as provided by this Article effective on the first day of employment or as soon thereafter as the employee and the school district complete necessary processing, including enrollment cards. Employees employed for a lesser period of time as outlined herein, and substitutes, shall not be eligible for benefits as contained in this Article.

Subd. 2. An Employee employed more than 20 hours per week, but less than full-time, shall

receive insurance contributions on a prorated basis, the contributions being the proportionate amount represented by the employees work week to a full-time employee.

ESTABLISHMENT OF VEBA WITH POSTEMPLOYMENT HEALTH REIMBURSEMENT ARRANGEMENT

Section 8. Establishment of VEBA: Effective July 1, 2004, the school district shall make available a VEBA Plan and Trust to all eligible retirees who exercise their option to enroll in the high deductible health insurance program offered in Section 5 of this Article. Employer and employees assent to and ratify the appointment of the trustee and plan administrator for the VEBA Plan and Trust. It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501(c) (9) of the Internal Revenue Code.

Section 9. Benefits Provided Through the VEBA: The school district shall provide the following welfare benefit arrangement through the VEBA Plan:

The Post-Employment Health Reimbursement Arrangement

Section 10. Payment of Administrative Fee: Administrative fees allocable to individual accounts of active employees shall be paid by the school district. Administrative fees allocable to the individual accounts of former employees, including retirees, shall be paid from individual accounts. Administrative fees shall be paid from individual accounts of all participants in the event the VEBA Plan is terminated.

Section 11. Employer Contributions to the Post-Employment Health Reimbursement Arrangement: The school district will make an annual contribution to individual accounts under the Post-Employment Health Reimbursement Arrangement for qualifying bargaining unit members in accordance with the following schedule:

The dollar amount of \$1,200.00 for each qualified employee.

The contribution will be made on or about the first day of the VEBA Plan year.

Section 12. Health Care Plans For Employees Hired Prior to July 1, 2014: The school district shall make available two health care plans to all qualified bargaining unit members and eligible retirees who elect to participate in said plans. As of January 1, 2016, the \$1200/\$2400 deductible plan will no longer be offered to custodial employees and eligible retirees. With respect to eligible retirees, the school district shall contribute an amount not to exceed the total annual contribution that employees would have received on the last day and year of their active employment for single health coverage. The total annual contribution includes the contribution to the eligible retiree's Post-Retirement Health Care Savings Arrangement referred to in Section 11 of this Article plus the district's monthly contribution toward single coverage.

Section 13. Employer VEBA Contributions for Post-Retirement Health Care for Employees Hired on or After July 1, 2014: The district will contribute \$1,200.00 per year to the individual's VEBA account in lieu of current district contributions for post-retirement health insurance. Contributions would begin July 1st

following one year of satisfactory service as a custodian.

Section 14. Eligibility:

Subd. 1. An employee who is participating in the district's health plan at the time of retirement and retires prior to eligibility for Medicare/Medicaid and is at least 55 years of age at the time of retirement, or an employee who becomes medically disabled between such ages, shall be eligible for participation in the Postemployment Health Reimbursement Arrangement and the High Deductible Health Plan and the school district shall pay the contributions as provided in Sections 10 and 11 hereof, for such insurance.

Subd. 2. An employee who retires prior to age 55 and is at least 50 years of age at the time of retirement shall be eligible for participation in the Postemployment Health Reimbursement Arrangement and the High Deductible Health Plan, provided that the employee will pay all premiums by making arrangements with the school district business office to pay the monthly premiums on such date determined by the school district.

Subd. 3. Dependent coverage, if desired, must be paid by the employee by making arrangements with the school district business office to pay the monthly premiums on such date as determined by the school district.

**ARTICLE IX
OTHER INSURANCE**

Section 1. Income Protection: The School District will provide an income protection insurance plan that will pay custodians who work more than 30 hours per week two-thirds of their salary up to the maximum allowed per month to age 65, after a 180 day waiting period. Such plan will provide coverage for mental or nervous disability. Benefits received there under will be reduced by any amount payable under Worker's Compensation, primary or family social security, state compulsory disability plans, and/or any other group disability insurance plan. Premiums for such insurance shall be paid in full by the School District.

Section 2. Life Insurance:

Subd. 1. The School District shall contribute the necessary premiums to provide \$60,000 of group term life insurance convertible upon retirement but with a decreasing death benefit at age 65, to all custodians covered by this contract.

Subd. 2. An additional \$60,000 of coverage may be purchased at the group rate, but at the employee's expense.

Section 3. Eligibility:

Subd. 1. Only those employees who are regularly employed an average of at least 20 hours per

week and 120 days per year shall be eligible for School District contributions as provided in this Article.

Subd. 2. Any employee employed more than 20 hours per week, but less than full-time, shall receive insurance contributions on a prorated basis, the contributions being the proportionate amount represented by the employees work week to a full-time employee.

Subd. 3. Rights to continue income protection and life insurance after termination of employment are subject to the terms of the insurance policies in effect.

ARTICLE X HOLIDAYS

Section 1. Paid Holidays: All regular employees shall be entitled to the following twelve (12) paid holidays except when school is in session:

- | | |
|--------------------|----------------------------------|
| 1. New Year's Day | 7. Thanksgiving Day |
| 2. President's Day | 8. Friday after Thanksgiving Day |
| 3. Good Friday | 9. Christmas Eve Day |
| 4. Memorial Day | 10. Christmas Day |
| 5. Fourth of July | 11. New Year's Eve Day |
| 6. Labor Day | 12. Personal Holiday* |

*The Personal Holiday must be taken at a time approved by the employee's supervisor.

Section 2. School in Session: Employees shall receive an alternate day off when a holiday occurs while school is in session.

Section 3. Holiday Pay: When an employee is required to work on any of these holidays, he/she shall be paid at double his/her usual rate of pay except for building checks which are compensated pursuant to Article VII, Section 3 of this agreement.

Section 4. Overtime Computation: When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight hours work for the purpose of computing overtime for hours worked in excess of 40 in any such week. When necessary, the Board may require an employee to work on a holiday.

Section 5. Weekend Holiday: When any of the above-named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on Saturday, it shall be observed on the previous Friday.

Section 6. Holiday during Vacation Period: When a paid holiday falls during an employee's vacation period, he/she shall receive an additional day of paid vacation.

Section 7. Eligibility: Only those employees who are regularly employed an average of at least 20 hours per week and 120 days per year shall be eligible for holiday benefits as provided in this Article.

**ARTICLE XI
VACATIONS**

Section 1. Annual Accrual: Annual vacation with pay shall be earned on the following basis:

1st year	3.33 hours per month (40 hours per annum)
2-5 years	6.67 hours per month (80 hours per annum)
6-10 years	10.00 hours per month (120 hours per annum)
11-24 years	13.33 hours per month (160 hours per annum)
More than 25 years	14.67 hours per month (176 hours per annum)

Section 2. Vacation Bonus: Any custodial employee who has completed 25 or more years of service in District 241 and who has not used disability leave pursuant to Article XII, Section 1, during the previous year of service preceding the employee's employment anniversary date, shall be entitled to 16 additional hours of vacation.

Section 3. Maximum Accumulation: Employees shall be allowed to carry over from year to year (July 1 - June 30) the current year's accrued vacation plus 40 hours. Upon separation, an employee shall confer with the employee's supervisor to arrange for the usage of any accumulated vacation prior to the termination date.

Section 4. New Employees: Employees shall accrue but not use vacation during the first six months of employment. Any custodial employee who does not complete six months of service shall not be entitled to any vacation pay.

Section 5. Vacation During School Year: A custodial employee shall be allowed to use up to 50% of his/her accumulated vacation allowance during the school year, scheduling subject to the approval of the building principal. Such employees may also apply for additional vacation allowance usage during the school year which may be granted in the sole discretion of the school district and the school district's exercise of discretion shall not be grievable under this agreement.

Section 6. Vacation Scheduling: Custodial employees shall submit vacation requests prior to March 1st of each year. If a conflict arises in scheduling vacation, the custodial employee(s) with the greatest seniority shall have preference. Vacation requests received after March 1st shall be considered on a first come first served basis. The provisions of this section, however, may be reviewed by the School District for application on a building basis so that the needs of the services are accommodated in each building.

Section 7. Eligibility: Only those employees who are regularly employed an average of at least 20 hours per week and a 12 month duty year shall be eligible for vacation benefits as provided in this Article.

**ARTICLE XII
OTHER LEAVES OF ABSENCE**

Section 1. Disability Leave:

Subd. 1. A regular employee shall earn disability leave at the rate of 10 hours for each month of service in the employ of the School District. Annual disability leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year to a maximum of 1360 hours.

Subd. 2. Disability leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. This leave may be used pursuant to Minnesota Statutes section 181.9413 so long as the employee meets the definition of an employee under Minnesota Statutes section 181.940 and all other requirements of section 181.9413 are met.

Subd. 3. The School District may require an employee to furnish a medical certificate from a qualified physician selected and paid by the School District as evidence of illness, indicating such absence was due to illness in order to qualify for disability leave pay. However, the final determination as to the eligibility of an employee for disability leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 4. Disability leave allowed shall be deducted from the accrued disability leave days earned by the employee.

Subd. 5. Disability leave shall be granted only through approval of the requesting employee using the district designated absence program.

Section 2. Emergency Leave: Five (5) days emergency leave shall be granted for any emergency that cannot be handled after working hours. This includes but is not limited to: funerals, serious illness of spouse, or family court proceedings, or other legal matters. All days need prior approval from the Director of Finance and Operations and the Superintendent. Emergency leave days shall be non-accumulative. This leave may not be used for activity of a direct financial benefit to the custodial employee or for activities of a recreational nature.

Section 3. Child Care Leave: Any custodian, regardless of marital status, shall receive child care leave according to the following:

Subd. 1. Upon learning of his/her need, the custodian shall submit his/her written application for child care leave to the Board.

Subd. 2. Child care leave will commence on the date to be agreed upon between the custodian and the School District.

Subd. 3. The Board agrees to give the custodian up to one-year child care leave. This leave shall

include a commencement date and a return date.

Subd. 4. Upon signifying his/her intent to return to work within the one year leave period, the custodian shall be reinstated to his/her original classification. The custodian shall be placed in the same position on the salary schedule and seniority list as he/she would have been had he/she worked in the School District during such period.

Subd. 5. Child care leave shall be without pay. However, the employee may use disability leave for any period of actual physical disability for any period time during which the employee would otherwise have been at work.

Subd. 6. All fringe benefits as provided for under this contract shall remain in effect provided the employee pays the necessary premiums. Disability leave and vacation time will not be accumulated during his/her absence.

Subd. 7. In the event that both parents are employees of District 241, the District shall not be required to grant child care leave to both parents for the same time period.

Subd. 8. The District shall not be required to grant child care leave for purposes other than direct child care.

Subd. 9. The language in this section shall be interpreted to cover adoption.

Section 4. Jury Duty: Employees called for jury duty will receive their regular pay less any money they receive as compensation for jury services.

Section 5. Worker's Compensation: When a custodian is injured on the job in the service of the School District and collecting Worker's Compensation, as well as drawing disability leave and receiving full salary from the School District, his/her salary shall be reduced by an amount equal to the Worker's Compensation and only that fraction of the day not covered by Worker's Compensation will be deducted from his/her accrued disability leave.

Section 6. Extended Leave: After an employee has used all his/her accumulated disability leave, he/she shall be granted a leave of absence without pay not to exceed two (2) years without having his/her name removed from the seniority list. After each six-month period has expired, the Board may review the case and determine whether any further leaves shall be granted, not to exceed two (2) years, and subject to a doctor's report for each six-month period.

Section 7. Eligibility: Only those employees who are regularly employed an average of at least 20 hours per week and 120 days per year shall be eligible for leave benefits as provided in this Article.

ARTICLE XIII
403(b) MATCHING CONTRIBUTION PLAN

403(b) ANNUITY MATCHING CONTRIBUTION PLAN

Section 1. Eligibility: The School District will make a contribution to a state-approved 403(b) annuity matching contribution plan for each group member who is employed an average of at least twenty (20) hours per week and at least one hundred twenty (120) days per year, provided that:

- a) The group member has at least one year of continuous service in the Albert Lea School District.
- b) The group member has authorized at least a matching contribution to a 403(b) annuity matching contribution plan, to be paid by payroll deduction, with equal contributions each pay period.
- c) The group member notifies the School District in writing by no later than June 1 each year (after 2007) of their intention to participate in the 403(b) annuity matching contribution plan and the amount of their contribution to go into effect July 1 of the same year. In addition, a group member shall notify the School District in writing by no later than December 1 each year of their intention to modify their 403(b) contribution effective January 1. Such participation shall continue from year to year at the specified amount unless the employee notifies the School District to the contrary.

Section 2. Amount of the School District's Matching Contribution:

Subd. 1. Group members who have a least one but less than 18 years of service in the Albert Lea School District shall be eligible for an annual School District Matching contribution of up to four percent (4%) of their annual wages during their first ten years of employment and then up to five percent (5%) of their annual wages not to exceed a maximum amount of \$2,000.00.

Subd. 2. Group members who have eighteen or more years of work experience in the Albert Lea School District shall be eligible for an annual School District matching contribution of up to a maximum amount of \$2,000.00.

Section 3. Coordination with Severance Pay: The amount of severance pay, under Article XVI, to which a group member would be entitled at the time of their retirement shall be reduced by the total amount of School District's contribution toward a 403(b) annuity matching contribution plan for that individual.

ARTICLE XIV
VACANCIES AND POSTINGS

Section 1. Posting of Vacancies: All members of the bargaining unit will be notified of all permanent vacancies in positions covered by this contract and the employees shall be given five (5) work days in

which to make applications to fill said vacancies. A permanent vacancy is defined as one anticipated to last more than one (1) year. A temporary vacancy is defined as one anticipated to last one (1) year or less. A vacancy may be filled temporarily pending completion of posting and application procedures. Posting shall not apply in lateral transfer involving two permanent employees or in temporary vacancies and the School District reserves the final right concerning assignment and reassignment.

Section 2. Application for Vacancies: All employees under this Contract, including those on layoff status, may submit application for any vacancy, which is posted pursuant to this Article.

Section 3. Filling of Vacancies: The position shall be filled by the School District with the best qualified candidate as determined by the School District. The School District reserves the right to fill any position with an outside applicant if internal candidates do not have the needed qualifications for the position or if no internal candidate applies. In making its determination, the School District interview team (which shall consist of at least the building administrator, the Director of Facilities and Transportation, Buildings and Grounds Coordinator, and a head custodian) shall consider the employee's qualifications and aptitude for the position as well as length of service with the School District along with other relevant factors. When other factors are deemed substantially equal, the School District shall fill the position with the senior employee.

Section 4. Notice of Successful Appointment: Notice of the candidate selected to fill the vacancy shall be posted. School District employees who unsuccessfully apply for a position shall be personally informed about the decision.

Section 5. Temporary Assignment: If there is a vacancy of temporary nature of 5 days or more and an employee is assigned to perform the duties of the higher classification, the employee shall be compensated at their step rate in the next higher classification from the first day.

ARTICLE XV SENIORITY AND LAYOFF

Section 1. Recognition: The parties recognize the principle of seniority in the application of this Contract concerning reduction in force, recall, assignment of vacation period, and also in the filling of vacancies as stated in Article XII, Section 3.

Section 2. Seniority List: A seniority list shall be presented to the Union each January 1st.

Section 3. Seniority:

Subd. 1. Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous employment with the District. Employees shall be placed on the seniority list as of the first day of employment upon completion of the probationary

period. If more than one employee is hired on the same date, seniority ranking shall be determined by lot.

Subd. 2. All new employees, however, shall be entitled to all other benefits of this agreement.

Subd. 3. An employee shall lose his/her seniority standing upon voluntary resignation from employment with the School District.

Section 4. Layoff Application: In the event of a layoff, employees shall be laid off according to seniority in the inverse order of hiring. Employees shall be rehired according to seniority in the inverse order of layoff. An employee's recall rights shall terminate after twenty-four (24) months of continuous layoff.

Section 5. Elimination of Position: In the event a position is eliminated, senior employees have the right to bump any other employee with less seniority within the same classification or in a lower classification working the same shift. If the employee whose position is being eliminated is the most junior employee working the same shift, that employee can then bump any employee with less seniority working a different shift within the same classification or in a lower classification. If such a position is not available, the employee shall be reassigned to a lower available classification, but shall not incur a pay decrease for a period of one (1) year.

ARTICLE XVI GENERAL PROVISIONS

Section 1. Required Medical Examinations: Mantoux test or Chest X-rays shall be required as per Minnesota State law. This will be provided by the School District cost free, but according to specific conditions prescribed by the School Board. School employees may fulfill this requirement under their own conditions at their own expense. The Board may further require a complete physical examination at school expense, but only upon specific direction of the Superintendent of Schools with School Board approval.

ARTICLE XVII DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Length of Probationary Period: A new custodial employee of the School District shall be required to serve a nine (9) month probationary period and during the probationary period the employee may be terminated by the School District at any time.

Section 2. Extension of Probationary Period: The nine (9) month probationary period may be extended once, up to a maximum of 3 months (90 calendar days) upon mutual agreement of the Union and the District.

Section 3. New Position - Probationary Period: Custodians assigned to a custodial position in a higher salary group, in their bargaining unit, shall serve a three-month probationary period in the new position.

During this three-month probationary period, the custodial employee would be returned to his/her previous position at the request of the custodian or at the discretion of the District.

Section 4. Discipline: An employee who has completed the probationary period may be suspended without pay, discharged or disciplined only for cause. An employee who has completed the probationary period and is suspended without pay, discharged or otherwise disciplined shall have access to the grievance procedure provided the grievance is filed in writing within twenty-one (21) days of the event giving rise to the grievance.

Section 5. Progressive Discipline: The School District will utilize progressive discipline, when appropriate, including oral reprimand, written reprimand, suspension, and discharge.

Section 6. Representative: An employee shall have the right to have the appropriate Union official present during any disciplinary action involving written reprimand, suspension or discharge, provided such representative is reasonably available.

Section 7. Personnel Records: Each employee shall have only one personnel file and shall be given a copy of any disciplines entered into this file and shall have the right to respond thereto. No written allegation shall be the basis for discipline unless it has been entered into an employee's personnel file. An employee and the Union, with the employee's permission, shall be allowed to review the contents of his/her personnel file during non-working hours.

ARTICLE XVIII SEVERANCE PAY

Section 1. Severance Pay: Upon early retirement a custodial employee with 10 or more years of service in District 241 and who has attained the age of 55 will be eligible to collect up to 140 days of accumulated disability leave as severance pay.

Section 2. Application: The custodial employee will receive severance pay at retirement. Severance pay shall be prorated, based on the employee's daily rate of pay at the time of retirement.

Section 3. Payment:

Subd. 1. The school district shall pay 100% of the amount of the Severance Pay payable to qualifying employees of the Collective Bargaining Agreement to individual accounts established for those employees under the Postemployment Health Reimbursement Arrangement or to the employee's 403(b) account or to a combination of both, as determined by the group.

Subd. 2. The payment shall be made in July following the fiscal year of retirement.

Section 4. Exclusions: Group members whose most recent first date of continuous employment is after June 30, 2007 shall be excluded from eligibility for severance pay.

Section 5. Coordination with 403(b) Annuity Matching Contribution Plan: The amount of severance pay to which a group member would be entitled to at the time of their retirement shall be reduced by the total amount of the School District's contributions toward a 403(b) annuity matching contribution plan for that individual.

Section 6. Termination: All severance benefits for the custodial staff shall terminate after June 20, 2022.

ARTICLE XIX GRIEVANCE PROCEDURE

Section 1. Grievance Definition: "Grievance" shall mean an allegation by a custodian or the Union resulting in a dispute or disagreement with the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this contract. In addition thereto, "grievance" shall include an allegation by a custodian or the Union resulting in a dispute or disagreement with the School District as to the interpretation or application of rules, regulations, policies, or past practices which are not within the provisions of this contract, which grievance may be processed in the same manner as described in this article, but only to Level II. The decision of the Superintendent with regard to any grievance of rules, regulations, policies or past practices which are not within the provisions of this contract shall be final and neither the custodian nor the Union shall be entitled to process such grievance under either Level III or the arbitration provisions of this Article.

Section 2. Representative: The custodian, administrator or School Board may be represented during any step of this procedure by any person or agent designated by such party to act in his/her behalf. In addition thereto, the Union shall be notified of any hearing at any level of this procedure and shall be entitled to present their position on any issue in dispute.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limit specified in this contract may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days.

Subd. 3. Computation of time: in computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted; unless, it is a Saturday, Sunday, or legal holiday, in which event the period runs until the next day which is not a Saturday, Sunday, or legal holiday.

Subd. 4. Filing and postmark: The filing or service of any notice or document herein shall be timely if it bears either a postmark of the United States mail or electronic communication, whichever is post stamped earliest, within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the

grievance is submitted in writing to the Director of Finance and Operations, setting forth the facts and the specific provision(s) of this contract or rules, regulations, policies or past practices which are not within the provisions of this contract, allegedly violated and the particular relief sought within 21 days after the date of the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

Section 5. Process: The Board and the custodian or Union shall attempt to adjust all grievances which may arise during the course of employment of any custodian within the School District in the following manner:

Subd. 1. Level I: An effort shall be made to first adjust a possible grievance informally between the custodian and/or the Union and the Director of Finance and Operations. If the problem cannot be resolved through informal discussion, then the formal grievance shall be submitted in writing to the Director of Finance and Operations, setting forth the facts and the specific provision(s) of the contract allegedly violated and the particular relief sought. The Director of Finance and Operations will give a written decision on the grievance to the parties involved within seven days after receipt of the written grievance. If a grievance allegedly occurs as a result of action or inaction by the Superintendent, or if the alleged grievance involves custodians in more than one building, the grievant shall initiate the grievance at Level II.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within seven days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his designee shall meet to hear the grievance within seven days after receipt of the appeal. Within seven days after the meeting, the Superintendent or his designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the Board, provided such appeal is made in writing within seven days after receipt of the decision in Level II. If a grievance is properly appealed to the Board, the Board shall meet to hear the grievance within 14 days after receipt of the appeal. Within seven days after the meeting, the Board shall issue its decision in writing to the parties involved. At the option of the Board, a committee of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the Board. The Board shall then render its decision.

Section 6. Board Review: The Board reserves the right to review any decisions issued under Level I or Level II of this procedure, provided the Board or its representative notifies the parties of its intention to review within 14 days after the decision has been rendered. In the event the Board reviews a grievance under this section, the Board reserves the right to reverse or modify such decision. The Board shall review the decision within seven days of its notice of intention to review and give notice in writing within seven days to the parties involved.

Section 7. Denial of Grievance: Failure by the Board, the Superintendent, or the Director of Finance and

Operations, at the respective levels, to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the grievant may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the custodian and/or the Union and the Board are unable to resolve any grievance involving the interpretation or application of terms and conditions of employment insofar as such matters are contained in this contract, such grievance may be submitted to arbitration as defined herein.

- A. **Requests:** A request to submit a grievance to arbitration must be in writing, signed by the aggrieved party and the Union, and such request must be filed in the office of the Superintendent within seven days following the decision in Level III of the grievance procedure.
- B. **Prior Procedure Required:** No grievance shall be considered by the arbitrator, which has not been first duly, processed in accordance with the grievance procedure and appeal provisions.
- C. **Selection of the Arbitrator:** Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within seven days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request that the Bureau of Mediation Services supply a list of seven (7) neutral arbitrators. Upon receipt of the aforementioned list, the parties will meet and select a neutral arbitrator by the following process: a flip of the coin shall determine who strikes the first name, and then the parties shall alternate until one name remains. The remaining name shall be the neutral arbitrator.
- D. **Submission of Grievance Information:**
 - (1) Upon the selection of the arbitrator, the appealing party shall, within seven (7) days after notice of appointment, forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:
 - a) The issues involved
 - b) Statement of the facts
 - c) Position of the grievant
 - d) The written documents required under Section 5 of this article.
 - (2) The Board may make a similar submission of information relating to the grievance, such submission to be at least 24 hours prior to the commencement of the hearing.
- E. **Hearing:** The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing, at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator provided, however, that neither of the parties shall be

permitted to assert any ground or to rely on any evidence not previously disclosed to the other party at least 24 hours prior to the commencement of the arbitration hearing. The proceeding before the arbitrator shall be a hearing de novo.

- F. **Decision:** The decision by the arbitrator shall be rendered within 30 days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties hereto.
- G. **Expenses:** Each party shall bear its own expenses in connection with arbitration, including expense relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The cost of such transcript shall be borne by the party requesting it. The fees and expenses of the arbitrator shall be equally borne by the parties.
- H. **Jurisdiction:** The arbitrator shall have jurisdiction over disputes or agreements relating to grievances properly before the arbitrator pursuant to the terms of the procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in the terms and conditions of employment as defined herein and contained in this written contract nor shall an arbitrator have jurisdiction over any grievances which have not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein.

Section 9. Election of Remedies: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XX DURATION

Section 1. Duration of Agreement: This Contract constitutes the full and complete agreement between the Board and the Union, and shall be effective as of its date of execution through June 30, 2019, and thereafter as provided by P.E.L.R.A. If a new and successor Contract has not been duly entered into prior to June 30, 2019, the terms of this Contract shall continue in effect as provided by P.E.L.R.A.

Section 2. Contract Supersedes: This Contract shall supersede and take precedence over any and all rules, resolutions, regulations, practices or policies of the Board which are inconsistent with its provisions.

Section 3. Severability: The provisions of this Contract shall be severable and, if any provision thereof or the application of any provision is held contrary to law, it shall not affect any other provisions of this

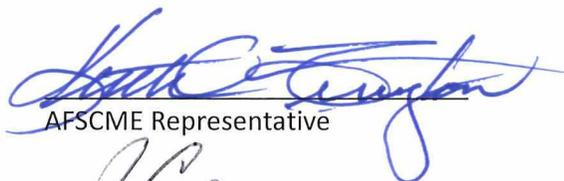
Contract or the application thereof.

Section 4. Signed Copies: There shall be three signed copies of the final Contract for the purpose of record, one to be retained by the Board, one by the Union, and one by the Superintendent.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For the American Federation of State,
County and Municipal Employees,
AFL-CIO Local 1018

For the School District:



AFSCME Representative



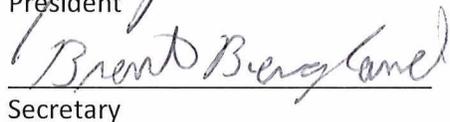
School Board Chair



President



School Board Clerk



Secretary

Dated this 30 day of Nov, 2017.

Dated this 4th day of Dec., 2017.

**SCHEDULE A
2017-2018
Pay Schedule**

**Custodial Pay Schedule
2017-2018**

Step	Lane							
	A11	A12	A13	B21	B22	B23	B24	B31
1	9.76	10.44	11.20	12.05	13.00	14.00	15.12	16.36
2	10.04	10.73	11.52	12.39	13.38	14.38	15.53	16.80
3	10.27	11.02	11.85	12.74	13.74	14.81	16.00	17.26
4	10.59	11.34	12.14	13.05	14.07	15.19	16.38	17.74
5	10.85	11.61	12.48	13.42	14.46	15.61	16.82	18.23
6	11.13	11.96	12.82	13.79	14.87	16.07	17.28	18.72
7	11.46	12.27	13.17	14.18	15.25	16.49	17.76	19.24
8	11.74	12.59	13.49	14.54	15.69	16.92	18.25	19.75
9	12.06	12.92	13.86	14.95	16.12	17.41	18.78	20.31
10	12.72	13.31	14.29	15.35	16.56	17.88	19.28	20.87
11	12.72	13.68	14.67	15.77	17.01	18.34	19.79	21.43
12	12.72	14.00	15.07	16.21	17.51	18.88	20.35	22.03
13	12.72	14.33	15.47	16.66	17.96	19.39	20.92	22.63
14	12.72	14.65	16.11	17.29	18.61	20.04	21.56	23.28
15	12.72	14.97	16.74	17.94	19.25	20.68	22.21	23.92

In addition, the following shift differentials shall apply:

**\$.40 per hour for the second shift
(One-half or more of shift time occurs after 3:00 P.M.)**

**\$.40 per hour for the third shift
(One-half or more of shift time occurs after 11:00 P.M.)**

**SCHEDULE B
2018-2019
Pay Schedule**

**Custodial Pay Schedule*
2018-2019**

Step	Lane							
	A11	A12	A13	B21	B22	B23	B24	B31
1	10.01	10.71	11.48	12.35	13.32	14.35	15.50	16.77
2	10.29	11.00	11.80	12.70	13.71	14.74	15.92	17.22
3	10.53	11.30	12.14	13.06	14.08	15.18	16.40	17.69
4	10.85	11.62	12.45	13.38	14.42	15.57	16.79	18.18
5	11.12	11.90	12.80	13.76	14.82	16.01	17.24	18.69
6	11.41	12.26	13.14	14.14	15.25	16.47	17.72	19.18
7	11.75	12.57	13.50	14.54	15.64	16.90	18.20	19.72
8	12.04	12.90	13.83	14.91	16.08	17.35	18.71	20.24
9	12.36	13.24	14.21	15.32	16.52	17.84	19.25	20.82
10	13.04	13.64	14.64	15.73	16.98	18.33	19.76	21.39
11	13.04	14.02	15.03	16.16	17.43	18.80	20.28	21.97
12	13.04	14.35	15.45	16.62	17.95	19.35	20.86	22.58
13	13.04	14.69	15.86	17.07	18.41	19.88	21.44	23.19
14	13.04	15.01	16.51	17.73	19.08	20.54	22.10	23.86
15	13.04	15.34	17.16	18.39	19.73	21.20	22.76	24.51

In addition, the following shift differentials shall apply:

**\$.40 per hour for the second shift
(One-half or more of shift time occurs after 3:00 P.M.)**

**\$.40 per hour for the third shift
(One-half or more of shift time occurs after 11:00 P.M.)**