

**AGREEMENT**

Between

**INDEPENDENT SCHOOL DISTRICT NO. 182**  
Crosby-Ironton, Minnesota

and

**THE AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, AFL-CIO**

Local Union No. 1691

**July 1, 2015 - June 30, 2018**

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## UNION AGREEMENT

This Agreement, entered into by and between Independent School District No. 182, hereinafter referred to as the "Board," and Local Union No. 1691 American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union."

### PURPOSE

It is the purpose and intent of the "Board" and the "Union" to set forth herein the basic agreement covering rates of pay, hours of work and conditions of employment, so as to promote peaceful relations and to achieve the highest level of employee performance possible.

### ARTICLE I RECOGNITION

#### Section 1

The Board recognizes Local Union No 1691 American Federation of State, County and Municipal Employees AFL-CIO, as the representative for collective bargaining purposes of the employees of Independent School District No. 182, Crosby, Minnesota, in the unit composed of all non-certified employees of Independent School District No. 182, Crosby, Minnesota, who work more than fourteen (14) hours per week or 35% of the normal work week and more than sixty-seven (67) work days per year, excluding supervisory and confidential employees, as per certification of the Bureau of Mediation Services, St. Paul, Minnesota, October 15, 1973.

#### Section 2

The Board shall not enter into any agreement with the employees coming under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement. No discrimination shall be exercised against any employee because of Union membership, non-Union membership, race, creed, sex, color or political belief.

### ARTICLE II DEFINITIONS

Section 1. Terms and Conditions of Employment: The term "terms and conditions of employment" means the hours of employment, the compensation therefor including fringe benefits except retirement contributions and 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 the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended (PELRA).

Section 2. School District: For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representatives.

Section 3. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

### ARTICLE III SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes 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 exclusive representative recognizes the right and obligation of the School Board 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. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without full force and effect.

**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 IV CHECK-OFF OF UNION DUES**

##### **Section 1**

The Board agrees to deduct from the salary of each employee who has signed an authorized payroll deduction card a sum certified by the Secretary of Local 1691 which are Union dues or initiation fees of the Union, and to transmit to the Financial Secretary of Local 1691 the total amount so deducted, together with a list of the name of the employees from whose pay deductions were made. Deductions may be terminated by the employee giving thirty (30) day's written notice to the business office, after which the business office shall notify the secretary of the Union to stop deductions.

##### **Section 2**

All public employees who are not members of the exclusive representative may be required by said representative to contribute a fair share fee for services rendered by the exclusive representative in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to the members of the exclusive representative, but in no event shall the fee exceed 85 percent of the regular membership dues. The exclusive representative shall provide advance written notice of the amount of the fair share fee assessment to the Director, the Employer, and to a list furnished by the employer of all employees within the unit. A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the director, the public employer, and the exclusive representative within 30 days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reason thereof, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The employer shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative 30 days after the written notice was provided or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the employer pending a decision by the director pursuant to M.S. 179A.06, Subdivision 3, (P.E.L.R.A.).

#### **ARTICLE V DEFINITION OF EMPLOYEE**

##### **Section 1**

- a) **Full-time:** An employee who works thirty (30) hours per week or more shall be known as a full-time employee.
- b) **Part-time:** An employee who works more than fourteen (14) hours per week but less than thirty (30) hours per week shall be known as a part-time employee.
- c) **Casual employee:** An employee who works fourteen (14) hours per week or less shall be known as a casual employee.

#### **ARTICLE VI HOURS OF WORK**

##### **Section 1**

The regular hours of work for employees within the bargaining unit shall be that which is presently established. If a permanent change in an employee's starting time is assigned, the employee shall be given a minimum of two-week's notice of the change prior to the change going into effect.

**Section 2**

All employees shall receive overtime for all hours worked over 40 hours in a work week at the rate of time and one-half. All overtime will be distributed as equally as possible on a rotation according to the seniority roster.

**Section 3**

Holidays (not worked) and leave shall not be considered as hours worked for the purpose of computing overtime, with the exception of Saturday and Sunday boiler/building checks which will be paid at time and one-half of the employee's regular rate of pay, regardless of the number of hours worked during the week.

**Section 4**

Employees shall be allowed two 15-minute breaks during each shift of six hours or more and one 15-minute break during each shift of less than six hours.

**ARTICLE VII  
HOLIDAY PROVISIONS**

**Section 1**

All full-time, 12-month employees shall receive the following paid holidays:

- |                           |                  |                               |
|---------------------------|------------------|-------------------------------|
| Day before New Year's Day | Memorial Day     | Friday after Thanksgiving Day |
| New Year's Days           | Independence Day | Day before Christmas Day      |
| President's Day           | Labor Day        | Christmas Day                 |
| Good Friday               | Thanksgiving Day |                               |

Employees hired after July 1, 2008, must work at least six (6) hours per day to qualify for paid holidays and shall receive nine (9) paid holidays, which shall include the above list, excluding the Day before New Year's Day and the Day before Christmas Day. Employees shall not be scheduled to work on these days, except in the event of building checks and emergencies. The District may not reduce work hours exclusively for the purpose of avoiding paid holidays.

**Section 2**

All full-time and part-time employees whose work schedule is 9 months or more but less than 12 months shall receive the following paid holidays:

- |                 |                               |
|-----------------|-------------------------------|
| President's Day | Labor Day                     |
| Good Friday     | Thanksgiving Day              |
| Memorial Day    | Friday after Thanksgiving Day |

Employees hired after July 1, 2008, must work at least six (6) hours per day to qualify for paid holidays and shall receive four (4) paid holidays, which shall include the above list, excluding the Friday after Thanksgiving and President's Day. The District may not reduce work hours exclusively for the purpose of avoiding paid holidays.

**Section 3**

When New Year's Day, Independence Day and Christmas Day fall on a Sunday, the following Monday shall be observed as a paid holiday. When New Year's Day, Independence Day and Christmas Day fall on a Saturday, the preceding Friday shall be observed as a paid holiday.

**Section 4**

With the exception of Christmas Eve and Christmas Day, any employee who is required to work on any of the above-named holidays shall be compensated at a time and one-half (1-1/2) rate for his or her work that day in addition to the employee's holiday pay. If the employee is required to work on Christmas Eve or Christmas Day, the employee shall be compensated at a double time (2x) rate in addition to regular holiday pay.

**Section 5**

When a holiday falls during an employee's vacation, the employee shall be granted one additional day off at the end of the vacation period with pay for said holiday.

**ARTICLE VIII  
VACATIONS**

**Section 1**

All full-time, 12-month employees shall receive vacations on the following schedule:

| <u>Years of Service</u> | <u>Weeks of Vacation</u> |
|-------------------------|--------------------------|
| 1                       | 1                        |
| 2                       | 2                        |
| 5                       | 3                        |
| 15                      | 4                        |
| 20                      | 5                        |

Employees hired after January 1, 1997, shall receive vacation pursuant to the following schedule:

| <u>Years of Service</u>  | <u>Weeks of Vacation</u> |
|--------------------------|--------------------------|
| After 1 year of service  | 1                        |
| After 3 years of service | 2 *                      |
| After 7 years of service | 3 *                      |

\* Employees hired after January 1, 1997, who are currently receiving three (3) weeks of vacation shall be grandparented at that level, but shall not exceed a total of three (3) weeks of vacation.

Vacation will be awarded on the employee's anniversary date of hire.

**Section 2**

In determining vacation schedules, the wishes of the employee shall be respected as to the time of taking vacation, insofar as the needs of the service will permit as determined by the Administration, it being understood that the rights of the senior employee will prevail in the selection of vacation time when agreement cannot be reached among the employees.

Custodians shall be able to sign up for vacation during the school year. All language in the preceding paragraph shall apply to this provision. Employees have eighteen (18) months from the date of the vacation award to use those specific vacation days.

**Section 3**

Pro rata vacation shall be granted upon termination of employment by reason of resignation, layoff, retirement, or death. Such employee or the employee's estate shall be paid for all unused vacation, providing that, in the event of resignation or retirement, the employee has provided written notice at least two weeks in advance of the last work day.

**Section 4**

Vacation pay shall be reduced by 1/12 for each month's work lost during the twelve months preceding the vacation.

**Section 5 Vacation Day Notification:** Employees are required to give notice to the District Office at least 48 hours in advance of the day/s the employee intends to use vacation leave. Failure to give 48 hours prior notice shall result in a pay deduct for days missed.

**ARTICLE IX  
PAID LEAVES OF ABSENCE**

**Section 1, Sick Leave:** All employees shall be entitled to sick leave granted at the rate of one day per month worked, with accumulation to one hundred and twenty (120) days. Sick leave shall be credited to eligible employees by month for months worked.

Starting in 2016-2017, sick leave will be granted at the rate of one day per month. (See table below.) Employees shall be granted, on the first day of the school year and/or after the completion of their probationary period in the first year, their contractually specified number of sick days for the current school year. If for any reason the employee does not complete the school year, the sick leave will be pro-rated and, if necessary, a deduction shall be made from the final paycheck for those days used but not yet earned.

Sick leave shall be earned as follows:

- 9-month employees earn 9 days per year
- 10-month employees earn 10 days per year
- 12-month employees earn 12 days per year

Sick leave may accumulate to the maximum of 120 days for each employee.

Subdivision (1) Written proof of illness by medical certificate may be requested for an absence of three (3) or more days of sick leave.

Subdivision (2) Subject to the following provisions and provided that the employee has sufficient accumulated sick leave earned, sick leave with pay shall be allowed by the employer whenever an employee's absence is found to have been due to employee or minor child's illness or to provide or receive assistance because of sexual assault, domestic abuse or stalking which prevented attendance and performance of duties on that day or days. As per MN Statute 181.9413, an employee may use up to 160 hours of earned sick leave in any rolling 12 month period for absence due to the illness or injury of the employee's adult child, spouse, daughter-in-law, son-in-law, siblings of the employee, parent, mother-in-law, father-in-law, grandchild, foster child, grandparent or stepparent. If MN Statute changes, types of leave and relationships eligible for leave use shall change accordingly to align with the statute.

Subdivision (3). Sick Leave Bank.

1. Sick Leave Bank Participation Requirements: A voluntary sick leave bank shall be established and is expressly intended to be used by any member who has elected to participate in the bank and who is incapable of performing his/her duties due to accident or serious illness after he/she has exhausted his/her personally accumulated sick leave. It is not intended to be used for any other type of leave provided for in this agreement. Such leave will require a medical certificate to verify its use. All deductions from this bank will be made only for sick leave days approved by the District and Local 1691 sick bank committee members. The (Sick Leave Bank) committee shall be made up of the Superintendent and two participating representatives of Local 1691 of the American Federation of State, County, and Municipal Employees and will be responsible for the accounting of such leave. Participating members of the bargaining unit who exhaust their personally accumulated sick leave days and go two (2) days without salary shall be allowed reasonable and necessary withdrawals from the common bank subject to approval by the (Sick Leave Bank) committee. No member shall be allowed to use more than 90 days per year from the sick leave bank. The number of accumulated days in the Bank shall never exceed 180.

The sick leave wage paid while using sick bank days is that wage at the time of written medical certification.

2. Sick Leave Bank Maintenance: The sick leave bank shall be maintained in the following manner: Each member who wishes to participate shall contribute two(2) sick leave days. Notification to the payroll clerk and the AFSCME president of such participation shall occur before December 15th of any school year. When the sick leave bank is depleted down to 20 days, any member who desires to participate in the sick leave bank shall contribute two (2) sick leave days from his/her accumulated sick leave.

Section 2. Bereavement Leave: A maximum of five (5) day's bereavement leave per occurrence will be allowed when a death occurs in an employee's family: namely, husband, wife, son, daughter, son-in-law, daughter-in-law, father, mother, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, of either employee or employee's spouse, and grandchildren. A maximum of one (1) day of bereavement leave annually will be allowed for all other deaths. All bereavement leave taken under this subdivision shall be deducted from the employee's earned sick leave. Leave shall be taken in increments of not less than two (2) hours.

**Section 3, Maternity/Child Care Leave:** Such leave for natural or adoptive parents shall be in accordance with State and Federal law.

**Subdivision (1)** Upon learning of pregnancy or date of adoption, an employee shall promptly notify the Superintendent or appointed designee and mutually agree on the terms of an appropriate maternity and/or child care leave.

**Section 4, Personal Leave:** All employees shall be allowed two (2) personal days leave each year; a third (3<sup>rd</sup>) day of Personal Leave after 15 year's experience, subject to the prior approval of the immediate supervisor, not to be deducted from sick leave. One day of Personal Leave can be carried over to the next year. Leave shall be taken in half- or full-day increments.

Employees hired after July 1, 2008, shall be allowed one (1) personal leave day. A second personal leave day will be allowed starting in the fifth year of service to the School District. The personal leave day(s) may not be carried over to a subsequent school year. To be eligible, employees must work at least six (6) hours per day. Leave shall be taken in half- or full-day increments.

**Section 5, Educational Leave:** Leave with pay shall be granted for educational purposes if such education is specifically required by the Employer and the employee has received approval from the Superintendent or the Superintendent's designee prior to taking the leave.

**Section 6, Jury or Witness Leave:** After the notice to the department head an employee shall be granted leave with pay for service upon a jury; appearance before a court, legislative committee, or other judicial or quasi-judicial body as witness in action involving the federal government, State of Minnesota or a political subdivision thereof in response to a subpoena or other direction by proper authority.

**Subdivision (1)** The employee shall turn over to the School District any per diem payment received as a result of serving on a jury or as a witness in the above-listed actions. Monies received as expenses shall be kept by the employee.

**Subdivision (2)** Any absence, whether voluntary or in response to a legal order to appear and testify in private litigation to which the employee is a party, not as an employee of the District but as an individual, shall be taken without pay.

## ARTICLE X UNPAID LEAVES OF ABSENCE

**Section 1, Medical Leave:** An employee who has exhausted all leave and is medically unable to work, shall be granted a one-year unpaid leave of absence. The employee may be granted an additional medical leave, up to one year, with the approval of the school board.

**Subdivision (1)** The school district may require a physician's written statement, at the employee's expense, prior to granting a request for an unpaid leave of absence. At any time during the leave, the District may request an updated statement.

**Subdivision (2)** Seniority shall be frozen at the time the leave is taken and shall not accrue during the unpaid leave.

**Subdivision (3)** Sick leave and vacations shall not accrue nor shall holidays be paid during unpaid leave.

**Subdivision (4)** With the exception of employees who qualify for and are approved for use of the Family Medical Leave as authorized under the Federal Family Medical Leave Act, the employee shall be responsible for payment of the entire premium during the unpaid leave.

**Subdivision (5)** The employee shall be reinstated to the position held at the time of requesting a medical leave, at the rate of pay specified by existing contract language at the time of reinstatement. An employee granted an additional medical leave shall be reinstated to a comparable position, at the rate of pay specified by the existing contract language at the time of reinstatement.



Section 2, Special Leave: During the course of this collective bargaining agreement an employee may submit up to two requests per year for a special unpaid leave of absence. The leaves may total no more than 10 working days during the period of the contract. Salary and benefits (health insurance, vacation, sick leave, and personal leave) will be reduced proportionately, except only salary will be reduced for leave requests of two (2) days or less. The School District reserves the right to limit the number of requests granted at any one time. Leave shall be taken in half- or full-day increments.

## ARTICLE XI SENIORITY

### Section 1. Seniority

- a) Bargaining unit seniority standing shall be granted to all bargaining unit employees. Bargaining unit seniority is to be determined on the basis of total years of continuous employment from the first day of continuous service in any position governed by this Agreement with the School District. All new employees shall be placed on the seniority list as of the first day of employment, upon the completion of sixty (60) working days of employment, and during such sixty (60) working days of employment, employees may be discharged by the Board without cause and without the same causing a breach of this Agreement or constituting a grievance hereunder.
- b) Employees shall acquire bargaining unit seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring bargaining unit seniority, the bargaining unit seniority date shall relate back to the first date of continuous service in any position governed by this Agreement. If more than one employee commences work on the same date, bargaining unit seniority ranking for such employees shall be determined by the flip of a coin or by lot.

### Section 2. Layoff and Recall

The School District recognizes that the purpose of bargaining unit seniority is to provide a declared policy as to the order of layoff and recall of employees within a specific job classification. Employees with the least bargaining unit seniority within a specific job classification will be laid off first. If an employee's position is eliminated, or hours reduced by more than fifteen (15) minutes per day, the employee shall displace any employee within their specific job classification with less bargaining unit seniority or an employee in a lower paying position within the same general job classification with less bargaining unit seniority. The four general job classifications are: 1) paraprofessional, 2) food service, 3) building clerical, and 4) custodial/maintenance. In applying the fifteen (15) minute reduction provision, employees will need to bump into an entire job, and shall not be allowed to extract fifteen (15) minute blocks from other current positions. If an opening within an employee's specific job classification or a lower paying position within the same general job classification subsequently occurs, the qualified laid off employee with the most bargaining unit seniority shall be recalled first. The District will notify eligible laid off employees of the recall via certified mail. Employees shall remain on the recall list for twelve (12) calendar months from the date of the layoff, and must accept or decline the District's recall in writing, via certified mail, within two (2) weeks of the date of notification. If a laid off employee elects not to return to work when recalled, the employee shall forfeit recall rights. Failure to notify the District within the two week period will be deemed to be a declination.

### Section 3 – Job Postings and Vacancy

- Subd. 1. All vacancies resulting from a retirement or resignation and/or new positions and job postings covered by this Agreement shall be internally posted for a period of five (5) working days concurrent with any other method of job posting.
- Subd. 2. The posting procedure for the summer months will be to notify the union steward.
- Subd. 3 All current bargaining unit employees who formally, in writing, apply and are qualified for a posted position shall receive an interview.

### Section 4

Seniority list shall be brought up-to-date on October 15<sup>th</sup> of each year and posted on employees' bulletin board. A copy of the seniority list shall be sent by mail to the Secretary and President of the Union.

## Section 5. Probationary Period

An employee under the provisions of this Agreement shall serve a probationary period sixty (60) working days of continuous employment in the District during which time the District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employees and during the probationary period the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge, or other discipline is concerned. In the event of an employee who works less than 12 months per year, the sixty (60) working day count shall be placed on hold after the end of the employee's normal work year schedule and the day count shall continue upon the employee's return to work in the fall.

## Section 6. Added Work Time

Assigning and awarding added work time to current employees when such time becomes available shall be provided to employee(s) who apply and are qualified and for whom the assignment available is workable under their schedule. The procedure shall be as follows: If the District agrees to additional time, employees in that classification will be given consideration before any further interviewing.

## ARTICLE XII GRIEVANCE PROCEDURE

### Section 1. Grievance Definition:

Subd. 1. Employee: A "grievance" shall mean an allegation by an employee that the employee has been injured as a result of a dispute or disagreement between the employee and the Employer as to the interpretation or application of specific terms and conditions contained in this Agreement.

Subd. 2. Group of Employees: A group of employees may file a grievance if a complaint arises out of the same transaction or occurrence and the facts and claim are common to all members of the group.

Subd. 3. Union Grievance: The Union may file a grievance if a complaint involving more than ten employees arise out of the same transaction or occurrence and the facts and claim are common to all members of the group. In order to pursue a group grievance, the Union must provide the names of the affected individuals no later than the third level of the grievance procedure. The Union group grievance may proceed only as to the employees identified in the appeal to arbitration. The Union may also file a grievance if the allegation involves a specific right of the Union as provided in this Agreement.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

### Section 3. Definitions and Interpretation:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

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, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance, signed by the grievant, is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first 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. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

**Section 5. Adjustments of Grievance:** The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner:

**Subd. 1 Level I:** If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

**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 ten days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or designee shall issue a decision in writing to the parties involved.

**Section 6. Denial of a Grievance:** Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

**Section 7. Mediation:** Upon mutual agreement, the parties may petition the Bureau of Mediation Services for assistance in the resolution of any grievance prior to arbitration. If the parties so agree, the timelines for such review and appeal to arbitration shall be adjusted by mutual agreement between the parties.

**Section 8. Arbitration Procedures:** In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

**Subd. 1. Request:** A request to submit a grievance to arbitration must be in writing signed by the grievant, and such request must be filed in the Office of the Superintendent within ten days following the decision in Level II of the grievance procedure.

**Subd. 2. 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.

**Subd. 3. Selection of Arbitrator:** Upon proper submission of a grievance under the terms of this procedure, the parties may, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If an agreement on an arbitrator is not reached, either party may request the Commissioner of the Bureau of Mediation Services to submit a panel of seven arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty days after request for arbitration.

Within ten days after receipt of the panel, the parties shall alternately strike names and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. The request shall ask that the panel be submitted within ten days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided herein shall constitute a waiver of the grievance.

**Subd. 4 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. The proceeding before the arbitrator shall be a hearing denovo.

**Subd. 5 Decision:** The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in the PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

**Subd. 6 Expenses:** Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witness, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

**Subd 7. Jurisdiction:** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such area of discretion or policy at the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**Section 9. Election of Remedies and Waiver:** 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 issuing a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance 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 XIII DISCIPLINE AND DISCHARGE**

#### **Section 1**

The purpose of this Article is to provide for the disposition of cases involving discipline, suspension or discharge.

#### **Section 2**

a) Disciplinary measures shall be handled in any of the following manners:

1. Oral reprimand
2. Written reprimand
3. Suspension
4. Discharge

Any employee, upon receiving five (5) working day's suspension, may become subject to discharge.

b) Examples of just cause for disciplinary measures are, but are not limited to, as follows:

1. Misuse of school equipment
2. Gross insubordination
3. Failure to report to work without reason
4. Intoxication on the job
5. Theft

**Section 3. Salary During Suspension:** The salary of the employee shall be suspended during the period in which the hearing for discharge or suspension occurs or during which notice has been given. Employee's name shall not be removed from the payroll, nor shall checks be issued in his name. In case of reinstatement after the hearing, the employee shall be given all back pay withheld during the period of suspension.

### **ARTICLE XIV REPORTING AND CALL-OUT PAY**

#### **Section 1**

In the event an employee is called out for work outside of the regularly-scheduled work day, the employee shall receive a minimum of two (2) hour's pay.

Section 2, Interpretation of Call-Outs:

- a) A call-out shall be defined as any time an employee is called to work before a regularly-scheduled day starts or after the employee has gone home on the completion of a scheduled work day or is called or scheduled to work outside of a normal work week such as Saturday, Sunday, or holidays. Continuing to work without a break in time beyond a normally-scheduled day shall be considered as overtime, but not as a call-out.
- b) An employee called out prior to his/her regular shift shall be allowed to complete the shift normally worked.
- c) Employees in the Food Service Department who are required to begin work before their normal starting time will be compensated for said time at a minimum of one (1) hour's pay.

**ARTICLE XV  
TIME OFF FOR UNION ACTIVITIES**

Section 1

Any employee elected by the Union to represent such Union at International, State or District meetings which require absence from duty shall be granted the necessary time off to attend such meetings without pay and without discrimination and without loss of seniority rights or any other rights granted by the Board. Benefits (health insurance, vacation, sick leave, and personal leave) will be reduced proportionately to the unpaid leave after ten (10) days total union leave over the course of the contract. Vacation and/or personal leave time may be allowed for this purpose.

| <u>Type of Meeting</u> | <u>No. of Delegates</u> | <u>Maximum Time Allowed</u> |
|------------------------|-------------------------|-----------------------------|
| International          | 2                       | 9 calendar days             |
| State Federation       | 2                       | 7 calendar days             |
| State Council 65       | 2                       | 2 working days              |
| District               | 2                       | 1 working day               |

In the event that additional time off is necessary for these or other Union business, such additional time off may be granted through the foreman and/or the Superintendent of Schools.

**ARTICLE XVI  
GENERAL PROVISIONS**

Section 1

There shall be no replacement of regular employees by voluntary or relief workers.

Section 2

The Board will allow the Union the use of existing bulletin boards to post any notices or documents relating to Union affairs. The Union shall have the right to use inter-school mail to send Union notices.

Section 3

All custodial personnel are required to hold a boiler license and, to remain eligible for employment, must obtain the next highest class license within 90 days after the employee becomes eligible for same or shows continuing progress toward obtaining licensure, such as continuing to test for the license; up to and including a first class license.

Custodians with a first class license shall receive \$75 per month extra in addition to their base pay. Custodians and maintenance/mechanical lead employees with a chief boiler license shall receive \$100 per month extra in addition to their base pay.

Saturday and Sunday boiler/building checks will be paid at time and one-half of the employee's regular rate of pay, regardless of the number of hours worked during the week.

Section 4

Employees will work their regularly scheduled hours, including scheduled inservice time, pursuant to the employee's annual work calendar distributed in the fall. For those days not included in the employee's annual work calendar, whenever possible, employees will be offered the inservice or other work on teacher workshop days. The School District will notify employees at least one week in advance regarding their work status for the workshop day. If not notified at least one week in advance, the employee will not work on the workshop day.

Section 5

The School Board will reimburse non-certified staff for any student-caused damage or destruction, not otherwise covered by insurance, to personal property incurred while the employee is on duty.

Section 6

School Closing: In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly unless a student makeup day or employee makeup time is scheduled by the District.

ARTICLE XVII  
INSURANCE

Section 1

The School Board shall maintain a health insurance plan containing the existing coverage for employees of the School District.

Section 2

The School Board shall contribute the following for health insurance over the term of the contract:

For 2015-2016, qualifying employees subscribing to single group health insurance coverage will receive a maximum District contribution of \$4,841; qualifying employees who are married to qualifying District employees and subscribing to family group health insurance coverage will receive a maximum District contribution of \$6,560; and qualifying employees subscribing to family group health insurance coverage will receive a maximum District contribution of \$8,625.

For 2016-2017, qualifying employees subscribing to single group health insurance coverage will receive a maximum District contribution of \$6,228; qualifying employees who are married to qualifying District employees and subscribing to family group health insurance coverage will receive a maximum District contribution of \$6,560; and qualifying employees subscribing to family group health insurance coverage will receive a maximum District contribution of \$8,625.

For 2017-2018 and beyond, qualifying employees subscribing to single group health insurance coverage will receive a maximum District contribution of \$6,478; qualifying employees who are married to qualifying District employees and subscribing to family group health insurance coverage will receive a maximum District contribution of \$6,560; and qualifying employees subscribing to family group health insurance coverage will receive a maximum District contribution of \$8,625.

Section 3

The School shall provide and pay for the entire cost of \$50,000 group term life insurance policy, providing for double indemnity coverage for accidental death.

Section 4

A minimum of thirty (30) hours of employment weekly shall apply to Sections 1, 3, and 5. All persons employed by the District as of July 1, 1985, and who qualify for insurance benefits as per this section, shall continue to receive the same level of benefits as other full-time employees for the duration of their employment with the District.

Section 5

The School Board shall provide an income protection insurance which will pay 66-2/3% of an employee's base wage to a maximum monthly benefit of \$1,500.00 after ninety (90) consecutive days of absence due to illness or accident. Benefit payments under the policy will cease at age 65.

Section 6

The School Board shall provide payment of medical/hospitalization contributions under applicable federal Family Medical Leave Act for a period of twelve (12) weeks during an employee's illness, after using all sick leave allowance. Provisions in Section 2 of this Article shall apply.

Section 7

All employees shall be allowed to remain in the then-existing hospital group after early retirement, at 55 years of age with 10 years of service and pay their own premium.

Section 8

The School District shall pay for hospitalization insurance premiums for early retirees between the ages of 60 and Medicare eligibility at the time of retirement. The District contribution ceases when the retired employee reaches eligibility for Medicare or dies, whichever occurs first. This provision will sunset November 1, 2005.

Effective January 1, 2006, for those employees hired on or before June 30, 1995, starting in the 15<sup>th</sup> year of service in the School District, the School District shall contribute \$1,500 per year to the Minnesota Health Care Savings Plan. The eligible employee shall make an annual contribution of \$250. In addition, for employees hired on or before August 15, 1989 who have 15 years of continuous service in the School District and who retire between age 60 and eligibility for Medicare, the School District shall pay the District contribution toward the group health insurance premium as outlined in Article XV, Section 2 in effect for the year of retirement. The School District contribution shall cease when the employee is eligible for Medicare or dies, whichever occurs first.

Effective January 1, 2006, for those employees hired on or after July 1, 1995 and on or before June 30, 2005, the following provision will apply. Starting in the 15<sup>th</sup> year of service in the School District, the District will contribute \$1,000 per year to the Minnesota Health Care Savings Plan. The eligible employee shall make an annual contribution of \$250.

Employees hired after July 1, 2005 shall not be eligible for paid retiree health insurance benefit or the District contribution to the health care savings plan. Employees who retire under this provision will be eligible to remain on the School District's group health insurance plan at their own expense as provided by Minnesota statutes.

ARTICLE XVIII  
CHANGES

Section 1

Before any change is made in the foregoing rules and regulations, including those affecting working hours and wage and salary schedules, the employees and their designated representatives shall first be duly notified and have an opportunity to be heard on the proposed change or changes.

ARTICLE XIX  
WORKER'S COMPENSATION

Section 1

An employee injured on the job in the service of the School District and collecting Worker's Compensation insurance, may draw sick leave and receive full salary from the School District, his salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from his accrued sick leave.

ARTICLE XX  
DURATION OF AGREEMENT

The terms and provisions of this Agreement shall continue in full force and effect from July 1, 2015 to June 30, 2018 and from year to year thereafter unless either party hereto shall give written notice sixty (60) calendar days before the annual expiration date of its desire to terminate or amend said Agreement.

ARTICLE XXI  
SEVERABILITY

The provisions of this agreement shall be severable, and if any provision under any circumstance is held invalid, it shall not affect any other provision of this Agreement or the application of any provisions thereof. The voided provisions may be renegotiated at the request of either party.

ARTICLE XXII  
RATES OF PAY

Section 1

Subd. 1. The wages and salaries reflected in Schedule A, B, C, and D, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2015 to June 30, 2018.

Subd. 2. During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. Step advancement on the salary schedule shall occur on July 1<sup>st</sup> of each fiscal period (effective July 1, 2006). In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is entered into.

IN WITNESS WHEREOF, the parties hereafter have hereunto set their hands and seals the day and year first above written.

BOARD OF EDUCATION  
Independent School District No. 182  
Crosby-Ironton, Minnesota

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Clerk

LOCAL UNION NO. 1691  
American Federation of State, County  
and Municipal Employees, AFL-CIO

  
\_\_\_\_\_  
Staff Representative

  
\_\_\_\_\_  
President



**APPENDIX "A"**  
**PARAPROFESSIONAL WAGE SCHEDULE**

2015-16

|                                    | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Paraprofessionals<br>Job Class A31 | 10.59    | 10.86    | 11.11    | 11.38    | 11.64    | 11.98    | 12.34    | 12.68    | 13.05    | 13.61    | 13.99    | 14.19     | 14.43     | 14.51     |
| Health Para<br>Job Class B22       | 11.87    | 12.13    | 12.39    | 12.66    | 12.93    | 13.26    | 13.60    | 13.94    | 14.31    | 14.85    | 15.23    | 15.46     | 15.72     | 15.80     |

2016-17

|                                    | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Paraprofessionals<br>Job Class A31 | 11.11    | 11.38    | 11.65    | 11.92    | 12.19    | 12.54    | 12.91    | 13.26    | 13.64    | 14.21    | 14.61    | 14.82     | 15.06     | 15.15     |
| Health Para<br>Job Class B22       | 12.42    | 12.70    | 12.96    | 13.24    | 13.51    | 13.85    | 14.20    | 14.55    | 14.94    | 15.50    | 15.89    | 16.12     | 16.39     | 16.47     |

2017-18

|                                    | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Paraprofessionals<br>Job Class A31 | 11.69    | 11.97    | 12.25    | 12.53    | 12.80    | 13.16    | 13.55    | 13.91    | 14.30    | 14.89    | 15.30    | 15.51     | 15.77     | 15.85     |
| Health Para<br>Job Class B22       | 13.04    | 13.33    | 13.60    | 13.89    | 14.17    | 14.52    | 14.88    | 15.24    | 15.63    | 16.21    | 16.62    | 16.86     | 17.13     | 17.22     |

For 2005-06, which will be a wage schedule transition year, the Start step will be eliminated. Employees who would normally be on steps 1, 2, and 3 will continue to be placed on that step. Employees who would normally move from Step 3 to Step 4 will make that move on the new schedule. All employees already on Step 4 will advance to Step 5.

For 2007-08, employees did not make step advancement.

Employees hired after July 1, 2008, shall not be eligible for advancement on the salary schedule beyond step 15.

**APPENDIX "B"**  
**FOOD SERVICE WAGE SCHEDULE**

2015-16

|                          | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Cook<br>Job Class B21    | 11.30    | 11.57    | 11.83    | 12.12    | 12.41    | 12.80    | 13.19    | 13.59    | 14.02    | 14.62    | 15.05    | 15.27     | 15.54     | 15.63     |
| Cashier<br>Job Class B22 | 11.87    | 12.13    | 12.39    | 12.66    | 12.93    | 13.26    | 13.60    | 13.94    | 14.31    | 14.85    | 15.23    | 15.46     | 15.73     | 15.81     |

2016-17

|                          | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Cook<br>Job Class B21    | 11.64    | 11.91    | 12.19    | 12.49    | 12.78    | 13.19    | 13.59    | 13.99    | 14.44    | 15.05    | 15.50    | 15.73     | 16.01     | 16.09     |
| Cashier<br>Job Class B22 | 12.22    | 12.50    | 12.76    | 13.04    | 13.31    | 13.65    | 14.00    | 14.35    | 14.74    | 15.30    | 15.69    | 15.92     | 16.20     | 16.28     |

2017-18

|                          | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Cook<br>Job Class B21    | 11.99    | 12.27    | 12.56    | 12.86    | 13.17    | 13.58    | 14.00    | 14.41    | 14.87    | 15.51    | 15.96    | 16.21     | 16.49     | 16.58     |
| Cashier<br>Job Class B22 | 12.59    | 12.87    | 13.15    | 13.43    | 13.71    | 14.06    | 14.42    | 14.78    | 15.18    | 15.76    | 16.16    | 16.40     | 16.69     | 16.77     |

For 2005-06, which will be a wage schedule transition year, the Start step will be eliminated. Employees who would normally be on steps 1, 2, and 3 will continue to be placed on that step. Employees who would normally move from Step 3 to Step 4 will make that move on the new schedule. All employees already on Step 4 will advance to Step 5.

For 2007-08, employees did not make step advancement.

Employees hired after July 1, 2008, shall not be eligible for advancement on the salary schedule beyond step 15.

**APPENDIX "C"**  
**BUILDING CLERICAL WAGE SCHEDULE**

2015-16

|                                    | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Building Clerical<br>Job Class B31 | 13.13    | 13.40    | 13.66    | 13.93    | 14.18    | 14.57    | 14.99    | 15.38    | 15.82    | 16.45    | 16.89    | 17.27     | 17.78     | 17.94     |

2016-17

|                                    | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Building Clerical<br>Job Class B31 | 13.53    | 13.80    | 14.07    | 14.34    | 14.61    | 15.01    | 15.44    | 15.84    | 16.30    | 16.94    | 17.40    | 17.79     | 18.31     | 18.48     |

2017-18

|                                    | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Building Clerical<br>Job Class B31 | 13.93    | 14.22    | 14.49    | 14.77    | 15.05    | 15.46    | 15.90    | 16.31    | 16.78    | 17.45    | 17.92    | 18.33     | 18.86     | 19.04     |

For 2005-06, which will be a wage schedule transition year, the Start step will be eliminated. Employees who would normally be on steps 1, 2, and 3 will continue to be placed on that step. Employees who would normally move from Step 3 to Step 4 will make that move on the new schedule. All employees already on Step 4 will advance to Step 5.

For 2007-08, employees did not make step advancement.

Employees hired after July 1, 2008, shall not be eligible for advancement on the salary schedule beyond step 15.

**APPENDIX "D"  
CUSTODIAL/MAINTENANCE WAGE SCHEDULE**

2015-16

|                               | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Maint/Mech L<br>Job Class B41 | 14.98    | 15.24    | 15.51    | 15.80    | 16.09    | 16.45    | 16.81    | 17.17    | 17.56    | 18.19    | 18.59    | 19.00     | 19.55     | 19.72     |
| Maint<br>Job Class B32        | 13.82    | 14.09    | 14.35    | 14.64    | 14.91    | 15.29    | 15.65    | 16.02    | 16.41    | 17.02    | 17.42    | 17.81     | 18.31     | 18.49     |
| Custodian<br>Job Class B31    | 13.13    | 13.40    | 13.66    | 13.93    | 14.18    | 14.57    | 14.99    | 15.38    | 15.82    | 16.45    | 16.89    | 17.27     | 17.78     | 17.94     |

2016-17

|                               | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Maint/Mech L<br>Job Class B41 | 15.43    | 15.70    | 15.98    | 16.27    | 16.57    | 16.94    | 17.31    | 17.69    | 18.09    | 18.74    | 19.15    | 19.57     | 20.14     | 20.32     |
| Maint<br>Job Class B32        | 14.24    | 14.51    | 14.78    | 15.08    | 15.36    | 15.74    | 16.12    | 16.50    | 16.90    | 17.53    | 17.94    | 18.34     | 18.86     | 19.04     |
| Custodian<br>Job Class B31    | 13.53    | 13.80    | 14.07    | 14.34    | 14.61    | 15.01    | 15.44    | 15.84    | 16.30    | 16.94    | 17.40    | 17.79     | 18.31     | 18.48     |

2017-18

|                               | <u>1</u> | <u>A</u> | <u>2</u> | <u>B</u> | <u>3</u> | <u>C</u> | <u>D</u> | <u>4</u> | <u>E</u> | <u>F</u> | <u>5</u> | <u>15</u> | <u>20</u> | <u>25</u> |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Maint/Mech L<br>Job Class B41 | 15.89    | 16.17    | 16.46    | 16.76    | 17.07    | 17.45    | 17.83    | 18.22    | 18.63    | 19.30    | 19.72    | 20.16     | 20.74     | 20.93     |
| Maint<br>Job Class B32        | 14.66    | 14.95    | 15.22    | 15.53    | 15.82    | 16.22    | 16.60    | 16.99    | 17.41    | 18.05    | 18.48    | 18.89     | 19.43     | 19.61     |
| Custodian<br>Job Class B31    | 13.93    | 14.22    | 14.49    | 14.77    | 15.05    | 15.46    | 15.90    | 16.31    | 16.78    | 17.45    | 17.92    | 18.33     | 18.86     | 19.04     |

For 2005-06, which will be a wage schedule transition year, the Start step will be eliminated. Employees who would normally be on steps 1, 2, and 3 will continue to be placed on that step. Employees who would normally move from Step 3 to Step 4 will make that move on the new schedule. All employees already on Step 4 will advance to Step 5.

For 2007-08, employees did not make step advancement.

Employees hired after July 1, 2008, shall not be eligible for advancement on the salary schedule beyond step 15.

Boiler License:

Custodian requires first class license or ability to obtain a first class boiler license. Mechanical/maintenance lead requires a chief boiler license.

All custodial personnel are required to hold a boiler license and, to remain eligible for employment, must obtain the next highest class license within 90 days after the employee becomes eligible for same or shows continuing progress toward obtaining licensure, such as continuing to test for the license; up to and including a first class license.

Custodians with a first class boiler license shall receive \$75.00 per month extra in addition to their base pay. Custodians and maintenance/mechanical lead employees with a chief boiler license shall receive \$100 per month extra in addition to their base pay.