

AGREEMENT
BETWEEN THE

ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION

AND THE

ONTEORA NON-TEACHING EMPLOYEES ASSOCIATION

JULY 1, 2021 – JUNE 30, 2022

TABLE OF CONTENTS

ARTICLE I	
Recognition.....	1
ARTICLE II	
Association Rights.....	1
ARTICLE III	
Employee Protection	3
ARTICLE IV	
Observation and Evaluation.....	4
ARTICLE V	
Employee Personnel Files	5
ARTICLE VI	
Grievance Procedure	6
ARTICLE VII	
Paid and Unpaid Leave	8
ARTICLE VIII	
Employee Benefits	12
ARTICLE IX	
Retirement.....	18
ARTICLE X	
Reduction in Force and Resignation	19
ARTICLE XI	
Right of Confrontation	19

JV

ARTICLE XII
 Posting of Vacancies and Extra Pay 20

ARTICLE XIII
 School Closing for Bad Weather, Delayed Openings and
 Snow Days 21

ARTICLE XIV
 Snow Day or Emergency Day Compensation..... 22

ARTICLE XV
 The Work Week 23

ARTICLE XVI
 Travel Allowances 24

ARTICLE XVII
 Salary 25

ARTICLE XVIII
 Workers' Compensation 27

ARTICLE XIX
 Drug/Alcohol & Substance Testing 28

ARTICLE XX
 Miscellaneous 28

ARTICLE XXI
 Duration of Agreement..... 29

SALARY SCHEDULES 30

INDEX LAST

du ✓

**ARTICLE I
RECOGNITION**

- A. The District recognizes the Onteora Non-Teaching Employees Association (ONTEA) as the exclusive representative of all those employees in the appropriate bargaining unit as described below, including but not limited to Typist, Senior Typist, Database Program Specialist, Parent Peer Trainer, Certified Occupational Therapist Assistant, Behavioral Interventional Assistant, Monitor, Custodial Worker, Groundskeeper, School Chauffeur, Stores Clerk, Head Custodian, Custodian, Building Maintenance Mechanic, Auto Mechanic, Bus Driver/Dispatcher, Auto Mechanic Helper, Maintenance Mechanic Helper, School Bus Driver, Head Bus Driver, Cook Manager, Cook, Food Service Helper, Network Systems Specialist, Network Support Specialist and Teaching Assistant.

- B. The appropriate bargaining unit shall exclude the following personnel: All employees included as part of bargaining units represented by the OAA (Onteora Administrators Association), the OTA (Onteora Teachers Association), and ONTSA (Onteora Non-Teaching Supervisors Association). In addition, thereto, the District shall be allowed to designate a maximum of twelve (12) employees to serve as confidential personnel.

**ARTICLE II
ASSOCIATION RIGHTS**

- A. Meetings
 - 1. The Association is authorized to conduct meetings on District properties, subject to District policy regarding the use of said property, except that it shall not be necessary for the Association to file an application to the Board of Education for such use. It must, however, clear the use of any building with the appropriate building administrator. Association business will be conducted outside the workday.

- B. Notices
 - 1. The District shall provide bulletin boards for the posting of Association notices and vacancies that exist within the District as follows:
 - a) Two bulletin boards in the high school;
 - b) One bulletin board in each elementary school;
 - c) One bulletin board in the Transportation department;
 - d) One bulletin board in the Buildings & Grounds department.


 - 2. The Association has the right to use school machines and equipment for the production of materials to be distributed to members of the bargaining unit.

C. Board Proceedings

1. The District will provide the Association with an agenda for each official Board meeting, as soon as they become available. The District also agrees to provide the Association with minutes of each meeting, as soon as they become available for distribution.

D. Dues Deduction and Agency Fee

1. No later than September 30 of each year, the Board will provide the Association (ONTEA) with a list of those employees who have voluntarily authorized the Board to deduct dues. Any employee desiring to have the Board discontinue deductions he/she had previously authorized must notify the Board and the Association concerned in writing.
2. The Board agrees to deduct from the salaries of its non-teaching staff member's dues for the Onteora Non-Teaching Employees Association. Employees' authorizations will be made in writing in the form set forth below:

PAYROLL DEDUCTION AUTHORIZATION		
Social Security Number _____		
Last Name _____	First Name _____	M.I. _____
Employer Name _____		
Organization _____		
To the Employer: I hereby authorize you, according to arrangements agreed upon with the above organization, to deduct from my salary and transmit to said organization, dues as certified by said organization. I hereby waive all right and claim to said monies so deducted and transmitted in accordance with this authorization and relieve the Employer and all its officers from any liability therefor. I revoke any and all instruments heretofore made by me for such purposes. This authority shall remain in full force and effect for all purposes while I am employed in this school system, or until revoked by me in writing between September 1st and September 15th of any given year.		
Member Signature: _____	Date: _____	
		

3. The Association will certify to the Board in writing the current rate of membership dues of the Association named above. The Association will give the Board thirty (30) days written notice prior to the effective date of such change.
4. Deductions referred to above will be made in twenty (20) equal installments during the school year. The Board will not be required to honor, for any month's deduction, any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which deductions are to be made.
5. The Board agrees that it will not accord dues deductions or similar check-off rights to any other organization until and unless such organization has been duly recognized or certified according to law.

6. The Board agrees to make an agency fee deduction for those individuals who are not members of the Association, such deduction to equal the amount deducted for those individuals who are members of the Association unless a lesser amount is established by the Association.

E. Fair Practices

1. No reprisals of any kind will be taken against any employee by reason of his/her membership in the Association or participation in any of its activities.

F. Union Business

1. The Union President or his/her designee shall be given a bank of fourteen (14) days for Union business which may be used in full or half day increments. The Union will notify the District no later than July 1 of the identity of the Union President. The President will notify the Superintendent or his/her designee, no less than twenty-four (24) hours in advance of the date(s) requested.

**ARTICLE III
EMPLOYEE PROTECTION**

A. Safety Practices

1. The parties recognize the necessity of following good safety practices in all job classifications. The District will provide adequate equipment and maintain both equipment and working conditions in a safe manner. Any condition which is felt to be unsafe shall be reported to the Administration, promptly investigated and corrections made where required. ONTEA members should follow the proper channel and bring concerns to their department union representative.
2. All employees shall have safe and healthful conditions under which to carry out their duties.

B. Assault, Accident or Injury

1. If an employee is assaulted, the school attorney shall advise the employee of the employee's rights upon request. The safe-harmless provisions of Education Law shall apply if such assault on an employee results in loss of time. The employee shall be paid in full for such loss of time for a period of up to available sick leave not to exceed six (6) months following the assault. Such paid absence shall not be deducted from any sick leave to which such employee is entitled under this Agreement. Worker's Compensation, if any, shall be payable to the School District.
2. Employees will immediately report all cases of assault, accident, injury, loss of property or illness suffered by them in connection with their employment to their principal or

immediate supervisor. The report will then be forwarded to the Superintendent or his/her designee of the District and the Association president.

ARTICLE IV OBSERVATION AND EVALUATION

- A. The purpose of observation and evaluation is the improvement of employee performance. Observation in and of itself is a continuous on-going process. To this end, the guidelines as set forth below shall be understood to be a minimum.
- B. All observations of work performance of employees shall be conducted openly, with full knowledge of the employees that they are being observed or evaluated. This shall not preclude the District from including in the annual evaluation documented instances which have occurred as a result of routine supervision. Additionally, surveillance and/or monitoring equipment may be used for investigations into theft and/or Worker's Compensation fraud and/or on school buses.
- C. Evaluation forms will be completed by Administrators or other Supervisory personnel where applicable. Only an Administrator/Supervisor can conduct evaluations. These personnel, however, may be assisted in the preparation of the evaluation form by supervisory personnel in the ONTEA unit, i.e., Head Custodian, Head Cook, etc. Supervisory personnel in the ONTEA unit will not be involved in any disciplinary proceedings affecting other members of the unit. Teachers may provide input for Teaching Assistant and Classroom Monitor evaluations.
- D. In the event a written evaluation report is rendered on any visitation, the Administrator/Supervisor shall first confer with the employee in order to ascertain levels of difficulty associated with the job and other pertinent factors.
- E. Employees will be given a copy of any evaluation report of any observation by their Administrator/Supervisor and will be required to sign the office copy to indicate that they have received same.
- F. Within five (5) working days following any evaluation, the evaluated employee and the employee's Administrator/Supervisor will meet to discuss the observation. All such conferences will be held in private.
- G. Effort shall be made by the administration or supervising personnel to help an employee if there is evidence of need for such assistance.
- H. Should the District conclude the unsatisfactory performance exists on part of any employee, a conference shall be held. The attendance at such conference shall include the employee and the employee's representative, at the employee's option, the employee's immediate Administrator/Supervisor and the Superintendent or the Superintendent's designee. The purpose of such conference will be to suggest means

and methods of performance improvement so that if implemented by the employee, the employee may remain in the employ of the District in the same capacity.

- I. The rated employee has the right to write a reaction to the evaluation, which will be included with the office copy. The Administrator/Supervisor, in order to indicate that he/she has received such, will affix his/her signature to such written reaction.
- J. The Association hereby consents to the District's implementation of an Annual Professional Performance Review and Teaching Assistant Improvement Plan which is consistent with the regulations of the Commissioner. The APPR and TAIP shall be incorporated into the collective bargaining agreement.
- K. Evaluation Form
 - 1. A separate and applicable form for each service department shall be drafted separately by a joint committee from each department consisting of the Administrator/Supervisor and two (2) Association representatives from each department.

**ARTICLE V
EMPLOYEE PERSONNEL FILES**

- A. There will be one official district employee personnel file which shall be maintained in the central office. Employees shall have the right, upon request, to review the contents of their files excluding confidential references pertaining to hiring or promotion. Any employee shall be entitled to have a personally selected representative accompany him/her during such review.
- B. Employee files shall contain routine financial information and matters of factual nature which relate to the job performance of an employee.
- C. No material except confidential references pertaining to promotion shall be filed unless the employee has had an opportunity to examine the material. Employees shall be given an opportunity to affix their signature on the actual copy to be kept with the understanding that such signature merely signifies that they have examined the materials. Such signature does not necessarily indicate agreement with its content. The employee shall have the right to reply in writing to any material placed in the personnel file. The reply shall be attached to the material and filed in the official District personnel file. While the failure to reply shall not be construed as a waiver of a defense in any case, employees shall ordinarily be expected to reply in ten (10) days of the placement of any unusual material in a file.
- D. Upon receipt of a written request, the employee shall be furnished a reproduction of any material at the employee's own expense, excluding confidential references pertaining to hiring or promotion.
- E. No material which is inaccurate, not based on facts or unjust shall be placed in the employee's personnel file.

**ARTICLE VI
GRIEVANCE PROCEDURE**

- A. A grievance shall mean a complaint by an employee in the bargaining unit that:
1. There has been a misapplication, misinterpretation, violation of this Agreement.
 2. There has been a violation, misapplication or misinterpretation of, or inequitable treatment under established past practice, policy or rules and regulations of the Board of Education affecting the terms and conditions of employment of members of the bargaining unit. As used in this Article, the term employee shall mean:
 - a. An individual employee, or;
 - b. A group of employees, or;
 - c. The Association.
- B. This procedure shall not be used to adjust a complaint where the law requires a specific procedure and method of redress inconsistent with this procedure.
- C. A grievance shall be deemed waived unless it is submitted in writing within thirty (30) calendar days after the aggrieved knew or should have known of the events or conditions on which the grievance is based. The grievance shall be in writing at Step 2 and above.
- D. STEPS:
1. Step 1:
 - a. The employee shall discuss the matter with his/her Administrator/Supervisor. The employee may be represented by a representative of the Association or any other representative. The Administrator/Supervisor shall give the employee a written answer within ten (10) calendar days. A copy of the answer shall be given to the Association.
 2. Step 2:
 - a. If the grievance is not resolved at Step 1, the employee or the employee's representative may, within ten (10) calendar days, submit the grievance, in writing, to the Superintendent or his/her designee. The Superintendent or his/her designee shall set-up a conference to be held within ten (10) calendar days of submission of the grievance. The employee and/or the employee's representative shall be present at the conference to meet with the Superintendent and/or the Superintendent's designee to discuss the grievance in an attempt to resolve it. If the employee is not represented by the Association, the Superintendent or his/her designee shall notify the Association of the conference. The Association shall be entitled to be present at the conference and to state its views on the matter.

- b. The Superintendent or his/her designee shall furnish the employee and the Association with the decision, in writing, within ten (10) calendar days of the conference.

3. Step 3:

- a. If the answer from Step 2 is not satisfactory, the Association may file an appeal in writing with the Board of Education within ten (10) calendar days after receiving the decision at Step 2.
- b. Within ten (10) calendar days after receipt of an appeal, the Board of Education shall hold a hearing on the grievance. Here, the employee and/or the employee's representative shall be present. If the employee is not represented by the Association, the Board shall notify the Association of the hearing. The Association shall be entitled to be present at the hearing and to state its views on the matter.
- c. The Board of Education shall furnish the employee and the Association its decision, in writing, within ten (10) calendar days of the hearing.

4. Step 4:

- a. If the Board's answer from Step 3 is not satisfactory, the Association may submit the matter to arbitration within ten (10) calendar days of the receipt of the written answer. If no answer is received by the Association within ten (10) calendar days of the Step 3 conference, the Association may submit the matter to arbitration.
- b. Any grievance proceeding to arbitration shall be submitted to the following arbitrators on a rotating basis: Howard C. Edelman, Dennis Campagna and Martin Scheinman. If they are unable to serve, and if the parties are unable to agree upon another arbitrator, the grievance shall then be referred to the American Arbitration Association for arbitration under its Voluntary Labor Arbitration Rules.
- c. The arbitrator's hearing shall be held in the Onteora Central School District. The arbitrator shall hear and decide the case, or cases, that were set before him/her by the notice of arbitration. The arbitrator shall be bound by this Agreement. The arbitrator shall have no power to delete or modify the provision of this Agreement.
- d. The arbitrator shall have the power to make awards, to fix back pay or other compensations. The arbitrator's decision and award shall be in writing and shall be submitted to the parties within thirty (30) calendar days of the conclusion of the hearing.
- e. The decision and award of the arbitrator shall be binding. Fees and expenses of the arbitrator shall be shared equally by the Association and the Board of Education.

- E. Time units in this section may be extended or shortened by mutual consent of the parties. However, it is understood that the purpose of this procedure is to resolve grievances as quickly and equitably as possible.
- F. Nothing in this Article shall be construed to deny employees of their rights under the Civil Service Law or the Education Law.
- G. When any hearings or conferences are held, under this section, on school time, employees who are entitled to be present at the hearing or conferences shall be excused with pay for that purpose, without loss of sick or personal days.
- H. If at any step in the grievance procedure, the representative of the Board of Education fails to respond within the time limits prescribed by this Article, the Association shall assume that the answer is unsatisfactory and may immediately go to the next step in the process.
- I. If a grievance affects a group or class of employees, it may be submitted directly at Step 2 by the Association.
- J. In the event a grievance is filed on or after June 1 upon request by or on behalf of the grievant, the time limits set forth herein will be reduced pro rata so that the grievance procedure may be exhausted prior to the end of the school term, or as soon thereafter as is possible.
- K. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participant.
- L. Should the Association represent an individual in any stage of the aforementioned procedure necessary witnesses shall be provided by the Association to the District.

**ARTICLE VII
PAID AND UNPAID LEAVE**

- A. Sick Leave
 - 1. Each 12-month non-teaching staff member shall be granted eighteen (18) days per year for sick leave for personal illness or serious illness in the immediate family as defined below. Each 10-month non-teaching staff member shall be granted sixteen (16) days per year for sick leave for personal illness or serious illness in the immediate family as defined below. Each year, the eighteen (18) or sixteen (16) sick leave days will be credited to each non-teaching staff member following the staff member's first day of service. If a staff member does not complete a full year of service in the district, the staff member's sick leave benefit shall be pro-rated proportionately. Sick leave may be accumulated to a maximum of 275 days. Medical check-ups or annual physical examinations are considered sick leave.

2. For the purposes of serious illness in the immediate family, immediate family shall be defined as husband, wife, child, father, mother, step-parent, grandchild, brother, sister and domestic partner (as defined consistent with the DEHIC Alternate PPO definition). Serious illness leave requires that the immediate family member be under a physician's care. Staff members will be required to provide medical verification when requested by the District.
3. Should members of ONTEA use four or more consecutive sick leave days, the District may require a physician's note.

B. Personal Leave

1. Each non-teaching staff member shall be granted four (4) days with pay for conducting personal business that cannot be conducted at any other time. Personal leave is not to be considered as vacation days but implies that the situation warranting use of these days is considered to be more important than the employee's responsibilities to the school district.
2. Personal leave must be requested in writing to the immediate supervisor five (5) days in advance, except in the case of emergency. Upon return from emergency leave, the non-teaching staff member must file a request in writing.
3. When requested by the Superintendent of Schools or his/her designee a reason must be provided for the use of a personal day falling on a Monday, Friday, the day before or the day after a holiday.
4. Any personal leave unused by the end of each school year will be transferred to the employee's accumulated sick leave not to exceed the established maximum per Article VII-A-1 of this Agreement.

C. Bereavement Leave

1. Staff members will be permitted five (5) days emergency leave with pay, per occurrence, for death in the immediate family as defined in "A" above. A maximum of two (2) emergency leave days per occurrence, not to exceed four (4) per year with pay shall be granted for death of non-immediate family as follows: father-in-law, mother-in-law, sister-in-law, brother-in-law, employee's grandparents, uncle and aunt. Documentation must be provided when requested by the District.

D. Other Leaves

1. Absence from duties necessitated by subpoena of any court or any official body having the legal power to compel attendance shall not be charged to any form of leave and salary shall be paid in full. Where actions are brought against the District by ONTEA, this provision shall be limited to only those subpoenas which are necessary.

2. Any employee subpoenaed will be paid his/her regular salary while serving as a juror, provided that within five (5) business days of completing the jury assignment, the employee submits documentation from the court substantiating the absence.

E. Sick Leave Bank

1. Employees may be allowed to contribute up to two (2) days from their accumulated Sick Leave to the Sick Bank. Only contributing employees may be members of the Bank. Six (6) months of service is required to be eligible for utilization of the sick leave bank. The Bank shall be for use in cases of prolonged serious illness or injury after accumulated sick leave has been exhausted. There shall be automatic renewal when the Bank is exhausted and use by an individual is limited to sixty (60) days per school year. Withdrawals, additions and the general use shall be regulated by a committee of three (3) administrators and three (3) employees who are members of the Sick Bank.

F. Vacation Leave

1. Each full-time twelve (12) month employee shall earn and accrue vacation leave with pay at the rate of one (1) day for each month worked beginning with the third month of employment through to June 30th of the current school year. Commencing on the July 1 after the date of appointment, all employees accumulate vacation leave with pay as per the schedule that follows:

After Full Years of Service	Vacation Days Earned
1	10 work days
2	11 work days
3	12 work days
4	13 work days
5	14 work days
6	15 work days
7	16 work days
8	17 work days
9	18 work days
10	19 work days
11	20 work days

2. Employees leaving the service of the Onteora Central School District shall be entitled to this classification of leave on a pro-rated basis. At least eleven (11) days must be worked in the starting month and in the ending month in order to receive respective full month credit.
3. Employees holding ten (10) month Clerical positions in the system earn and accrue vacation pro-rated at eight (8) days for the full work year extending from September 1 through June 30 (or the equivalent thereof) to be taken after earned during the Winter and/or Spring recesses. Employees completing five (5) years of service will accrue vacation leave pro-rated at ten (10) days for the full work year as described above. Employees completing ten (10) years of service will accrue vacation leave prorated at

✓
su

twelve (12) days for the full work year as described above. Eligible employees shall take vacation leave during the month of July and/or August, periods when school is closed, or when school is in session, as may be approved by the Superintendent or his/her designee. In determining vacation schedules, the seniority of employees shall be honored whenever practicable. At least ten (10) days notice will be given prior to an employee being granted vacation.

4. Should an employee's vacation become interrupted due to a death in the immediate family, vacation time will be converted to the appropriate bereavement leave.
5. Employees may carry over up to a maximum of ten (10) days or fifty percent of their accrued vacation from one year to the succeeding year. However, they may never have more than thirty (30) vacation days available.
6. Twelve month employees shall not request vacation or personal leave during the week prior to the first week of school and the first week of school as well as the last week of school while students are present. Supervisors and the Superintendent or his/her designee shall provide special consideration to events that could arise and are requested at least ten days in advance.

G. Parental Leave of Absence

1. An unpaid leave of absence shall be granted to an employee for the purpose of child rearing as follows:
 - a. An employee shall be entitled upon request to a leave to begin within one (1) year of delivery or adoption of a child up to five (5) years of age. Said employee shall notify the Superintendent or his/her designee in writing of intent to take such leave and, except in case of emergency, shall give such notice at least (30) days prior to the date on which said leave is to begin.
2. An employee who is granted such leave of absence, pursuant to Section G-1 above, shall have the following re-employment rights:
 - a. An employee shall be returned to the same position or a position similar and within the employee's own area upon sixty (60) days notice to the District of intent to return. Child care leave of up to one (1) year shall be allowed to all employees with rights to extend for one (1) year more.
 - b. Upon return to service an employee shall have restored the same benefits accrued at the time the leave commenced.
3. Parental leave policies shall be consistent with current Federal and State laws.
4. It shall be assumed that when leave is granted for a period of time as requested by the applicant for such leave, a mutual contract shall be deemed to exist between the District and the employee as to the time of leave. It is understood, however, that such mutual

contract shall be open to review by the Board where undue hardship exists on behalf of the employee. An undue hardship shall include, but is not limited to, termination of pregnancy, death, or any other reason that would necessitate the employee returning to work.

H. Service Leave

1. Any regular employee requesting leave as a member of the Peace Corps, Vista or any service program will receive a leave of absence with full employment right at the termination of such duty. This shall exclude voluntary service in excess of four (4) years. No salary shall be paid during this leave of absence if the duty time extends beyond fifteen (15) days.
2. The District will grant employees paid leave while on ordered military duty in accordance with Section 242 of the New York Military Law.
3. Personnel on leave as a member of the Peace Corps or any service program shall be advanced on the salary and shall receive full credit for such service.

**ARTICLE VIII
EMPLOYEE BENEFITS**

A. Holidays

1. The following holidays are granted with pay, per school calendar, for the duration of this contract: Fourth of July, Labor Day, Rosh Hashanah (provided school is closed), Yom Kippur (provided school is closed), Columbus Day, Veteran's Day, Thanksgiving Day and the day following, Christmas (2 days), New Year's Day, Martin Luther King, Jr. Birthday, President's Day, Good Friday, and Memorial Day.
2. A weekday requested by ONTEA and approved by the Superintendent of Schools or his/her designee, will be granted in lieu of a holiday falling on a weekend.

B. Health Insurance

1. Effective January 1, 2015, the District's total liability for health insurance for all unit members enrolled in health insurance with the District shall not exceed the cost of eighty-eight percent (88%) (within two-tenths of a percent) of the premiums of the DEHIC Alternate PPO. Subject to the provisions of the health insurance plan, family shall include domestic partner. The current employee options for HMO Plans shall be unaffected by the Agreement.
2. Effective September 23, 2014, or as soon as can be arranged after ratification, the EPO 20 Plan shall be offered as a plan option for all unit members. The District shall fund the cost of unit members selecting coverage under the EPO 20 plan up to an amount not to exceed eighty-eight percent (88%) of the premiums of the DEHIC Alternate PPO.

3. Unit members selecting coverage under the DEHIC Alternate PPO shall contribute eight percent (8%) of the premiums of that plan, unless modified pursuant to paragraph six (6) below.
4. Effective September 23, 2014, any unit member who as of July 1, 2014 is enrolled in either MVP or CDPHP shall continue to be offered that particular plan as a health insurance option. No other unit members shall be offered MVP or CDPHP as a health insurance plan option.
5. Unit members selecting coverage under MVP and CDPHP (in accordance with paragraph four (4) above) shall contribute eight percent (8%) of the premiums of that plan, unless modified pursuant to paragraph six (6) below, in addition to the difference between the plan selected and the DEHIC Alternate PPO should MVP and/or CDPHP be more expensive than the DEHIC Alternate PPO.
6. In the event that after the annual open enrollment, the total percentage contribution of all unit members participating in District health insurance plans does not provide for an average unit member contribution of twelve percent (12%) (within two-tenths of a percent) of the DEHIC Alternate PPO premiums, then those unit members enrolled in the DEHIC Alternate PPO, CDPHP and MVP plans shall have their contribution adjusted upward so that the end result for the District is that the average unit member contribution for all unit members enrolled in District provided health insurance is twelve percent (12%) (within two-tenths of a percent).
7. Any increase in employee contributions toward health insurance premiums as provided for in paragraph 6 above shall be shared equally among the unit members enrolled in DEHIC Alternate PPO, CDPHP and MVP.
8. Unit members who commence employment after the annual open enrollment and who select the DEHIC Alternate PPO plan shall contribute the same percent contribution as those unit members enrolled in the DEHIC Alternate PPO plan as set forth in paragraphs three (3) and six (6) above.
9. Effective with the 2014-2015 school year, the District shall contribute \$850 into a Health Reimbursement Account for each unit member that enrolls in the DEHIC EPO 20 to offset any additional out of pocket insurance costs. The District's contribution for the 2014-2015 school year shall be made by no later than February 1, 2015.
10. Probationary Period
 - a. **Employees hired on or after November 15, 1999 and before September 23, 2014** must be regularly scheduled to work at least 28 hours per week and complete six (6) months of service with the District in order to be eligible for health insurance coverage with the District. Employees still completing his/her six months of service with the District as of September 23, 2014, shall be eligible for health insurance

coverage on the ninety-first (91st) calendar day after he/she began employment with the District or September 23, 2014, whichever is later.

- i) The six (6) month period as a probationary full-time employee shall commence from the date of hire;
- ii) Time spent as a substitute shall not count towards the completion of the six (6) month period;
- iii) Summer months and periods in which school is not in session and the employee was not required to report to work shall not count towards the completion of the six (6) month period;
- iv) Any period of time during which an employee is out of work in excess of two (2) weeks shall not count towards the completion of the six (6) month period.

b. **Employees hired on or after September 23, 2014**, who are regularly scheduled to work at least 28 hours per week, shall be eligible for health insurance coverage with the District after ninety (90) calendar days.

- i) The ninety (90) day period as a probationary full-time employee shall commence from the date of hire;
- ii) Time spent as a substitute shall not count toward the completion of the ninety (90) day period.

11. It is further understood that this change will provide to all retirees, all rights and benefits as those currently provided for under the collective bargaining agreement in the event the District changes health insurance carriers.

12. Employee contributions will automatically be deducted by the District through a Section 125 IRC plan.

13. Buyout

a. Except for employees subject to mandatory buyout (see Section 14-c below), employees opting to waive coverage and receive payout in lieu of insurance shall be entitled to an annual payment of \$2,000 for family and \$1,500 for individual.

b. Employees withdrawing for a full year as of July 1 will be paid one-half the amount in December and one-half the amount in the following June. Employees withdrawing at other times will receive pro-rated payments. Any individual electing this option may revert to the plan of previous enrollment subject to the provisions of each individual plan.

c. The health insurance buyout will be mandatory for District employees whose spouse or domestic partner as defined by the applicable plan is also a District employee. The employee opting out will receive \$2,500. Payment will be made in semi-annual installments in December and in June of each year.

d. Retirees and employees who become ineligible for the buyout because of death or divorce will be immediately reinstated to the District health insurance plan or HMO

option. The reinstatement of the retiree or employee will cause the buyout to be prorated for that year.

14. The District and the ONTEA will explore alternative health insurance options. If the ONTEA requests the District withdraw from the DEHIC Alternate PPO Plan and/or HMO options in order to provide alternative health insurance options, the District will not unreasonably withhold its permission.
15. Part-time employees shall be able to purchase health insurance through the District health insurance plan, subject to the provisions of the plan.
16. Health insurance coverage for employees resigning at the end of the school year shall be terminated as of August 31 of that school year. Employees resigning during the school year will be covered for one (1) month following the month in which their resignation takes place.
17. Employees who are absent on account of illness and who have exhausted their accumulated sick leave or sick bank allocation shall continue to receive full health insurance benefits, to be paid by the District for that period of illness not to exceed a total of ninety (90) days.

C. Benefit Trust

1. The Onteora Non-Teaching Employees Association will maintain a Benefit Trust. In addition, the District will fund the Onteora Non-Teaching Employees Association Benefit Trust at a rate of:

Benefit Trust:

Effective July 1, 2013	\$1,530
Effective July 1, 2014	\$1,580
Effective July 1, 2015	\$1,630

2. Employees hired after November 15, 1999 must be regularly scheduled to work a 28-hour work week and complete six (6) months of service with the District to be eligible for a District Benefit Trust contribution.
3. The Trust shall be administered by Trustees appointed by the President of the Association. The Trust shall provide adequate fiduciary safeguards.
4. The District shall make payments to the Trust semi-annually; one-half (50%) on October 1, and one-half (50%) on March 15, for the total amount.
5. Financial reports, which shall be subject to audit, of the monies shall be made available to the District for periodic review. The Trustee shall forward to the Board copies of the Trusts' financial report, pursuant to the Agreement and Declaration of Trust.

6. Monies shall be used solely to purchase or to provide benefits to participants of the Trust. No Trust monies can be used by any participant, or by the Trust itself, in any litigation against the Onteora Central School District.
7. The District shall make payments to the Benefit Trust as per section (1) one above for all eligible unit members. The ONTEA agrees to permit all Central Office Administrators, and all Confidential/Managerial Personnel to participate in the Benefit Trust.

D. IRS Code 125

1. The District will implement an IRS code 125 flexible benefits plan for the purpose of health related expenditures. The ONTEA will establish a committee to meet with the District for implementing this plan.

E. Educational Training and Professional Development

1. The District recognizes the importance of continuing education of all its employees. To encourage such, the District will make workshops and training programs relating to their employment. Should any employee decide to attend such, they shall do so at District's expense, suffering no loss of pay or accumulated leave. A stipend of \$50.00 shall be paid when the course is taken during non-working hours.
2. Employees may be required to attend at least one (1) training session per year at the discretion of the Superintendent or his/her designee.
3. All courses must be pre-approved by the Superintendent or his/her designee. Payment of the stipend shall only be made after the employee has submitted proof that he/she has successfully completed the course.

F. Uniforms – School Year

1. Maintenance, Grounds, Custodial and Transportation Personnel
 - a. Uniforms allowances shall consist of four (4) articles [shirts and pants] with a minimum order of two (2) shirts. New Hires shall receive five (5) shirts, five (5) pants, an outer jacket or a lightweight jacket. This will begin their cycle.
 - b. Shirts may either be long sleeve or short sleeve in either a "work shirt", "golf (knit) shirt", men's or women's, either "woven" or "polo style" design with a choice of the following colors:

Light Blue	Red
Navy Blue	Black (Golf shirt only)
 - c. Pants may be either work pant or jean style with a choice of the following colors:

Navy, Blue or Black

- d. Individuals may choose to wear their own blue jeans provided the pants are in good condition. (No sweat pants shall be worn). Supervisor may request that a different pair of pants shall be worn if condition is not acceptable.
- e. Outer jacket for Maintenance, Grounds, Custodial and Transportation personnel shall be purchased on a three (3) year cycle. Garment subject to replacement from damage at work if approved by Supervisor.
- f. Lightweight jacket (windbreaker) or vest for Maintenance, Grounds, Custodial and Transportation personnel shall be purchased on a two (2) year cycle.

Cannot purchase both if cycle coincides-individual choice

- g. District patch and name to be embroidered onto garments and not removed by individual.
- h. Uniforms are to be worn by all personnel.
- i. District reserves final determination of styles and colors.
- j. Uniforms damaged at work may be replaced upon approval of the Supervisor.
- k. The District shall provide two sets of safety apparel for each building to Maintenance, Custodial and Transportation personnel to carry out job responsibilities including but not limited to: coveralls, gloves, rain gear and safety goggles.
- l. The District shall research and purchase full coverage shoe protection for staff members that strip floors.

2. Cafeteria Staff

- a. The District agrees to provide two (2) replacement uniforms (any four (4) units) each year to cafeteria staff. All Cafeteria staff employees will be required to wear the uniforms provided to them by the District.
- b. Uniforms are to be worn by all personnel.
- c. District reserves final determination of styles and colors.

G. Uniforms – Summer (summer shall be defined as starting the day after High School graduation in June and ending the last day before all staff returns for the new school year)

1. Maintenance, Grounds, Custodial and Auto Mechanic

- a. Shall be allowed to wear a more comfortable shirt other than a uniform shirt during the summer when school is not in session provided that the garment presents a

professional image. Final determination on whether a garment is suitable for work shall be made by the Department Supervisor. Non-suitable garments include, shirts with no sleeves, torn fabric and offensive words or logos. This is not to be considered an all-inclusive list.

2. Summer Bus Drivers

- a. Summer bus drivers shall not be required to wear school year uniforms during the summer. The District shall provide the drivers with two (2) lightweight shirts each summer that they work.
- b. The District name and staff member's name shall be embroidered onto the lightweight shirts and not removed by the staff member.

**ARTICLE IX
RETIREMENT**

- A. The District shall provide eligible employees with the improved Non-Contributory Retirement Plan (Section 75-i). Employees hired on or after July 1, 1976, desiring to participate in the retirement plan provided by the District may do so pursuant to Article 14 of the Retirement and Social Security Law of the State of New York.
- B. A retirement incentive in the amount of \$8,750 will be made available to anyone who retires in their first year of eligibility without penalty if the employee completed fifteen (15) years of credited service in the District.
- C. Additional benefits will be granted to eligible members of the New York State Employees Retirement System through the provision of Section 41j and 34j allowing application for unused sick leave as additional service credit upon retirement.
- D. Any employee eligible for retirement with either ERS or TRS shall be paid sixty (\$60.00) dollars per day up to a maximum of 275 days for unused sick days.
- E. Retiree Health Insurance
 1. Employees hired on or before 10/20/03 must complete five (5) years of service with the District and meet the retirement eligibilities of ERS and/or TRS in order to be eligible for retiree health insurance. Any employee hired subsequent to 10/20/03 must complete fifteen (15) cumulative years of service with the District and meet the eligibility requirements of ERS and/or TRS in order to be eligible to receive retiree health insurance.
 2. Health insurance premium payments for retirees shall be 100% for individuals and 50% of the difference between the individual and family premium costs. Effective July 1, 2000, retiree family coverage increases to 60% for employees retiring after June 30, 2000.

**ARTICLE X
REDUCTION IN FORCE AND RESIGNATION**

- A. The following language shall apply to any layoff or reductions in the work force for all positions covered by this bargaining unit:
1. Every effort shall be made to meet the reduction by attrition (i.e., retirement, etc.).
 2. If the incumbent where the position is abolished is qualified for vacancy either in the area of the incumbent's employment or in another area:
 - a. The employee shall be reassigned the vacancy in the employee's area of employment, but if this is not possible, then
 - b. The employee will be moved to any other area in which the employee may be qualified.
 3. In lieu of layoff, the district may reduce the hours of affected personnel.
 4. Excessed employees will be paid for their accumulated vacation time at the salary in effect at the time of the excessing.
 5. The parties agree that in the event the need arises to layoff a Teaching Assistant, all part-time teaching Assistants shall be laid off prior to the layoff of any full-time Teaching Assistants.
- B. When resigning from the District, ONTEA members will provide the District with two weeks' notice.

**ARTICLE XI
RIGHT OF CONFRONTATION**

- A. All non-teaching employees shall have the right to confront any person who registers a complaint against them with the administration if any disciplinary action is to be taken against them. If the person registering the complaint refuses such confrontation, no action may be taken against the employee, except in those cases where the Superintendent or the Superintendent's designee has sufficient additional substantiation to warrant independent disciplinary action. If any disciplinary action is contemplated, the employee has the right to representation of the employee's own choosing.

ARTICLE XII
POSTING OF VACANCIES AND EXTRA PAY

A. Notice of and Application for Vacancies

1. From time to time during each school year, or as they occur, the Superintendent shall have posted on all Association bulletin boards in all school buildings a list of the known vacancies for the then current and the following school year, including but not limited to non-teaching, promotional, extra pay positions. Said notices shall clearly set forth a description of and the qualifications for the position including the duties and salary.
2. Such notices shall be posted as far in advance as practicable, ordinarily at least ten (10) days before the final date when applications must be submitted and in no event less than five (5) days before such date. In the case of vacancies occurring during the summer vacation, the notice thereof shall be posted in the administration offices of the Ontario Central School District and a copy thereof shall be sent to the Association. Such list of vacancies shall include all vacancies of any type whatsoever occurring within the employer-employee negotiating unit represented by the Association President or designee.
3. Employees who desire to apply for any such vacancy shall submit their applications in writing to the Superintendent within the time limit specified.
4. Any Part-Time employee applying for and deemed qualified for such a vacancy shall be guaranteed an interview.

B. Qualifications for Assignment

1. Factors taken into consideration by the District shall include qualifications, experience and seniority in all appointments and assignment to any and all vacancies and openings. Unsuccessful applicants who are existing employees of the District in the negotiating unit represented by the Association shall, upon request, be furnished with a written explanation as to why they did not receive the appointment of such vacancy.

C. New Positions

1. The provisions hereof shall apply to new positions created within the school system as well as vacancies occurring in the existing positions.

ARTICLE XIII
SCHOOL CLOSING FOR BAD WEATHER OR AN EMERGENCY, SCHOOL CLOSED DURING THE
WORKDAY FOR BAD WEATHER OR AN EMERGENCY, SCHOOL OPENING DELAYED FOR BAD
WEATHER OR AN EMERGENCY

A. School Closed for Bad Weather or an Emergency

1. When school is closed because of bad weather or an emergency, non-teaching employees will not be expected to report to work. Further, all such employees shall suffer no loss of pay of accumulated leave time.
2. For the purposes of snow removal and/or securing the buildings, employees under ordinary circumstances are required to report for work.
3. In all other cases, employees may be requested to work on such a day when school is closed for bad weather or an emergency, after the immediate supervisor has secured permission from the Superintendent or his/her designee.
4. Cafeteria staff who report to work when school is closed because of inclement weather or an emergency shall be entitled to a guarantee of a minimum of four (4) hours at the employee's regular hourly rate if they are a full time cafeteria employee and two (2) hours at the employee's regular hourly rate if they are a part-time cafeteria employee.

B. School Closed During the Workday for Bad Weather or an Emergency

1. When school is closed during the workday due to bad weather or an emergency, non-teaching personnel may be dismissed early as follows:
 - a. Teaching Assistants, Monitors, Parent Peer Trainer, Behavior Intervention Assistant, Certified Occupational Therapy Assistant and Clerical Staff may be dismissed at the discretion of the individual building administrator or appropriate supervisor no later than one (1) hour following teacher dismissal
 - b. For the purpose of securing the cafeterias, the Superintendent or his/her designee may require cafeteria employees to remain up to one (1) hour after teachers have been dismissed due to bad weather or an emergency.
 - c. Transportation personnel and Bus Attendants may be released at the discretion of the Director of Transportation no later than one half hour following completion of all bus runs.
 - d. Custodial, Maintenance and Grounds personnel shall be released by the Director or Assistant Director of Facilities & Operations upon the completion of their normal daily job assignments. Other shifts shall be called in by the Director or Assistant Director of Facilities and Operations within one (1) hour after the dismissal of children. The maximum amount of time required by 2nd and 3rd shifts shall be no greater than what was performed by the 1st Shift.

e. Any employee requested to perform additional work beyond the dismissal time when school is closed during the work day for bad weather or an emergency will be compensated on an overtime (time and one-half) basis computed to the nearest quarter hour. There shall be no guarantee of minimum time at this rate.

C. School Opening Delayed for Bad Weather or an Emergency

1. On delayed opening days, employees may be required to report to work at their normal times, under normal circumstances. Employees working the delay time will not get extra pay. This applies to Custodial, Maintenance, Grounds and Cafeteria employees.

**ARTICLE XIV
SNOW DAY OR EMERGENCY DAY COMPENSATION**

A. Only Custodial and Maintenance employees are eligible for snow day pay. Snow day pay is defined as regular payment plus additional payment for hours worked at straight rates. For example, four (4) hours of work on a snow day by operations and maintenance staff would mean regular pay plus an additional four (4) hours of regular pay.

B. Overtime pay is defined as payment at a rate of time and one-half the employee's normal hourly rate for services performed in excess of eight (8) hours in any one day. On a snow day, an individual could receive regular pay, shift pay and overtime pay if any of the following criterion is met:

1. An individual works more than eight (8) hours on a snow day;
2. An individual who reports to work off the individual's normal shift;
3. An individual who reports for work prior to the school day being declared a snow day (usually 6:00 a.m.)

C. Custodial and Maintenance employees who work on such a day shall be compensated at the rate of two times their normal hourly salary with a guarantee of a minimum of four (4) hours.

D. The District may rearrange the work schedule so that it coordinates with the employee's regularly scheduled shift. Also, the District may reassign employees to other schools if necessary.

E. In the event it is necessary for the District to call in a person out-of-shift, that person will receive time and one-half overtime.

ARTICLE XV
THE WORK WEEK

- A. During summer, spring and winter recess, all employees may be scheduled for a day shift with no loss of night differential. However, this scheduling shift shall not be made where it would cause personal hardship.
- B. Any employee (other than a Teaching Assistant) working less than twenty-eight (28) hours per week shall be considered a part-time employee. The parties agree that a full-time Teaching Assistant is one who works thirty-two and one-half (32.5) or more hours per week.
- C. Full-time Cafeteria employees, Teaching Assistants, Bus Attendants, Monitors, Parent Peer Trainer, Behavior Intervention Assistant, Certified Occupational Therapy Assistant and School Bus Drivers (10 mos.) will be scheduled to work on all days on which teachers report, not to exceed 184 days.
- D. For twelve (12) month clerical personnel, the work week will consist of 37½ hours or 40 hours per week, except for winter and spring recess and between July 15 and August 15, when the work week will be 35 hours and 37½ hours respectively. For ten (10) month clerical personnel, the work week will consist of 37½ hours except for winter and spring recess when it will be 35 hours.
- E. For Custodian, Custodial Worker, School Bus Dispatcher, Head Bus Driver, School Chauffeur, Stores Clerk, Auto Mechanic, Auto Mechanic Helper, Bus Driver (12 mos.), Building Maintenance Mechanic and Maintenance Mechanic Helper, the work week will consist of forty (40) hours.
 - 1. A Custodial Worker whose regular work week includes Saturday will be given Monday as their regular day off. If school is closed on Monday for any reason, the worker will receive a comp day, so not work more days than anyone within the same title. The comp day must be taken within the week and must be agreed upon between the Supervisor and the employee. The comp day will be their regular day off so the employee will suffer no loss of pay or accumulated leave. During the summer months, such employee shall be assigned to work Monday through Friday.
- F. For Cook Managers and Cooks, the work day shall be a seven (7) hour work day. For Food Service Workers, the work day shall be a six (6) hour work day. Certain employees may work a shorter or longer work day and be paid proportionately.
- G. The District shall have the sole discretion to determine Bus Driver work schedules. Straight time shall be paid for all hours worked regardless of when scheduled, provided the employee has not worked more than a forty (40) hour work week or eight (8) hours per day. The daily schedule may include the first late run which shall be no later than 5:15 PM.

H. Hourly Bus Driver

1. The hourly bus driver shall be available to drive short runs. The Hourly Bus Driver shall not be meant to displace current full time drivers. The hourly bus driver may be utilized to cover full time driver routes to allow for full time drivers to be assigned to extra runs for field/sports trips during the week. The hourly bus driver shall be paid at an hourly wage based upon Step 1 of the 10-month bus driver work schedule.

I. Field Trips

1. In the instance of field trips, the following conditions will prevail unless subcontracted.
 - a. Employees will receive compensation at the overtime rate of pay after completing an eight (8) hour workday Monday through Friday excluding holidays.
 - b. On weekends and holidays overtime will be paid.
 - c. The driver will be required to check in and check out before the delivery and return of trip.
 - d. It is understood between the parties that all trips fourteen (14) hours or less will be conducted on a total duration basis as per past practice.
 - e. For any field or sports trip scheduled as "drop only" on a weekend, drivers shall be compensated for three (3) hours at a minimum.

- J. The District shall allow state required refresher courses for transportation employees and bus attendants to be conducted on Superintendent Conference Days when such courses shall not interfere with planned professional development by the District, not to exceed four hours in a year. On these days, employees shall be allowed to attend state refresher courses without loss of pay.

**ARTICLE XVI
TRAVEL ALLOWANCE**

- A. Upon written request to the Superintendent of Schools or his/her designee, permission may be granted to all personnel to travel at District expense on school business. Maximum reimbursement of expenses incurred by District personnel while on such school business is as follows:
- B. Food and hotel room not to exceed \$100 (single room) per diem and the rate of \$50 per diem should prevail when two persons of the same sex can share the same room.
- C. The mileage rate for use of private transportation when no District-owned vehicles are available will be the IRS mileage rate in effect as of July 1 of that year of the contract. When school employees use their personal truck for hauling school supplies beyond the

normal capabilities of an automobile, they will be compensated at the IRS mileage rate in effect as of July 1 of that year of the contract.

- D. Personnel required to travel outside the School district will be allotted the meal allowance as listed below. Transportation personnel shall be allowed to purchase prepared food at establishments including but not limited to super markets and convenience stores. To obtain reimbursement, personnel shall submit detailed receipts at the prevailing meal allowance with the name of the establishment and the date coinciding with the date of travel.

Breakfast	up to	\$8.00
Lunch	up to	\$13.00
Dinner	up to	\$20.00

- E. An employee shall be guaranteed a full refund of all expenses incurred, as listed above. Such refund shall be determined by the surrendering of receipts, (excluding mileage) by the employee.

ARTICLE XVII SALARY

- A. 1. All unit members eligible for step advancement shall progress one step on the schedule; and
2. any unit member on top step of the salary schedule for a second consecutive year shall be placed on a new top step and that step will receive a 1.5% increase.
- B. Non-teaching employees, excluding supervisory personnel, shall be paid at the rate of time and one-half the employee's normal hourly rate for services performed in excess of eight (8) hours in any one day providing a work week of forty (40) hours, including approved leave, has been completed. Holiday work shall be construed as overtime. When and where administratively feasible, the employee may opt for compensatory time off.
- C. Overtime will not be paid during the normal work week when an employee utilizes approved or disapproved unpaid leave. Overtime work immediately following a vacation week (Monday through Friday) will not be paid at the overtime rate of pay without prior written approval from the District. If an employee is working overtime immediately following vacation (as above), he/she must notify the District before commencing vacation period. If an employee is working overtime immediately following vacation period (as above), then overtime must include weekend time (Saturday or Sunday). If there is approved paid leave prior to overtime, the District may require a doctor's note for a sick leave absence. This requirement will not apply for all other approved paid leave.
- D. Any employee regularly scheduled for a Monday through Friday shift shall be compensated on an overtime basis when assigned to weekend work.

- E. Ten month positions shall be paid on 10/12 of annual salary.
- F. Custodians and Head Custodians are responsible for making a daily check of their respective building seven (7) days a week. In the event that they are away from the area, another Custodian or Head Custodian shall be assigned the responsibility for this building check by the Director of Facilities & Operations or the Assistant Director of Facilities & Operations. Custodial Workers will also be allowed to conduct building checks with training and a check list. They will be assigned at the discretion of the Director or Assistant Director of Facilities and Operations. Building checks will be offered to those Custodial Workers normally assigned to a building first. If coverage is not obtained from a staff member from within the building, the building check may be assigned to staff members from other buildings.
- G. People working nights will receive a stipend as listed in the salary schedule.
- H. Straw Boss
 - 1. In the high school building one (1) custodial worker on the afternoon shift and one (1) custodial worker on the evening shift and one (1) maintenance worker on the afternoon shift shall be designated as straw boss and receive a stipend as listed in the salary schedule.
- I. The Onteora Central School District agrees that the addition of another step to the salary schedule will not be asserted to create the right of the District to add steps in the future or freeze employees on step as an alternate method of payment without Union consent.
- J. Step advancement for part-time hourly employees will commence on July 1 and January 1 for 12 month employees following accumulation of 840 hour increments as per current practice.
- K. Step advancement for part-time hourly employees will commence on September 1 and February 1 for 10 month employees following accumulation of 840 hour increments as per current practice.
- L. In lieu of stipend an employee, promoted, appointed or who assumes the responsibilities of a higher grade shall receive payment as per the adopted salary schedule as set forth herein for work done in that higher grade. An employee assuming the responsibilities for a higher grade for five (5) consecutive working days or more will be paid at the salary grade of the person being replaced.
- M. Teaching Assistants at the elementary level who are assigned by the Building Principal to cover the class of a teacher as a substitute teacher shall receive the following addition to their regular compensation: twenty-five dollars (\$25.00) for half day and fifty dollars (\$50) for a full day. Half day shall be considered up to half of the scheduled work day. Full day shall be considered any time beyond half of the scheduled work day.

- N. Teaching Assistants at the secondary level who are assigned by the Building Principal to cover the class of a teacher as a substitute teacher shall receive the following addition to their regular compensation: twenty-five dollars (\$25.00) for half day and fifty dollars (\$50) for a full day. Half day shall be considered up to half of the scheduled work day. Full day shall be considered any time beyond half of the scheduled work day.
- O. Teaching Assistants who are Therapeutic Crisis Intervention (TCI) trained and assigned to the MAPs program will receive an annual stipend of six hundred and fifty dollars (\$650). The stipend is paid as long as the assignment to the MAPs program is in effect and is non-cumulative. TCI training will be provided at District expense.
- P. For the 2021-2022 school year, a Head Custodian, Custodian, or Building Maintenance Mechanic who is requested, based on guidance from the District of Facilities, to show up at a school building due to an alarm or a emergency call when the building is closed, shall be entitled to a minimum of 2 hours of overtime or overtime for actual hours worked, whichever is greater.
- Q. Payroll Savings
1. Tax sheltered annuities are available for any non-teaching staff member upon request to the Board of Education. Payments for these annuities will be deducted automatically by the school district from each pay check.
- R. Longevity
1. Calculation of longevity will be based on actual service with fractional service added to yield full time equivalent service. For purposes of longevity eligibility, length of service must be continuous. "Continuous" shall be described to mean no break in employment (e.g. resignation or termination). Any service that precedes a break in service shall not be counted toward the calculation of longevity.
 2. Longevity will commence on July 1 and January 1 following the anniversary date for 12 month employees.
 3. Longevity will commence on September 1 and February 1 following the anniversary date for 10 month employees.

**ARTICLE XVIII
WORKERS' COMPENSATION**

- A. An employee who is absent due to a Worker's Compensation injury and who is disabled from his/her performance of duty to the District, may use his/her accumulated leave during the period of the Worker's Compensation injury. Any Worker's Compensation award will be received by the District with the employee receiving credit for loss of sick leave. The credit will be compiled to the nearest day by dividing the reimbursement

received from the Worker's Compensation carrier by the employee's daily rate of compensation in effect at the time of the injury.

**ARTICLE XIX
DRUG/ALCOHOL & SUBSTANCE TESTING**

- A. Employees required by law to have an annual physical will be subject to a provision for a Drug/Alcohol/Substance test at no cost to the employee.
- B. Any District employee who in the normal course of his/her work is either: (a) required to drive a vehicle on district business; or (b) utilize any machines or mechanical equipment (including Custodial Workers, Custodians, Maintenance Mechanics, Maintenance Mechanic Helper, and Stores Clerk), shall be subject to the same random controlled substance and alcohol testing policy and procedure(s) during the course of the regular work day that apply to employees with commercial drivers licenses (CDL).
- C. Employees required to hold CDLs for employment with the District shall be subject to the District's CDL Drug and Alcohol testing policy.

**ARTICLE XX
MISCELLANEOUS**

- A. The District agrees that any past practice, existing policy or employee benefit not modified, eliminated or superseded by any provision of this contract shall remain in full force and effect for the life of this contract.
- B. With respect to matters not covered by this Agreement, the District agrees that it will make no changes affecting the terms and conditions of employment of its employees without appropriate good faith negotiations with the Association.
- C. Any individual arrangement, agreement, or contract between the Board and an individual employee concerning matters which are covered by this Agreement, shall be subject to and consistent with the terms and conditions of this Agreement.
- D. This Agreement shall supersede any rules, regulations or practices of the District relating to terms and conditions of employment and the administration of grievances which shall be contrary to or inconsistent with its terms.
- E. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

- F. Any individual who fills the position of Teaching Assistant with the District shall continue to be governed by the terms and conditions of employment set forth in the contract between the District and the Association, unless such provision would be contrary to law in light of the individual holding the position of Teaching Assistant or modified by this Agreement.
- G. Copies of this Agreement shall be printed at the expense of the District and given to all employees now employed or hereafter employed by the District.
- H. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

**ARTICLE XXI
DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2021 and shall continue in effect until and through June 30, 2022.

DATED THIS 4th DAY OF June, 2021

ON BEHALF OF THE ASSOCIATION

By: Dillon VanLeuvan

Dillon VanLeuvan
President

ON BEHALF OF THE BOARD OF EDUCATION

By: _____

Marystephanie Corsones
Interim Superintendent of Schools

Typist 10-Month
(37.5 hours/week - 215 days)

Civil Service Title: Typist

2021-22

Step 1	21,059
Step 2	22,582
Step 3	24,102
Step 4	25,624
Step 5	27,149
Step 6	28,666
Step 7	30,190
Step 8	31,711
Step 9	33,231
Step 10	34,757
Step 11	36,277
Step 12	37,794
Step 13	38,416
Step 14	39,036
Step 15	39,655
Step 16	40,250

Longevity after continuous years

15	3,074
17	1,506
20	965
25	965

✓
du

Typist 12-Month
(37.5 hours/week)

Civil Service Title: Typist

2021-22

Step 1	25,612
Step 2	27,438
Step 3	29,265
Step 4	31,089
Step 5	32,917
Step 6	34,743
Step 7	36,569
Step 8	38,394
Step 9	40,267
Step 10	42,047
Step 11	43,874
Step 12	45,695
Step 13	46,470
Step 14	47,242
Step 15	48,018
Step 16	48,738

Longevity after continuous years

15	3,074
17	1,818
20	965
25	965

Typist 12-Month
(40.0 hours/week)

Civil Service Title: Typist

2021-22

Step 1	27,321
Step 2	29,267
Step 3	31,215
Step 4	33,163
Step 5	35,114
Step 6	37,058
Step 7	39,007
Step 8	40,955
Step 9	42,950
Step 10	44,850
Step 11	46,798
Step 12	48,740
Step 13	49,568
Step 14	50,392
Step 15	51,220
Step 16	51,988

Longevity after continuous years

15	3,074
17	1,818
20	965
25	965

✓ *or*

Senior Typist 12-Month (40.0 hours/week)

Civil Service Title: Senior Typist

2021-22

Step 1	31,912
Step 2	33,887
Step 3	35,861
Step 4	37,836
Step 5	39,812
Step 6	41,786
Step 7	43,761
Step 8	45,735
Step 9	47,711
Step 10	49,686
Step 11	51,660
Step 12	53,629
Step 13	54,404
Step 14	55,180
Step 15	55,954
Step 16	56,793

Longevity after continuous years

15	3,074
17	1,818
20	965
25	965

**Database Program Specialist/
School District Computer Technician
(37.5 hours/week)**

Civil Service Titles: School District Database Program Specialist
School District Computer Technician

2021-22

Step 1	37,373
Step 2	38,984
Step 3	40,596
Step 4	42,211
Step 5	43,822
Step 6	45,435
Step 7	47,046
Step 8	48,656
Step 9	50,271
Step 10	51,883
Step 11	53,495
Step 12	55,106
Step 13	55,726
Step 14	56,345
Step 15	56,965
Step 16	57,819

Longevity after continuous years

15	3,074
17	1,506
20	965
25	965

V
du

Network Systems Specialist II

(40.0 hours/week)

Civil Service Titles: Network Systems Specialist II
Network Support Specialist II

2021-22

Step 1	55,076
Step 2	56,688
Step 3	58,301
Step 4	59,914
Step 5	61,528
Step 6	63,139
Step 7	64,749
Step 8	66,362
Step 9	67,974
Step 10	69,588
Step 11	71,199
Step 12	72,809
Step 13	74,423
Step 14	76,034
Step 15	77,646
Step 16	78,811

Longevity after continuous years

15	3,074
17	1,506
20	965
25	965

Parent Peer Trainer (37.5 hours/week)

Civil Service Title: Parent Peer Trainer

2021-22

Step 1	24,837
Step 2	26,663
Step 3	28,489
Step 4	30,314
Step 5	32,141
Step 6	33,966
Step 7	35,794
Step 8	37,620
Step 9	39,491
Step 10	41,272
Step 11	43,099
Step 12	44,919
Step 13	45,538
Step 14	46,159
Step 15	46,780
Step 16	47,482

Longevity after continuous years

15	3,074
17	1,506
20	965
25	965

R
DL

**Certified Occupational Therapist Assistant
Behavioral Interventional Assistant
(32.5 hours/week)**

Civil Service Titles: Occupational Therapy Assistant
Behavior Intervention Specialist

2021-22

Step 1	37,373
Step 2	38,984
Step 3	40,596
Step 4	42,211
Step 5	43,822
Step 6	45,435
Step 7	47,046
Step 8	48,656
Step 9	50,271
Step 10	51,883
Step 11	53,495
Step 12	55,106
Step 13	55,726
Step 14	56,345
Step 15	56,965
Step 16	57,819

Longevity after continuous years

15	3,074
17	1,506
20	965
25	965

✓ JV

Monitor - Full Time
(32.5 hours/week)

Civil Service Titles: School Monitor, School Bus Attendant

2021-22

Step 1	19,175
Step 2	19,997
Step 3	20,825
Step 4	21,648
Step 5	22,474
Step 6	23,298
Step 7	24,123
Step 8	24,946
Step 9	25,771
Step 10	26,598
Step 11	27,157
Step 12	27,714
Step 13	28,274
Step 14	28,829
Step 15	29,388
Step 16	29,829

Longevity after continuous years

15	3,074
20	965
25	965

19

Y JV

Monitor - Full Time
(35.0 hours/week)

Civil Service Titles: School Monitor, School Bus Attendant

2021-22

Step 1	20,651
Step 2	21,537
Step 3	22,424
Step 4	23,314
Step 5	24,203
Step 6	25,090
Step 7	25,977
Step 8	26,865
Step 9	27,755
Step 10	28,645
Step 11	29,244
Step 12	29,845
Step 13	30,448
Step 14	31,049
Step 15	31,648
Step 16	32,123

Longevity after continuous years

15	3,074
20	965
25	965

Monitor - Full Time (40.0 hours/week)

Civil Service Titles: School Monitor, School Bus Attendant

2021-22

Step 1	23,600
Step 2	24,614
Step 3	25,631
Step 4	26,646
Step 5	27,662
Step 6	28,673
Step 7	29,688
Step 8	30,704
Step 9	31,721
Step 10	32,736
Step 11	33,425
Step 12	34,110
Step 13	34,797
Step 14	35,485
Step 15	36,170
Step 16	36,713

Longevity after continuous years

15	3,074
20	965
25	965

Row

Monitor (Hourly)

Civil Service Titles: School Monitor, School Bus Attendant

2021-22

Step 1	16.22
Step 2	16.90
Step 3	17.60
Step 4	18.29
Step 5	19.00
Step 6	19.69
Step 7	20.39
Step 8	21.09
Step 9	21.79
Step 10	22.48
Step 11	22.95
Step 12	23.43
Step 13	23.90
Step 14	24.37
Step 15	24.84
Step 16	25.21

V JV

**Custodial Worker / School Chauffeur
Groundskeeper I
(40.0 hours/week)**

Civil Service Titles: Custodial Worker, School Driver/Messenger
Groundskeeper I

2021-22

Step 1	30,397
Step 2	32,069
Step 3	33,739
Step 4	35,411
Step 5	37,081
Step 6	38,754
Step 7	40,424
Step 8	42,094
Step 9	43,766
Step 10	45,437
Step 11	47,107
Step 12	48,785
Step 13	49,624
Step 14	50,461
Step 15	51,297
Step 16	52,066

Night Differential	1,594
Straw Boss	1,333

Longevity after continuous years

15	3,074
17	1,942
20	965
25	965

Stores Clerk / Custodian (Elementary School)
(40.0 hours/week)

Civil Service Titles: Stores Clerk, Custodian

2021-22

Step 1	37,451
Step 2	39,212
Step 3	40,976
Step 4	42,740
Step 5	44,504
Step 6	46,270
Step 7	48,030
Step 8	49,798
Step 9	51,563
Step 10	53,325
Step 11	55,090
Step 12	56,843
Step 13	57,685
Step 14	58,520
Step 15	59,359
Step 16	60,249

Longevity after continuous years

15	3,074
17	1,942
20	965
25	965

✓
sv

Custodian (High School)
(40.0 hours/week)

Civil Service Title: Custodian

2021-22

Step 1	38,206
Step 2	40,096
Step 3	41,983
Step 4	43,875
Step 5	45,765
Step 6	47,655
Step 7	49,546
Step 8	51,431
Step 9	53,323
Step 10	55,210
Step 11	57,101
Step 12	58,981
Step 13	59,821
Step 14	60,656
Step 15	61,496
Step 16	62,418

Night Differential 1,594

Longevity after continuous years

15	3,074
17	1,942
20	965
25	965



Head Custodian

(40.0 hours/week)

Civil Service Title: Head Custodian

2021-22

Step 1	39,734
Step 2	41,700
Step 3	43,662
Step 4	45,630
Step 5	47,596
Step 6	49,561
Step 7	51,528
Step 8	53,488
Step 9	55,456
Step 10	57,418
Step 11	59,385
Step 12	61,340
Step 13	62,214
Step 14	63,082
Step 15	63,956
Step 16	64,915

Longevity after continuous years

15	3074
17	1942
20	965
25	965

Handwritten initials: R DV

Building Maintenance Mechanic & Auto Mechanic & Bus Driver/Dispatcher (40.0 hours/week)

Civil Service Titles: Building Maintenance Worker II, Automotive Mechanic,
School Bus Driver/Dispatcher

2021-22

Step 1	36,949
Step 2	38,668
Step 3	40,383
Step 4	42,098
Step 5	43,817
Step 6	45,505
Step 7	47,254
Step 8	48,970
Step 9	50,690
Step 10	52,406
Step 11	54,124
Step 12	55,839
Step 13	56,676
Step 14	57,514
Step 15	58,350
Step 16	59,225

Night Differential 1,594

Longevity after continuous years

15	3,074
17	1,942
20	965
25	965

PR

V
or

**Auto Mechanic Helper/Groundskeeper II
Maintenance Mechanic Helper &
School Bus Driver (12-Month)
(40.0 hours/week)**

Civil Service Titles: Automotive Mechanic Helper, Building Maint. Worker I
Groundskeeper II, School Bus Driver

2021-22

Step 1	31,654
Step 2	33,577
Step 3	35,501
Step 4	37,424
Step 5	39,349
Step 6	41,273
Step 7	43,195
Step 8	45,120
Step 9	47,045
Step 10	48,967
Step 11	50,892
Step 12	52,813
Step 13	53,651
Step 14	54,488
Step 15	55,325
Step 16	56,155

Night Differential 1,594

Longevity after continuous years

15	3,074
17	1,942
20	965
25	965

Head Bus Driver (40.0 hours/week)

Civil Service Titles: Head Bus Driver

2021-22

Step 1	37,373
Step 2	38,984
Step 3	40,596
Step 4	42,211
Step 5	43,822
Step 6	45,435
Step 7	47,046
Step 8	48,656
Step 9	50,271
Step 10	51,883
Step 11	53,495
Step 12	55,106
Step 13	55,726
Step 14	56,345
Step 15	56,965
Step 16	57,819

Longevity after continuous years

15	3,074
17	1,506
20	965
25	965

✓
SV

School Bus Driver (10-Month)
(40.0 hours/week)

Civil Service Title: School Bus Driver

2021-22

Step 1	26,097
Step 2	27,697
Step 3	29,303
Step 4	30,982
Step 5	32,508
Step 6	34,110
Step 7	35,712
Step 8	37,316
Step 9	38,917
Step 10	40,521
Step 11	42,126
Step 12	43,725
Step 13	44,346
Step 14	44,966
Step 15	45,587
Step 16	46,271

Longevity after continuous years

15	3,074
17	1,506
20	965
25	965



School Bus Driver (Hourly)

Civil Service Title: School Bus Driver

2021-22

Step 1	17.92
Step 2	19.02
Step 3	20.12
Step 4	21.28
Step 5	22.32
Step 6	23.43
Step 7	24.52
Step 8	25.63
Step 9	26.73
Step 10	27.83
Step 11	28.93
Step 12	30.04
Step 13	30.46
Step 14	30.89
Step 15	31.31
Step 16	31.78

✓
JN

Cook Manager

(35.0 hours/week)

Civil Service Title: Cook Manager

2021-22

Step 1	25,341
Step 2	27,106
Step 3	28,866
Step 4	30,632
Step 5	32,394
Step 6	34,156
Step 7	34,776
Step 8	35,396
Step 9	36,015
Step 10	36,635
Step 11	37,257
Step 12	37,816

Longevity after continuous years

15	3,074
20	965
25	965

Handwritten signature

Cook Manager

(37.5 hours/week)

Civil Service Title: Cook Manager

2021-22

Step 1	27,153
Step 2	29,043
Step 3	30,928
Step 4	32,820
Step 5	34,707
Step 6	36,597
Step 7	37,260
Step 8	37,925
Step 9	38,591
Step 10	39,253
Step 11	39,919
Step 12	40,518

Longevity after continuous years

15	3,074
20	965
25	965

re

Cook - Full Time
(30.0 hours/week)

Civil Service Title: Cook

2021-22

Step 1	17,835
Step 2	18,593
Step 3	19,778
Step 4	20,964
Step 5	22,150
Step 6	23,016
Step 7	23,884
Step 8	24,412
Step 9	24,944
Step 10	25,478
Step 11	26,008
Step 12	26,540
Step 13	26,938

Longevity after continuous years

15	3,074
20	965
25	965

Handwritten initials: V JV

Cook - Full Time (32.5 hours/week)

Civil Service Title: Cook

2021-22

Step 1	19,321
Step 2	20,142
Step 3	21,425
Step 4	22,711
Step 5	23,997
Step 6	24,937
Step 7	25,872
Step 8	26,426
Step 9	27,024
Step 10	27,598
Step 11	28,175
Step 12	28,748
Step 13	29,179

Longevity after continuous years

15	3,074
20	965
25	965

Handwritten initials: R JV

Cook - Full Time
(35.0 hours/week)

Civil Service Title: Cook

2021-22

Step 1	20,805
Step 2	21,691
Step 3	23,074
Step 4	24,459
Step 5	25,844
Step 6	26,853
Step 7	27,862
Step 8	28,483
Step 9	29,100
Step 10	29,721
Step 11	30,342
Step 12	30,961
Step 13	31,425

Longevity after continuous years

15	3,074
20	965
25	965

✓
ev

Food Service Helper - Full Time
(30.0 hours/week)

Civil Service Title: Food Service Helper

2021-22

Step 1	16,791
Step 2	17,656
Step 3	18,737
Step 4	19,921
Step 5	20,999
Step 6	22,081
Step 7	22,623
Step 8	23,168
Step 9	23,708
Step 10	24,251
Step 11	24,794
Step 12	25,166

Longevity after continuous years

15	3,074
20	965
25	965

Handwritten signature

Food Service Helper - Full Time
(32.5 hours/week)

Civil Service Title: Food Service Helper

2021-22

Step 1	18,190
Step 2	19,124
Step 3	20,298
Step 4	21,579
Step 5	22,750
Step 6	23,921
Step 7	24,509
Step 8	25,097
Step 9	25,686
Step 10	26,272
Step 11	26,860
Step 12	27,263

Longevity after continuous years

15	3,074
20	965
25	965

Handwritten initials

Food Service Helper - Full Time (35.0 hours/week)

Civil Service Title: Food Service Helper

2021-22

Step 1	19,588
Step 2	20,597
Step 3	21,862
Step 4	23,242
Step 5	24,499
Step 6	25,761
Step 7	26,394
Step 8	27,028
Step 9	27,662
Step 10	28,293
Step 11	28,927
Step 12	29,361

Longevity after continuous years

15	3,074
20	965
25	965

Handwritten signature

Food Service Helper (Hourly)

Civil Service Title: Food Service Helper

2021-22

Step 1	15.38
Step 2	16.16
Step 3	17.17
Step 4	18.24
Step 5	19.23
Step 6	20.22
Step 7	20.72
Step 8	21.22
Step 9	21.72
Step 10	22.20
Step 11	22.70
Step 12	23.04

Handwritten initials: R JV

Teaching Assistants - Full Time
(32.5 hours/week)

2021-22

Step 1	21,889
Step 2	22,829
Step 3	23,770
Step 4	24,713
Step 5	25,653
Step 6	26,594
Step 7	27,537
Step 8	28,478
Step 9	29,420
Step 10	30,363
Step 11	31,001
Step 12	31,635
Step 13	32,275
Step 14	32,911
Step 15	33,548
Step 16	34,051

Longevity after continuous years

15	3,246
20	1,009
25	1,009

Handwritten initials

Teaching Assistants - Full Time
(35.0 hours/week)

2021-22

Step 1	23,570
Step 2	24,586
Step 3	25,601
Step 4	26,617
Step 5	27,632
Step 6	28,647
Step 7	29,663
Step 8	30,661
Step 9	31,678
Step 10	32,693
Step 11	33,384
Step 12	34,062
Step 13	34,753
Step 14	35,445
Step 15	36,121
Step 16	36,663

Longevity after continuous years

15	3,246
20	1,009
25	1,009

✓ EV

Teaching Assistants - Full Time
(40.0 hours/week)

2021-22

Step 1	26,938
Step 2	28,099
Step 3	29,258
Step 4	30,417
Step 5	31,579
Step 6	32,739
Step 7	33,899
Step 8	35,043
Step 9	36,203
Step 10	37,363
Step 11	38,154
Step 12	38,927
Step 13	39,718
Step 14	40,508
Step 15	41,281
Step 16	41,900

Longevity after continuous years

15	3,246
20	1,009
25	1,009

Handwritten initials

Teaching Assistant (Hourly)

2021-22

Step 1	16.84
Step 2	17.56
Step 3	18.28
Step 4	19.01
Step 5	19.73
Step 6	20.46
Step 7	21.18
Step 8	21.91
Step 9	22.63
Step 10	23.36
Step 11	23.85
Step 12	24.33
Step 13	24.83
Step 14	25.32
Step 15	25.81
Step 16	26.20

Y JV

INDEX

	Page
Accident	3
Acting in higher grade	26
Agency fee	2
Alcohol testing	28
Application for vacancies	20
Assault	3
Association rights	1
Benefit Trust	15
Benefits	12
Bereavement leave	9
Board proceedings	2
Bus Driver, Field Trip	24
Bus Driver, Hourly	24
Buyout, Health Insurance	14
Closing for bad weather	21
Delayed openings	22
Drug testing	28
Dues deductions	2
Duration of agreement	29
Early Dismissal	21
Educational training	16
Emergency Day	21
Employee personnel files	5
Employee protection	3
Evaluation	4
Evaluation form	5
Fair practices	3
Field trips, Bus Driver	24
Grievance	6
Guarantee (4 hrs)	22
Guarantee (4 or 2 hrs) - Cafeteria	21
Health insurance	12
Health insurance buyout	14
Health insurance - Retiree	18
Health insurance - waiting period	14
Holidays	12
Hourly bus driver	24
Injury	3
IRS Code 125	16
Leave Bank, Sick	10
Leave, Bereavement	9
Leave, Other	9
Leave, Parental	11
Leave, Personal	9
Leave, Service	12
Leave, Sick	8
Leave, Vacation	10
Longevity	27
Meal allowance	25
Meetings	1
Mileage	24
Miscellaneous	28

	Page
New positions	20
Nights	26
Notice of vacancies	20
Notices	1
Observation	4
Overtime	25
Overtime - After dismissal	22
Overtime - Snow day	22
Overtime - Weekend	26
Paid and unpaid leave	8
Parental leave	11
Payroll deduction authorization	2
Payroll savings	27
Personal leave	9
Personnel files	5
Posting of extra pay	20
Posting of vacancies	20
Probationary period - Health Ins	14
Qualifications for assignment	20
Recognition	1
Reduction in force	19
Refresher course	24
Resignation	19
Retiree health insurance	18
Retirement	18
Retirement incentive	18
Retirement sick day payout	18
Right of confrontation	19
Safety practices	3
Salary	25
School closing	21
Service leave	12
Sick leave	8
Sick leave bank	10
Snow day	22
Snow day compensation	22
Step Advancement - Part time	26
Straw Boss	26
Substance testing	28
Tax-sheltered annuity	27
Testing - Drug, Alcohol, Substance	28
Training, Educational	16
Travel allowance	24
Uniforms - Cafeteria	17
Uniforms - Custodial	16
Uniforms - Maintenance	16
Uniforms - Transportation	16
Union business	3
Vacancies	20
Vacation leave	10
Work week	23
Workers' compensation	27

