

**Letter of Agreement  
Between  
The Mead Classified Public Employees Association (MCPEA),  
The Mead Combined Trades Association (MCTA), and  
The Mead School District #354**

This memorandum of understanding sets forth the following agreement between the Mead Combined Trades Association (MCTA) and Mead Classified Public Employees Association (MCPEA), and the Mead School District #354.

The District and Associations recognize that a need exists for individuals to fill positions that are less than year round. The District and Associations agree that it is in the best interest of both the potential employee and the District to offer year round positions.

Therefore, the District and Associations agree to create two positions that will combine a Summer Grounds Crew position with a Custodial position in order to create year round positions. When assigned to Grounds Crew or Custodial bargaining unit work, the position shall be represented by the appropriate bargaining unit to which they are assigned following these provisions:

**Hiring & Probationary Period**

- These positions shall be hired based upon requirements in the job posting for Grounds Crew and Custodian, with seniority being given second consideration.
- These positions will be implemented on a one-year trial period. Employees in this position must successfully complete a six (6) month probationary period in each assignment prior to the position becoming continuing.
- Due Process will apply after the successful completion of the applicable probationary period.
- Grievance Procedures through Step 2 or Designee review during the initial probationary periods, after which the provisions of the CBA apply.

**Work Year & Work Day**

- The positions shall work six (6) months consecutively as Ground Crew and six (6) months consecutively as a Custodian.
- When working in the Ground Crew position, the work day will be day shift hours.
- When working in the Custodian position, the work day will be swing shift hours.

**Supervision**

- The employee will be supervised by the supervisor/director of the position in which they are working. When working in a Grounds Crew position, the employee will be supervised by the Director of Maintenance. When working in a Custodian position, the employee will be supervised by the Director of Custodial Services.

**Evaluation**

- In the first year of this position, the employee will receive two (2) evaluations, one during each 6 month probationary period using the negotiated form for that position.
- In subsequent years of this position:
  - An employee will have one (1) evaluation per school year, unless they are having performance problems.
  - The yearly evaluation will rotate annually between each bargaining unit. For example, if in year 2 the annual evaluation occurs during the Grounds Crew work period, then in year 3 the annual evaluation will occur during the Custodian work period.
  - The evaluation will be done using the negotiated form for the applicable unit.
  - The evaluator will be the immediate supervisor for the position in which the employee is currently working. Input from the other position supervisor may be included.

**Salary & Benefits**

- Salary for the grounds crew work shall start on Step 1 of the MCTA G1 Salary schedule.
- Salary for the custodial work shall start at Custodian #2 step 1.

- These two rates will be calculated for balanced pay and spread over the year. Step increases will apply for future years.
- Any employee who meets the eligibility criteria for SEBB (healthcare) will receive benefits.

**Seniority**

- Seniority shall accrue at .5 FTE for Grounds Crew and .5 FTE for Custodian.

**Vacation**

- Vacation will accrue at .5 FTE for Grounds Crew and .5 FTE for Custodian.
- Vacation accrual may be used for the position for which the employee is currently working only during that 6 month work period and must be used following the provisions of the CBA for that position.
- Vacation usage may not exceed the accrual for that FTE. For example, during the time period working as a custodian, an employee may only use the leave amount accrued as a .5 FTE Custodian and must follow the provisions of that contract.

**Clothing Allowance**

- Grounds Crew
  - The District will budget \$50.00 per position to be applied towards Mead School District Logo wear selected from the District provided catalog. Employees shall be responsible for routine maintenance of their work wear.
  - All new hires shall receive a \$100.00 new employee clothing stipend. However, if an employee is terminated from employment prior to the completion for the probationary period, this \$100.00 new hire clothing allowance will be deducted from the employee’s final pay check.
- Custodian
  - All employees in this position shall receive \$307.50 employee clothing stipend per employee pro-rated monthly to be used for the following items:
    - Clothing allowance for professionally appropriate employee work wear, including shoes that can be worn to and from work and on the job site.
    - Foul weather gear.
  - Employees shall be responsible for routine maintenance of their work wear.


**Representation & Association Dues**


- These positions will be represented by the appropriate Association based upon the assignment, either MCPEA or MCTA.
- After receiving a membership enrollment form from a bargaining unit employee, the District shall make the appropriate payroll dues deductions (.5 FTE) as certified by the President of the Association and shall transmit the monthly dues to the designated officer of the association.
- A membership enrollment form for each bargaining unit must be filled out to have dues deducted for that unit.


During each 6 month work period in each position, all other provisions within the applicable contract remain in full force and effect.

This agreement will be attached to each contract and shall remain in effect until August 31, 2021 at which time it will be re-evaluated for future continuance.

Dated: July 23, 2020

  
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 Chad Brayton, President  
 Mead Combined Trades Association

  
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 Kevin Snyder, President  
 Mead Classified Public Employees Association

  
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 Shawn Woodward, Superintendent  
 Mead School District #354