



Pittsford Central School District

Pittsford, New York

MAINTENANCE, CUSTODIAL, TRANSPORTATION HANDBOOK

JULY 1, 2023-JUNE 30, 2026



**PITTSFORD CENTRAL SCHOOL DISTRICT
OPERATIONS, MAINTENANCE, MECHANICS HANDBOOK**

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PREAMBLE

Representatives of the Maintenance, Custodial and Mechanics staffs and representatives of the Pittsford Central School Board of Education have held informal discussions concerning their by-laws, benefits and working conditions.

A summary of agreements each year is transmitted to the supervisors of these employees. This summary comprises the working relationship between these units and the Pittsford Central School Board of Education. This booklet is designed to consolidate for easy reference all agreements.

The Board of Education and the Administration welcome the opportunity to continue these informal discussions.

1 COMPENSATION

1-1 CUSTODIAN, MAINTENANCE - MINIMUM STARTING RATES

Job Title ↓ Years →	2023-2026
Cleaner II, Part-time	Min + .50
Cleaner II Full-time /Watchperson / Courier	Min + \$1500
*Custodian (Cleaner II w/Civil Service Rating)	Min + \$2750
Asst. to Head Custodian for Nights / Head Custodian (less than 130,000 sq. ft.)	Min + \$3250
Head Custodian	Min + \$4500
Central Maintenance Mechanic / Painter	Min + \$6000
Head Grounds Person	Min + \$8000
Security Guard	(2023-24) \$22/hr (2024-25) \$23.30/hr (2025-26) \$25/hr

1-1 TRANSPORTATION SUPPORT STAFF - MINIMUM STARTING RATES

Job Title ↓ Years →	2023-2026
Mechanic	\$43,000
Asst. Head Mechanic	\$46,000
Head Mechanic	\$49,000
Head Driver	\$43,000
Dispatcher	\$52,000
Safety Coordinator	\$49,000
Special Needs Liaison (10 Months)	\$34,000

Higher starting salaries will be considered based on significant experience.

- 1-1-1 *A minimum of one year of employment is required before becoming eligible for this increase and the title of Custodian.
- 1-1-2 **12 Month, Full-Time night shift cleaners working 40 hours a week whose regularly scheduled shift starts between 11:00 AM and 11:00 PM shall receive a night stipend as follows; 2023-2024 \$1,700, 2024-2025 \$1,750, 2025-2026 \$1,800. The above yearly salaries are based on a 40 hour work week for 52 weeks. Mechanics working 8:00 a.m.-5:00 p.m. will receive \$500 shift differential yearly.
- 1-1-3 Central maintenance employees and bus mechanics with more than one year of experience, whose job performance is judged outstanding with the recommendation of the Supervisor, may be awarded “Master” status and a one-time salary increase of \$1,500 for the 2020-2023 school years.
- 1-1-4 A year of service is a full year of employment completed by June 30. One full year credit will be granted for the first year if employment begins prior to December 1. One-half year credit will be granted for persons employed between December 1 and February 28/29. Those employees hired from March 1 through June 30 will continue at his/her same hiring step under the new salary schedule.
- 1-1-5 Current employees who transition into a High School or Middle School Night Supervisors will receive a \$1,000 STIPEND salary increase. Current employees who transition into the position of Head Custodian, Head of Grounds, Head of Maintenance, and Head Mechanic will receive a \$3,000 STIPEND salary increase. Stipends will be removed if position is vacated.

1-2 **Overtime Rate**

1 1/2 times base shall be paid for all work performed in excess of 40 hours in one calendar week (Sunday through Saturday). Double the rate will be paid for Sunday and legal holiday work. There shall be no “pyramiding” of overtime premiums; the employee will receive whichever overtime premium is higher (double-time or time and a half), but not both. The scheduled 40 hours must be worked (holidays, documented sick time and vacation included as work time). Overtime hours must be authorized by the immediate supervisor in advance of the hours worked. Compensatory time off shall not be granted in lieu of overtime pay. For custodial staff, two hours of overtime per day may be authorized to cover the area of an absent custodial employee.

1-3 **Supervisory Ratings**

- 1-3-1 A portion of our employees' pay shall be based on a supervisor's rating of job performance.
- 1-3-2 The compensation based on the supervisor's rating shall be as follows:

Years →	2023-24	2024-25	2025-26
Maint./Grounds/Custodial/Security	4.0% +\$1.00	3.75% +\$.50	3.25% +\$.40
Trans. Support Services			
0-4 Years of Experience	+\$3.00/hr	3.75%	3.25%
5-9 Years of Experience	+\$3.35/hr	3.75%	3.25%
10+ Years of Experience	+\$3.70/hr	3.75%	3.25%

1-3-3 A longevity award will be granted during the 2023-2024, 2024-2025, 2025-2026 years of the handbook as follows: 5-9 years of service \$250 10 to 14 years of service \$500, 15 to 19 years of service \$750 and 20 or more years of service \$1,000. This will be paid in a lump sum in May and will not be added to the base salary.

1-4 **Compensation for Career Award**

Those employees who have 10 years of continuous full-time service and 12,000 continuous contracted hours of Pittsford service, will be eligible upon retirement through the NYS Employees' Retirement System and/or the Federal Social Security System, to be paid an allowance of \$50/day for each accumulated personal and family illness day, not to exceed a maximum of 240 days, plus \$300 for each year of full-time service. Starting in the 2023-2024 school year, this benefit shall not exceed \$21,000. Payment of the Career Award will be made in one lump sum payment, as soon as practicable, to a qualified 403(b) plan as allowed by law. A 30-day written notice prior to the date of retirement is required

1-5 **Compensation for Jury Duty**

Employees called for jury duty shall receive full salary and any fees paid by the court.

1-6 **Compensation for Professional Career Training**

1-6-1 Central Maintenance and Transportation mechanics, dispatchers, head drivers and safety coordinators covered under this handbook are eligible for salary adjustments based on successful completion of certificate programs with prior approval of their supervisor.

1-6-2 Approval for certificate programs shall be determined by the Supervisor prior to the start of the training.

1-6-3 Payment for successful completion of approved certificate programs shall require the employee to obtain permission from the Supervisor prior to engaging in the certificate program and subsequently providing written verification of successful completion of the respective certificate program(s) set forth below. Only completion of approved certificate courses requiring a minimum of 8 hours of attendance will be eligible for this salary adjustment, with the exception of Automotive Service Excellence (ASE) Certification.

CERTIFICATE

SALARY ADJUSTMENT

First Certificate	\$500.00
3 Subsequent Certificates @	\$250.00 each

1-6-4 Only regular, full-time employees shall be eligible for the above payments.

1-6-5 The Board of Education has the right to restrict recognition of this program during any given school year.

1-7 Bus Washer and Special Needs Liaison get a one-time increase of \$2 per hour in the 2023-2024 school year.

1-8 No other compensation will be given to members under this handbook for driving a school bus as agreed upon during negotiations.

2 WORK YEAR FOR FULL-TIME EMPLOYEES

2-1 Full-time employees shall be defined as those who are regularly assigned and work thirty (30) or more hours per week.

3 LEAVES OF ABSENCE

3-1 Personal and Family Illness Days

Each employee shall be granted leave for personal illness or serious illness in the immediate family as specified below.

3-1-1 The immediate family shall mean spouse, parent, son, daughter, brother, sister or a relative residing in the household.

3-1-2 Full-time employees will be granted twelve (12) days sick leave annually for 10-month employees and fourteen (14) days for 12-month employees.

3-1-3 Any unused portion of such leave of absence may accumulate over the years to 200 days for 10-month employees and 240 for 12-month employees.

3-1-4 Part-time employees will receive 7 days annual sick leave, equal to their normal working day, cumulative to 100 normal working days.

3-2 Prolonged Illness

At the end of the third, eighth, thirteenth and eighteenth years of Pittsford service, the Board will credit each full-time employee with 25 "prolonged illness" days of absence with pay.

Days credited with this provision may be used for any illness which keeps an employee from his/her duties for more than fifteen consecutive school days. Upon reaching the sixteenth consecutive day of continuous illness, the regular cumulative leave days previously used for that illness will be restored by use of these prolonged illness days. These will be kept separate from the accumulated days mentioned above. These days may not be used for family illness.

3-3 Leaves of Absence Without Deduction from Sick Leave

3-3-1 Bereavement Days

- Spouse, son, daughter, mother, father, sister or brother 5 days
- Grandparent or Grandchild 5 days
- Mother-in-law, Father-in-law, Brother-in-law, Sister-in-law, or person living in household 3 days

- 3-3-2 Subpoena As required and approved
- 3-3-3 Jury Duty
- 3-3-4 Religious Observance 2 days per year
- 3-3-5 Quarantine by Health Bureau As necessary
- 3-4 **Leaves of Absence With Deduction from Sick Leave**
- 3-4-1 Bereavement Days
- Aunt, uncle, niece, or nephew 1 day
 - Other relatives not previously mentioned 1 day
 - Close friend when prior approval is obtained 1 day
 - Consideration will be given to additional time when funeral is not in the immediate area
 - Wedding - Immediate Family or Self 1 day
 - College Graduation, Initial registration (Freshman year) - immediate family 1 day
 - Birth - for the father 1 day
 - House Closing for Personal Residence 1/2 day
 - Other Urgent and Necessary Personal Leave At the discretion of the supervisor
- 3-4-2 Each employee shall be granted paid personal leave when prior approval is granted by the appropriate supervisor except that such leave days shall be deducted from personal sick days. Request for such days shall be made in writing to the supervisor, on the appropriate form, at least 5 days in advance of the absence, if possible.
- 3-4-3 Personal days are for the purpose of conducting emergency or personal business which cannot be scheduled outside the normal workday. Such days shall not be granted for personal recreation or vacation. Personal days shall not be granted for days immediately preceding or following school vacations except in extreme emergencies. When personal days are requested for days immediately preceding or following school vacations, the reasons for such leave shall be provided upon the request of the supervisor. When personal days are requested, the reasons for such leave shall be provided upon the request of the supervisor.
- 3-4-4 Examples of appropriate use of personal leave include, but are not limited to:
- bereavement days for relative or close friend
 - wedding in the immediate family
 - college graduation or initial registration for immediate family member
 - birth or adoption of a child
 - house closing of personal residence

4 **INSURANCE**

4-1 **Health Insurance**

- 4-1-1 The Board shall provide hospital, surgical and major medical insurance for all regularly assigned employees who work half time or more. Employees shall not be eligible for duplicate District provided insurance.
- 4-1-2 The District shall offer and unit members shall have access to all health insurance plans offered by the RASHP consortium.
- 4-1-3 Only for employees hired prior to July 1, 2003, all active, full-time employees of this Association who are enrolled in district health insurance shall pay 10% of the premium cost of the Blue Point II Value policy. Any employee who elects coverage in the Blue Point II Select or Blue Million policy shall pay the difference in cost of the district's contribution to the Value plan (90% of the Value premium) and the cost of the Select or Blue Million policy. All part-time employees who are employed half-time or more shall pay a pro-rated amount established by the District.
- 4-1-4 For all employees subscribing to Health Insurance for the first time on or after July 1, 2003 but before July 1, 2014, during the first three years of continuous service in the District, shall contribute 20% of the cost of Blue Point II Value (or a plan with like coverage). After three years of continuous service, the employee shall pay 10% of the premium for Blue Point II Value (or a plan with like coverage). In the event that the employee elects coverage through Blue Point II Select or Blue Cross/Blue Shield Blue Million (or a plan with like coverage), the employee will pay the difference between 100% of the cost of the plan selected and the District contribution for the Blue Point II Value (or a plan with like coverage) policy.
- 4-1-5 All employees subscribing to Health Insurance for the first time on or after July 1, 2014 shall contribute 20% of the cost of Blue Point II Value (or plan of like coverage). In the event the employee elects coverage through any other plan offered the employee will pay the difference between 100% of the cost of the plan selected and the District contribution for Blue Point II Value (or plan of like coverage) policy.
- 4-1-6 For employees who retired on or before June 30, 1995 through the New York State Teachers' Retirement System or the New York State Employees' Retirement System, the Board shall pay 100% of the premium costs, provided the employee has accrued a minimum of 10 years of service preceding the normal retirement date. For all part time staff of .5 or more, years of service shall be awarded on a pro-rated basis. For such retirees receiving Medicare coverage on or before June 30, 1995, the Board shall continue to reimburse the retiree the cost of such coverage.
- 4-1-7 For employees retiring on or after July 1, 1995 through the New York State Teachers' Retirement System or the New York State Employees' Retirement System, provided the employee has a minimum of 10 years of service and 12,000 continuous contracted hours preceding the normal retirement date, the Board will continue to pay the District contribution toward the premium cost for the retiree at the level paid for current employees based upon the plan selected. For those employees who have enrolled in District Health Insurance for the first time on or after July 1, 2005, that contribution shall be equivalent to all other employees who enrolled in District Health Insurance for the first time on or after July 1, 2005 based upon the plan selected.

- 4-1-8 Other retired employees may continue participation in the group at no cost to the District.
- 4-1-9 The Board shall extend coverage to the spouse and dependent children of a deceased full-time employee (working or retired) for a period of three years or until remarriage or becoming otherwise insured. The employee must have met the requirement as stated in 4-1-5.
- 4-1-10 The District shall continue to provide health insurance benefits at a level no less than those provided through the current community-rated Blue Cross/Blue Shield (or a plan with like coverage) plan.
- 4-1-11 The confidential medical records maintained by the health plan shall not be available for review by District staff. However, the District retains any rights provided under law to review such records as those rights existed when the District participated in the Blue Cross/Blue Shield community-rated plan.

4-2 **Life Insurance**

The Board of Education shall provide on a 50/50 shared cost basis a \$10,000 Term Life Insurance Policy for all full-time employees with less than five years of Pittsford Service. Said employees must be employed for at least 40 weeks per year. Coverage will begin the first month following one complete month of employment. After five years of full-time employment, the district will share the cost on a 50/50 shared cost basis of \$20,000 provided the employee has submitted the appropriate forms and fulfilled the requirements of the insurer. Employees who retire through the New York State Employees' Retirement System and/or the Social Security system may at their own expense, based on the insurance company's portability rates, maintain their coverage to age 70.

4-3 **Long Term Disability Insurance**

The Board of Education extends to each 30 hr/week employee, coverage as outlined on a shared 50/50 cost basis. The new employee waiting period is 30 days; the waiting period for benefits is 90 days; accumulated sick leave is used prior to receiving benefits; the plan covers disability due to mental and nervous disorders also. Said employees must be employed at least 40 weeks per year. All benefits are paid through a private carrier and are subject to their policy provisions.

Employees with 10 years, full-time service, will be entitled to all benefits if disabled that they would incur if retiring and meet the qualifications of eligibility outlined when retiring. If disabled and under 10 years full-time service, the employee may continue, if and as allowed by the sponsoring company, in Health Insurance, Life Insurance and Disability Insurance by paying the full cost of the program.

4-4 **Dental Insurance**

The Board shall provide dental insurance for all regularly assigned employees who work 15 hours per week or more.

- 4-4-1 The dental coverage provided shall be the Blue Shield Smile Saver Program Option IV or a plan with like coverage.
- 4-4-2 The Board shall pay the total premium for all employees who work 15 hours per week or more.
- 4-4-3 When both husband and wife are employed by the District they may not individually elect family contracts. When both husband and wife are employed in the District and have dependent children up to 26 years of age, one may elect a single contract and the other may elect a family contract. When both husband and wife are employed by the District, they may individually elect single contracts. A single employee with dependent children up to 26 years of age may elect family coverage.

5 PHYSICAL EXAMINATION

Physical or mental examinations or reports of current health status may be required when it is the judgment of the school physician and the superintendent such procedure is indicated.

6 RETIREMENT

NYS Employees Retirement System:

All full-time and part-time employees covered by this agreement are eligible for coverage in the applicable plan of the New York State Employees Retirement System. Membership in this system is voluntary for all full-time and part-time employees working less than twelve (12) months per year and mandatory for all full-time employees working twelve (12) months per year. New membership in the system requires a 3% employee contribution in addition to the contribution by the District.

7 INCLEMENT WEATHER

Full-time employees are expected to report to work when school is closed due to inclement weather conditions unless directed otherwise by the Superintendent or Department Director. Time off must be taken prior to June 30 of the school year in which the time off days are earned.

- 7-1 Full-time employees unable to report to work will receive their regular rate of pay with approval from the supervisor. Unapproved absences will be documented as such.
- 7-2 Employees already scheduled to be off for the day will be charged the day regardless of closing status unless they report to work.
- 7-3 Full-time employees who do report to work will be granted time off equal to hours worked. Time off must be scheduled with the supervisor and taken prior to June 30 of the school year in which the time off days are earned.

7-4 Part-time or substitute employees will be paid only for the actual hours worked without time-off provisions.

8 VACATION DAYS

Full-time twelve-month employees shall be granted a two-week vacation with pay each year for the first full 4 years of employment. After 4 years of full-time service in the district, these employees will receive three weeks of vacation with pay. After 9 years of full-time service these employees will receive four weeks of vacation with pay. After 14 years of full-time service with the district, these employees shall receive five weeks of vacation with pay. All vacation time is awarded on July 1.

8-1 Part-time 12-month employees working a minimum of 20 hours per week shall be granted a two week vacation with pay, commensurate with their normal work day, after one full year of employment.

8-2 Vacations shall be taken as scheduled with and approved by the supervisor.

8-3 Starting July 1, 2011, vacation time may accrue at the rate of 10 days per year, not to exceed 25 days of accumulated time.

8-4 Employees who remain in service through July 1 of a given year and have less than ONE full year of service will be entitled to paid vacation on the following basis.

1. 0 - 2 months employment - no vacation with pay.
2. Each full month worked after the initial two months will earn one paid vacation day during the first year of employment prior to July 1. Accrued vacation can be taken after July 1.

8-5 Employees who terminate prior to July 1, with less than one full year's service, will be given vacation pay upon termination on the following basis.

0 - 6 months employment	- 0 days pay
6 - 8 months employment	- 5 days pay
8 - 10 months employment	- 7 days pay
10 - 12 months employment	- 9 days pay
12 months employment	- 10 days pay

9 PAID HOLIDAYS

9-1 Full-Time 10-Month Employees: 11 paid holidays: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King Day, Lincoln's or Washington's Birthday, Memorial Day, and Juneteenth. (Minimum 30 hours per week position.)

9-2 Full-Time 12-Month Employees: 14 paid holidays. The 11 above plus the Fourth of July and two floating holidays to be determined yearly by the District Office.

- 9-3 Part-time employees will be granted four legal holidays with pay. Those days shall be Thanksgiving Day and Friday following, Christmas Day and New Year's Day, equal in hours to their normal working day. Employees are required to record their time on the time sheets for the paid holiday in order to receive payment.

10 ATTENDANCE

Employees shall be on duty according to the schedule established by the District.

11 SENIORITY

Job reductions will take place based on seniority according to Civil Service regulations.

12 REIMBURSEMENT FOR PERSONAL LOSS

- 12-1 The District shall reimburse employees for the reasonable cost of replacing dentures, eyeglasses, hearing aids, or similar bodily appurtenances damaged, destroyed or lost as the result of an assault or accident sustained by the employee while acting in the discharge of assigned duties, provided the employee has not been negligent.

- 12-2 The District may reimburse costs resulting from vandalism to an employee's automobile or other personal property after the application of any insurance coverage, up to a maximum of \$250, provided the loss is work related and occurs on school property. The determination of eligibility for this reimbursement shall be made by the Superintendent or his/her designee.

13 TOOL ALLOWANCE

Each school bus mechanic shall be provided up to a maximum of \$450 per year for tool selection, subject to the approval of the Transportation Director. Each central maintenance building mechanic shall be provided a maximum of \$300 per year and each central maintenance auto mechanic shall be provided up to a maximum of \$450 per year for tool selection, subject to the approval of the Supervisor of Buildings and Grounds.

- 13-1 Each head driver, safety coordinator, special education liaison and dispatcher shall be provided up to a maximum of \$150 per year clothing allowance. Each school bus mechanic, central maintenance building mechanic, central maintenance auto mechanic and grounds person shall be provided up to a maximum of \$250 per year clothing allowance.

- 13-2 All employees covered by this contract shall be provided one pair of steel toed shoes per year, not to exceed a maximum \$225 per year shoe allowance, with the exception of the dispatchers, safety coordinator, head bus driver and security.

14 EMPLOYEE ASSISTANCE PLAN

The District shall provide an Employee Assistance Plan to assist and enable all employees to resolve personal, social, financial or health problems on a confidential basis.

15 FLEXIBLE BENEFITS

The District shall provide each eligible support staff member with the option of participating in the Flexible Benefits Program.

16 SMOKING POLICY

There will be no smoking, vaping or use of tobacco permitted on any Pittsford Central School property.

17 GRIEVANCE PROCEDURES FOR EMPLOYEES

17-1 Resolution of Board of Education

The Board of Education of the Pittsford Central School District, does hereby establish and adopt the following procedures for the orderly settlement of grievances of employees of the Pittsford Central School District.

17-1-1 Definitions

A. Chief Administrator

This term shall apply to the Superintendent of Schools of the district.

B. Immediate Supervisor

This term shall be used for any person directly responsible for, or exercising any degree of evaluation and/or regulation of, or authority over another employee.

C. School Day

This shall mean any day on which the schools of the Pittsford Central School District are open for the attendance of pupils for regular instruction. When the schools of the Pittsford Central School District are in recess for any vacation, school day shall mean any day which the employee is normally required to be on duty.

D. Representative

Shall mean the counsel or other person designated by either party to act in its behalf.

E. Grievances

Any claimed violation, misinterpretation or inequitable application of this agreement provided, however, that such term shall not include any matter involving an employee's retirement benefits, disciplinary proceeding or any matter which is otherwise reviewable pursuant to law or any rule or regulation having the force and effect of law.

17-1-2 Basic Principals

- A. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.
- B. An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
- C. An employee shall have the right to be represented at any stage of the procedure by a representative of his/her own choice.
- D. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
- E. No hearings shall be open to the public.
- F. It shall be the responsibility of the chief administrator of the district to take such steps as may be necessary to give force and effect to these procedures. Each supervisor shall have the responsibility to consider promptly each grievance presented to him and make determination within the authority delegated to him within the time specified in these procedures.

17-1-3 Procedures

- A. Preliminary Stage
The employee should first discuss his/her problem with his/her immediate supervisor within thirty (30) school days of the alleged incident. If the problem is minor in scope or of such a nature that it can easily be resolved, the employee may not wish to proceed with a formal grievance. At this stage, employees should proceed as follows.
 - 1. Custodial Employees to the head building custodian.
 - 2. Mechanics to Head Mechanic.
 - 3. Maintenance to Head of Maintenance.
- B. First Grievance Stage
If the employee's problem is not resolved in "A" above, he/she should present his/her grievance in writing as follows:
 - 1. Custodian and Maintenance Employees to the Director of Operations, Maintenance & Security

When an employee has initiated a grievance as outlined in 17-1-3 above, it shall proceed as follows:

2. The appropriate supervisor or administrator shall render his/her determination in writing, to the aggrieved employee within ten (10) school days after the grievance has been presented to him/her and a copy thereof shall be filed with the chief administrator.
3. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the second grievance stage.
4. Mechanics & Transportation Support Staff Employees to the Director of Transportation

When an employee has initiated a grievance as outlined in 17-1-3 above, it shall proceed as follows:

5. The appropriate supervisor or administrator shall render his/her determination in writing, to the aggrieved employee within ten (10) school days after the grievance has been presented to him/her and a copy thereof shall be filed with the chief administrator.
6. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the second grievance stage.

C. Second Grievance Stage

1. In not more than ten (10) school days after the employee has been notified of the determination made at the preceding stage, the aggrieved employee may make a written request to the chief administrator for a review and determination of the grievance.
2. The chief administrator may designate a person to act in his/her behalf on the said application and delegate full authority to render a determination in his/her behalf. In the event a person is so designated the aggrieved employee shall be notified, in writing, of the designation.
3. The chief administrator or his/her designee, shall notify the aggrieved employee, his/her immediate supervisor and any other administrator previously rendering a determination in the case, to submit to him/her within not more than ten (10) school days after receipt of the notice of review provided in "1" above, written statements setting forth the specific nature of the grievance the facts relating thereto, the determination previously rendered, and the basis upon which it is claimed the previous determination was erroneous.
4. The chief administrator or his/her designee may, after receipt of the written statements specified in the above, call a hearing to be held at a time and place to be designated in the said notice, to the aggrieved employee and the appropriate supervisor or administrator. The said hearing shall be held no less than ten (10) days, nor more than fifteen (15) school days, after the notice to

the employee and the immediate supervisor or administrator, that such hearing is to be held. At such hearing, if called, each party shall have the right to be heard and to submit any additional facts concerning such grievance.

5. In the event no hearing shall have been held by the chief administrator or his/her designee, his/her determination in writing shall be made within fifteen (15) school days after the written statements referred to in "3" above have been submitted to him. Such notice shall be by mailing to the aggrieved person a copy of the determination.
6. In the event a hearing shall have been held, the chief administrator, or his/her designee, shall render his/her determination, in writing, within fifteen (15) school days after the close of the said hearing, by mailing to the aggrieved person a copy of his/her written determination.

D. Third Grievance Stage

The aggrieved employee may within ten (10) school days of the final determination by the chief administrator, by written notice, appeal to the Board of Education for a review of the previous determination made with respect to the said grievance.

1. The aggrieved employee shall submit to the Board of Education, contemporaneously with any such appeal, all written statements and records of the case, and all proceedings had with reference thereto.
2. In not less than fifteen (15) school days from the date of receipt of the said appeal, and statements and records, the Board of Education shall call a hearing at a time and date specified in said notice, and such hearing shall be held in not less than twenty (20) school days from the date of the receipt of the appeal, statements and records heretofore referred to.
3. The aggrieved employee and any representative is entitled to be heard at such hearing.
4. No further evidence, proof or facts, other than included within the record as submitted to the Board of Education, shall be adduced at such hearing.
5. In not more than ten (10) school days from the date of the completion of the said hearing, the Board of Education shall render its decision and determination, in writing, a copy of which shall be sent to the aggrieved employee.

17-1-4 Amendments

The Board of Education, by proper resolution, reserves the right to amend these grievance procedures at any time. Any amendments so enacted shall be distributed in accordance with the distribution procedures hereinafter specified.

18 COMMERCIAL DRIVERS LICENSE (CDL) REIMBURSEMENT


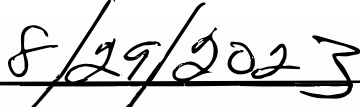
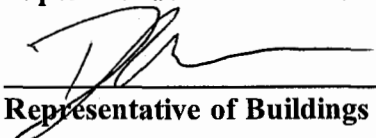
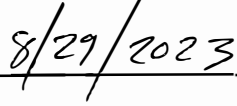
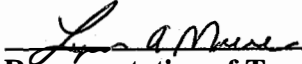
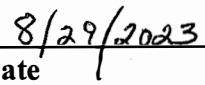
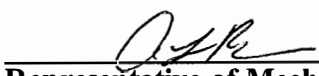
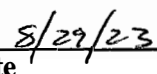
Unit members required to hold a valid CDL will be reimbursed the cost upon license renewal. This benefit shall not apply to the initial license fee incurred by newly hired employees.

19 DISTRIBUTION OF PROCEDURES

A copy of this handbook shall be distributed to all employees. The handbook shall be open to public inspection at reasonable times, with the Clerk of the District or at the Administration Building.

20 DURATION

This agreement will be in effect July 1, 2023 through June 30, 2026.

 _____ Superintendent of Schools	 _____ Date
 _____ Representative of Buildings and Grounds	 _____ Date
 _____ Representative of Transportation	 _____ Date
 _____ Representative of Mechanics	 _____ Date