

## CONTRACT

INDIAN RIVER BOARD OF EDUCATION AND  
INDIAN RIVER EDUCATION ASSOCIATION  
SECRETARIAL UNIT

December 16, 2024 to June 30, 2027

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## **PURPOSE**

It is the purpose of this contract to promote and ensure harmonious relations, cooperation, and understanding between the Employer and the employees covered hereby, to insure true collective bargaining, to establish salaries, physical working conditions, and fringe benefits to the extent that available funds will permit.

The Employer and the Association jointly pledge their cooperation to work together under this contract to secure continued improvement of the educational environment by rendering courteous, faithful, and efficient service.

## **ARTICLE I**

### **RECOGNITION**

The Employer recognizes the Association as the sole and exclusive collective bargaining agent for the employees covered by this contract.

The term employee as used herein shall include all secretarial or clerical employees exclusive of confidential employees and administrative and supervisory personnel. It is further understood that only the following classifications in the Indian River School District are included as secretaries or clerical employees, the bargaining unit established by the certifications or representation dated January 3, 1966, issued by the Department of Labor and Industrial Relations, State of Delaware: Administrative Secretary, Senior Secretary, Financial Secretary and Clerical employees.

## **ARTICLE II.**

### **AGREEMENT PROVISIONS**

- A. This Contract shall be for a period of three (3) years. Should this Contract expire, it shall remain in effect until an agreement or a successor Contract is reached.
- B. This Contract is effective for the period December 16, 2024 through June 30, 2027. The salary provisions of this contract shall be effective upon passage of a referendum. However, its conditions shall be effective from the day following its signing by the parties and thereafter until a successor contract is negotiated, ratified, and signed. No grievances shall be valid which allege violations of all terms of this contract which were altered from the predecessor contract, prior to the signing date of this contract.
- C. The parties agree to enter into collective bargaining for a successor Contract in accordance with applicable provisions of Delaware Code, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment.

Such negotiations shall begin no later than April 1 of the calendar year in

which this contract expires. Any Contract so negotiated and adopted by the Board and by the Association shall be reduced to writing and signed by the Board and the Association.

- D. Upon mutual, written consent of the parties, amendments to this contract may be negotiated by the parties during the term of this contract. Any changes so negotiated shall not become effective unless and until ratified by the parties. In the event of such mid-term negotiations, all provisions of this contract shall remain in full force and effect until such time as changes to this contract; if any, are ratified by the parties.
- E. If any provision of this Contract or any application of this Contract to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid but all other provisions or applications shall continue in full force or effect.
- F. The waiver of any breach or condition of this contract by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.
- G. Copies of this Contract shall be available on the District's website for all employees. The District agrees to provide printed copies for newly hired employees at the expense of the Board after agreement with the Association and signatures are affixed. A copy of said Contract shall be presented to all newly hired employees on or before the new employee's start date.
- H. Whenever any notice is required to be given by either of the parties to this Contract to the other, pursuant to the provisions of this Contract, either party shall do so by certified letter at the following addresses:
  - 1. If by the Association, to the Board of Education, Indian River Educational Complex, 31 Hosier Street, Selbyville, Delaware 19975.
  - 2. If by the Board, to the Association at the home address of the Association's President.

### **ARTICLE III**

#### **GRIEVANCE PROCEDURE**

##### **A. Definitions**

A "Grievance" shall mean a written claim by an employee that the terms of this Agreement official written policy of the Board of Education, or written administrative rules and regulations relating to salaries, employee benefits, and/or working conditions have been violated, misinterpreted or misapplied resulting in the abridgement of rights granted to the employee by such documents. A grievance may also be defined as a

written claim by the Association that the terms of this Agreement, official written policy of the Board Education or written administrative rules and regulations relating to salaries, employee benefits and/or working conditions have been violated, misinterpreted or misapplied resulting in the abridgement of rights granted to the Association by such documents.

Grievant is the person, group of persons, or the Association making the claim.

"Day or days" shall mean, except where otherwise indicated, secretary work days. Thus, weekend or vacation days are excluded.

"Occurrence" shall mean when the grievant discovers that there has been a violation of the contract.

#### B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise from time to time affecting employees. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

#### C. General

1. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. Time limits may, however, be extended by mutual agreement of the parties. Placement of appeal or decisions under this procedure in the U.S. Mail, Certified Mail, within the specified time limit shall constitute compliance with such time limit. Signed faxes or attachments toe- mail will constitute service within the time limits with originals mailed on the same day.
2. The informal level of the Grievance Procedure must be initiated within 25 days of the occurrence giving rise to the grievance.
3. The grievant or one of the grievants must be present at all levels of The grievance procedure. Only mutually agreed upon circumstances beyond the grievant's control may alter this requirement. The grievant may be represented at all levels by the IRSD, DSEA, NEA or an attorney at the grievant's option.
4. All meetings and hearings conducted under Levels I and II of this Procedure shall be conducted privately. Subsequent Levels may be private or public, at the grievant's option.
5. All meetings and hearings shall be scheduled at the mutual convenience of the parties.
6. At all meetings and hearings held under this procedure, the grievant Shall be afforded the rights of due process.

7. Decisions rendered at each level of this procedure after the Informal Level shall be rendered in writing and shall set forth the reason(s) for the decisions.
8. Decisions rendered shall be based on such evidence, facts, documents and testimony as was given at the hearing for that Level.
9. The Association reserves the right to withdraw a grievance at any point in the procedure without prejudice.
10. The District shall not place any materials related to grievances in an employee's personnel file.
11. Nothing contained in the article shall deprive the employee of the rights of due process under the school laws of the State of Delaware or access to the courts thereof.
12. In the event of an emergency situation, the Principal, Superintendent, or President of the Board may appoint a designee to fulfill his/her obligations in these proceedings.
13. In the event that the Association files a Grievance on behalf of a group of Grievant(s), all individuals in the group affected by the grievance filed by the Association shall be bound to any resolution which is accepted by the Association.
14. Terminations shall be subject to the Grievance provisions of the agreement beginning at Level III. Termination grievances shall end in Binding Arbitration.

#### D. Procedure

##### I. Informal Level

The Grievant shall first discuss the Grievance with the Principal of the affected employee(s) (or the immediate supervisor if the employee(s) does not report to a Principal) with the objective of resolving the matter informally.

##### 2. Level One

- a. If the Informal Level has not resulted in a satisfactory resolution of the Grievance within ten (10) days, the Grievant may file a formal, written Grievance with the immediate supervisor. The written Grievance must be presented within ten (10) days of the date of the informal decision or if no decision was rendered, within ten (10) days of the date such decision was due.
- b. The written Grievance shall specify:
  - (1) the occurrence(s) or omission(s) which give rise to the Grievance.

- (2) the date(s) and approximate time(s) of such occurrence(s) or omission(s).
  - (3) the provisions of the Contract alleged to have been violated, misinterpreted, etc.
  - (4) the remedy sought by the Grievant.
  - (5) the Grievant or group of Grievants.
- c. The immediate supervisor shall issue to the Grievant a written decision on the Grievance within ten (10) days of the date the written Grievance was presented.

### 3. Level Two

- a. If the Grievant is not satisfied with the decision at Level One or if no decision has been received within the time limit specified, the Grievant may appeal the Grievance to the Superintendent. Such appeal shall be filed within ten (10) days of receipt of the Level One decision or if no decision from Level One was received, within the (10) days of the date such decision was due.
- b. The appeal to the Superintendent or his designee shall specify the same information as that required for Level One.
- c. Within ten (10) days of receipt of the appeal, the Superintendent shall hold a hearing on the Grievance. Within ten (10) days of the hearing, the Superintendent shall issue a written decision to the Grievant and the President of the IREA.

### 4. Level Three

- a. If the Grievant is not satisfied with the decision at Level Two or if no decision has been received within the time limit specified, the Grievant may appeal the Grievance to the Board of Education by serving notice of appeal on the President of the Board, at the School District Central Office within ten (10) days of receipt of the Level Two decision or within ten (10) days of the time limit for receipt of the Level Two decision.
- b. The appeal to the Board shall specify the same information as that required for Level One.
- c. Within ten (10) days of receipt of the appeal, the Board shall hold a hearing on the Grievance. Within ten (10) days of the hearing, the Board shall issue a written decision to the Grievant and the President of the IREA.

### 5. Level Four

- a. If the Association is not satisfied with the Level Three decision, or if

no decision was rendered within the specified time, the Association may, within ten (10) days of receipt of the decision or within ten (10) day of the time limit for receipt. submit a request for Arbitration to the Superintendent via certified mail.

- b. The arbitration process shall be conducted pursuant to Title 14, Chapter 40 of the Delaware Code and the regulation of the Public Employment Relations Board.

## **ARTICLE IV**

### **ASSOCIATION RIGHTS**

- A. The Board recognizes and agrees to deal with the IREA in all matters relating to this contract.
- B. The Board agrees to provide to the Association upon request all available public information concerning financial resources of the district, minutes of all board meetings, group insurance premium costs, names, addresses and telephone numbers.
- C. Whenever any representative of the Association is engaged during working hours in collective bargaining, contract grievance proceedings, or administrative conferences, he/she shall suffer no loss of pay. Building principals shall give permission before such meetings shall be held.
- D. The Association and its representatives may have the right to use school buildings at reasonable hours for meetings. The principal of the building in question shall give permission in advance of the time and place of such meetings.
- E. The Association shall have the right to use school facilities and equipment including typewriters, copy machines, mimeograph machines, other duplication equipment, calculating machines, computers, printers, facsimile machines, phones and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use. Communication material prepared pursuant to this section shall not contain libelous and/or slanderous statements regarding any district employee and/or member of the Board of Education. The Association shall pay for the reasonable cost of all materials and supplies used and for any repairs necessitated as a result of such use.
- F. The Association shall have one bulletin board in each school building for its exclusive use.
- G. The Association shall have the right to use school mailboxes.
- H. The Indian River Education Association shall be the exclusive representative of the employees under this agreement until mandated otherwise by the employees under this agreement of said district as provided by state law.
- I. Each Association representative may use his or her duty free work break for



Association business provided that it does not interfere nor interrupt the normal school operation.

- J. Duly authorized representatives of the Association and their respective affiliates shall have the right to transact official Association, DSEA, and NEA business on school property at reasonable times provided that this does not interfere nor interrupt the normal school operations in any way as determined by the building principal.
- K. The Indian River Education Association shall receive an aggregate of twelve (12) days for all bargaining units which it represents, to attend conferences, meetings, and to conduct Association business, without loss of pay to employees released. The IREA shall pay for the cost of a substitute if hired for an absent employee. The IREA President or designee shall provide notification to the Supervisor of Personnel no later than five (5) calendar days prior to the employee's absence unless there are extenuating circumstances. There shall be no carryover of unused days into succeeding years. Association Leave may be used in portions of days.
- L. The IREA President shall appoint a member of the IREA Minority Action Committee to serve as an Association representative to the District team for recruitment of applicants for District employment.
- M. Concerns about the accuracy of job descriptions shall be addressed through IREA liaison.
- N. Each Bargaining Unit shall be entitled to representatives on District Committees whose work impacts the wages and working conditions of bargaining unit members. The Committee Chair shall select the IREA representatives from a list of potential candidates provided by IREA.
- O. Copies of the Indian River School District policy manual and all revisions are available to employees on the District's website. The Board and District agree to notify all employees of Board approved policy revisions via email within (5) five working days of the Board's approval.

## **ARTICLE V**

### **ASSOCIATION-ADMINISTRATION LIAISON**

- A. The IREA's Association representatives shall meet with the school Administrator or his/her designee (1) one time per month during the school year to review and discuss current problems and practices including contract issues. Only by mutual agreement shall this meeting not be held, or more than one meeting a month be held.
- B. The IREA's Association representatives and officers shall meet with the Superintendent or his designee at the request of either party during the school year to review and discuss current problems and practices including contract issues. Only by mutual agreement shall more than one meeting a month be held.
- C. At least (1) one IREA Association representative will be a standing member of each building level instructional/leadership team.

## **ARTICLE VI**

### **EMPLOYEE RIGHTS**

- A. Pursuant to Chapter 40, Title 14, Delaware Code, the Board hereby agrees that employees shall have the right to organize, join and support the Association and its affiliates for the purpose of engaging in collective bargaining and other Association activities.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he or she may have under Delaware School Laws or other applicable laws and regulations.
- C. The parties agree that the provisions of this Contract shall be applied in a manner which does not discriminate based upon race, color, creed, sex, national origin, handicap, domicile, age, or any other classification prohibited by law.
- D. No employee shall be discharged, disciplined, reprimanded orally or in writing, or reduced in rank or compensation without just cause.
- E. When an employee is requested to participate in an interview or in a meeting, the employee shall be informed of the purpose of the meeting, and if the employee reasonably believes the meeting will result in disciplinary action, the employee has the right to refuse to submit to the meeting without Association representation. If the employee requests representation, the employer shall, if needed, postpone the meeting for a reasonable period of time (no later than one (1) day) in order for the employee to secure representation of his or her choice.

If an employee is required to appear before the Board or an agent of the Board

for the purpose of confronting the employee with allegations of misconduct and the results of such a meeting could adversely affect the employee's continued employment or salary, the employee shall, at least forty-eight (48) hours prior to the meeting, be given a written notice and specific reasons for the meeting. Both parties shall also be notified in writing at least twenty-four (24) hours prior to the meeting of any additional persons who will be present. Association representation may be requested prior to or at any point during the meeting. If the employee requests representation, the employer shall, if needed, postpone the meeting for a reasonable period of time (no later than one (1) working day) in order for the employee to secure representation or his or her choice.

These provisions shall NOT apply to the following:

- Informal discussions with an employee by the administrative staff pertaining to the employee's performance at his/her work location.
- Those situations where there are reasonable grounds to believe that such notice shall result in the destruction of or non-availability of necessary evidence and witnesses.
- Meetings with DOE regarding DSTP violations.
- Situations that may compromise student safety.

However, any such conversations will take place with due regard for privacy.

F. The official file shall consist of the file maintained by the Director of Personnel and shall be under the following conditions:

1. No material, other than references received prior to employment by the district, shall be placed in an employee's file unless the employee is notified that such material has been or may be included in his/her files. The employee shall be given the opportunity to read material other than references and affix his/her signature and comments thereon.
2. Upon written request by an employee, he/she shall be given access to his/her files. Such access shall be granted within three working days, except when made impossible by absence of the necessary district administrators.
3. An employee shall be permitted to have material in his/her file reproduced. Such reproduction shall take place in the office where the file is located.
4. File copies shall not be removed from the office of the school administration, except for reproduction or presentation of evidence purposes.
5. A representative of the school administration shall be present at any inspection of the employee's files.
6. A representative of the Association shall, at the employee's request, accompany the employee during the review of his/her files.

7. Upon a written request to the district, an employee may remove any document which is older than twenty-four (24) months, from his/her file with the exception of the following:
  - a. Letters indicating repeated offenses of a similar nature
  - b. Evaluations
  - c. Any document received prior to employment
- G. The Board agrees that it shall not discriminate against any employee because of his/her membership in the Association or collective bargaining with the Board, or his/her institution of any grievance, complaint, or proceedings under this Contract.
- H. The District shall make every effort to ensure minority representation on all District committees that in any way, involve employees in the IREA bargaining unit.
- I. The personal life of an employee is not an appropriate concern for action of the Board of Education except as it may directly prevent the employee from performing their assigned duties.
- J. When a building, or department level issue has been brought to the attention of the building or department administration and the issue is not resolved, the employee has the right to bring the issue to the appropriate district director/supervisor for clarity.

## **ARTICLE VII**

### **LEAVE OF ABSENCE**

- A. Secretarial or clerical employees are to be granted leaves of absence as set forth by the Delaware Code. The following addition is to be included:

If it is necessary for a secretary to apply for a leave of absence for maternity reasons or for an extended personal illness, or for an extended or critical illness of his/her children or spouse, s/he should be allowed the necessary time up to a period of one year. This time, if not covered by sick leave or vacation time, or paid donated leave (in accordance with federal & state discrimination laws and the donated leave program in Delaware Law) will be without pay and will not be counted in his/her years of experience for salary purposes. During the period of an approved unpaid Leave of Absence, seniority will not be earned but will resume upon return. When the secretary returns to work after the Leave of Absence expires, s/he should be returned to her/his previous or comparable position and previous salary schedule placement.

Military - If a person holds a position in the district, he/she shall be afforded a position of equal status upon return.

While on approved leaves of absence, an employee may continue fringe benefits programs by bearing the full premium costs.

B. Substitutes

The District shall provide substitutes when a unit member is not present at work at the request of the supervisor.

## **ARTICLE VIII**

### **WORKPLACE SAFETY**

- A. The Board and the Association agree that effective means for the protection of employees and property are essential to the smooth functioning of the District. All buildings shall be maintained to provide an environment that is conducive to learning even when repairs and renovations are being made.
- B. Employees shall not be required to work under unsafe or unhealthy working conditions. Employees shall report what they feel are unsafe or hazardous conditions to the administrator in charge or to the administrator's designee.
- C. If an employee's report of an unsafe, hazardous or unhealthy working condition is made in writing, the administrator shall provide a written response as soon as practical, but in any event within three (3) work days, as to his/her assessment of the work condition and what steps can and shall be taken, if any, to remedy the situation.
- D. Employees shall immediately report cases of injuries suffered by them in connection with their employment to their principal, immediate supervisor and nurse, if available.
- E. The employer shall take reasonable precautions to provide protection for an employee's vehicle and other personal property while on school property but shall not assume liability for loss or damage.
- F. The Board shall give full support including legal and other assistance for any assault upon the Professional Employee while acting in the discharge of his/her duties or while quelling a disturbance threatening injury to others as long as the Professional Employee's and the

Board's interests are the same.

- G. Employees who use their own automobiles in the performance of their normal duties shall be reimbursed for such required and authorized travel at the rate provided by the Delaware Code.
- H. Where feasible and where acceptable, alternative facilities exist and upon request of an employee, work shall not continue in an office area when there are unreasonable temperature conditions. Absent mechanical problems, building heating levels maintained during the school day shall continue at those approximate levels or until the end of the secretaries' scheduled work day.
- I. An employee who suffers a work-related disabling injury and qualifies for workers' compensation benefits shall continue to receive all Board paid employee benefits as long as the employee is receiving workers' compensation benefits. This shall not apply to employees who are placed on disability pension unless permitted by the insurance carrier.
- J. Employees other than school nurses shall not be required to perform nursing duties except in an emergency. In such a case, a qualified medical person shall be brought on the scene as soon as possible, and the staff member shall be held harmless from liability by the Board unless the employee's act or omission amounts to gross negligence or willful and wanton misconduct.
- K. An Employee may, within the scope of his/her employment, use and apply such force as is reasonable and necessary to quell a disturbance threatening physical injury to others or to protect himself/herself if attacked.

## ARTICLE IX

### DRUG FREE WORKPLACE

The Indian River School District Board ("Board") believes that illegal drugs and unauthorized prescription drugs, as defined below, have no place in the work environment. Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring the certification by federal grantees of a drug-free workplace, and the Board supports that Act. For these reasons, the Board adopts the following policy on drug-free workplace for the Indian River School District ("District") employees subject to any collective bargaining agreement to the contrary

#### I. Definitions:

- a. **Distribution or Sale:** Implies the transfer of unauthorized drugs, unauthorized prescription drugs or look-a-like substances to any other person with or without the exchange of money or other valuable consideration. The receiving party shall be considered as "in possession".

- b. **Drug:** Any chemical substance that produces physical, mental, emotional, or behavioral change in user. Drugs include all alcoholic beverages, narcotics, analgesics, stimulants, depressants, including marijuana, hashish and otherwise controlled substances or medications other than those sold to the public on a non-prescription basis or those prescribed to the employee by a licensed physician. Drug shall also include look-alike substances. All references to "drug" or "drugs" includes possession, use, or distribution of a prescription drug that has not been prescribed by a licensed physician and/or possession, use, or distribution of a prescription drug in the dosage or amounts that exceeds that dosage or amounts prescribed for the individual by a licensed physician.)
- c. **Drug Paraphernalia:** Paraphernalia includes objects used to manufacture, compound, convert, produce, process, prepare, analyze, pack, repack, store, conceal, inject, ingest, inhale or otherwise provide a means to enter the human body. It is unlawful for any person to use, or to possess with intent to use, drug paraphernalia (Chapter 47, Uniform Controlled Substances Act Sub-chapter V, §4771).
- d. **In-service Days:** During the regular work hours of 8:00 a.m. to 3:30 p.m. consumption of alcoholic beverages will be prohibited.
- e. **Non-Prescription Drug:** A non-controlled substance used for medical reasons.
- f. **Possession:** [implies that an employee has unauthorized drugs or unauthorized prescriptions drugs on his/her person or with his/her personal property or under his/her control by placement of and knowledge of the whereabouts of same within the school environment or during school-related activities. Not included as "in possession" is any substance that has been prescribed by a licensed physician and is present only in the dosage or amounts prescribed for the person.
- g. **Prescription Drug:** A controlled substance dispensed directly by a medical practitioner or by a pharmacy with a written prescription from the practitioner. Employees currently taking a prescribed medication from their own physician must carry it in the labeled container provided by a licensed pharmacist. All medication must be kept in its original container (Chapter 47, Uniform Controlled Substances Act, Subchapter 4, §4758).
- h. **School Environment:** Within or on District property, and/or District sanctioned and/or supervised activities
- i. **Unauthorized:** That which is prohibited by the superintendent of the District and/or government.
- j. **Use:** Implies that an employee is reasonably known to have assimilated an unauthorized drug or is reasonably found to be under the influence

of same within the school environment or during a school-related activity.

- k. **Illegal Substances:** Any and all substances listed in Title 16; Chapter 47 of the Uniform Controlled Substance Abuse Act.
  - l. **Zero Tolerance:** It is against the law for anyone to possess illegal substances. All cases must be reported to the police. Disabled employees with a medical marijuana card will be accommodated with regard to the presence of THC in their system. However, all rules with regard to being under the influence, possession, and distribution remain in effect, and employees may not be under the influence of marijuana while at school, on school property, **at** school functions or while attending to school duties
2. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, counterfeit controlled substance or designer drug as defined under 16 Delaware Code, Chapter 47 or comparable federal law, is prohibited in the district, in all places where its employees work. including all state-owned vehicles, and in carrying out any federal grant activity. As a condition of employment, all employees shall abide by this prohibition. Violation of such prohibition shall result in disciplinary action up to and/or including termination of employment.
  3. All violations of the above policy shall be reported to the superintendent or the superintendent's designee, who shall report the violation to the appropriate police authority. There may be a termination in all cases of a chargeable offense under 16 Delaware Code, Chapter 47 or comparable federal law; however, a conviction of the charged offense shall not be necessary to terminate the employee for a violation of the policy. The employee terminated may be entitled to due process per Title 14 of the Delaware Annotated Code.
  4. Possession, sale or distribution of drugs or drug paraphernalia by employees in the School Environment is prohibited and shall result in disciplinary action up to and/or including termination of employment.
  5. Suspicion of employees reporting to work under the influence or being under the influence of drugs/alcohol while on the job will be addressed through the procedure and consequences as outlined in the attached drug and alcohol testing procedures.
  6. District volunteers are also prohibited from the possession, sale, or distribution of drugs or drug paraphernalia in the school environment and may result in the dismissal of the individual as a volunteer.
  7. Suspicion of volunteers being under the influence of drugs/alcohol while performing volunteer duties in the school environment may be addressed through the procedure as outlined in the attached drug and alcohol testing procedures at the discretion of the District.
  8. Nothing in this policy shall preclude the Board from taking concurrent



and/or independent personnel action against the employee under 14 Delaware Code. Sections 1411, 1421 or both for immorality, misconduct in office, incompetency or willful neglect of duty, or under its other rights to discipline or terminate employees.

9. All employees shall notify the superintendent in writing of any criminal drug statute conviction for a violation occurring in or outside the workplace no later than five working days after such conviction. Failure of the employee to make such a notification may lead to termination of employment per Title 14 of the Delaware Annotated Code. Within ten working days of receiving notice of any employee convicted as described above, the Board shall notify the federal agencies providing grants to and through the State Board and the Department of Education.
10. Within thirty days of receiving notice of any employee convicted as described in section (2), the Board will:
  - (a) Take appropriate personnel action against such an employee, up to and including termination, and/o
  - (b) Require such an employee to participate satisfactorily in an alcohol/drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

Such action may be taken by the District prior to conviction.

11. The Board will inform employees about:
  - (a) The dangers of drug abuse in the workplace;
  - (b) The district's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
12. The Board shall make a good faith effort to continue to maintain a drug-free workplace through the implementation of this policy and ensuring that all new employees are informed of the policy through the measures set out in section (6).

#### **DISCIPLINARY PROCEDURES**

1. Possession, sale, or distribution of drugs or drug paraphernalia in the school environment will:
  - (a) Result in suspension, pending a Board of Education hearing, with consideration of further disciplinary action, including termination. The

Board of Education hearing will take place no later than thirty (30) working days from the first suspension day unless otherwise provided. The employee may have Association representation at the hearing.

(b) Result in a report of the incident to the police.

2. Suspicion of reporting to work under the influence or being under the influence of drugs/alcohol while on the job will be addressed through the procedure and consequences as outlined below.

(a) Drug and Alcohol Testing Procedures

### **STATEMENT OF PURPOSE**

Employees are the District's most valuable resource and their health and safety is therefore a serious concern. Furthermore, substance abuse education is one of the District's most important missions. It is not enough for staff to instruct students regarding substance abuse. District staff must lead by example. Finally, employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs.

Each employee shall be provided with a copy of these procedures. The District will also offer training for each employee regarding substance abuse.

### **ASSISTANCE IN OVERCOMING ALCOHOL OR DRUG ABUSE FOR EMPLOYEES WHO VOLUNTARILY SEEK HELP**

Early recognition of alcohol or drug abuse is important for successful rehabilitation, the affected employee's productivity, and reduced personal, family, and social disruption. Whenever feasible, the District will assist employees in overcoming drug or alcohol abuse. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual's responsibility.

The District recognizes substance abuse is a medical problem which can be successfully treated. Most substance abusers, however, deny they have a problem, and ordinarily do not seek treatment voluntarily. This denial is the most significant obstacle to successful treatment.

Employees with alcohol or drug abuse problems may request the confidential assistance of the assistant superintendent or his/her designee. Employees may seek help without the approval of their supervisor. The assistant superintendent or his/her designee provides assistance on a strictly confidential basis and refers employees to the appropriate counseling and treatment services. Employees who voluntarily request assistance in dealing with an alcohol or drug abuse problem may do so without jeopardizing continued employment. Information disclosed in the process of seeking assistance will not serve as a basis for discipline. Disciplinary action for violation of the District's policies on alcohol and drug abuse will not be reduced if an employee requests assistance after being asked to submit a blood and/or urine specimen.

If an employee seeks assistance, such an employee shall consult with a public or private

substance abuse counseling or assessment center and obtain a recommendation as to an appropriate rehabilitation program. The employee may be placed on leave for a time period necessary to successfully complete the recommended rehabilitation program. Such an employee must:

- (1) Provide the assistant superintendent or his/her designee with proof of enrollment in the recommended alcohol or drug abuse rehabilitation program and proof of attendance at all required sessions.
- (2) Pay for all costs of rehabilitation which are not covered by the employee's health insurance plan.

## **PROHIBITIONS**

Pursuant to the Board's Drug Free Work Place Policy, the possession, use, manufacture, distribution, dispensation or sale of illegal drugs and/or illegal substances or drug paraphernalia in the workplace is prohibited. The Board's Alcohol Free Work Place Policy also prohibits the use, sale or manufacture of alcohol at any time in the workplace, on school property, and in State owned or leased vehicles. Further, the District prohibits possession of alcohol in all its facilities, in State owned, District owned or leased vehicles, and in private vehicles when used to transport students. In addition, an employee is subject to disciplinary action if the employee is under the influence of alcohol in the workplace or tests positive for use of an illegal drug and/or illegal substance. For purposes of this policy, "workplace" shall be defined as during regular scheduled work hours or any time an employee is responsible for any District student including but not limited to the following: (a) field trips; (b) after school activities (e.g. sports, student dances, etc.); or (c) on District property, including State-owned vehicles.

## **REASONABLE SUSPICION**

1. With the exception of bus drivers who are engaged in a safety sensitive activity, an employee will be tested only if two administrators agree that there is reasonable suspicion to believe the employee is under the influence of alcohol or an illegal drug and/or illegal substance in the workplace, or if there is reasonable suspicion to believe the employee used alcohol or a drug in the workplace.

In the case of bus drivers, such employees may be tested in accordance with the applicable State Board of Education regulations. This includes the requirement a bus driver who has been suspended due to a positive test for alcohol or drugs must submit to a test prior to returning to work, and the bus driver shall not return to work unless such a test is negative.

2. A determination there is reasonable suspicion to believe an employee is "under the influence" shall be based upon objective factors including, but not limited to, the following: odor of alcohol on the employee's breath, slurred speech, unsteady or erratic movements.
3. In order to have a written record of reasonable suspicion that an employee is "under the influence", one of the administrators who determines there is reasonable suspicion to believe an employee is

"under the influence" shall, within one workday of the time the employee is tested for alcohol and/or drugs, prepare a written report listing the objective factors supporting the reasonable suspicion.

4. Administrative staff shall be trained in the identification of signs and symptoms of intoxication and substance abuse, and procedures for documentation and maintaining confidentiality prior to their involvement in the implementation of the testing procedures.

## TESTING

If there is a determination there is reasonable suspicion to believe an employee is under the influence, no discipline shall be imposed in the absence of a confirmatory test unless the employee's behavior, nonfeasance, misfeasance or malfeasance provides a separate basis for discipline. If the District decides to pursue a confirmatory test, the District shall adhere to the following procedure:

1. The employee will be asked, with due regard for privacy, to submit a blood and/or urine specimen at a local collection site for alcohol and drug testing. The assistant superintendent or his/her designee will accompany the employee to the local collection site.
2. If the employee is taking a prescription drug, the employee shall disclose that fact and the laboratory shall follow its established procedures for verifying the authenticity of the prescription.
3. With regard to alcohol, a positive test result shall be alcohol concentration of .02, or more. Alcohol concentration of .02 or more means alcohol in a sample of an employee's blood equivalent to .02 or more grams of alcohol per hundred milliliters of blood, or an amount of alcohol in a sample of an employee's breath (measured by a breathalyzer test) equivalent to .02 or more grams per two hundred ten liters of breath.
4. With regard to drugs, discipline will be imposed if a National Institute on Drug Abuse certified laboratory confirms an initially positive test result by gas chromatography/mass spectrometry (GC/MS) using the following cutoff levels for its confirmation test:

<b>Substance</b>	<b>Confirmation Test (ng/ml)</b>
Cannabinoids Metabolite	15
Cocaine Metabolite	150
Opiate	300
Phencyclidine	25
Amphetamines	500

These five drugs or classes of drugs, as well as the confirmatory test levels, are taken from the U.S. Department of Transportation Drug Testing Procedures. If the Department of Transportation changes its drug testing procedures by adding drugs or classes of drugs,

these procedures shall be modified to add such drugs or classes of drugs, including the confirmatory test levels adopted by the Department of Transportation.

5. The costs of testing will be paid by the District.
6. If an employee is tested, the employee shall be suspended with pay pending the District's determination.
7. The District shall make a determination as soon as practicable.
8. The imposition of discipline, if any, shall occur only after confirmation of the applicable test.
9. If the drug and/or alcohol test is negative, there shall be no reference to such a test in the employee's personnel file.

#### **CONSEQUENCES OF A POSITIVE TEST \***

The discipline for an employee who tests positive for drugs is set below:

##### **Violation**

1. Positive test for drugs
2. If the results of an employee's test for drugs are not a complete negative, but fall below the threshold for discipline, a record of those results shall be placed in the

##### **Discipline**

employee's file for a period of two years only. The employee would have the right to attach to those results a description of the circumstances surrounding the results of that test. If the employee were to come under reasonable suspicion and be tested again during that two year period, the following would apply:

Appropriate discipline which may include termination, but at a minimum suspension without pay for up to 90 workdays, and participation in a substance abuse program.

- If the results of the second test are negative, no further action would occur, and the original results would be removed from the employee's file at the end of the original two years.
- If the results of the second

test were as the first test (not a complete negative but below the threshold), the employee would be subject to mandatory evaluation and completion of an education program and/or treatment if recommended by an agency approved by the State of Delaware, Department of Public Safety, Office of Highway Safety.

- If the results of the second test were positive (above the threshold), and depending on the circumstances surrounding both tests, the first test results would be considered in deciding the discipline for the positive test.

The discipline for an employee who tests positive for alcohol is set forth below. For purposes of this section, a "second offense" is any incident within 5 years of the 1<sup>st</sup> offense. A "third offense" is any incident within 5 years of the 2<sup>nd</sup> offense.

*\*Employees or applicants who have a validly issued medical marijuana card and test positive for marijuana will not be considered to have violated the policy simply by nature of the presence of marijuana in the test sample. The former sentence notwithstanding, if the District can establish that the employee was under the influence of marijuana in the workplace, or possessed or transferred marijuana in the workplace, the employee shall be subject to discipline.*

## **VIOLATION**

Blood Alcohol  
Concentration (BAC)  
equal to .02

BAC greater than .02, but  
less than .08

## **DISCIPLINE**

### **FIRST OFFENSE**

Employee is sent home and charged one day personal leave. Mandatory evaluation and completion of education program and/or treatment if recommended by an agency approved by the State of Delaware, Department of Public Safety, Office of Highway Safety.

### **SECOND OFFENSE**

Employee is suspended for 5 days without pay. Mandatory evaluation and completion of education program and/or treatment if recommended by an agency approved by the State of Delaware, Department of Public Safety, Office of Highway Safety.

### **THIRD OFFENSE**

Employee is suspended a minimum of 90 work days without pay with the possibility of termination. If not terminated, the employee must also complete education program and/or treatment if recommended by an agency approved by the state of Delaware, Department of Public Safety, Office of Highway Safety.

### **FIRST OFFENSE**

Employee is suspended for 5 days without pay. Mandatory evaluation and completion of education program and/or treatment if recommended by an agency approved by the State of Delaware, Department of Public Safety, Office of Highway Safety.

### **SECOND OFFENSE**

Employee is suspended a minimum of 90 work days without pay with the possibility of termination. If not terminated, the employee must also complete education program and/or treatment if recommended by an agency approved by the State of Delaware, Department of Public Safety, Office of Highway Safety.

### THIRD OFFENSE

#### Termination

BAC greater than or equal  
to .08

### FIRST OFFENSE

Employee is suspended a minimum of 90 work days without pay with the possibility of termination. If not terminated, the employee must also complete education program and/or treatment if recommended by an agency approved by the State of Delaware, Department of Public Safety, Office of Highway Safety.

### SECOND OFFENSE

#### Termination

Refusal to submit to the  
testing Procedure

Employee is suspended a minimum of 90 work days without pay with the possibility of termination. If not terminated, the employee must also complete education program and/or treatment as recommended by an agency approved by the State of Delaware, Department of Public Safety, Office of Highway Safety.



## **REFUSAL TO SIGN THE CONSENT FORM AND SUBMIT TO THE TESTING**

An administrator shall obtain the individual's signature on a consent form (Attachment No. I) and provide the individual with a copy of the form, prior to taking the employee to the collection site. If an employee refuses to sign the consent form and submit to the testing when there is reasonable suspicion for testing the employee, such a refusal shall be deemed a positive test result.

## **BREATH TESTING PROCEDURES**

1. Only qualified operators of a breathalyzer test shall sample employee's breath.
2. The assistant superintendent or his/her designee who accompanied the employee to the test site shall call a friend, relative or taxi to take the employee home.

## **BLOOD TESTING PROCEDURES**

1. Only authorized personnel at the local collection site shall conduct blood testing. Collection site personnel will draw 5 to 7 milliliters of blood from the individual *into* a tamper-proof vacutainer bag.
2. Both collection site personnel and the employee shall keep the specimen in view at all times prior to its being sealed and labeled. The employee shall observe the sealing process.
3. Collection site personnel shall place securely on the side of the vacutainer bag an identification label which includes the date, the specimen number and the employee's name. The employee shall observe the application of this label and shall then initial the label as certification it is the specimen the employee provided. Collection site personnel shall note any unusual behavior on the chain of custody form.
4. The employee shall then sign the chain of custody form, which states the date, collection site, the names of the collection site personnel, and the employee's name and specimen number, and which verifies the blood specimen has been in the employee's view continuously from the time of collection until he or she initialed the label.
5. The assistant superintendent or his/her designee who accompanied the employee to the local collection site shall call a friend, relative or taxi to take the employee home.

## **URINE SPECIMEN COLLECTION PROCEDURES**

1. Collection site personnel shall direct the individual to remove any unnecessary outer garments, such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. Collection site personnel will further direct the individual to put aside all personal belongings such as a purse or briefcase. The individual may retain his or her wallet.
2. In order to deter adulteration of the urine specimen by substances

concealed in the individual's hands or under the individual's fingernails, collection site personnel shall instruct the individual to wash his or her hands prior to urination. After washing hands, the individual shall remain in the presence of collection site personnel and shall not have access to purses or briefcases or to water fountains, faucets, soap dispensers, cleaning agents or any other materials which could be used to adulterate the specimen. Collection site personnel shall note any unusual behavior on the chain of custody form.

3. The individual may provide the urine specimen in the privacy of a stall or otherwise partitioned area assuring privacy. If there is a toilet in such an area, toilet bluing agents shall be placed in the toilet tank so the reservoir of water in the toilet bowl always remains blue. Collection site personnel shall note any unusual behavior on the chain of custody form.
4. Upon receiving the specimen from the individual, collection site personnel shall determine it contains at least 60 milliliters of urine. If the specimen does not contain at least 60 milliliters of urine, collection site personnel should provide the individual with 8 ounces of fluid every 30 minutes until urination occurs.
5. Immediately after the specimen is collected, collection site personnel shall inspect the specimen to determine its color, temperature and any signs of contamination. Collection site personnel should note any unusual findings on the chain of custody form. Collection site personnel shall forward all specimens to the laboratory for testing even if the specimen may be adulterated.
6. Both collection site personnel and the individual shall keep the specimen in view at all times prior to its being sealed and labeled. If collection site personnel transfer the specimen to a second bottle, the individual shall observe the transfer of the specimen.
7. Collection site personnel shall place a tamper proof seal over the bottle cap and down the sides of the bottle. The individual shall observe this sealing process.
8. Collection site personnel shall place securely on the side of the bottle an identification label which contains the date, the specimen number and the individual's name. The individual shall observe the application of this label and shall then initial the label as certification that it is the unadulterated specimen the employee provided.
9. The individual shall then sign the chain of custody form, which states the date, collection site, the names of the collection site personnel, and the individual's name and specimen number, and which verifies the urine specimen was in the individual's view continuously from the time of collection until the employee initials the label affixed to the bottle.

The form shall also verify that the identified specimen is the unadulterated specimen.

## CHAIN OF CUSTODY AND SHIPMENT OF URINE OR BLOOD SPECIMEN

1. Collection site personnel must complete the chain of custody form in order to maintain control and accountability of each urine or blood specimen from the point of collection to receipt of test results.
2. The chain of custody form shall document each time a specimen is handled or transferred and the reason for such handling or transfer, and shall identify every individual in the chain. Collection site personnel shall minimize the number of persons handling a specimen.
3. Collection site personnel shall ship the collected specimen for testing within 24 hours of collection. Collection site personnel shall place the specimen in a container designed to minimize the possibility of damage during shipment and shall securely seal the container to eliminate the possibility of undetected tampering. On the tape sealing the container, collection site personnel shall sign and enter the date. Collection site personnel shall attach the chain of custody form and the Confidential Medical Questionnaire and Consent Form to the sealed container prior to shipment.
4. Collection site personnel shall secure the sealed container to prevent unauthorized access during temporary storage before shipment.
5. Collection site personnel shall not permit any unauthorized person access to any part of the collection site area when blood or urine specimens are collected or temporarily stored.

## TESTING STANDARDS

- **Security and Chain of Custody.** An approved laboratory will maintain strict security at its facilities and rigorously follow proper chain of custody procedures. The laboratory will fully satisfy every security and chain of custody requirement of NI DA's Mandatory Guidelines for Federal Workplace Drug Testing Programs.
- **Blood Test and Breath Test.** A positive result shall be a blood alcohol concentration of .02 or greater which constitutes a violation of GBCB- Staff Conduct Drug and Alcohol-Free Workplace Policy.
- **Initial Test (Urine).** The laboratory will use an immunoassay which has been approved for commercial use by the U.S. Food and Drug Administration.
- **Confirmatory Test (Urine).** The laboratory will confirm all initially positive tests results of urine specimens by gas chromatography/mass spectrometry (GC/MS).
- If the Department of Transportation changes its drug testing procedures by adding drugs or classes of drugs, these procedures shall be modified to and such drugs or classes of drugs, including the initial test levels and confirmatory test levels adopted

by the Department of Transportation.

- **Reporting Results.** The laboratory will report all test results. As to urine tests, the laboratory will report as positive only those specimens confirmed positive by GC/MS. The laboratory will report the results only in writing and will report only to the assistant superintendent or his/her designee. The laboratory will transmit to the assistant superintendent or his/her designee a copy of the Toxicology Chain of Custody form and Consent form for all positive test results. The District shall provide copies of such documents to the employee.
- **Record Retention.** Unless otherwise notified, the laboratory will retain all records pertaining to a given specimen for one year in the case of negative results and for three years in the case of positive results.
- **Storage.** The laboratory will store all specimens for at least one year or longer whenever requested.

### **MISCELLANEOUS PROVISIONS**

**Right to a Representative:** The employee has the right to request an opportunity to talk to a representative prior to signing this form. However, the District will wait no more than 30 minutes for such a representative to appear. If the employee requests the presence of an employee, the District will provide such an employee with coverage so that the employee is available within 30 minutes.

**Providing the Urine Specimen:** The employee must provide at least 60 milliliters of urine. If at first the employee is unable to provide 60 milliliters of urine, collection site personnel will give the employee 8 ounces of liquid every thirty minutes until the employee is able to provide 60 milliliters of urine. The employee may provide his or her urine specimen in private. Collection site personnel will not observe the employee.

**Accuracy of Test Results:** The District has taken extraordinary precaution to assure the test results are accurate. If the first test produces a positive result, the laboratory will administer a second, more sophisticated test. This second test measures the exact molecules of each drug; every drug has a different molecular structure, just as each person has a different fingerprint. The laboratory's second test identifies each drug by its unique molecular "fingerprint." Only if the second test is also positive does the laboratory report a positive test result. The scientific and medical community uniformly agrees that the combination of tests used by the laboratory produces extremely accurate results.

The National Institute on Drug Abuse regularly inspects the laboratory and has certified that it meets the highest professional standards.

**Chain of Custody:** The District takes exceptional precaution to assure the integrity of each specimen. To ensure an individual's specimen is not accidentally confused with another's, collection site personnel follow a rigorous chain of custody procedure. Individuals providing specimens have a vital role to play in the chain of custody procedures. They must keep their specimen in view at all times until it is sealed and labeled. Each individual then initials the

label on his or her specimen.

**Confidentiality:** Test results are highly confidential. The drug testing laboratory informs only the assistant superintendent or his/her designee.

## **ARTICLE X**

### **EVALUATION**

#### **A. Employee Evaluation**

1. The Board of Education has the right to establish employee evaluation procedures. The Indian River School District agrees to develop and provide the Association President with a set of Performance Appraisal Guidelines which will be provided to all Secretarial supervisors. The purpose of said guidelines will be to better outline and highlight the procedures associated with the evaluation process including timetables, procedures, and employee ratings. The Association will be given an opportunity to comment and provide feedback on these guidelines however, final content and approval will be left to the discretion of the Employer.
2. Employees will be informed of these procedures. A formal evaluation report shall not be placed in the employees personnel file without the employee being given the opportunity to include written comments and sign the report.
3. If the employee so requests, a conference shall be held between the employee and the evaluator to review any formal evaluation report. Such request must be made within five (5) working days after the employee is given a copy of the evaluation report.
4. Any formal evaluation which is less than satisfactory must be accompanied by written recommendations for improvement.
5. In the event the State of Delaware implements a mandatory evaluation system or process applicable to secretaries, the District shall comply with all provisions of such system or process in all regards.
6. The provisions of this Section 6 shall be subject to the Grievance Procedure. However, the substance of an evaluation report i.e., the judgment of the evaluator, shall not be subject to the grievance procedure.

#### **B. Probationary Period**

All new employees shall serve a probationary period of one hundred twenty (120) days starting with the first day actually on the job. If at any time during the probationary period the District determines any deficiency or problem, an administrator/supervisor shall provide the employee with written notice and the employee shall be placed on an

Improvement Plan. The employee and his/her supervisor shall develop this plan together. If, upon completion of the Improvement Plan, deficiencies are still noted, then the District reserves the right to terminate the employee.

## ARTICLE XI

### REDUCTION IN FORCE/ SENIORITY

#### A. Definitions

1. **IRSD** - the Indian River School District, including all prior component school districts thereof.
2. **System Seniority** - the total length of uninterrupted service with the **IRSD**.
3. **Classification Seniority** - the total length of uninterrupted service with the IRSD in the Secretarial classification. The classifications are: secretary and financial secretary.
4. **Ties** - ties in any seniority category shall be broken by calculating seniority for the tied employees according to the next broader category of seniority. For example, a tie in classification seniority shall be broken by system seniority. Final ties shall be broken by lottery.
5. **Reduction in Force** - a reduction in the number of positions in the IREA bargaining unit or component thereof.
7. **Lay Off** - the termination or reduction of an employee's employment due to a RIF.
8. **Bump** - a process whereby an employee otherwise designated for lay off elects to replace a less senior employee in the same or lower classification than the laid off employee.
9. **Upgrade** - a position whose responsibilities are expanded or when unit funding has been approved necessitating a change to a higher level within the secretarial classification or a part-time position expanded to full-time.

#### B. Layoffs and Recalls

1. In the event a reduction in force (RIF) within the bargaining unit represented by the IREA or IRSD requires layoffs, the District shall identify the classification where the RIF will occur. The employee within that classification with the least seniority shall be laid off.
2. Provided the laid off employee has sufficient seniority; the employee may

bump any employee holding a position at the same or lower classification based on seniority.

3. Employees who are bumped shall have the same rights set forth above for laid off employees.
4. An employee exercising the right to bump shall receive the salary rate of the classification into which the bump takes place.
5. Laid off employees shall be recalled to the same or lower classification from which they were laid off. Recall shall take place in reverse chronological order of the layoff with the most recently laid off employee being recalled first. Where dates of lay off are the same for two or more employees, system seniority shall determine the order of recall. Recalled employees shall receive the salary rate of the classification to which they are recalled. Employees who refuse recall lose further recall rights. Laid off employees shall be entitled to recall rights for an initial period of twelve (12) months from the effective date of lay off and shall be entitled to an additional twelve (12) months upon written request to the District.
6. An employee from outside the bargaining unit whose job is reduced/eliminated may not displace any bargaining unit member. All RIF recalls and transfer requests from bargaining unit members must be accommodated before any out of bargaining unit applicant is considered for a bargaining unit vacancy.

C. Posting of Vacancies

1. A posting of all permanent position vacancies, all newly created positions, and all upgraded positions within the bargaining unit shall be done internally in a conspicuous place that includes over the Internet. Such vacancy positions shall be sent electronically to the IREA President and IREA Vice-President of Secretaries and shall remain posted until the closing date, except in an emergency. Such vacancy positions shall be posted no less than ten (10) working days unless the district determines that a shorter period is necessary. In circumstances where (10) ten working days cannot be provided: the District agrees to an absolute minimum of three (3) working days. All postings shall be sent to IRSD staff via email. The posting shall not exceed thirty (30) days without being reposted.

Upon reposting it shall also be resent electronically to the IREA President and the IREA vice-president of the secretaries. Failure to supply this copy shall not invalidate the posting. Applicants must apply online via the District's online applicant manager system within the posting period specifying their preference (s) for the location and specific positions. The posting shall include the information necessary for an employee to properly apply for the vacancy.

2. Secretaries who desire a transfer to any vacancy that may occur in the

bargaining unit or to specific positions or locations to which the employee may wish to move must make application on line via the District's on line applicant manager system during the posting period. The Director of Personnel shall acknowledge in writing or via electronic communication receipt of said request within two weeks. Only those making application during the posting period will be considered.

3. In making decisions regarding promotions and upgrades, the names of the three (3) most senior qualified candidates will be sent to the building selection committee.

The final selection will be based upon qualifications as specified in the job descriptions, past work performance, and the best interest of the school system. If the most senior candidate is not awarded the position, he/she will be provided a written explanation. Employees who have an overall performance rating of "Needs Improvement" or "Unsatisfactory" will not be considered for promotions and upgrades until the "improvement plan" is satisfied, unless such promotion/upgrade is in the best interest of the school system. Promotions shall be a result of Board action. Ties in seniority shall be broken pursuant to Section 1.

4. In making decisions regarding voluntary transfers, the names of the three (3) most senior qualified candidates will be sent to the building selection committee. The final selection will be based upon qualifications as specified in the job descriptions, past work performance, and the best interest of the school system. If the most senior candidate is not awarded the position, he/she will be provided a written explanation. Employees who have an overall performance rating of "Needs Improvement" or "Unsatisfactory" will not be considered for a transfer until the "improvement plan" is satisfied, unless such transfer is in the best interest of the school system. Members of the bargaining unit will be permitted only one transfer or promotion per each twelve (12) months. This restriction may be waived if there is only one bargaining unit applicant for a position. If the recommended candidate declines the voluntary transfer s/he will be ineligible to request a voluntary transfer for a period of no less than twelve (12) months.

#### D. Temporary Transfers

1. The Director of Personnel may recommend temporary transfers or promote employees to positions other than those they normally perform in order to meet the requirements of the operation of the Indian River School District subject to School Board approval.
2. Any qualified employee temporarily transferred or promoted to a level with a higher rate of pay shall receive such higher rate of pay beginning with the 5th day of the assignment retroactive to the first day at the higher level.



3. Temporary transfer and promotion shall be for a period of no longer than one (1) calendar year except by mutual agreement. A vacancy created as a result of extended illness or leave of absence is not an open position for the period of such illness or leave and shall be considered temporary.

E. Job Classification

The Employer agrees to provide and review where necessary with the Association, any newly established or revised job classifications and the employee requirements.

F. Seniority Lists

1. The seniority lists shall be brought up to date once each year by the Employer. Such list shall contain the employee's present classification, date of hire in a permanent position(s) in the secretarial unit, and dates of unpaid leaves of absence. A copy of the seniority list shall be sent to the President of the Association or his/her designee by July 15 of each year. The President or his/her designee will be notified of employees entering or exiting the bargaining unit.
2. Pursuant to Section I. B., C., and D., seniority for uninterrupted service in a part time position(s) shall be earned as a pro-rata amount of full time. Such calculations shall only impact bargaining unit members employed on a part-time basis on or after July 1, 1999.
3. Employees shall lose all seniority upon voluntary resignation or discharge except those employees who are laid off and subsequently recalled who shall have restored to them all seniority accumulated at the time of layoff. A secretary who works for IRSD in a non-bargaining unit secretarial position shall retain seniority earned while a bargaining unit member if and when s/he returns to a bargaining unit position.

## **ARTICLE XII**

### **HOLIDAYS WITH PAY**

- A. The following days are holidays with pay for secretarial or clerical employees: Any day designated by law (Title I, Chapter 50 I). proclaimed by the Governor or approved by the Superintendent.
- B. If a holiday occurs while an employee is on vacation. s/he shall receive an additional day of vacation.
- C. If the State determines that it will not fully fund the State salary of secretaries during the Easter and Christmas breaks, the two parties agree to adhere to 14

Del.Q. § 1335 and to negotiate the impact of such determination.

- D. Any employee who is required to work holidays as referred to in XII A. of this article shall receive 1 1/2 times his/her hourly rate.

### **ARTICLE XIII**

#### **VACATIONS**

Secretarial or clerical employees are to be granted vacations as set forth as follows:

- A. A secretarial or clerical employee who is terminating her employment may use or be paid for any unused vacation time at the per diem rate at the time of separation.
- B. All secretarial and clerical workers are entitled to the following annual leave:
1. Employees listed above with less than four years service in the Indian River School District shall accumulate annual leave at the rate of 1 1/4 days for each month of service.
  2. Employees listed above who have completed four years' service in the Indian River School District shall accumulate annual leave at the rate of 1 3/4 days for each month of service.
- C. Annual leave days are scheduled upon approval of the immediate supervisor.
- D. Upon leaving district service, employees shall be paid for accrued leave.
- E. Annual leave accumulated may not exceed 42 days. If at the end of a fiscal year more than 42 days has accumulated, it shall be adjusted to 42 days.
- F. Vacation leave may be taken in 1/4 day increments.

### **ARTICLE XIV**

#### **SICK LEAVE**

Secretarial or clerical employees are to be granted sick leave as provided by State law.

- A. Sick leave may be taken in 1/4 day increments.

### **ARTICLE XV**

#### **JURY DUTY: SUBPOENA AS A WITNESS**

The Indian River School District agrees to abide by the Delaware Code when an employee is called for jury sessions or subpoenaed as a witness in a court

case.

## ARTICLE XVI

### HOURS OF WORK AND PREMIUM RATES

- A. Work Week - The work week shall consist of 37 1/2 hours, during five (5) successive work days, Monday through Friday, and two (2) consecutive days off, Saturday, and Sunday.
- B. Inclement Weather
  - 1. Secretaries will not be required to report to work during a state of Emergency.
  - 2. At times when conditions necessitate a delayed opening one (1) secretary shall report in each building and IREC department on a voluntary rotating basis. If no one volunteers this will be done on a rotating basis starting with the least senior employee. All other secretaries shall have the same delay of their work day. Secretaries who work all or part of an inclement weather day shall be entitled to compensatory time equal to the hours worked. On the first day of a school cancellation, secretaries shall not report to work; on subsequent consecutive cancellation days, the decision to report will be made by the superintendent. If any twelve-month employee believes that the conditions are too dangerous to attend work, he/she can call his/her immediate supervisor to take a vacation or personal day or portions (quarter day increments) or be docked thereafter.
  - 3. In the event school is dismissed early due to inclement weather at least one secretary shall remain at each school until the departure of its students. Secretaries who work all or part of an inclement weather day shall be entitled to compensatory time equal to the hours worked. Central office secretaries shall be released at a time designated and announced by the superintendent or his/her designee. Departure of Central office secretaries shall not be unreasonably or arbitrarily delayed.
  - 4. On days when students are not present and secretaries report, one (1) of the professional development days agreed upon by District and Association shall be devoted to completion of on-line trainings required by the State of Delaware, and secretaries shall have the option to work remotely on this day designated by the district.
- C. Hourly Rate/Overtime
  - 1. The hourly rate of pay is determined by State statute.
  - 2. For hours worked in excess of eight (8) hours per day or forty (40)

hours per week, the employee shall be paid one and one-half ( $1\frac{1}{2}$ ) times his or her hourly rate or the employee shall be permitted to use compensatory time at one and one-half ( $1\frac{1}{2}$ ) the hour of compensatory time. Accumulation and use of compensatory time over 16 hours in lieu of overtime rates may be mutually agreed upon by the secretary and principal. Overtime shall not be payable unless the work has been authorized by the appropriate supervisor prior to accumulation and must be used within 180 days. If you move buildings, the compensatory time earned at that building must be used or paid out prior to moving.

D. Work Break

With the approval of an immediate supervisor, employees shall be entitled to a duty-free work break with pay of fifteen (15) minutes duration during each half of the work day or in lieu of the fifteen (15) minutes morning and afternoon break will be entitled to a one (1) hour duty-free lunch.

E. Hours/Day of Work

During teacher work weeks in September through June, supervisors may, with the employee's approval, adjust work hours to meet individual building needs within the hours of 7 AM and 5 PM on regular working days.

During non-teacher work weeks in June, July and August, employees may, with the approval of their appropriate supervisor, work flexible hours to meet their individual needs within the 37.5 hour work week.

F. Summer Work Days/Hours

If the District decides to reduce the number of work days during the summer months when regular student school year is not in session the following guidelines shall be in effect:

1. A four (4) day work week with a work day that runs from 7:00 a.m. to 5:00 p.m. on Monday, Tuesday, and Wednesday and 7:00 a.m. to 4:30 p.m. on Thursday and three (3) consecutive days off Friday, Saturday and Sunday.
2. Every school and IRSD department will be staffed by a secretary during the hours of 7:00 a.m. to 5:00 p.m. If a department consists of only one (1) secretary, that department will combine with similar departments in order to accommodate continuous coverage and leave time.
3. If a secretary chooses to take a day of leave during the four (4) day work week, the secretary would be charged 1.25 vacation, personal or sick day.
4. If a secretary chooses to work a 7.5 hour work day, exclusive of lunch, during the four (4) day work week, the secretary would be charged .25 vacation, personal or sick day.
5. Secretaries will work with their administrators to create a schedule that will ensure that every school and IRSD department will be staffed by a secretary during the hours of 7:00 a.m.-5:00 p.m. and make every effort to accommodate each individual secretary's summer work schedule.
6. In the event that a mutually agreeable schedule cannot be developed between the secretaries and their immediate administrator(s), the administrator(s) shall create a work schedule that honors the vacation, sick and/or personal leave time of secretaries in seniority order.

## **ARTICLE XVII**

### **THE EMPLOYER AND SCHOOL POLICY**

The Association agrees that the Employer has complete authority over the policies and administration of the school system which it exercises under the provisions of law and in fulfilling its responsibilities under this contract including the establishment of work rules and regulations not inconsistent with the terms of this contract. When an employee is absent and funds are not available to provide substitutes, the Employer retains the right to change work assignments. Any other matter involving the management of secretarial and clerical operations and not covered by this contract is the province of the Employer.

## **ARTICLE XVIII**

### **FRINGE BENEFITS**

Fringe benefits for secretaries shall be as follows:

- A. All secretaries shall be granted free admittance into athletic/sporting events.
- B. Any full-time employee who has worked at least six (6) hours in a given day and needs to be absent for professional services may do so without having her time charged to her vacation or sick leave (a maximum of three visits will be allowed annually.) On these days, the employee shall also be entitled to a thirty (30) minute lunch.
- C. Tuition Reimbursement

The District shall reimburse employees for college courses taken and successfully completed. The following conditions shall apply to this program.

- 1. Credits subsidized by any other agency are not eligible for reimbursement under this program.
- 2. All courses for which reimbursement is requested must receive prior approval from the Director of Personnel. The course itself or the curriculum for which it is required must directly relate to the betterment or advancement of the employee in his/her current or future clerical position within the Indian River School District. Reimbursement for coursework shall be processed on February 15 and June 15, following submission of required documentation.
- 3. Tuition reimbursement shall be at the same rate afforded teachers in the District. A total of six thousand dollars (\$6,000) shall be budgeted annually for this purpose for all employees covered by this contract divided in half for each payment period. The employee's share or reimbursement will be 100% of the prorated allocation for the achievement of a "B" grade or better or for a "P" (passing) or "S" (satisfactory) for courses without grades. The employee's share of reimbursement will be 65% (the prorated allocation) for the achievement of a "C" grade.

In the event that the district's allocation is not sufficient to provide total reimbursement to all eligible employees for that half of the year, the district shall pro-rate the funds so that each eligible employee receives a share of the allocation for that half equal to the individual employee's reimbursable expenditure divided by the total reimbursement expenditure of all employees in the district multiplied by the district allocation. If there is a surplus of funds from the first half of the year, said excess shall be available for use in the second half'.

If there is a surplus of funds at the end of the year, such excess will

be distributed as described above to employees whose tuition was pro-rated from the first half of the year.

- D. Except as provided otherwise by this Contract, employees shall be provided with the same fringe benefits as are provided to teachers in the District (e.g., contributions to health insurance, life insurance, AD&D insurance, long term disability insurance, and so forth). In addition to the Indian River School District Fringe Benefit Program, the District agrees to make available the State or Delaware Flexible Benefits Plan to eligible employees. All rules and regulations promulgated by the State or Delaware shall apply.
- E. Two days will be granted to secretaries during school time for inservice attendance. The inservice training will be scheduled at the discretion of the district. The training can be in the district or out of the district.
- F. Auto Reimbursement

The District shall reimburse employees for use of their personal automobiles at the current State of Delaware reimbursement rate whenever employees are required to use their personal automobiles in the conduct of District business and whenever employees are required to drive from one work site to another during any one work day as part of the employee's regular assignment. Use of such automobiles shall be in accordance with applicable provisions of Delaware Code. District-wide in-service programs are excluded from such reimbursements.

## ARTICLE XIX

### CLASSIFICATION AND SALARIES

- A. The Board agrees to deduct from the salaries of employees dues for the Indian River Secretarial Association, the Delaware State Education Association and the National Education Association. Such deductions shall be made in compliance with the applicable Delaware Law and pursuant to rules established by the State Treasurer.
- B. In the event the IREA and the District agree to include in the IREA contract a "fair share" provision this article shall automatically be amended so as to provide to the IRSA the same fair share rights as are provided the IREA.
- C. Both parties agree that for the State of Delaware data keeping and reporting purposes only, the district has a need to classify some employees as clerks. For the Indian River School District's operational, pay, and seniority purposes, the only levels of secretary classification that exist are: secretary, financial secretary, and administrative secretary.
- D. All employees covered by this Contract shall be paid in accordance with the Salary Scales contained herein.
- E. The salary scales for inclusion in this contract shall be adjusted as follows:

**Financial Agreements: The following is contingent on the passage of a referendum. If a**

**referendum does not pass the parties will reenter into negotiations for compensation only reopener. If the referendum does pass the parties will also reenter into compensation negotiations for a compensation reopener with the following being the starting point.**

FY 25            -            0%

FY 26 if there is a passage of a referendum there will be a minimum of an increase of 3% on the salary scale. There will also be a one-time bonus paid to secretaries as follows. If you were employed from September 1, 2023, to October 1, 2025, you will receive \$1600. If you were employed from September 1, 2024, to October 1, 2025, you will receive \$1000. These bonuses will be paid in November 2025.

FY 27 if there is a passage of a referendum there will be a minimum increase of 3% on the salary scale.

For a fiscal year where a current expense increase takes effect as the result of the passage of an operating referendum the prior fiscal year, the longevity supplement payable to secretaries for continuous service in the Indian River School District shall be as follows:

5 continuous years of service - \$500  
10 continuous years of service - \$1000  
15 continuous years of service - \$1500  
20 continuous years of service - \$2000  
25 continuous years of service - \$2500  
30 continuous years of service - \$3000  
35 continuous years of service - \$3500  
40 continuous years of service - \$4000  
45 continuous years of service - \$4500  
50 continuous years of service - \$5000

The longevity stipend will be paid at the completion of the specified year above. These shall not be paid in any other years.

The total years of experience are to be used to determine each secretary's local salary supplement.

- F. Both parties agree to form a committee to review job descriptions and placements on the secretary salary scales specifically to better define the qualifications of financial secretary.



Contract Ratification Signature Page

INDIAN RIVER EDUCATION ASSOCIATION

By (signed) \_\_\_\_\_

JR Emanuele

President, Association

Date: 5/19/25

By (signed) \_\_\_\_\_

Suzanne Timmons

Vice-President, Secretaries Unit

Date: 5/19/2025

INDIAN RIVER BOARD OF EDUCATION

By (signed) \_\_\_\_\_

Leolga T. Wright

President, Board of Education

Date: 5/19/2025

By (signed) \_\_\_\_\_

Dr. Jack Owens

Secretary, Board of Education

Date: 5/19/2025