

**CUSTODIAN/MAINTENANCE  
COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**THE CONNELLSVILLE AREA SCHOOL DISTRICT**

**AND THE**

**CONNELLSVILLE AREA CUSTODIAL/MAINTENANCE EDUCATION  
SUPPORT PROFESSIONALS ASSOCIATION/PSEA/NEA**

**JULY 1, 2022**

**THROUGH**

**JUNE 30, 2026**

**Board Approved December 7, 2022**

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## **COLLECTIVE BARGAINING AGREEMENT**

### **PREAMBLE**

This working Agreement made by and entered into between the Board of the Connellsville Area School District and its component unit, CACTC, Fayette County of Pennsylvania, party of the first part, hereinafter referred to as the "Employer"; and Connellsville Area Custodial/Maintenance Education Support Professionals Association/PSEA/NEA, party of the second part, hereinafter referred to as the "Association".

### **ARTICLE I - RECOGNITION**

Section 1 - The Employer hereby recognizes the Association as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for all custodial and maintenance Employees who are now members or who may become members of said Association.

Section 2 - The Employees represented by the Association covered by this agreement are sometimes hereinafter referred to as the "Employees", and individually as the "Employee".

Section 3 - The date of employment of a custodial or maintenance Employee shall be that date when the Employee actually began work after Board hiring. The probationary period to begin the same date.

Section 4 - All Employees as defined in this Article shall receive all benefits as outlined in the separate Articles of this Agreement.

### **ARTICLE II - RIGHTS OF THE BOARD OF EDUCATION**

Section 1 - The Association recognizes that the management of the property and the buildings of the Connellsville Area School District, and the direction of the working forces are vested in the Employer.

Section 2 - No Employee or applicant for employment covered by this Agreement shall be discriminated against with respect to hiring, compensation or any other terms or conditions of employment because of membership in the association or activities on behalf of the association or because of such individual's race, color, religion, sex, national origin, religious creed, or political affiliation, nor shall this contract be construed to limit, segregate or classify Employees in any way to deprive any individual Employee of any of the benefits under this contract for the aforesaid reasons. The use of the male or female gender of nouns or pronouns in this Agreement is not intended to describe an Employee or group of Employees, but is intended to refer to all Employees and job classification regardless of sex.

Section 3 - A sixty (60) day probationary period of work running concurrent with the regular work schedule shall be in effect for all new custodial Employees. Permanent status begins with the sixty-first (61st) working day and seniority starts from that date when the Employee actually began work after Board hiring. During the probationary period, the District may exercise exclusive rights of layoff or discharge without recourse of the grievance procedures by either the Employee or Association. The District may request extension of the probationary period for up to an additional sixty (60) work days and the Association's agreement to such extension shall be in writing.

Section 4 - A six (6) month calendar day probationary period of work running concurrent with the regular work schedule shall be in effect for all maintenance Employees. Permanent status begins on the work day following the six (6) month calendar day probationary period and seniority will start from that date when the Employee actually began work after Board hiring. This first calendar year of employment shall begin with the date of seniority and end at the completion of twelve (12) consecutive months of employment. During the probationary period, the District may exercise exclusive rights of layoff or discharge without recourse of the grievance procedures by either the Employee or Association. The District may request extension of the probationary period for up to an additional sixty (60) work days and the Association's agreement to such extension shall be in writing.

Section 5 - Generally speaking, the Employee date to begin actual work will be no later than the Monday following the Board meeting. Exceptions to this start date will be situations such as Employees who need time to give notice to an existing employer, holidays falling on the Monday after the Board meeting, and other unique circumstances as mutually agreed to by the Association and the Employer.

Section 6 - The Employer and the Association shall form an Education Committee of equal numbers. The Committee shall meet to make recommendations to the Employer regarding school district job related educational opportunities for Association Employees and a tuition reimbursement.

### **ARTICLE III – ASSOCIATION SECURITY**

Section 1 - All Employees who are presently members of the Association in good standing in accordance with its Constitution and By-Laws, and all other Employees who hereafter become members of the Association, shall, as a condition of employment, maintain their membership in the Association in good standing for the duration of the Agreement, as defined in Paragraph 18, Section 301, Act 195 providing that any such employee may resign from the Association during a period of fifteen (15) days prior to expiration of this Agreement. The Employer and the Association hereby agree that all Employees in the bargaining unit who are non-members of the Association shall be subject to a Fair Share Fee as provided for in Act 84 of 1988 (Senate Bill 291) and any amendments thereto.

Section 2 - Employment of seasonal and temporary Employees shall not exceed sixty (60) working days or the length of leave granted to a permanent Employee in any one school year except by

agreement between the Employer and the Association.

Section 3 - The Association agrees that there shall be no stoppage of work due to jurisdictional dispute.

Section 4 - The Association agrees that Association membership on part of the Employees shall not interfere with any arrangements entered into between the Board and the Association, or non-Association, contractors which require cooperative efforts on the part of the contractor and the Association School Employees, nor shall there be a work stoppage because thereof.

Nothing herein contained, however, shall limit the right of the Employer to enter into such contract, except as hereinafter provided. The Employer shall not enter into any such contract which involves the work covered by the Agreement unless the contractor and any successor agree to be bound by the obligations of the Employer under the terms and provisions of this Agreement.

Section 5 - The Connellsville Area Board of School Directors shall not subcontract the services provided by the staff, when employee(s) capable of performing the services involved are on furlough, or where the subcontracting would result in furlough of employee(s) capable of performing such services.

#### **ARTICLE IV- SENIORITY**

Section 1 - School District seniority shall be calculated from that date when the Employee actually began work after Board hiring. Classification seniority shall be calculated from that date when the Employee actually began work in a permanent job bid awarded to an Employee by the School Board. The Connellsville Area Board of School Directors shall prepare a district-wide seniority list. Once prepared, the list shall be updated two (2) times per year to be transmitted to the employees and the Connellsville Area Custodial/Maintenance ESPA on the first day of the new semesters. When two (2) or more employees are hired on the same date, their seniority rank shall be determined by lottery.

Section 2 - When there is a permanent vacancy or a temporary vacancy expected to last at least sixty (60) working days or when new positions are created, they shall be awarded by bidding. The positions shall be posted within ten (10) working days of the vacancy. Filling temporary non-daylight positions from within a building will be permitted. The successful bidder will assume the vacancy within five (5) working days and the vacancy shall be considered filled. Once an employee bids into another position, he/she will not be permitted to bid back to their former position (until the position has been vacant a second time). Four (4) hour employees will be offered temporary eight (8) hour vacancies by seniority. All positions shall be posted in all buildings for five (5) work days. All postings shall include the following information about the position: work days of the week, shift hours, and location. If an Employee is interested in being considered for a position that is posted for bid, he must file a written application with the Director of Buildings and Grounds within five (5) work days of the posting of the bid notice.

If more than one (1) position is simultaneously posted, an Employee may bid for each position

posted by completing a separate "Internal Transfer/Promotion" application for each position, and list their preference in order. The Employee's bid shall be considered in the order of his listed preference.

The oldest in classification seniority shall upon application to the Buildings and Grounds Department, be given first consideration for the position. If there are no qualified bidders with classification seniority in the bid position, the oldest in School District seniority who is physically and technically qualified shall upon application to the Buildings and Grounds Department be given first consideration for the position. Any employee who is awarded a new permanent position in a different department shall maintain their School District seniority in their previous department. An employee awarded a new permanent position in a different department from their previous position shall begin a new classification seniority date based on that date when the Employee actually began work in a permanent job bid awarded to an Employee by the Buildings and Grounds Department.

Section 3 - In the event of a reduction in the work force, classification seniority shall govern in each of the two (2) departments. The Departments/Classifications are Custodial and Maintenance. The Food Service Truck Driver, Warehouse Attendant, Grounds Keeper/Custodian, and Outside Facilities Custodian are considered a part of the Custodial Department and may accrue seniority accordingly.

In the event a position is eliminated within a department, the affected Employee shall at that time have the option of bumping a junior classification-seniority Employee within the affected classification. If there is no junior classification-seniority Employee to bump, the affected Employee may utilize any other classification-seniority he accrued while working in another classification and bump a junior classification-seniority Employee in that classification. The affected junior Employees may in turn continue the bumping procedure utilizing their classification-seniority until there is no junior Employee.

The Employer and the Association agree that this bumping procedure can best be accomplished at one meeting which will include the total staff of employees in the affected departments. The Employer will notify the Association of the intention to reduce staff or abolish a position at least fifteen (15) days prior to the effective date. When the date for the meeting to accomplish the bumping procedure has been determined, the Employer then assumes responsibility for notifying any non-Association Employees of the scheduled meeting. Bumping will be completed at this meeting with the Director of Building and Grounds and the Association Staff Representative present.

Section 4 - Employees laid off shall be recalled to their classifications in reverse order from the order in which they were laid off (example: most senior classification-seniority Employee shall be recalled first to the classification from which they were laid off). Employees may continue while on layoff to exercise their job bidding rights in other classifications where there are no laid off employees.

Section 5 - An employee shall continue to accrue seniority during periods of Board approved leaves of absence without pay. Leaves of absence shall not exceed one (1) year, unless additional

Board approval is granted. Seniority shall not continue to accrue after two (2) years of absence without pay but shall remain stagnant pending the individual's return from Board approved leave, with the exception of military leave as covered by *Uniformed Service Employment and Reemployment Rights Act (USERRA J)*, during which time, seniority shall continue to accrue as if the individual were not on leave. The positions held by individuals on Board approved leaves beyond two (2) years shall be placed out to bid as regular positions. Upon return from leave, the individual shall be able to bump based on accrued seniority.

Section 6 - Nothing in this Article shall restrict the Employer in any manner in the discharge of its legal obligations with respect to re-employment of veterans.

Section 7 - An employee's seniority shall end for the following reasons:

- A. When the employee quits, or is dismissed for just cause;
- B. If the Employee fails to return to work after a layoff within fifteen (15) days after being notified by the Employer, by registered mail, of a recall to the general classification from which they were laid off, unless a satisfactory reason is given and accepted by the District;
- C. If the Employee fails to return to work after an unpaid leave of absence expires, except by mutual agreement of the Employer and the Association.

Section 8 - The Director of Buildings and Grounds will post vacancies for maintenance positions as they may occur. Present Employees may apply for these positions, however, the decision of the Director of Buildings and Grounds and the Board of School Directors shall be final according to Article IV, Section 2 of the present Contract.

## **ARTICLE V – WAGES**

Section 1 - Full-time twelve (12) month eight (8) hour employees will be credited with eighty (80) hours in each bi-weekly pay at the agreed upon hourly rate of pay, including worked time, paid lunches, vacation, holidays, personal days, and sick days as granted in this agreement. Part-time Employees will work and be paid on an hourly basis according to their work assignment. Pay anniversary dates will be from that date when the Employee actually began work for the Employer or began work in a new department. Employees transferring from custodial to maintenance who are already paid more than the starting pay in maintenance shall not be reduced in pay, but shall receive the greater of the scheduled maintenance pay or their current pay. Employees transferring into a lower classification position shall receive the appropriate rate of pay in that classification based on years of service to the School District.

**HOURLY PAY RATES FOR CUSTODIAL EMPLOYEES SHALL BE:**

<b>Step</b>	<b>2021-22</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
Start Rate	<b>\$16.20</b>	<b>\$16.85</b>	<b>\$17.35</b>	<b>\$17.85</b>	<b>\$18.35</b>
Completion of 1 <sup>st</sup> year	<b>\$17.70</b>	<b>\$18.35</b>	<b>\$18.85</b>	<b>\$19.35</b>	<b>\$19.85</b>
Completion of 2 <sup>nd</sup> year	<b>\$19.20</b>	<b>\$19.85</b>	<b>\$20.35</b>	<b>\$20.85</b>	<b>\$21.35</b>
Completion of 3 <sup>rd</sup> year	<b>\$20.70</b>	<b>\$21.35</b>	<b>\$21.85</b>	<b>\$22.35</b>	<b>\$22.85</b>
Completion of 4 <sup>th</sup> year	<b>\$22.20</b>	<b>\$22.85</b>	<b>\$23.35</b>	<b>\$23.85</b>	<b>\$24.35</b>

**HOURLY PAY RATES FOR MAINTENANCE EMPLOYEES SHALL BE:**

<b>Step</b>	<b>2021-22</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
Start Rate	\$21.58	<b>\$22.23</b>	<b>\$22.73</b>	<b>\$23.23</b>	<b>\$23.73</b>
Completion of 1 <sup>st</sup> year	\$22.58	<b>\$23.23</b>	<b>\$23.73</b>	<b>\$24.23</b>	<b>\$24.73</b>
Completion of 2 <sup>nd</sup> year	\$23.58	<b>\$24.23</b>	<b>\$24.73</b>	<b>\$25.23</b>	<b>\$25.73</b>

Maintenance Employees performing work that requires licensing or certification shall be compensated an additional two dollars and twenty-five cents (\$2.25) per hour for each license or certificate. Currently such credentials are limited to Sewage Treatment Plant Operators, Asbestos Removal Personnel, and Freon Handling Personnel. Other credentials may be added by mutual agreement. An Employee receiving additional pay for such credentials must perform the related duties when assigned. The District agrees that as long as the need exists the license stipend will be paid.

Section 2 - The Employer may at its own discretion, from time to time, employ extra part-time custodial Employees at the Board approved substitute rate of pay, unless regular Employees are on a lay-off status.

Section 3 - Only when the Director of Buildings and Grounds, General Foreman, General Supervisor, Building Administrator or Assistant directs a custodian to work extra time will any compensation for overtime be considered.

Section 4 - Approved overtime shall be paid the Employee within at least thirty (30) days from the date on which the Employee submits the time sheet to administration.

Section 5 - The Employer shall provide for a wage differential of ninety cents (\$0.90) per hour for

the Employees appointed to serve as working supervisors (duties include work assignments and instructions, evaluations and time sheets of summer help and also other related duties as directed by the Director of Buildings and Grounds). This differential to be in effect only during the time of supervision of summer help or when an employee is assigned to train a new employee or substitute. If the working supervisor takes a vacation, he will not receive the wage differential for that time. The wage differential will go to the next person appointed to the above responsibilities, and willing to accept them. These appointments will not be based on seniority.

## **ARTICLE VI – WORK SCHEDULE**

Section 1 - The regular work week of forty (40) hours shall consist of five (5) consecutive eight (8) hour days, with two (2) consecutive days off.

Section 2 - Time and a half (1-1/2) will be paid all Employees for hours in excess of forty (40) hours per week or eight (8) hours per day. With the exception of paid Holidays (Article VII), forty (40) hours per week or eight (8) hours per day shall be calculated using hours worked. All other paid leave shall not count in the calculation of eligibility for overtime. Every effort will be made to keep maintenance overtime as equal as possible in light of the skills possessed by the employees. Custodial overtime in each building will be offered on a rotating basis to all custodians within a specific building. Refusal of overtime by a custodian or maintenance employee will be counted as a turn in the overtime rotation. Overtime lists for both departments will be maintained by the District.

Section 3 - Employees shall be notified by the administration of any outside activity occurring in his/her building.

Section 4 - No Employee shall be required to work two (2) shifts within a period of twenty-four (24) hours except in case of emergency.

Section 5 - Any Employee who works for less than a full day and is laid off through no fault of his own shall be paid for not less than eight (8) hours work provided that an Employee regularly working less than eight (8) hours per day shall be paid his regular pay for reporting and not being put to work through no fault of his own.

Section 6 - There shall be a posted work schedule for all regular Employees. No work schedule shall be changed without at least one (1) week's notice to the affected Employee unless by mutual agreement by the Association, affected Employee, and Employer. Jobs will be re-bid on a seniority basis for any change in work schedule or shift starting time without the mutual agreement by the Association, affected Employee, and Employer. There shall be no changes to solely avoid payment of overtime.

Section 7 - The Employer is required to furnish all working tools necessary to perform the Employee's duties.

Section 8 - There shall be no spreading of working hours during any work day. The day's work

shall consist of the scheduled hours which shall be worked continuously with the exception of lunch periods. Any deviation from this Section must be by mutual consent and attached to this collective bargaining agreement as a Memorandum of Understanding.

Section 9 - Coffee breaks and rest periods are not to be considered a part of any work shift. A one-half hour (1/2) lunch break shall be considered a part of the eight (8) hour work day. The time of the lunch break shall be set by the building administrator or general foreman. Part-time Employees shall be entitled to one (1) fifteen (15) minute break for each four (4) hours of work.

Section 10 - Any Employee who is assigned to work in a higher job classification shall receive the rate of pay for such higher job classification for the hours he/she so works. If an Employee is assigned to work in a lower job classification, he/she shall nevertheless be paid his/her regular hourly rate of pay.

Section 11 - Any Employee who has been called in to work outside of his/her regular schedule shall receive a minimum of two (2) hours pay at the appropriate rate. This call-in pay shall not apply when an employee works extra hours either immediately before or after his/her regular work day.

Section 12 - All four (4) hour custodial Employees working less than full-time will be paid the Appropriate rate of pay for all hours worked. Any extra hours available will first be offered to the four (4) hour custodial Employees with the exception of college students, P.I.C., CETA or other government sponsored programs. The extra hours will be offered for positions which are to be filled by a substitute for one (1) week or more due to illness or accident. If an employee has the knowledge he/she will be off work for one (1) week or more which results in a vacancy, he/she must give notification of the vacancy to the Director of Buildings and Grounds.

Section 13 - When an Employee working day shift is expected to be off for five (5) or more days, that shift work shall be offered to other Employees, by seniority, who work in the same building.

Section 14 - The Director of Buildings and Grounds will be permitted to schedule the Maintenance Department on various schedules. This is based on the type of repair needed and the individual capabilities of the Maintenance Department especially in emergency situations. No work schedule shall be changed without at least one (1) week notice to the affected Employee unless mutually agreed.

Section 15 - Employees will be offered the opportunity to do Stadium Clean-Up work as needed after events such as football games, commencement, etc. If an excess number of Employees volunteer for this clean-up, then the work will be shared on a rotation basis. If there are not enough Employee volunteers, then the Employer may use workers from other sources. The pay for Stadium Clean-Up will be the regular hourly rate of pay multiplied by two and a half (2.5) hours for each event. The added two and a half (2.5) hours may or may not result in overtime pay, depending upon each individual employee's work schedule during the week of Stadium Clean-Up. Additional hours may be worked and will be paid the appropriate rate, but only as assigned by the administration or designee.

**ARTICLE VII - HOLIDAYS**

Section 1 - The Board agrees to grant fourteen (14) holidays each fiscal year, July 1 through June 30, to custodial and maintenance Employees. In the event it becomes necessary to schedule school on any of these holidays due to emergency situations or snow make-up days, then the employee gets a personal day off in place of the lost holiday.

- |                              |                                 |
|------------------------------|---------------------------------|
| 1. July Fourth               | 8. Christmas Day                |
| 2. Labor Day                 | 9. Day After Christmas          |
| 3. Veterans Day              | 10. New Year's Day              |
| 4. Thanksgiving Day          | 11. Martin Luther King, Jr. Day |
| 5. Day After Thanksgiving    | 12. President's Day             |
| 6. Monday after Thanksgiving | 13. Good Friday                 |
| 7. Day Before Christmas      | 14. Memorial Day                |

The Christmas holiday observance will be determined by the Administration, based on the school calendar.

Easter Sunday shall be considered a special holiday for Employees who work that day. For work on Easter Sunday, such Employees will be paid double time.

Section 2 - All Employees shall be credited with the number of hours in their normal work shift for each of the above holidays. Eight (8) hours pay will be granted to four (4) hour employees that are summoned for Jury Duty, qualify for Bereavement Leave, and/or Holidays that occur during the time a four (4) hour employee is working in an eight (8) hour position, provided the employee works eight (8) hours the workday before said day. A four (4) hour employee will also receive four (4) hours of vacation time for every fifty (50) eight (8) hour days that he/she works in a fiscal year, credited immediately upon completion of the fifty (50) eight (8) hour days. At the end of the fiscal year, any eight (8) hour worked days that did not tally fifty (50) days will be dropped and the count will begin at day one (1) at the beginning of the next fiscal year. The vacation granted under this provision must be taken within the same fiscal year that it is granted, or it will be lost.

Section 3 - All Employees shall be entitled to holidays off with pay, and if working on a holiday, also be paid time and one-half (1-1/2) for hours worked, with no additional hours added to vacation time. This Section excludes emergencies and snow make-up days as referenced in Section 1 of this Article.

Section 4 - If an Employee's vacation day off falls on a holiday, he/she shall receive an additional day off at a date mutually agreed by the Employer and the Employee.

**Section 5 - Holidays are to be considered as time worked in the computation of overtime.**  
**ARTICLE VII - VACATIONS**

Employee Category	Less Than One (1) Year	Over One (1) to Five (5) Years	Over Five (5) to Thirteen (13) Years	Over Thirteen Years
12 Month – 8 Hour Employee (All Days are 8 Hour Days)	One (1) day for each ten (10) weeks of work	Two (2) Weeks	Three (3) Weeks	Four (4) Weeks
12 Month – 4 Hour Employee (All Days are 4 Hour Days)	One (1) day for each ten (10) weeks of work	Two (2) Weeks	Three (3) Weeks	Four (4) Weeks

Section 1

1. Vacation time for employees with less than one (1) year shall be computed from that date when the Employee actually began work after Board hiring, to the following June 30. At the beginning of the fiscal year in which an employee reaches their first (1<sup>st</sup>), fifth (5<sup>th</sup>), and thirteenth (13<sup>th</sup>) full fiscal year, they will become eligible for their additional week of vacation. Vacation will be taken during the fiscal year in which it is earned. (See Section 4.)
2. Requests for specific dates shall be referred to the Co-Directors of Buildings and Grounds or another designee by the Superintendent and the building administrator in writing. Seniority will determine the priority of each custodian's request for vacation. For any given student-day there will be three (3) custodians awarded on vacation day. At the discretion of the school district, additional custodians above three (3) may be granted a vacation day, on an as needed basis. For any given non-student day, there will be up to five (5) custodians awarded a vacation day. At the discretion of the school district, additional custodians above five (5) may be granted a vacation day, on an as needed basis. All vacation days will require a forty-eight (48) hour notice to the Co-Directors of Buildings and Grounds or another designee by the Superintendent. Denial of vacation days will not be for arbitrary or capricious reasons.
3. A copy of the vacation schedule for each employee is to be retained by the building administrator and the Director of Buildings and Grounds. Any exception to the above must be approved by the general foreman, general supervisor, or building administrator, with final approval by Director of Buildings and Grounds. Requests shall be submitted by January 1 for the specific dates of vacation. The first year to which this date change applies is 2018 for vacation days to be utilized in fiscal year July 1, 2018 to June 30, 2019.

Section 2 - All twelve (12) month eight (8) hour and twelve (12) month four (4) hour Employees shall be credited with the number of hours in their normal work week for each of the above vacations but not in excess of forty (40) hours.

Section 3 - All twelve (12) month eight (8) hour and twelve (12) month four (4) hour Employees eligible for vacation time will take their vacation in accordance with a schedule to be announced

by the Director of Buildings and Grounds on or before January 15. Other scheduling may be arranged between the Employee and the Director of Buildings and Grounds.

Section 4 - Upon termination of employment, twelve (12) month eight (8) hour and twelve (12) month four (4) hour Employees may be entitled to vacation pay pro-rated on a twelve (12) month basis. If vacation has been taken in excess of what has been earned, the appropriate amount will be deducted from the employee's final pay. If the amount owed is more than the employee's final pay, the employee will be notified of the amount due and must submit payment to the Business Office.

Section 5 - Employees discharged for just cause are not entitled to termination vacation pay or sick leave severance pay.

Section 6 - All vacation must be taken by June 30 of the current fiscal year or it will be forfeited. Any requests for an exception to this section, due to being required to work in order to meet school district needs, must be submitted in writing and approved by the Director of Buildings and Grounds.

### **ARTICLE IX – LEAVE OF ABSENCE**

Section 1 - Any Employee who has been continuously in service with his/her Employer and holds one (1) year service credit shall be entitled to a leave of absence without pay on proper proof that he needs it for his/her own physical disability. Such leave shall not be more than one (1) year. It may be extended only by agreement between the Employee and his/her Employer. The Employer may require reasonable proof that the Employee will be able to return to duty after the time for which the leave is granted.

Section 2 - Leave of Absence for bereavement as follows: provides for five (5) day paid Leave of Absence for death in the immediate family and one (1) day paid Leave of Absence for death of a near relative.

When an Employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of five (5) work days. In this case members of the immediate family shall be defined as: father, mother, brother, sister, son, daughter, husband, wife, step parents, parent-in-law, , or other near relative who legally resides in the same household with the Employee.

A near relative shall be defined as first cousin, grandparent, grandchild, aunt, uncle, niece, nephew, son- in-law, daughter-in-law, brother-in-law, or sister-in-law.

The five (5) or one (1) working days must be taken within eight (8) calendar days of the death of the family member. In extenuating circumstances, consideration will be given by the Administration to expand the eight (8) day time frame.

Section 3 - Leave of Absence for other reasons shall be granted only by agreement between the

Employer and the Employee, and/or the Family and Medical Leave Act.

Section 4 - By reason of such Leave of Absence the Employee shall not forfeit any accrued rights under this Agreement. However, a Leave of Absence without pay does not accrue retirement, sick leave or vacation benefits. An individual on unpaid leave of absence shall receive paid health benefits during FMLA leave, if eligible for FMLA leave.

Section 5 - Employees shall be paid their salary on days they are required to serve on jury duty. Upon receipt of payment for service as a juror, employees shall provide proof of the amount received as a juror (less mileage), and submit amount received to the District Business Office. Any employee who volunteers for or actively seeks participation injury duty will be limited to the above salary difference for a period of two (2) weeks in any contract year.

Section 6 - Pregnancy Leave - Any disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and/or recovery from any of the aforesaid, shall be construed as a sickness or disability and shall be treated as such under any and all terms and conditions of this collective bargaining agreement, including but not limited to sick leave and contributions to existing medical and life insurance programs.

Section 7 - Employees absent from work must turn in absent reports at the end of each pay period, or the missed day(s) will be unpaid.

## **ARTICLE X – SICK LEAVE**

Section 1 - Absence without loss of salary for regular Employees covered by this Agreement shall be allowed for a period not to exceed twelve (12) eight (8) hour days for twelve (12) month eight (8) hour full-time Employees, and twelve (12) four (4) hour days for twelve (12) month four (4) hour part-time Employees, because of personal illness or injury during each year. The unused sick leave allowance at the end of the year will accumulate to the credit of the Employee. All accumulated sick leave may be used in any one (1) fiscal year. When a four(4) hour employee becomes an eight (8) hour employee the accumulated four (4) hour days will be converted to eight (8 )hour days by dividing the number of days in half. Sick leave will be pro-rated for the first and last years of employment.

Section 2 - Sick leave shall be applicable only if the Employee is ill on days during which he normally is scheduled to work. Pay for sick leave shall be at that rate of pay which the Employee would have received had he worked his regular straight time schedule that day.

Section 3 - The Employer may require reasonable proof of physical disability sufficient to justify the Employee's absence from work if the period claimed is in excess of three (3) consecutive days, or when abuse of this benefit is suspected. Reasonable proof shall be a fully completed doctor's certificate on a form provided by the District. Such requests shall have no additional out-of-pocket costs for employees and any decision or action taken by the District cannot be arbitrary, capricious or unreasonable. The District retains the right to refer employees for independent medical evaluation.

Section 4 - If the Employee is absent on paid sick leave and a holiday occurs, he/she shall receive the holiday pay and the day shall not be charged against his sick leave credits.

Section 5 - Personal Leave Days - Each Employee shall be entitled to five (5) eight (8) hour days for twelve (12) month eight (8) hour full-time Employees, and five four (4) hour days for twelve (12) month four (4) hour part-time Employees, of personal leave each year fiscal which will accumulate if unused to a total of five (5) days of personal leave in any one fiscal year. Any accumulation beyond five (5) personal days shall be converted to sick leave at the beginning of the next fiscal year. Employees will be permitted to use personal leave any time during the fiscal year. When a four (4) hour employee becomes an eight (8) hour employee the accumulated four (4) hour days will be converted to eight (8) hour days by dividing the number of days in half. Personal leave will be pro-rated for the first and last years of employment.

Section 6 - When Worker's Compensation is in force because of a school related injury or accident, the Employee will, for the first seven (7) calendar days be considered on sick leave for up to five (5) working days. From the eighth (8th) day on that Worker's Compensation is in force, the Employees will not be paid sick leave or have sick leave deducted from their accumulated sick days unless they request that they be paid sick leave. This request must be made to the Business Office within the first seven (7) days following the accident. Any payment for sick days requires sick days to be deducted from accumulated sick days and must be in accordance with the Worker's Compensation Act. If disability exceeds fourteen (14) days, the sick days will not be deducted if requested. When an Employee is off on Worker's Compensation, the District will continue to pay the cost of all benefits stipulated in Article XIV of this Agreement for a period of time up to at least one (1) year.

Section 7 - When an Employee returns from Worker's Compensation or other approved leave of absence, they shall return to the position they occupied prior to being off. Should that position no longer exist, that person will maintain all bumping privileges as defined in the collective bargaining agreement.

## **ARTIVLE XI - DISCIPLINE**

Section 1 - No Employee shall be disciplined, suspended or discharged except for just cause. Except for serious offenses, discipline shall be corrective in nature in progression from verbal to written warnings to suspension and to discharge if actions are continually uncorrected.

Section 2 - Any action instituted under this Article shall be taken within thirty (30) days of the event giving rise to such disciplinary action or knowledge thereof.

Section 3 - Employees shall be entitled to Association representation during any meeting at which accusations are made, or which could reasonably be expected to result in discipline.

Section 4 - Each Employee shall, upon request, be given an opportunity to examine the contents of their personnel file. If there is any disagreement as to the contents of the personnel file, an Employee shall have the right to submit a statement concerning any material in his/her file, and

any such statement shall then be part of his/her personnel file.

Section 5 - All performance evaluations shall be reviewed and signed by the Employee prior to being entered into his/her personnel file. The Employee's signature shall constitute notification, and shall not be considered agreement with the substance of the document.

Section 6 - Copies of all notices to Employees of warning, suspension, or termination shall be sent to the Association Business Representative and Association Chapter President within three (3) work days from the time of the issuing of the notice. No warning notice shall remain in effect for a period of more than twenty-four (24) months for safety and security related issues and eighteen (18) months for all other issues from the date of the notice upon which the complaint and warning notice are based. An employee may request all letters and notices be removed from their file after nine (9) months if no further incidents occur. After twenty-four (24) months, all letters and notices will be removed at the request of the employee.

## **ARTICLE XII – GRIEVANCE PROCEDURE**

Section 1 - The School Board as Employer herein recognized the said Association as the bargaining agent for all Association members for the purpose of negotiation in respect to rates of pay, hours of work, and for the purpose of adjusting any grievances or complaints which may now exist or shall arise in the future. The time limits set forth herein may be extended by mutual agreement.

Section 2 - All disputes or grievances including discharges or layoffs arising under this Agreement shall be referred to a committee from the Local Association and a committee from the Board of Education for adjudication as set forth under the following steps:

STEP 1 - The Employee will first take his/her grievance up with his/her immediate supervisor within five (5) working days from the date the grievance arises. He/she may be accompanied by his/her association representative if he/she so desires. Every effort shall be made by the aggrieved and the immediate supervisor to resolve the grievance. In any case where the grievance involves a matter beyond the control of the immediate supervisor, he/she will see that the problem is brought to the attention of the appropriate supervisory officials who do have the authority to adjust the issue. If the grievance is not satisfactorily resolved, the grievant will reduce the grievance in writing on a Grievance Form (in triplicate) within ten (10) working days from the date the grievance arises. The supervisor shall comment in writing within six (6) work days and forward all copies to the Employee. The Employee is responsible to initiate any further action. The Employee must submit his request for the Second Step to the Superintendent of Schools or their designee within ten (10) work days of receipt of the supervisor's reply or the grievance is considered resolved.

STEP 2 - An unresolved grievance shall be discussed with the Superintendent of Schools, or his/her designee by the aggrieved Employee. He/she may be accompanied by his/her steward and the Association Representative (Business Agent). Failing to satisfactorily resolve the grievance for this informally, the Superintendent of Schools will submit an answer in writing on the Grievance Form within six (6) work days of the meeting to the

aggrieved Employee and to the Association Representative.

The Employee is responsible for initiating action for Step 3 within ten (10) working days of receipt of the reply or the grievance is considered resolved.

STEP 3 - An unresolved grievance shall be discussed at a meeting of a committee representing the Board of Education and all persons concerned. The Employee may be accompanied by his/her Association representative, or any designee considered appropriate by Association officials. The Committee representing the Board of Education shall comment on the Grievance Form in writing within five (5) work days of the meeting, returning the original to the Employee, one (1) copy to the Association, and retaining one (1) for the School District files. The Association will initiate any further action within ten (10) working days or the grievance is considered resolved.

STEP 4 - If the Association is not satisfied with the decision of the committee referred to in Step 3 of this Article; or if such committee fails to render a decision concerning the matter before it, the Association may request binding arbitration under the provision of the Public Employee Relations Act 195.

### **ARTICLE XIII – DEDUCTION OF ASSOCIATION MEMBER FEES**

Section 1 - The Employer will honor written assignments of wages to the Association for payment of Association membership fees when such assignments are submitted in the form agreed to by the Employer and the Association.

Section 2 - Normally, deductions will be made in twenty-six (26) equal payments.

### **ARTICLE XIV – HEALTH AND WELFARE**

#### Section 1.

##### A. Basic Health Insurance

The District will provide the Standard Value Plan (Currently Highmark Community Blue Flex PPO and Community Blue Flex EPO) Medical Insurance benefits as approved by the Allegheny County Schools Health Insurance Consortium (ACSHIC). Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section.

Employees will pay a monthly premium share through an IRS Section 125 plan as follows:

	<b>Individual</b>	<b>Two Party</b>	<b>Family</b>
<b>2022-2026</b>	6%	6%	6%

The District will inform employees of the monthly amount that will be taken from their pays beginning July 1 of the year, by ONE WEEK AFTER THEY ARE INFORMED BY THE CONSORTIUM. When two (2) employees of the district are married to each other, coverage shall be provided through the most senior employee with the Connellsville Area School District only, unless it is to the benefit of the employer to do otherwise.

B. Retirement Program

1. The employee must be retiring under one (1) of the following forms of retirement as recognized by the PSERS to qualify for the Retirement Program: 1) Age 62 and any number of years of service, 2) Age 60 with 30 years of service, 3) Any age with 35 years of service, 4) Age 55 with 25 years of service. If applying for Withdrawal Retirement or Disability Retirement, the employee must have at least twenty-five (25) years of service at the date of retirement.
2. The employee must have worked a minimum of ten (10) years in the Connellsville Area School District.
3. The District agrees to pay for individual coverage, less the amount of the monthly health benefit contribution provided to them under PSERS, under the District's health care insurance program Highmark PPO Plan G, as follows:

Four (4) years from the date of retirement as needed by the employee, or until Medicare eligible, whichever is earlier.

Retirees shall have the same plan and changes therein as active employees. Retiree's premium share shall be the same amount being paid by active employees with individual coverage at the time of his/her retirement. Failure of the retiree to forward the premium share payment and the amount of the monthly health benefit contribution provided to them under PSERS shall result in the termination of this benefit.

4. This program is limited to health insurance only and does not include benefits available under the dental, vision, or other programs.
5. Employees will be paid at one half (1/2) the regular rate of pay for each unused sick day they have accumulated up to two hundred (200) days. Upon retirement, all unused personal days will be converted to sick days.
6. Employees will be paid in one (1) lump sum by January 15 following retirement, and payment will be submitted for unused sick days to a 403(b) account.
7. Should the employee die before the payment is made, the entire amount due shall be paid to the employee's designated beneficiary or estate in one (1) lump sum.
8. Employees retiring under conditions number 1. and 2. above will also receive a one (1) time severance payment of three hundred fifty dollars (\$350) at the time of retirement.

C. Eye Care Insurance for Employee and Family

The Connellsville Area School District shall provide vision insurance in the Davis Vision "Fashion Vision" Plan as approved by the Allegheny County Schools Health Insurance Consortium (ACSHIC). Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section. When two (2) employees of the District are married to each other, coverage shall be provided through the most senior employee with the Connellsville Area School District only, unless it is to the benefit of the Employer to do otherwise. The employee will be required to pay the following percent of the premium cost of eye care:

Year 1-Year 4            6%

D. Dental Insurance for Employee and Family

1. The Connellsville Area School District shall provide dental insurance coverage in the Concordia Flex Plan with Basic Services A. Oral Surgery, single crowns, inlay and onlay restoration, B. Prosthetics, C. Periodontics, and D. Orthodontics as approved by the Allegheny County Schools Health Insurance Consortium (ACSHIC). Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section.

2. The Employee shall contribute to the premium payment through a IRS Section 125 plan according to the following monthly schedule for the life of the Contract:

The employee will be required to pay the following percent of the premium cost of dental care:

Year 1-Year 4            6%

E. Part-Time Employees

1. Part-time employees shall be eligible to receive Eye Care Insurance and Dental Insurance as individuals as defined in Item C. Eye Care Insurance and D. Dental Insurance above.

2. Part-time employees newly eligible who elect to take advantage of this plan must do so in writing by May 1, 2018 for the 2018-2019 work year, and May 1 each year, thereafter.

3. If the part-time employee wishes to purchase the family plan, he or she may do so at his or her own expense through payroll deduction.

F. Hospitalization Withdrawal

1. Any employee may elect to withdraw from the hospitalization insurance program provided for by this Agreement; and in lieu thereof, receive a benefit of five hundred dollars (\$500) per month that the employee does not participate in the aforesaid insurance program. This money will be placed in a Health Reimbursement Account (HRA) of the District and

Association's choice.

2. If both spouses are employees of the School District, they are not eligible for benefit buy-out.
3. The opt-out of health insurance coverage shall commence July 1 of each school year. Employees must submit their written declination of the Health Insurance Coverage by May 1 prior to the designated school year on a form provided by the District Business Office.
4. Re-enrollment will be permitted at the commencement of a school year (July 1) by submitting a re-enrollment request by May 1 of the prior year to the designated school year.
5. If the employee is covered on a spouse's health insurance plan and that coverage is terminated due to divorce, the spouse's death, or the spouse's loss of employment, the employee may sooner re-enroll in the health insurance coverage with thirty (30) days written notice and the amount of reimbursement shall be prorated accordingly. This re-enrollment will only be allowed if permitted by the employer's insurance carrier. Restart of coverage shall commence at the start of a calendar month.
6. Employees applying for this rebate and choosing to decline health insurance coverage shall sign a release that confirms that they have an alternative source of minimum essential coverage that is not from the Affordable Care Act marketplace and which absolves the Connellsville Area School District and Connellsville Area Custodial/Maintenance Education Support Professionals Association of any liability that could result because of the employee choosing to not accept the group health insurance coverage. This release must be signed annually.

Section 2 - Any Employee covered by this Agreement who retires because of years of service or because of disability, in accordance with Section 1122 of the Public School Code and the policies of the Connellsville Area School District, shall be paid for unused sick leave.

For the term of this Contract an Employee will be paid for up to two hundred (200) days of unused sick leave accrued while an Employee of this District at one-half (1/2) their regular rate of pay.

Section 3 - The Connellsville Area School District will provide each Employee with fifty thousand dollars (\$50,000) of double indemnity life insurance.

Section 4 - The District will pay a pro-rated share of premium costs for insurance coverage for Employees who work less than full time and the Employee shall pay the rest of the cost. Part-time employees may choose this coverage.

Section 5 - Disability Income Protection Insurance is available to all eligible Employees, as determined by the insurance carrier, by means of payroll deduction.

Section 6 -

A. Tax Sheltered Expenses

1. Flexible Spending Account

The employer agrees to implement an expanded IRS Section 125 program to shield other eligible expenses such as out-of-pocket medical expenses and dependent-care costs. The account shall have the five hundred dollar (\$500) rollover option. Each member shall be allowed to contribute monies up to the maximum dollar amount allowed by IRS Regulations. In the event that such a request is made, the parties shall meet, at mutually convenient times, to discuss if this expansion is feasible and meets the needs of both parties. In order for a plan to be adopted and implemented, the Association and District shall mutually agree upon any details of the implementation of such expansion. Should the plan require monthly fees, the cost will be shared between the District and the Association.

**ARTICLE XV – JOB SPECIFICATIONS**

Section 1 - It is agreed that the job specifications shall be considered part of this Agreement. These job specifications may be amended from time to time at the discretion of the Board with the advice of the Association and the Director of Buildings and Grounds and the Board.

**CONNELLSVILLE AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

TITLE:           **CUSTODIAN**

JOB CODE: **028**

Reports to: <u>Supervisor</u>	FLSA Classification: <u>Non-Exempt</u>
Department Area: <u>Buildings and Grounds</u>	

**GENERAL SUMMARY**

Shall be responsible for all custodial duties as outlined below within an assigned area/building. Position may be first (1<sup>st</sup>), second (2<sup>nd</sup>) or third (3<sup>rd</sup>) shift and may be a twelve (12) month eight (8) hour, twelve (12) month, four (4) hour, or nine (9) month four (4) hour position.

**POSITION RESPONSIBILITIES**

The incumbent must be able to perform, with reasonable accommodation, the following essential functions of the job.

- Open and Secure buildings, as needed.
- Clean restrooms during school day as necessary. Disinfect toilet seats.
- Clean sinks in the classrooms
- Clean walls and windows, dust offices and furniture, scrub lockers and vacuum carpets. Remove writing from all walls and lockers as necessary.
- Sweep floors, and scrub floors, walls and ceilings.
- Mop floors as needed in wet and snowy weather, after tardy bell rings.
- Strip and wax floors.
- Clean all drinking fountains.
- Clean all entrance glass doors.
- Empty waste cans and garbage cans.
- Clean lights and replace lightbulbs as needed.
- Clean chalkboards and chalk ledges thoroughly; clean whiteboards, as needed, and keep all rooms swept.
- Keep equipment in boiler rooms clean.
- Report all doors that need repaired at once.
- Check heating and ventilation equipment, clean and replace filters (with the exception of roof top units), lubricate motors on schedule.
- Load and unload trucks as needed. Move furniture from room to room as needed.
- Do exterior and interior painting, refinishing, and sanding.
- Remove snow as necessary (sidewalks, entryways, shoveling).
- Cut grass, as necessary.
- Do minor repairs, as needed, such as mount pencil sharpeners, etc.
- Order custodial supplies as needed.
- Make sure all window shades are on uniform level.
- Report all malfunctioning equipment, damage, and vandalism to the general foreman or general supervisor, and building principal.
- Setup, cover, and clean-up after an event.
- Empty paper shredders in Offices.

- Check windows to verify that they are locked.
- Report any misconduct to the building principal.

**NOTE:** In an emergency, Employees will be required to work any hours or any place to prevent interruption or closing of school, within the terms of this Association Contract.

**The incumbent in this position will also perform any additional duties as assigned.**

#### **REQUIRED EDUCATION, TRAINING & EXPERIENCE**

Experience working as a custodian for a minimum of six (6) months is preferred.

#### **KNOWLEDGE, SKILLS & ABILITIES**

Requires knowledge of the operations of standard equipment necessary to perform the job. Communications skills and common courtesy to complete work activities and interact with others on a daily basis are required. Requires minimal decision making, and work tasks are outlined in detail. Must be able to work independently, within assigned tasks. Must have the ability to plan ahead to meet the needs of the building.

#### **PHYSICAL EFFORT & WORKING CONDITIONS**

Physical effort and/or working conditions that may be required up to and including fifty percent (50%) of the time are: Handling difficult to grasp items, exposure to unpleasant odors, exposure to garbage or waste. Working in awkward or cramped positions, climbing ladders or stairs, performing repetitive movements, lifting objects of forty (40) pounds or more, transporting heavy objects, exposure to temperatures/humidity that is frequently uncomfortable or distracting, exposure to wet or slippery surfaces.

Physical effort and/or working conditions that may be required more than fifty percent (50%) of the time are: Excessive standing, excessive walking, stooping, crouching, bending, reaching, stretching, lifting objects of forty (40) pounds or more, exposure to dust, dirt, grease or paint.

## CONNELLSVILLE AREA SCHOOL DISTRICT JOB DESCRIPTION

TITLE:           **MAINTENANCE**

JOB CODE: **029**

Reports to:	<u>Supervisor</u>	FLSA Classification: <u>Non-Exempt</u>
Department Area:	<u>Buildings and Grounds</u>	

### **GENERAL SUMMARY**

Each Maintenance Personnel will be required to perform a substantial majority of the duties listed in the categories of this Job Description. If a maintenance helper is needed, in the opinion of the Director of Buildings and Grounds, one (1) will be selected. Position may be first (1<sup>st</sup>) or second (2<sup>nd</sup>) shift. In an emergency situation, may be required to work a flexible work schedule that includes third shift. Position is a twelve (12) month eight (8) hour position.

### **POSITION RESPONSIBILITIES**

The incumbent must be able to perform, with reasonable accommodation, the following essential functions of the job.

#### **CARPENTRY**

- Repair, replace and caulk windows.
- Repair and replace door closer, perform installation of doors and locks.
- Do repairs and replacements of gutters and downspouts.
- Replace tiles.
- Install and repair bulletin and chalkboards/whiteboards.
- Repair and replace furniture.
- Repair and replacement of roof, including transporting of material to work site.
- Repair and replacement of walls.
- Repair and replacement of floors.
- Do building construction.
- Install, repair, and replace carpet.
- Install and repair window blinds.
- Repair and replacement of lockers.
- Repair and replacement of dispensers of paper products.

#### **PLUMBING OR PIPEFITTING**

- Install and repair gas, water, heating, oil, air, and drain lines.
- Perform cleaning of catch basins.
- Repairs boiler.
- Conduct heating repairs.
- Replacement of heater.
- Repair and replacement of water heater.
- Repair all types of faucets and water feeds.
- Replacement of and repairs to lavatories, sinks, toilets, and water fountains.

## **ELECTRICAL**

- Repair and replacement of light fixtures.
- Repair and replacement of time clock.
- Clean and repair clock.
- Clean and repair exhaust duct.
- Repair exhaust fan.
- Replacement and repairs of controls, switches and disconnect.
- Repair intercom.
- Replace and repair motor.
- Conduct heating repairs.
- Repair air conditioning.
- Repair and replacement of water heater.
- Repair and replacement of traffic signal.
- Install and/or repair wiring for new equipment.
- Repair appliances.
- Repair dishwashers.
- Repair fire alarms.
- Reset all switch gears.

## **MECHANICAL**

- Repair of tractor and lawnmower.
- Installation and repair of playground equipment.
- Complete minor truck and van repairs.
- Repair flagpoles and ropes.
- Repair cafeteria equipment.
- Repair cleaning equipment.
- Repair air compressor.
- Install air conditioner.

## **CAFETERIA**

- Install new equipment and appliances.
- Conduct repairs to all kitchen equipment and appliances.
- Repair refrigerators and freezers.
- Be able to carry out a preventative maintenance program for all equipment and appliances.

## **MASONRY**

- Complete any masonry repairs.

## **SEWAGE PLANTS – Certified Operator Only**

- Operate sewage plant, as assigned, to meet NPDES permit limits.

## **GROUNDS**

- Mow grass when needed.
- Spray and remove weeds, trees and bushes.
- Repair roads.
- Install playgrounds.
- Repair sidewalks.
- Control of rodents.
- Paint fences.
- Remove snow (snow plow).

## **PAINTING**

- Painting when directed.

**MOVING**

- Move equipment, furniture, educational material or anything which needs transported.
- Move garbage or other waste material.
- Operate equipment to remove snow.

**WELDING**

- Weld materials for repairs.
- Will also perform any additional duties as assigned.

**EQUIPMENT OPERATION**

- Operate equipment such as backhoe, skid loader, and any such similar equipment needed to perform any of the duties outlined above.

**MISCELLANEOUS**

- For all work, order and pick up parts for jobs, as needed.

**NOTE:** In an emergency, Employees will be required to work any hours or any place to prevent interruption or closing of school, within the terms of this Association Contract.

**The incumbent in this position will also perform any additional duties as assigned.**

**REQUIRED EDUCATION, TRAINING & EXPERIENCE**

Knowledge is normally acquired by completion of four (4) years of high school, vocational school, or the equivalent, plus specialized training in one (1) or more areas, i.e. plumbing, electrical, carpentry, etc. Experience working in a maintenance position for a minimum of twelve (12) months is preferred.

**KNOWLEDGE, SKILLS & ABILITIES**

Requires knowledge of the operations of standard equipment necessary to perform the job. Requires the ability to understand detailed specifications or instructions. Communications skills to convey basic factual information and common courtesy to complete work activities and interact with others on a daily basis are required. Must be able to work independently as well as part of a team. Must have the ability to plan ahead and to prioritize to meet the needs of the School District.

**PHYSICAL EFFORT & WORKING CONDITIONS**

Physical effort and/or working conditions that may be required up to and including fifty percent (50%) of the time are: Handling difficult to grasp items, exposure to unpleasant odors, exposure to garbage or waste. Working in awkward or cramped positions, climbing ladders or stairs, performing repetitive movements, lifting objects of forty (40) pounds or more, transporting heavy objects, exposure to temperatures/humidity that is frequently uncomfortable or distracting, exposure to wet or slippery surfaces.

Physical effort and/or working conditions that may be required more than fifty percent (50%) of the time are: Excessive standing, excessive walking, stooping, crouching, bending, reaching, stretching, lifting objects of forty (40) pounds or more, exposure to dust, dirt, grease or paint.

**CONNELLSVILLE AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: OUTSIDE FACILITIES CUSTODIAN**

**JOB CODE: 057**

Reports to:	<u>Supervisor</u>	FLSA Classification:	<u>Non-Exempt</u>
Department Area:	<u>Buildings and Grounds</u>		

**GENERAL SUMMARY**

Shall be responsible for the maintenance, preparation, set-up, and cleaning of the outside sports facilities during the spring and fall sports seasons. Responsible for cleaning the inside areas/buildings at the athletic facilities. Maintains equipment used at athletic fields and stadium and performs minor maintenance on same. During off-season incumbent will perform custodial work throughout the school district, as assigned. This position will work in conjunction with the current position at the Senior High Stadium (Grounds Keeper/Custodian) during the fall sports season. Will require working a flexible work schedule, as needed based on scheduled events (See attached). Position is a twelve (12) month eight (8) hour position.

**POSITION RESPONSIBILITIES**

The incumbent must be able to perform, with reasonable accommodation, the following essential functions of the job.

**SPRING SPORTS SEASON**

- Prepare baseball and softball fields for various events including mowing, installing bases, raking infield, painting, , repairing fields, and other duties associated with these facilities. Field preparation is done before and after every game.
- Prepare field and track for various events, including track and field.
- Provide minor maintenance on equipment used on athletic fields.
- Clean locker rooms, field house, and restrooms on athletic facilities.
- Maintain grounds.
- Secure facilities after events.

**FALL SPORTS SEASON**

- Prepare field and track for various events including track, cross country, football, and soccer.
- Prepare all practice fields for Junior High and Senior High Teams, including the Marching Band practice area.
- Prepare Junior High West Stadium for events.
- Mow and trim all grass and trees associated with the stadium.
- Clean all locker rooms, restrooms, press box and maintain grounds after every event.
- Clean bleachers on both sides of stadium after every event.
- Maintain all equipment used at the stadium – tractor, lawn mower, weed eater, painting machine, and similar equipment.
- Prepare stadium for graduation by setting up chairs, platforms, and microphones.

- Perform minor work during the summer months including but not limited to painting structures or buildings, replacing lights, and replacing bleacher seats as needed. Secure stadium as needed.
- Order custodial supplies as needed.
- Store all equipment at the end of season and prepare stadium for the winter months.

**OFF-SEASON**

- Perform various custodial duties as needed at locations throughout the school district.
- Perform as substitute custodian as needed.

**The incumbent in this position will also perform any additional duties as assigned.**

**REQUIRED EDUCATION, TRAINING & EXPERIENCE**

Experience working as a groundkeeper for a minimum of six (6) months is preferred. Experience working as a custodian for a minimum of six (6) months is preferred.

**KNOWLEDGE, SKILLS & ABILITIES**

Requires knowledge of the operation of standard equipment necessary to perform the job. Communications skills and common courtesy to complete work activities and interact with others on a daily basis are required. Requires minimum decision making, and work tasks are outlined in detail. Must be able to work independently, within assigned tasks. Must have the ability to plan ahead to meet the needs of scheduled events.

**PHYSICAL EFFORT & WORKING CONDITIONS**

Physical effort and/or working conditions that are required less than ten percent (10%) of the time are: Handling difficult to grasp items, exposure to unpleasant odors, exposure to garbage or waste.

Physical effort and/or working conditions that may be required between ten percent (10%) to fifty percent (50%) of the time are: working in awkward or cramped positions, climbing ladders or stairs, performing repetitive movements, lifting objects of forty (40) pounds or more, transporting heavy objects, exposure to temperatures/humidity that is frequently uncomfortable or distracting, exposure to wet or slippery surfaces.

Physical effort and/or working conditions that may be required more than fifty percent (50%) of the time are: Excessive standing, excessive walking, stooping, crouching, bending, reaching, stretching, lifting objects of forty (40) pounds or more, exposure to dust, dirt, grease or paint.

**CONNELLSVILLE AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: GROUNDS KEEPER/CUSTODIAN**

**JOB CODE: 059**

Reports to:	<u>Supervisor</u>	FLSA Classification:	<u>Non-Exempt</u>
Department Area:	<u>Buildings and Grounds</u>		

**GENERAL SUMMARY**

Shall be responsible for the maintenance, preparation, set-up, and cleaning primarily at the stadium, but at times will be required to work at the West, CAMS, and Senior High fields. Maintains equipment used at the stadium and performs minor maintenance on same. During off-season incumbent will perform custodial work throughout the school district, as assigned. Will require working a flexible work schedule, as needed based on scheduled events (see attached). Position is a twelve (12) month eight (8) hour position.

**POSITION RESPONSIBILITIES**

The incumbent must be able to perform, with reasonable accommodation, the following essential functions of the job.

- Prepare field and track for various events, including track, football, and soccer.
- Mows and trims all grass and trees associated with the stadium.
- Clean all locker rooms, restrooms, press box and maintain grounds after every event.
- Clean bleachers on both sides of stadium after every event.
- Maintain all equipment used at the stadium – tractor, lawn mower, weed eater, paint machine, and similar equipment.
- Prepare stadium for graduation by setting up chairs, platforms, and microphones.
- Perform minor work during the summer months including but not limited to painting structures or buildings, replacing lights, and replacing bleacher seats as needed.
- Apply fertilizer, irrigate, and seed field as needed.
- Secure stadium as needed.
- Order custodial supplies as needed.
- Store all equipment at the end of the season and prepare stadium for the winter months.

**OFF-SEASON**

- Perform various custodial duties as needed at locations throughout the school district.
- Perform as substitute custodian as needed.

**The incumbent in this position will also perform any additional duties as assigned.**

**REQUIRED EDUCATION, TRAINING & EXPERIENCE**

Experience working as a groundkeeper for a minimum of six (6) months is preferred. Experience working as a custodian for a minimum of six (6) months is preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

Requires knowledge of the operation of standard equipment necessary to perform the job. Communications skills and common courtesy to complete work activities and interact with others on a daily basis are required. Requires minimum decision making, and work tasks are outlined in detail. Must be able to work independently, within assigned tasks. Must have the ability to plan ahead to meet the needs of scheduled events.

### **PHYSICAL EFFORT & WORKING CONDITIONS**

Physical effort and/or working conditions that are required less than ten percent (10%) of the time are: Handling difficult to grasp items, exposure to unpleasant odors, exposure to garbage or waste.

Physical effort and/or working conditions that may be required between ten percent (10%) to fifty percent (50%) of the time are: Working in awkward or cramped positions, climbing ladders or stairs, performing repetitive movements, lifting objects of forty (40) pounds or more, transporting heavy objects, exposure to temperatures/humidity that is frequently uncomfortable or distracting, exposure to wet or slippery surfaces.

Physical effort and/or working conditions that may be required more than fifty percent (50%) of the time are: Excessive standing, excessive walking, stooping, crouching, bending, reaching, stretching, lifting objects of forty (40) pounds or more, exposure to dust, dirt, grease or paint.

**CONNELLSVILLE AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: WAREHOUSE ATTENDANT**

**JOB CODE: 060**

Reports to:	<u>Warehouse Manager</u>	FLSA Classification: <u>Non-Exempt</u>
Department Area:	<u>Buildings and Grounds</u>	

**GENERAL SUMMARY**

This position will perform all duties associated with the operation of central storage and be represented by the Association with wages equal to the Custodial position. During the times when this Employee is absent from work or delivering supplies, the Warehouse Manager will perform all duties associated with this position as needed. The incumbent will be required to perform some or all the duties of the Warehouse Manager during his/her absence. The work hours are Monday through Friday 8:00 a.m. to 4:00 p.m., but the hours may be changed to provide for a more efficient operation of the storeroom, with sufficient notice provided of any schedule change. Position is a twelve (12) month eight (8) hour position.

**POSITION RESPONSIBILITIES**

The incumbent must be able to perform, with reasonable accommodation, the following essential functions of the job.

- Receives, inventories, and stocks all supplies, materials, furniture, and equipment delivered to the Warehouse.
- Inspects incoming supplies and materials for shortages, damages, or unsatisfactory substitutions and promptly notifies the warehouse manager or Business Office of any problems.
- Keeps a well-organized, neat, and orderly operation at all times.
- Coordinates deliveries and return shipments with the appropriate carrier.
- Maintains warehouse security during working and non-working hours.
- Rotates stock as appropriate.
- Processes request for supplies, materials, and equipment. This includes packing of orders for shipping, properly marking the destination, and delivering to the appropriate building in a prompt and efficient manner.
- Notifies the warehouse manager of any abusive or excessive usage of any supplies or materials.
- Notifies the warehouse manager when a stock item falls below inventory levels.

**The incumbent in this position will also perform any additional duties as assigned.**

**REQUIRED EDUCATION, TRAINING & EXPERIENCE**

High School diploma or GED. Must have a valid driver's license with good driving record. Experience working as a custodian for a minimum of six (6) months is preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

Requires knowledge of the operation of standard equipment necessary to perform the job. Basic computer skills are preferred. Must have the ability to do basic math. Must have ability to communicate effectively both in writing and orally, and be able to read and comprehend detailed information. Communications skills and common courtesy to complete work activities and interact with others on a daily basis are required. Requires decision making skills and the ability to work independently, without direct supervision. Must have the ability to plan ahead and to prioritize work.

### **PHYSICAL EFFORT & WORKING CONDITIONS**

Physical effort and/or working conditions that are required less than ten percent (10%) of the time are: Handling difficult to grasp items, exposure to unpleasant odors, exposure to garbage or waste.

Physical effort and/or working conditions that may be required between ten percent (10%) to fifty percent (50%) of the time are: Working in awkward or cramped positions, climbing ladders or stairs, performing repetitive movements, lifting objects of forty (40) pounds or more, transporting heavy objects, exposure to temperatures/humidity that is frequently uncomfortable or distracting, exposure to wet or slippery surfaces.

Physical effort and/or working conditions that may be required more than fifty percent (50%) of the time are: Excessive standing, excessive walking, stooping, crouching, bending, reaching, stretching, lifting objects of up to one hundred (100) pounds or more, exposure to dust, dirt, grease or paint.

**CONNELLSVILLE AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

TITLE: **TRUCK DRIVER**

JOB CODE: **061**

Reports to:	<u>Director of Food Service</u>	FLSA Classification: <u>Non-Exempt</u>
Department Area:	<u>Buildings and Grounds</u>	

**GENERAL SUMMARY**

This position will perform all duties outlined below and be represented by the Association with wages equal to the Custodial position. Position is a twelve (12) month eight (8) hour position.

**POSITION RESPONSIBILITIES**

The incumbent must be able to perform, with reasonable accommodation, the following essential functions of the job.

**DRIVING**

- Transport meals.
- Distribute drop-shipment orders.
- Pick up and distribute or store donated commodities – this may entail overtime for distribution.
- Pick up food service money in each school daily and deliver to bank for deposit.
- Transport inter-school mail.

**STORAGE RESPONSIBILITIES**

- Keep freezer and cage in Senior High basement clean and orderly. Keep all stored items off floor. Sweep and exterminate storage area weekly.
- Inventory food and supplies in the Senior High basement freezer and cage at end of each month. Have completed inventory form in food service department office no later than the third working day of the following month.
- Rotate all food and supplies, with oldest items distributed first. This is required even if it means additional work to move the cases.
- Mark groceries (food or supplies) when stored. Must indicate (use magic marker) the following:
  - a. School allocated
  - b. Date received.
- Lock cafeteria food and supplies in freezer or cage.
- Keep and update a notebook, provided by the Food Service Department, as food is transported from Senior High storage areas. Include description, quantity, and location to be transported to.

**RESPONSIBILITY TO MANAGERS**

- Notify managers when they receive delivery of any items and have manager initial the driver's worksheet, or driver is to list items left on special sheets posted at storage areas. This includes donated commodities. Do not deliver and leave item without communication with responsible person in food service department.
- Assist managers in handling food and supplies in each school.

**MISCELLANEOUS**

- Report to Food Service Department each Friday at approximately 2:30 p.m. to pick up work for following week.
- Carry a District provided cell phone so the Food Service Department may reach driver at any time during driver's working hours, except while driving.

- Assist with maintenance or custodial work during summer months when not scheduled in Food Service Department.
- Request truck maintenance and inspection when needed.
- Keep log on truck which includes:
 

a. Daily mileage	b. Gas purchase	c. Repairs
d. Other expenses	e. Sign in and out time	f. Department

 worked daily.
- Work schedule as determined by Director of Food Service.
- Pick up orders at local grocer for home economics classes in the secondary schools.

**The incumbent in this position will also perform any additional duties as assigned.**

**REQUIRED EDUCATION, TRAINING & EXPERIENCE**

High School diploma or GED preferred. Must have a valid driver's license with good driving record. Experience working as a custodian for a minimum of six (6) months is preferred.

**KNOWLEDGE, SKILLS & ABILITIES**

Requires knowledge of the operation of standard equipment necessary to perform the job. Communications skills and common courtesy to complete work activities and interact with others on a daily basis are required. Requires decision-making skills and the ability to work independently, without direct supervision. Must have the ability to plan ahead and to prioritize work.

**PHYSICAL EFFORT & WORKING CONDITIONS**

Physical effort and/or working conditions that are required less than ten percent (10%) of the time are: Handling difficult to grasp items, exposure to unpleasant odors, exposure to garbage or waste.

Physical effort and/or working conditions that may be required between ten percent (10%) to fifty percent (50%) of the time are: working in awkward or cramped positions, climbing ladders or stairs, performing repetitive movements, lifting objects of forty (40) pounds or more, transporting heavy objects, exposure to temperatures/humidity that is frequently uncomfortable or distracting, exposure to wet or slippery surfaces.

Physical effort and/or working conditions that may be required more than fifty percent (50%) of the time are: Excessive standing, excessive walking, stooping, crouching, bending, reaching, stretching, lifting objects of up to one hundred (100) pounds or more, exposure to dust, dirt, grease or paint.

**CONNELLSVILLE AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

TITLE: **FLOATING CUSTODIAN**

JOB CODE: **062**

Reports to: <u>Supervisor</u>	FLSA Classification: <u>Non-Exempt</u>
Department Area: <u>Buildings and Grounds</u>	

**GENERAL SUMMARY**

SHIFT: 7:00am to 3:00pm, Monday-Saturday (Days and hours may vary).

**SECTION RESPONSIBILITIES**

Daily

The incumbent must be able to perform, with reasonable accommodation, the following essential functions of the job.

- Fill in at any school as needed.
- Work any shift daylight or afternoon as needed
- Make deliveries and move furniture to all school if needed
- Paint at all schools if needed
- Mow and weed whack at all schools as needed
- Help and assist at the stadium and athletic fields as needed
- Back up mail Truck, Outside Facilities, and Stadium as needed
- "Help" clean and maintain all Chariot Scrubbers (General changing of pads and Squeegees)
- Responsible for Recyclables
- Unload deliveries as needed
- Help with salting and plowing as needed
- Keep sidewalks clear of snow and ice
- Deliver supplies as needed
- This job is based out of the Middle School

Weekly or as needed

- Mop floors as needed
- Clean windows as needed
- Fill paper towel dispensers
- Fill toilet paper dispensers
- Change lightbulbs
- Clean desk tops
- Make minor repairs and adjustments

Cleaning rooms requires dusting, emptying trash, sweeping, mopping, and cleaning desks and tables as needed.

These responsibilities may be modified as requested by the Co-Director of Buildings and Grounds and the building Principal, so long as the work does not cross the boundary of classification. Should such maintenance work be required or requested, the Floater shall be compensated at the Maintenance rate for the time worked on that job to the nearest quarter hour.

### **KNOWLEDGE, SKILLS & ABILITIES**

Requires knowledge of the operations of standard equipment necessary to perform the job. Communications skills and common courtesy to complete work activities and interact with others on a daily basis are required. Requires minimal decision making, and work tasks are outlined in detail. Must be able to work independently, within assigned tasks. Must have the ability to plan ahead to meet the needs of the building.

### **PHYSICAL EFFORT & WORKING CONDITIONS**

Physical effort and/or working conditions that may be required up to and including fifty percent (50%) of the time are: Handling difficult to grasp items, exposure to unpleasant odors, exposure to garbage or waste. Working in awkward or cramped positions, climbing ladders or stairs, performing repetitive movements, lifting objects of forty (40) pounds or more, transporting heavy objects, exposure to temperatures/humidity that is frequently uncomfortable or distracting, exposure to wet or slippery surfaces.

Physical effort and/or working conditions that may be required more than fifty percent (50%) of the time are: Excessive standing, excessive walking, stooping, crouching, bending, reaching, stretching, lifting objects of forty (40) pounds or more, exposure to dust, dirt, grease or paint.

### **ARTICLE XVI – COMPENSATORY TIME**

The Connellsville Area School District will continue the present practice of allowing compensatory time in the Maintenance Department. The Director of Buildings and Grounds will assign overtime according to the skills and qualifications of the individual Employee. The Employee may elect payment at the rate of time and one-half (1-1/2) or time and one half (1-1/2) compensatory time. The maximum compensatory time which may be earned in a fiscal year is forty (40) hours. The maximum compensatory time which may be held in reserve at any time is forty (40) hours.

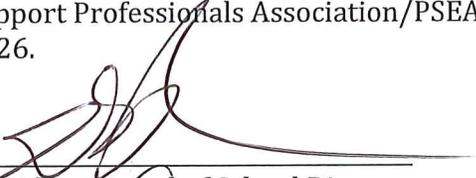
### **XVII – TERMS OF THE AGREEMENT**

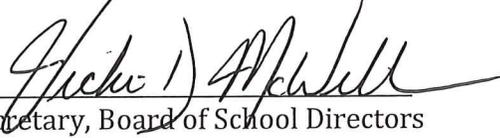
This working Agreement shall be in full force and effect from July 1, 2022 through and including June 30, 2026 and shall thereafter be automatically renewed and extended from year to year unless either the Employer or the Association shall give notice in writing to the other party hereto to terminate, alter, amend, or revise this Contract, such notice specifically setting out the Article or Articles and the Section or Sections hereof that are to be negotiated, it being understood and agreed by and between the parties hereto that all Articles or Sections that are not specifically specified in such notice shall remain in full force and effect, and shall be automatically extended and renewed provided, however, that the notice herein-before required shall be given not less than one hundred and fifty (150) days prior to the expiration date of this Contract, or prior to the expiration date of any such annual extension and renewal, and provided further that the parties shall meet and the negotiations shall begin within ten (10) days after the receipt of such notice. If, at any time, any provisions of this Agreement shall become obsolete or illegal as a result of action taken by the Pennsylvania Legislature, the Congress of the United States, or by executive action of the President of the United States, or by the Governor of Pennsylvania, or by decision rendered by a State or Federal Court, such

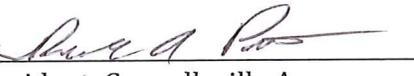
provision, provided that all other provisions of this Agreement not so affected shall be and remain in full force and effect, and specifically it is agreed that any increase of wages or salaries over the scale in effect shall not become effective unless and until such increase shall be authorized and permitted under the price and wage freeze regulations of the United States Government. The parties have executed this Agreement intending to be bound hereby, and both parties aver that this Agreement embodies the full agreement between the said parties.

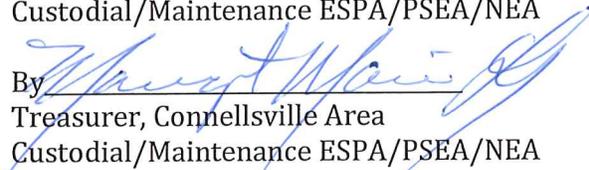
**ARTICLE XVIII – EFFECTIVE DATE AND SIGNATURES**

This Agreement is made and entered into this 7<sup>th</sup> day of December, 2022 by and between the Connellsville Area School District and Connellsville Area Custodial/Maintenance Education Support Professionals Association/PSEA/NEA, and effective July 1, 2022 through June 30, 2026.

By   
President, Board of School Directors

By   
Secretary, Board of School Directors

By   
President, Connellsville Area  
Custodial/Maintenance ESPA/PSEA/NEA

By   
Treasurer, Connellsville Area  
Custodial/Maintenance ESPA/PSEA/NEA