

Master Agreement

Between

**Independent School District No. 477
Princeton, Minnesota**

And

The Princeton Custodians Association

July 1, 2025 to June 30, 2027

TABLE OF CONTENTS

ARTICLE I

PURPOSE.....2

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE2

ARTICLE III

DEFINITIONS2-3

ARTICLE IV

SCHOOL BOARD RIGHTS3

ARTICLE V

EMPLOYEE RIGHTS4

ARTICLE VI

RATES OF PAY4-7

ARTICLE VII

GROUP INSURANCE AND TAX SHELTERED
ANNUITY CONTRIBUTION.....8-10

ARTICLE VIII

LEAVES OF ABSENCE10-16

ARTICLE IX

HOURS, TYPES OF SERVICE, AND CONDITIONS OF EMPLOYMENT.....16-21

ARTICLE X

TERMINATION OF EMPLOYMENT21-22

ARTICLE XI

SENIORITY RIGHTS/VACANCIES/TRANSFERS.....22-25

ARTICLE XII

MEDICAL EXAMINATION25

ARTICLE XIII

GRIEVANCE PROCEDURE..... 25-29

ARTICLE XIV

DURATION30

ARTICLE I PURPOSE

Section 1. Parties: THIS AGREEMENT is entered into between Independent School District #477, Princeton, Minnesota, hereinafter referred to as the School District, and the, Princeton Custodians Association, Education Minnesota, NEAIAFT, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for custodial and maintenance employees, hereinafter referred to as employees, during the duration of this Agreement.

ARTICLE II- RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Preamble: Recognizing that the exclusive representative is required by the provisions of the P.E.L.R.A. to be the sole bargaining representative of all the employees within the coverage of this Agreement, without regard to membership in the exclusive representative the School Board hereby agrees that it will not recognize or negotiate with any other person, association group, committee or entity other than the exclusive representative with respect to such matters and will deal solely through the agency of and with the exclusive representative.

In furtherance of good labor relations, the School Board agrees, except for employees included in the P.E.L.R.A., all public employees who are not members of the exclusive representative may be required by said representative to contribute a fair share fee for services rendered by, the exclusive representative, and the employer upon notification by the exclusive representative of such employees shall be obligated to check off said fee from the earnings of the employee and transmit the same to the exclusive representative. However, this fee shall not exceed 85% of the dues paid by exclusive representative members.

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the School District contained in the appropriate unit as defined in Article III, Section 2, of this Agreement and the P.E.L.R.A., and in certification by the Commissioner of the Bureau of Mediation Services, if any.

ARTICLE III - DEFINITIONS

Section 1. Terms and Conditions of Employment: Shall mean hours of employment therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the term "employees" shall mean all persons in the appropriate unit employed by the School Board in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose service do not exceed 14 hours

per week, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 3. School District: For purposes of administering this Agreement, the terms, "district" or "School District," shall mean the School Board or its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV SCHOOL - BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement, and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provisions of this Agreement found to be in violation of any such laws, rules, and regulations, directives or orders shall be null and void without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School Board.

ARTICLE V - EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion or any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School Board.

Section 3. Request for Dues Check Off: Employees shall have the right to request and be allowed dues check off for the exclusive representative. Upon receipt of a properly executed authorization card from the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the exclusive representative during the period provided in said authorization.

Deductions shall be made each month, and shall commence in the month of September of each year, and deductions so made shall be transmitted to the designated organizations together with a list of names of the employees from whom deductions were made.

ARTICLE VI - RATES OF PAY

Section 1. Rates of Pay:

Subd. 1. The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2025.

A. Custodians shall be paid on the fifteenth (15th) and the last day of each calendar month.

B. Custodians shall be paid by direct deposit. Wages due shall be posted to the bank of the custodian's choice, provided such bank is a member of the Automated Clearing House.

Subd. 2. Increments: The School Board may withhold the increment in individual cases where there is a demonstrable deficiency in the performance of the employee, provided the employee affected shall receive written notice of such action to withhold advancement on the rate progression sequence within 30 days prior to the employee's increment movement date.

Subd. 3. Step Advancement: The salary schedules are not to be construed as a part of the custodian's continuing contract. In the event a successor agreement is not entered into prior to the expiration date of this agreement, a custodian shall be compensated according to the previous year's compensation until such time as a successor agreement is executed. The School Board reserves the right to withhold increments, advancements, lane changes, or any other salary increase for just cause.

Subd. 4. Negotiations Meetings: The Princeton Custodians Association President (or designee) and one additional Princeton Custodians Association member will be allowed to attend contract negotiations meeting during working hours without loss of pay.

Subd. 5. Boilers/CPO License:

It shall be the duty of the Superintendent of Schools or their designee to see that a person nominated for employment shall meet all requirements and qualifications established by law for the type of position the nomination is made.

In the event the employee of the bargaining unit is required to hold a license mandated by the state of Minnesota, the employer shall pay the employee the differential for the required license as noted in the pay scale of this contract.

Employees hired prior to July 1, 2019 will continue to receive the licensure stipend associated with the position they held on that date. Change in positions would follow current licensure language and stipends.

Subd. 5b The School District may require employees to hold a specific license for their position and will pay for the courses and mileage. No salary reduction for taking classes during their regularly scheduled shift.

Subd. 6. Shift Differential: Any employee who works a shift that starts after 2:00 p.m. and before 9:00 p.m. shall be paid an additional 2nd shift hourly premium as indicated on Schedule A. Any employee who works a shift that starts at or after 9:00 p.m. and before 5:00 a.m. shall be paid an additional 3rd shift hourly premium as indicated on Schedule A. In applying this subdivision, only shifts that are at least 6 hours in length shall be considered. Shift differential pay will be paid on each pay date as it is earned.

Subd. 7. Summer Work: Any second or third shift employee who is asked and agrees to work the day shift over the months of June, July and August will be paid their shift differentials for time worked.

Subd. 8. Temporary Assignment: In the event an employee is temporarily assigned out of classification by the Buildings and Grounds coordinator or principal, the employee will receive their rate or the rate of the temporary assigned position, whichever is greater. Such rate shall apply only if the temporary reassignment exceeds 2 days of temporary assignment. If the assignment exceeds two days, the higher rate will be paid from the 1st day of the assignment.

Subd. 9. Custodian Substitute Pay: In the absence of a custodian, a cleaner may be temporarily designated by the Buildings and Grounds Supervisor as a custodian and while serving in that position receive the same hourly rate as a newly hired custodian.

Subd. 10 Comp Time for Vacancy: The employees of the unit who work at a site where the vacancy exists shall accrue 2 (two) hours of comp time per week once the overload period has started. Comp time shall accrue to a maximum of eight (8) hours per posting. An overload period shall commence ten (10) business days from the close date of the initial posting or if no closing date is listed, then the overload period shall commence fifteen (15) days from the date of the initial posting. Employees shall no longer accrue comp time once an offer of employment is made and accepted.

Section 2. Overtime: Each employee shall be paid one and one-half times their basic hourly rate for all hours worked over 40 in a work week unless specified elsewhere within this section. All overtime shall be classified in one of the categories identified in subdivision 2 below.

Employees will not report to work before or remain after their regular assigned hours unless specifically directed to do so with approval from the Director of Buildings and Grounds.

Subd. 1. Assignment of Overtime: Activities requiring overtime will be set up on a rotating basis by the building service lead with the approval of the administration. Regular employees shall be afforded the opportunity to perform all overtime work in their assigned building.

Subd. 2. Overtime Categories:

Subd. 2a. Emergency Overtime: Any activity outside the basic work week requiring overtime that was not scheduled at least 24 hours in advance of the start of the activity and requiring the individual to return to the job site after the end of their normal day will be considered Emergency Overtime. The actual hours worked, with a minimum of two hours, shall be compensated at a rate of two times the employee's basic hourly rate. Additional work immediately preceding or following the normal

8-hour work day would not be considered emergency overtime and would be compensated at a rate of one and one-half times the employee's basic hourly rate.

Subd. 2b. Early Call-in Compensation: If an employee is called in to work prior to their normal work day, he/she shall be compensated at a rate of one and one-half times the employee's basic hourly rate for the actual hours worked due to the early call-in providing the employee completes a normal 8 hour shift and providing the employee has worked a minimum of forty (40) hours per week during that work week. If the employee does not receive notification of the early call-in at least 24 hours in advance of the requested start time, they shall be assigned and perform a minimum of 2 hours regular overtime work and shall be compensated accordingly.

Subd. 2c. Regular Overtime: Any activity requiring overtime not earlier defined shall be considered Regular Overtime. The actual hours worked in excess of the normal forty (40) hour work week shall be compensated at a rate of one and one-half times the employee's basic hourly rate.

Subd. 3a. Overtime Accumulation with Sick Leave Usage: In the event of illness, and a sick leave day is used during the basic work week, the School District will credit that day toward hours for overtime in the event the custodian is asked to work beyond the regular work week, with a limit of (sixteen) hours per year.

Subd. 3b:

A. Upon accumulating 125 days of sick leave, in the event the employee works beyond the regular work week and has taken approved leave during the basic workweek, the employee may request to Human Resources to pay out those hours at the employee's daily rate of pay. **Once the employee is paid for the leave, the employee has three (3) business days to submit a written request. This request has a limit of sixteen (16) hours per year.**

B. If the employee does not make a request, the hours will be credited toward the employee's leave.

Subd 4. Comp-Time: At the option of the employee, comp-time may be used on a nonstudent day in lieu of overtime pay. The accumulation of comp-time shall be on the basis of one and one-half hours of comp-time for each hour of overtime worked. No more than 80 hours of comp-time may accumulate or be used in any fiscal year.

Section 3. Holiday Pay: The actual hours worked during any activity requiring work on a holiday as indicated in Article IX of this agreement shall be compensated at a rate of two times the employee's basic hourly rate. The employee working the Saturday/Sunday shift will have the option of working Monday-Friday and off Saturday/Sunday.

Section 4. Uniforms:

All employees will, at all times while on duty, wear uniforms as determined by Administration. Each employee will be reimbursed up to \$350.00 every year in which to purchase shoes and approved work attire including pants and undershirts. Any items reimbursed through this section shall be used for work attire. The School District agrees to select and to provide gender appropriate uniform shirts.

Section 5 Unused Vacation & Compensation Time: Upon separation, unused vacation and compensation time will be paid out at the employee’s daily rate of pay.

ARTICLE VII - GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board, as provided by law.

Section 2. Health, Hospitalization and Life Insurance:

Subd. 1. Health Insurance Coverage:

Employer Contribution amounts toward the premium cost of a School District group health and hospital plan.

Plan Level	District Monthly Contribution 2025-2026 Effective 1/1/26	District Monthly Contribution 2026-2027 Effective 1/1/27
Single	\$820	\$902
Single plus Children	\$1020	\$1122
Family	\$1550	\$1705

District contribution amounts for a Single HSA plan will apply to the premium first with remaining contribution amounts going into the employee's HSA account.

For a married couple on staff, the School District shall contribute the stipulated amounts for each member of the couple, not to exceed the cost of a family premium. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 3. Life Insurance: The District shall provide group term life insurance for all full-time employees in the amount of \$50,000.00. Employees will have the option of purchasing additional life insurance if possible within the guidelines of the insurance company.

Section 4. Long-Term Disability: The District shall provide group long-term disability insurance for all full-time employees. Coverage shall be based on 66 2/3% of the employee's basic salary. Benefits are to begin after ninety (90) calendar days of total disability/illness.

Section 5. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Eligibility: All benefits provided in this article are designed for full-time personnel and shall not apply to temporary, substitute, or part-time personnel except any permanent, part-time employee of more than (30) days and fourteen (14) hours per week shall be eligible for the benefits provided in this contract on a pro-rated basis. The method to determine the pro-rated benefits is as follows:

Hours worked per month

(2080 / 12)

108/173.33 = 62.3% of benefits

Section 7. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire monthly premium of such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Section 8. Credit: An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which the employee had accrued at the time the employee went on leave. No credit shall accrue for the period of time that an employee was on unpaid leave.

Section 9. Duration of Insurance Contribution: An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution shall cease, effective on the last day of the last month of work.

Section 10: Retiree Insurance Contributions: Retirees will be permitted to continue group insurance benefits through self contribution pursuant to state and federal laws.

Section 11. Tax Deferred Matching Plan:

For purposes of this section, full-time shall be defined as working 30 hours or more per week. Upon initial hire, the employee will have 30 days to submit a salary reduction authorization form to qualify for participation in the plan. Subsequent revisions to an employee’s matching contribution will be permitted annually provided a revised salary reduction authorization form is submitted prior to July 1.

Subd 1. dates, amounts and years of service apply to Princeton Public Schools. Service recognition based on July 1.

Years of service to ISD 477	Annual Match Amount 2025-2026	Annual Match Amount 2026-2027
0-5 years of service	\$800	\$800
6-10 years of service	\$1150	\$1150
11+ years of service	\$1550	\$1550

Subd 2. District approved 403 (b) vendors for employees hired after September, 2019.

- 403b ASP
- ESI Education Minnesota
- AXA Equitable
- Foresters Financial Services
- Thrivent Financial
- Horace Mann

Section 12. Dental Coverage: The School District shall contribute a sum not to exceed \$25.00 per month towards group dental coverage for employees who are working 30 hours per week or more and who are enrolled in the School District's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

ARTICLE VIII- LEAVES OF ABSENCE

Section 1. Sick and Safe Leave:

Subd. 1. All full-time employees shall earn sick leave at the rate of one (1) day for each month of employment in the School District.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 170 days of sick leave per employee. For employees hired prior to January 1, 2005 and upon retirement will be paid for their unused accumulated leave, up to 60% of 140 days maximum.

Subject to the limitations listed below, the School District will contribute an amount equal to the value of the employee's severance pay pursuant to Article VIII directly into the retiree's 403(b) account. The retiree will not receive any direct payment from the School District for severance pay.

The School District's annual contribution into the retiree's 403(b) account must not exceed the I.R.S. contribution limit. If the retiree has any severance remaining after the limit is reached in the year of separation, the School District will make a contribution up to the I.R.S. maximum into the retiree's 403(b) account in the following year (s).

The School District contribution(s) into the retiree's 403(b) account will be made according to the same timeline as was provided for the direct payment of severance pay.

The School District will only make contributions to investment vendors that have hold harmless agreements on file with them. For purposes of calculating the maximum deferral limit, the School District will provide the retiree with contribution information for the previous twelve (12) months. The retiree will then submit the calculation of maximum deferral from the vendor.

Subd. 3. Sick leave with pay shall be allowed by the District whenever an employee's absence is found to have been due to illness which prevented his or her attendance and performance of duties on that day or days.

Subd. 4. The District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the District.

Subd. 5. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 7. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave request form available at the office.

Subd. 8. Sick leave shall be allowed for the care of an employee's child due to illness of or injury to the employee's child. The sick leave limitations will be governed by the employee's accumulated sick leave.

Subd. 9. Sick Leave Buyback: Employees with at least 100 days of sick leave on June 15th of each year shall be eligible to exchange 4 sick days for one additional paid day at the employee's daily rate of pay. Employees shall make their selection in writing and submit to the Director of Human Resources by June 30th of each year. The sick leave buyback hours will be deducted prior to Sick Leave HRA eligibility.

Subd. 10.: Sick Leave HRA:

Beginning July 1, 2019, employees will receive contributions into an HRA for accumulated sick leave days. If qualifications are met, participation is mandatory. The district will contribute the following amounts into an HRA account based on the following accumulated hours of sick leave at the end of each school year.

Number of Accumulated Sick Leave hours	Annual District HRA Contribution amount
290 hours	\$200
610 hours	\$300
930 hours	\$400
1330 hours	\$500

Employees hired before January 1, 2005 will be allowed to participate in both the HRA reimbursement benefit as well as accruing their 140 days for severance purposes.

If an employee also has an HSA (Health Savings Account) the HRA will only cover approved dental and vision costs. Those restrictions will remain in place until retirement or selection of a different health plan option.

Subd. 11 Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Section 2. Emergency Family Leave:

Subd. 1. A full-time employee may be granted a paid leave of no more than five (5) days per year, noncumulative, in the event of a death or serious illness of someone in the employee's immediate family.

Subd. 2. "Immediate family" is defined as an employee's spouse/domestic partner, parent, step-parent, mother-in-law, father-in-law, child, ward, custody child, foster child, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, great-grandparent, grandchild, or great-grandchild.

An employee may use personal leave or vacation contingent upon department level approval, to attend the funeral of other relatives or non-family members.

Subd. 3. Additional days may be extended at the discretion of the Superintendent or designee in unusual circumstances, these extended days will be deducted from accumulated sick leave.

Subd. 4. Request for emergency family leave must be made in writing to the Superintendent of Schools at least three (3) days in advance except, in the event of emergencies. The request shall state the reason for the proposed leave.

Subd. 5. The School Board may require an employee to furnish competent evidence of family illness in order to qualify for emergency family leave. However, the final determination as to the eligibility of an employee for emergency family leave is reserved to the School Board based upon competent medical evidence, and the School Board reserves the right to refuse to grant such leave if under the circumstances involved, the School Board determines that such leave should not be granted.

Subd. 6 In the event that a medical certificate will be required in a case of proposed family sick leave, the employee will be so advised.

Section 3. Personal Leave:

Subd.1. Each employee will be eligible for three (3) days of personal leave per year, non accumulative, for situations requiring the employee's personal attention. The second and third day of personal leave will be deducted from sick leave. Except in the event of an emergency, the employee must submit a written request for personal leave to their immediate supervisor at least 24 hours prior to the commencement of the personal leave.

Subd. 2. Additional personal leave may be granted to employees upon approval of the Superintendent of schools, and shall be deducted from accumulated sick leave.

Section 4. Extended Leave of Absence: An employee may be granted a leave of absence without pay or insurance benefits of up to one year at the discretion of the Superintendent. Upon return, the employee will be reinstated in a comparable position without loss of pay grade or seniority. The request for the leave must be submitted at least 3 months prior to the leave and specify the exact dates of departure and return from leave.

Section 5 Jury Duty or Testifying Under Subpoena

Subd 1. An employee who is called for jury duty or who is subpoenaed as a witness, will not suffer a salary deduction if they miss work, unless they are a criminal defendant. If an employee is a criminal defendant, they may use vacation to be paid if they miss work.

Subd 2. While serving on jury duty or as a subpoenaed witness, the employee shall receive full salary and benefits.

Subd 3. Employees who are released from jury duty or subpoena prior to 11:00am will report to their building/assignment and complete the remaining hours of their shift. Second (2nd) and third (3rd) shift employees will complete a 4 hour shift if released prior to 11:00am.

Section 6. Legal Business Leave: One day absence with pay may be allowed by the Superintendent for personal or legal transactions involving a legal instrument pertaining to deeds, mortgages, property titles, etc. Requests for a legal business leave must be made in writing to the Superintendent or Designee at least three (3), days in advance, except in the

event of an emergency. The one-day per year allowed is not cumulative. Additional days beyond the one allowed shall be deducted at the full rate of daily pay.

Section 6. Child Care Leave:

Subd. 1. Child care leave may be granted because of the need to prepare and provide parental care for a child or children of the employee for an extended period of time.

Subd. 2. An employee making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three calendar months before commencement of the intended leave. In the event of an emergency, the School District has the right to waive or adjust the prior notification requirement.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, an employee may elect to utilize sick leave pursuant to the sick leave provisions of this Agreement for the period of disability. A pregnant employee will also provide at the time of the leave application a statement from her physician indicating the expected date of delivery.

Subd. 4. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

Subd. 5. An employee returning from child care leave shall be re-employed in a position for which he or she is qualified unless previously discharged or placed on unrequested leave. The School District will retain the authority for placement; however, an effort will be made to place the returning employee in a position comparable to the assignment prior to the child care leave.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 7. The parties agree that the applicable periods of probation for employees are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an employee's performance. The parties agree that periods of time for which the employee is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 8. An employee who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 9. An employee on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

Subd. 10. Leave under this section shall be without pay. Fringe benefits may be continued at the option and expense of the employee.

Subd. 11. A leave of absence without pay for the purpose of adopting a child will be granted by the School Board for a period commencing as of the date of placement and continuing for a period of up to twelve (12) months. Written application for such leave must be submitted at least thirty (30) days prior to the date of commencement of the leave. Other provisions for child care leave apply except that in no event shall two members of the same family employed in the system be granted such leave at the same time.

Section 7. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

Subd. 2. A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the prorata portions of days of sick leave or vacation time which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

ARTICLE IX -HOURS, TYPES OF SERVICE, AND CONDITIONS OF EMPLOYMENT

Section 1. Basic Work Week: The work week shall be determined by the School Board, and shall consist of five (5) consecutive eight hour days. If mutually agreeable, the School District and the employee may adjust the basic work week to accommodate respective interests in daily or weekly work schedules. Any alterations to the basic work week will have a neutral effect on any overtime or leave calculations. As an example, if an individual employee and the employer mutually agree to schedule four 10-hour days instead of five 8-hour days, only those hours in excess of forty (40) hours per week would be considered for overtime wages.

Subd. 1. Pay periods will be on the fifteenth (15th) and last day of each calendar month. If pay period lands on a holiday or weekend, it will be paid on the Friday or day before.

Section 2. Procedures and Assignments: Work procedures and assignment shall be determined by the School Board.

Section 3. Saturday, Sunday, and Holiday Building Checks:

Subd. 1. Security checks on all buildings shall be made in accordance with schedules drawn up by the School board, or its representatives. Regulations concerning the use of buildings after hours will be observed by all staff employees as well as the public using the buildings.

Section 4. Part-time Employees: The School Board reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 5. Shifts and Starting Time: All employees will be assigned starting time and shifts as determined by Administration. Senior personnel shall have their choice of the available shift hours if there is more than one shift within the same grade and band category within the same building. This choice can only be exercised at the time of a vacancy within the same grade and band category within the same building.

Section 6. School Closing: In the event that school is closed on a day-to-day emergency, and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. Employee will be permitted to make up the

time within the same forty (40) hour work week, use unused vacation, personal leave, compensatory time, Legal Business Day or have their pay reduced accordingly. In the case of a bomb scare, a full day's pay will be paid and the time missed shall be made up by the employee.

Section 7. Inclement Weather: In the event that school is officially closed due to inclement weather, employees shall report to work unless it is physically impossible or the employee deems it hazardous to their health or safety. If the employee does not report to work, he or she will be permitted to make up the time within the same forty (40) hour work week, use unused vacation, personal leave, comp-time, Legal Business Day or have their pay reduced accordingly.

Section 8. Holidays: Eleven (11) Holidays will be observed annually to coincide with the school calendar.

Subd. 1. The following days will be observed as paid holidays:
July 4th, Labor Day, Thanksgiving Day, and the Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day and Juneteenth. If school is closed on President's Day, this shall also be a paid holiday.

Subd. 2. If a holiday listed in Subd. 1 falls on Saturday, the preceding Friday will be observed. If on Sunday, the following Monday.

Subd. 3. During the week of an observed holiday, employees working the Saturday/Sunday shift will have the option of working a Monday through Friday work week. Schedules may be revised within the week of the observed holiday while maintaining a 40 hour work week. All work schedule revisions must have prior approval from **Administration**.

Section 9. Vacations:

Subd.1. Employees hired prior to July 1, 2016 will be granted paid vacation period on the following basis.

- a. After one (1) year of consecutive employment- six (6) days (up to three (3) days of this period may be used after six (6) months of employment).
- b. After two (2) years of consecutive employment- 10 days.
- c. After four (4) years of consecutive employment- 12 days.
- d. After six (6) years of consecutive employment 15 days.
- e. After eight (8) years of consecutive employment- 17 days.
- f. After ten (10) years of consecutive employment- 19 days.
- g. After twelve (12) years of consecutive employment- 20 days.

- h. After fourteen (14) years of consecutive employment commencing before 7/1/96-twenty-one (21) days.
- 1. After sixteen (16) years of consecutive employment commencing before 7/1/96-twenty-two (22) days.
- j. After eighteen (18) years of consecutive employment commencing before 7/1/96-twenty-three (23) days.
- k. After twenty (20) years of consecutive employment commencing before 7/1/96-twenty-four (24) days.
- 1. After twenty-two (22) years of consecutive employment commencing before 7/1/96- twenty-five (25) days.

Subd. 2. Beginning July 1, 2016, all newly hired employees, who are School Board approved to work (12) twelve months in a school year inclusive of vacation, holidays, and approved leaves will earn vacation on a monthly basis, upon hire through year five (5) of consecutive employment and then adjusts on July 1st starting year six (6) of consecutive employment.

Twelve (12) Month Employees:

- A. Upon hire through year five (5) of employment, employees will earn one day of vacation per month. - 12 days (96 hours)
- B. Years 6 through 15 of consecutive employment, employees will earn 1.25 days of vacation per month. - 15 days of (120 hours)
- C. After 15 years of consecutive employment, employees will earn 1.66 days of vacation per month. - 20 days (160 hours)

Subd. 3. Vacations shall not be accumulated from year to year except up to eight (8) days may be carried over into the next contract year.

Subd. 4. The employer reserves the right to schedule all vacations, however, vacations may be applied for and will be granted under the following conditions:

- 1. That no emergency exists where the absence of the employee would adversely affect the operation of the plant.
- 2. Any vacation request made prior to 60 days before the dates requested and before any other request for all or some of the same dates will have priority. Any vacation request made 60 days or less will be based on seniority.

Subd. 5. When a recognized holiday falls within an employee's paid vacation period and such holiday falls on a day the employee would normally either have worked or been excused with pay, then the employee shall have a day off in some other week for which he/she will be paid at his or her basic rate.

Subd. 6. Two employees may take vacations at one time per building with approval of Administration.

Subd. 7. An employee with less than one year of consecutive employment may use vacation earned under Subd. 1. a. of this Section to be used for make up time under Article IX, Section 7.

Subd. 8. In computing any period of time for vacation, a week is determined as regularly scheduled hours in a work week (i.e. If an employee works 20 hours per week a week's vacation will be 20 hours).

Section 10. Emergency school closings: In the event of an emergency school closing of a long-term nature at no fault of employee, or employer, the School District will guarantee two weeks of paid employment for each employee.

Section 11. Meetings: Monthly meetings will be held between the designated Lead Custodians and the Superintendent of Schools designee.

Section 12. Personal Vehicles: Employees will not be asked to use their own vehicles for school business except as authorized and mutually agreed upon and paid at the School District's mileage rate. In the event of an accident that involves liability, the custodian's automobile insurance would have to cover first and the school insurance would take over in the event the liability limits were exceeded and the school had assigned the custodian to use his or her car.

Section 13. Scope of Work: It is understood that the work of an employee shall include all maintenance and repair needed to maintain the building and grounds in good condition.

Section 14. Performance Incentive: On June 30th of each year, custodian employees who are unit members will be eligible for a one time performance bonus according to results of the B3 Benchmarking program regarding natural gas and electricity usage of the district:

District Level all Buildings	4 Star Rating	5 Star Rating
Electric/Natural Gas	\$25 per employee	\$50 per employee

Section 15: Referral Bonus:

The Employee Referral Program is an opportunity for current staff members to actively support our recruitment efforts.

IMPLEMENTATION Any eligible employee who refers a candidate to Princeton Public Schools, of which that candidate is subsequently hired and completed the probationary period within the custodial unit, will receive a referral stipend of \$100 per qualified candidate. Or Any eligible employee who refers a candidate to Princeton Public Schools, of which that candidate is subsequently hired as a substitute within the custodial unit and works at least 20 days in one school year, will receive a referral stipend of \$100 per qualified candidate.

A. Employee Eligibility: All active, full-time or part-time employees are eligible to receive a referral stipend with the exception of the following:

1. Temporary employees, including substitute employees;
2. Employees contracted through an outside agency to work in our district;

B. Candidate Eligibility: Certain candidates for employment will not be considered eligible for meeting the criteria of a qualified candidate. These candidates include:

1. Candidates that are current or former Princeton Public Schools employees;
2. Candidates who are already engaged in the application or hiring process or who have applied for another position with Princeton Public Schools within the previous 6 months; and
3. Candidates who are currently employed by an outside agency and working in Princeton Public Schools.

SUBMITTING A REFERRAL There are two steps that must be completed to submit a qualified referral. **If either of the following steps are not completed, the referring employee WILL NOT qualify for a referral stipend.

A. Employees must submit a referral by sending an email to both the Director of Buildings & Grounds and the Director on Human Resources – (Verbal referrals WILL NOT be accepted or honored); and

B. The candidate must indicate employee referral on their online job application.

REFERRAL STIPENDS

A. Referrals must be for a new employee and that new employee must work a minimum of 180 days at Princeton Public Schools.

B. The referring employee must be employed with Princeton Public Schools at the time the stipend becomes payable.

C. The stipend will be paid out on the 1st payroll following the referred employee's successful completion of six months (180 days) of employment with Princeton Public Schools.

D. Referral stipends are gross amounts and are subject to all legally required payroll deductions.

E. Referral of a substitute that works for 30 days in a 12 month period will result in the referring employee receiving a \$50 stipend. If the referral becomes a full time employee within the 12 month period and completes the probationary period the referring employee will receive an additional \$50 stipend.

ARTICLE X TERMINATION OF EMPLOYMENT

Section 1. Probationary Period:

Subd 1. An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Subd 2. Probationary employees shall have a written evaluation after three (3) months of employment, or sooner. This written evaluation will be reviewed with the employee for growth purposes.

Section 2. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or discharged only for cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Subd 1: If an employee on probation earns a promotional vacancy, their probationary period shall be considered complete and the provisions of Article XI, Section 7 shall apply.

Section 3. Seniority Date: Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring seniority, the seniority date shall relate back to the first date of service. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the School District at the time of initial employment.

Section 4. Discipline Procedure:

Subd. 1. The employer shall have the right to impose disciplinary actions on employees for just cause.

Subd. 2. Disciplinary actions by the employer shall include the following actions and will

normally take the course of 1, 2, 3 and 4, depending on the seriousness of the infraction.

- 1 - Oral reprimand
- 2- Written reprimand
- 3 - Suspension without pay
- 4 - Discharge

Subd. 3. Employees who are subjected to the above actions shall have the right to request that such actions be reviewed through the recourse of the grievance procedure.

Subd. 4. Employees will be entitled to an informal hearing before the Board of Education with union representation, if so requested by the employee.

Subd. 5. Employee may request the Princeton Custodians Association President or other union representative to sit in on disciplinary meetings which involve termination of an employee.

ARTICLE XI- SENIORITY RIGHTS/VACANCIES/TRANSFERS

Section 1. Seniority Rights: The School Board will recognize seniority rights as to order of lay-off, recall, or non-promotional vacancies. Any employee who is properly discharged or resigns, shall forfeit their seniority, and in the event of re-employment, their seniority rights shall begin as of the date of their re-employment. For purpose of this Article, an employee's seniority date shall be the first date of continuous employment in the School District within the Princeton Custodians Association bargaining unit.

Section 2. Lay-off Procedures: In the event of a layoff, employee(s) will be placed on layoff in the inverse order of their seniority date within their wage and band category.

Subd. 1. Written Notice: All layoff notices must be in writing and must provide at least ninety (90) calendar day notice to any employee who will be laid off, except in case of emergency, including; i.e., acts of God, work stoppages, etc.

Subd. 2. Bumping Rights: An employee receiving a layoff notice may displace the least senior employee in their wage and band category or the least senior employee in the next lower wage and band category.

Section 3. Recall: Employees on lay-off shall be recalled to vacant positions that occur within the next 24 months following the lay-off. Recall rights shall be in the inverse order of placement on lay-off. An employee shall be eligible for recall rights to positions in a given seniority category based upon the same principles as an employee can exercise

bumping rights in Section 2 hereof. To be reinstated, an employee must be able to meet the qualifications of the job and report to work within ten days after notice by the School District. The timeline may be waived by the School District under special circumstances. Failure to accept recall terminates recall rights if the recall is to a full-time position or to a position of equal FTE to the Employee's position held immediately prior to layoff.

Section 4. Vacancies: A vacancy shall exist when a new position has been created or after an existing position has been vacated as a result of retirement, resignation, termination or leave, and the School District determines to fill the position. When a vacancy has been determined, the position shall be posted for internal applicants that have passed the probationary period only for a period of five (5) regular business days. All interested parties must submit a written request to the district office no later than 4:00 pm on the final day of the posting. There shall be no specific or implied contractual rights with regards to new supervisory positions or promotional vacancies. If the district determines no internal applicants are qualified for the vacancy, the posting shall be opened for all probationary and external applicants.

Section 5. Non-promotional Vacancies: Non-promotional vacancies within the band and grade category of the employee involved and lower and of more than thirty days duration will be posted internally only for a period of five (5) days, and the senior applicant will be assigned the position within (5) days after the close of posting, provided nevertheless, that the School Board reserves the right to make assignments of employees to particular buildings owned and maintained by the School Board. If no internal candidates apply for the vacancy, the posting shall be opened externally.

Section 6. Promotional Vacancies: Promotion to a position in a higher band and grade category shall be at the discretion of the School District and shall not be grievable beyond Level III of the grievance procedure.

Section 7. Transitional Period: An employee awarded a promotional or non-promotional vacancy shall serve a period of sixty (60) working days in the new position of which thirty (30) days must be with student contact. During this sixty (60) day period, if it is determined by the School District that the employee's performance in the new position is unsatisfactory, the School District shall have the right to reassign the employee to their former position. Employees may also request and be granted to return to their previous position as soon as a replacement is available.

Section 8. Annual limit on vacancy bidding: An employee who successfully posts for another job will not be eligible to post for subsequent vacancies for a period of twelve (12) months following the effective date of transfer to the job for which he/she posted. This twelve month provision may be waived by the School District.

Section 9. Impact of grievances on transfers: In the event an employee loses their new position due to a grievance of another employee, such employee will return to his or her former job.

Section 10. Employee Transfers:

Subd. 1. Temporary Transfers: Any employee may be temporarily assigned to another position without the consent of the employee. Any assignment in excess of 3 months would not be considered temporary. During such temporary assignment, the employee will continue to have approximately the same shift hours (not to exceed more than 30 minutes deviation from their regular shift assignment) unless the employee consents to the different hours. Further, during the temporary assignment, the employee will receive the greater of the wage they would normally receive or the wage received if the temporary assignment was permanent.

Subd. 2. Permanent Transfers: An employee may be transferred by the School District to a position within their band and grade. An employee transferring to a permanent position within their band and grade will maintain the step he/she was on prior to transfer. An employee transferring to a higher band and grade will maintain, at minimum, a hourly wage level equivalent to their hourly wage prior to the transfer. A grievance relating to such decision to make a permanent transfer may be processed only through Level III of the grievance procedure.

ARTICLE XII MEDICAL EXAMINATION

Section 1. Medical Examinations: All successful applicants for employment shall be required to undergo a physical examination at the expense of the School District.

Section 2. Physician Statement: A physician statement of fitness must be filed in the Office of the Superintendent as a pre-employment requirement, and as a record for reference in possible compensation insurance claims.

Section 3. Physical Examination: Each custodian will be allowed to have a general clinic medical examination at a clinic of their choice every two years. Those with less than two (2) years since their initial employment physical, may take their physicals on even numbered anniversaries of their employment date. Cost of the physical will be paid by the School District, but not to exceed the cost of a routine physical at the Fairview Clinic Princeton as determined by the Fairview Clinic Princeton and School District.

ARTICLE XIII - GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by a person or agent designated by such party to act in his behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be altered by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by this Agreement.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a holiday, in which event the period runs until the end of the next day which is not a Saturday, or a Sunday, or a holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice of document herein shall be timely if it bears a dated postmark of the United States mail within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within ten days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

Section 5. Adjustment of Grievance: The School Board and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Level 1: An effort shall first be made to adjust an alleged grievance informally between the employee and the School Board's designee. If the grievance is not resolved through informal discussions, the School Board designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his or her designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or his or her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered in the event the School Board reviews to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein, shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance to arbitration under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to provide a list of arbitrators, provided such request is made within twenty days after request for arbitration. The request shall ask that the list be generated within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request a panel of arbitrators from the Bureau of Mediation Services within the time periods provided herein, shall constitute a waiver of the grievance.

Subd.4. Submission of Grievance Information:

a. Upon submission of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:

1. The issues involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents relating to Section 5, Article XIII of the grievance procedure.

b. The School Board may make a similar submission of information relating to the grievance whether before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision: Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel or the obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XIV- DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2025 through June 30, 2027 and thereafter pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the employees. The provisions herein relate to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provisions thereof, or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

Section 5. Delivery: This contract shall be delivered to the employees covered within 30 days of the signature date.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Princeton Custodians Association

DISTRICT #477 INDEPENDENT SCHOOL

PCA Negotiator

Chair

PCA Negotiator

Clerk

Date: _____

Date: _____

SCHEDULE A**2025-2026**

	A-11	A12	B21	B22	B31	C41	C42
	Cleaner	Route Driver/ Asst Grnds	Custodian	Asst. Maint Eng.	Groundskeeper, Asst.Bldg Service Lead	Bldg Service Lead Day	Maint Eng
Step 1	18.93	22.15	22.97	23.79	24.48	25.81	26.24
Step 2	19.32	22.48	23.33	24.17	24.87	26.22	26.68
Step 3	19.97	23.14	24.23	25.05	25.78	27.12	27.55
Step 4	20.60	23.83	25.12	25.95	26.65	28.01	28.40
Step 5	21.23	24.51	25.78	26.60	27.31	28.66	29.04

SCHEDULE B**2026-2027**

	A-11	A12	B21	B22	B31	C41	C42
	Cleaner	Route Driver/ Asst Grnds	Custodian	Asst. Maint Eng.	Groundskeeper, Asst.Bldg Service Lead	Bldg Service Lead Day	Maint Eng
Step 1	19.41	22.70	23.54	24.39	25.09	26.45	26.90
Step 2	19.80	23.04	23.91	24.77	25.49	26.87	27.35
Step 3	20.47	23.72	24.84	25.68	26.42	27.80	28.24
Step 4	21.12	24.43	25.75	26.60	27.32	28.71	29.11
Step 5	21.76	25.12	26.42	27.26	27.99	29.38	29.76

*Effective July I, 2010 custodians were changed from salary pay code to hourly pay code which resulted in a 2 week pay advance. This was due to avoiding a lapse in pay during the change over. Therefore, any custodians that were employed continually from June of 2010 to current will be issued a pay adjustment at the end of their service with the District. These pay adjustments will be on file for review.

Longevity After 15 Years of Service Consecutive .40

2nd Shift Differential	.82
3rd Shift Differential	1.02

Shift differential for Saturday and Sundays for regular scheduled weekend workers (not CE events)	.82
---	-----

Shift differential for Saturday and Sundays for non-regularly scheduled weekend workers	Time and a half
--	-----------------

All employees who are required to carry a boiler license as part of their normal duties shall receive the following:

Chief	.80
1" Class	.70

All employees who have a 1" class Boilers' License will receive differential	.29
---	-----

All employees who have a 2nd class Boilers' License will receive a stipend on June 30	\$500 stipend
--	---------------

CPO License	.25
HS, MS, & Elementary site (based on square footage)	.32 (B31, C41)

CUSTODIAL SENIORITY LIST

2025-2027

1. Johannsen, David	06-01-99
2. Foster, Adam	10-15-03
3. Dalchow, Janet	08-30-05
4. Nelson, Lorraine	06-08-06
5. Bott, Michael	03-21-11
6. Kisch, Aaron	04-15-14
7. Klumper, Dylan	08-11-14
8. Reineccius, Richard	10-30-14
9. Fransen, Mark	10-11-17
10. Kubiszewski, Gary	01-02-19
11. Zimfer, Renee	09-14-20
12. Trembath, Shawna	10-01-20
13. Roehl, Paul	03-29-21
14. Hostrawser, Joe	09-27-21
15. Ott, Teresa	10-11-21
16. Bevers, Josh	12-13-21
17. Hernandez Arriola, Daniel	05-22-22
18. Silva, Aaron	04-18-23
19. David, Thomas	10-02-23
20. Wolf, Andrew	01-20-25
21. Nyland, Brian	02-03-25
22. Greeler, Randy	11-03-25