COLLECTIVE BARGAINING AGREEMENT

BETWEEN

REGIONAL SCHOOL UNIT NO. 5 BOARD OF DIRECTORS

AND

COASTAL EDUCATION ASSOCIATION

FOR

EDUCATIONAL SUPPORT

PROFESSIONAL UNIT

FOR SCHOOL YEARS

JULY 1, 2026 - JUNE 30, 2029

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PREAMBLE

The RSU No. 5 School Board (hereinafter referred to as "the Board") and the Coastal Education Association (hereinafter referred to as "the Association") recognize that the primary function of the school system is to provide a high-quality education for all students. The Board and the Association further recognize the important role that support staff play in contributing to a safe, efficient, and effective learning environment for students. The parties believe that these objectives are best achieved through clear communication, mutual respect, establishment of an equitable and peaceful procedure for the resolution of differences, and a shared commitment to supporting students and the work of RSU No. 5.

Whereas the Board and the Association have reached certain understandings which they desire to confirm in this Agreement, therefore, this Agreement is entered into as of the effective date of this Agreement.

ARTICLE 1 – RECOGNITION

The Board recognizes the Association as the sole and exclusive bargaining agent in accordance with the Municipal Public Employees Labor Relations Law, 26 M.R.S.A. Section 961 et seq., for a unit consisting of all public employees, as defined by 26 M.R.S.A. Section 962(6), employed by RSU No. 5 including the following job classifications in the unit: Bus Drivers, Custodians, Head Custodians, Educational Technician I/IIs, Educational Technician IIIs, Administrative Secretaries/Registrar, Office Secretaries/Print Clerk, Food Service Assistants, Kitchen Managers, Van Drivers, and Maintenance with the following job titles: Bus Driver, Custodian, Head Custodian, Ed Tech I, Ed Tech II, Ed Tech III, Administrative Secretary, Registrar, Office Secretary, Printing Clerk, Kitchen Manager, Food Service Assistant, Van Driver, Field Maintenance Supervisor, Maintenance Fields and Grounds, Maintenance Specialist, Mechanic and Van Driver/Field Maintenance at the signing of this agreement and excluding Central Office staff and all other positions in RSU No. 5.

ARTICLE 2 – BOARD RIGHTS

A. Except as explicitly limited by a specific provision of this Agreement, the Board shall have the exclusive right to take any action it deems appropriate in the management and operation of RSU No. 5, the implementation of educational policies, and in the direction of the work of the employees in the bargaining unit. Such rights shall include, but shall not be limited to, the operation of the school unit; the right to hire, classify, assign, transfer, promote, discipline and discharge employees; to reduce the work force; to establish working schedules; to require employees to observe work rules; to introduce new or improved methods of work, equipment or facilities; and to contract or subcontract work assignments.

B. The Association recognizes that the right of contracting or subcontracting for school unit operations is vested exclusively in the Board. The right to contract or subcontract shall not be used for the purpose or intention of undermining the Association, nor to discriminate against any members of the bargaining unit. If during the term of this contract, the Board contracts or subcontracts out any services performed by members of the bargaining unit, the Board agrees to request a contractor or subcontractor to employ, on a first refusal basis, any member of the bargaining unit whose duties may be thereby reduced or terminated by virtue of such

contracting or subcontracting. Furthermore the Superintendent shall notify the Association in writing of use and reasoning when contracting or subcontracting as soon as practicable.

ARTICLE 3 – ASSOCIATION RIGHTS

A. The Association shall be permitted to transact official Association business on school property when school is not in session and where it does not interfere with scheduled meetings or assigned duties of the employees, and to use school facilities subject to the school facilities use policy, in accordance with 26 M.R.S. § 975.

B. The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards, and in employee mailboxes and school e-mail, in accordance with 26 M.R.S. § 975.

C. Duly authorized representatives of the Association/MEA/NEA shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations or work of employees, in accordance with 26 M.R.S. § 975.

D. The Association and Employer agree that, at the request of the Association, a reasonable time will be made available during Employee Orientation Day for Association purposes.

E. One day per month shall be set aside as the Association meeting day by mutual agreement during the school year. Reasonable efforts will be made by the District not to schedule conflicting meetings.

F. The Board recognizes the value of the Association's input on school related business. At least seven days in advance of a Board meeting the Association may request in writing that the Board consider placing an item on its agenda.

G. Within thirty (30) calendar days of hire, the Board shall provide the names, positions, and buildings of following information to the Association for each newly hired employee within the bargaining unit: to the Association in accordance with 26 M.R.S. § 975.

(1) Name;
(2) Job title;
(3) Workplace location/building;
(4) Home address;
(5) Work telephone numbers;
(6) Home telephone and personal cell phone numbers, if known;
(7) Work email address;
(8) Personal email address, if known; and
(9) Date of hire.

ARTICLE 4 – EMPLOYEE RIGHTS

A. All new employees shall serve a probationary period of one (1) year following the date of hire.

B. No employee who has completed the probationary period shall be disciplined in writing, suspended without pay or discharged without just cause.

C. Pay and benefits shall continue during any administrative leave pending disciplinary action.

D. A grievance concerning the suspension or discharge of an employee may be initiated at Level Two of the grievance procedure in this Agreement.

E. Whenever an employee is called before the Superintendent or the Board concerning any matter which could have an adverse effect on the employee's continuation in their position or employment, the employee shall be entitled to prior written notice of the reason for the meeting and to have an Association representative present for advice and representation during such meeting.

F. Complaints that result in disciplinary action or used to evaluate an employee regarding an employee's performance made to any member of the administration and/or Board by any parent, student or other person shall be called to the attention of the employee. The employee shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented at any meetings or conferences regarding such complaint. For complaints that result in disciplinary action the employee will be provided with written documentation of the allegations.

ARTICLE 5 – PERSONNEL FILE

A. The Board shall maintain, for official school unit purposes, a personnel file for each employee in accordance with 20-A M.R.S.A. Sections 6101-6102. These files shall be kept under conditions that ensure their integrity and safekeeping. Personnel files shall contain copies of personnel forms, official correspondence to and/or from the employee, written evaluations and other appropriate material relating to the employee's employment.

B. No material derogatory to an employee's conduct, service, character or personality shall be placed in their personnel file unless the employee has been provided a copy. The employee shall have the right to submit a written response to any such material placed in the file within thirty (30) working days.

C. An employee shall have the right to examine their personnel file in the presence of an administrator/designee during normal business hours of the office where the file is kept within two (2) working days of the request. Upon request, an employee may obtain copies of any material in the personnel file without cost (except for confidential references).

ARTICLE 6 – REDUCTION IN FORCE

A. Seniority

1. Seniority shall be based upon continuous years of service measured from the employee's latest date of hire in a position(s) contained in this bargaining unit within RSU No. 5 (including the predecessor school units of Freeport, Durham and MSAD No. 62). Seniority shall accrue for part-time employees in the same manner as full-time employees. Employees with work years less than twelve (12) months shall not be considered to have suffered a break in service during the months that are not included in the employee's work year. Probationary employees shall have no seniority during the probationary period, but upon completion of the probationary period, shall have seniority retroactive to the date of hire.

2. The Board and the Association shall establish a seniority list by impact areas with the name and date of hire of each employee, with the employee with the greatest seniority listed first. The seniority list shall be updated annually by the Superintendent, provided to the Association and posted by October 1st. If no objections to the seniority list are made in writing by November 1st, the list shall be binding on the parties until the posting of the next seniority list.

B. Impact Areas

For the purposes of this article, the following impact areas shall be used as defined in Appendix A.

C. Layoff

1. In the case of layoff, qualified employees within the same job classification will be considered as a group.

2. The Board has the right to eliminate bargaining unit positions when it deems such action is necessary based upon financial or program reasons.

3. The Superintendent shall notify the Association at least 30 calendar days prior to a Board meeting at which a reduction in force is to be decided. The Superintendent shall meet and consult with the Association regarding any reduction in force.

4. A selection matrix will be completed for each employee which will measure a combination of seniority (50%) and the two (2) most current performance evaluations (50%). The employees with the lowest matrix scores will be the first to be laid off. The matrix will be prepared by equal numbers of Association and Board representatives.

5. Employees shall be given at least thirty (30) calendar days written notice of termination due to a reduction in force. A copy of the notice shall be sent to the Association. At the Board's discretion, an employee may be paid for the requisite days in lieu of notice.

6. A laid off employee is entitled to continue their insurance benefits in accordance with COBRA requirements.

D. Recall

1. The Superintendent shall establish a recall list of all laid off employees. It is the responsibility of the employee to keep the Superintendent's Office informed of their current contact information.

2. An employee who is laid off shall have the right to be recalled in inverse order of layoff order to vacancies within the employee's impact area for a period of twelve (12) months from their date of layoff. The Superintendent shall provide written notice of recall to the employee's last known mailing address by certified mail, return receipt requested, and to the Association. Employee recalled needs to have appropriate credentials for the vacant position.

3. An employee offered re-employment must accept in writing to the Superintendent within five (5) calendar days of the notice. An employee who refuses a position or fails to respond to a notice shall be removed from the recall list.

4. All benefits to which an employee was entitled at the time of layoff shall be restored upon return to active employment.

ARTICLE 7 – LEAVES

All leave benefits are prorated for part-time employees based on hours worked compared to full-time for the particular position as specified in Article 9.

A. Sick Leave

1. School Year Employees shall receive fifteen (15) sick leave days each year. Full Year Employees shall receive fifteen (15) sick leave days each year. Unused sick leave shall accumulate to a maximum of one hundred thirty (130) days.

2. Sick leave is provided for use when an employee is unable to complete their job duties due to personal or family illness or injury.

3. Sick leave may be used in half hour increments.

4. Sick leave shall not accrue while an employee is on worker's compensation, unpaid leave of absence, layoff or long-term disability. If an employee is out on worker's compensation, the sick leave will be prorated upon return.

5. Employees are expected to schedule routine medical and dental appointments for non-work times whenever possible.

6. The Superintendent may require medical documentation certifying the need for sick leave whenever an employee's use of sick leave exceeds three (3) consecutive work days or whenever there is a pattern of sick leave abuse.

7. Employee Sick/Personal Day Pay Out

   Employees may choose to be paid for their non-use of sick and personal days in the following manner.

   Year Round
   0 sick days used = 6 sick days paid
   Greater than 0 to 3 sick days used = 4 sick days paid
   Greater than 3 to 6 sick days used = 2 sick days paid

   The payout is at the end of the work year.

   School Year
   0 sick days used = 5 sick days paid
   Greater than 0 to 3 sick days used = 3 sick days paid
   Greater than 3 to 6 sick days used = 1 sick day paid

   The payout is at the end of the work year.

   All paid out days will be subtracted from employee's sick time accumulation.

8. Central Office shall provide a written or electronic statement for every employee at the beginning of each school year indicating the total amount of accumulated sick leave.

9. An employee will use 5 sick days before being able to draw their Short Term Disability; thereafter an employee is not required to use the remainder of their sick or vacation time. However, if an employee wishes to use their sick or vacation time simultaneously with their Short Term Disability, they may do so.

10. If an employee is injured by a student due to dangerous behavior, the employee is not required to use their own sick leave, in accordance with 20-A M.R.S.A § 6555.

11. Worker's Compensation: The board shall provide workers' compensation coverage for all employees. In the cases of injury covered under the Workers' Compensation Act, the employee will be paid from their accumulated sick leave the difference between the amount of their regular pay and the amount that they receive pursuant to Workers' Compensation. This difference shall be charged on a pro rata basis to the employee's accumulated sick leave and will cease when said employee's accumulated sick leave is exhausted. In no case will an employee receive double compensation under both the sick leave policy and the Workers' Compensation Act.

12. Employees may request to be paid from their accumulated sick leave time the difference between the amount of their regular pay and the amount they receive pursuant to the Maine Paid Family Medical Leave Act. In no case will an employee receive double compensation under both the sick leave policy and the Maine Paid Family Medical Leave Act.

B. Bereavement Leave

1. Leave without loss of pay shall be allowed as follows:

   a. Up to five (5) workdays for a death in the immediate family. For the purposes of this section, "immediate family" shall include an employee's spouse, domestic partner, child, stepchild, grandchild, parents, step-parent, foster parent, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, sibling.

   b. The employee may be entitled to such leave as listed described in section 1 (a) above in the event of the death of any other member of the employee's immediate household at the sole discretion of the Superintendent.

   c. One (1) day may be used in the death of a close friend or relative not enumerated above. In the event of extenuating circumstances upon request, an additional leave of another day can be authorized by the Superintendent at their sole discretion.

C. Personal Leave

1. Up to five accumulated sick days per school year under this contract may be used as personal days in accordance with and subject to 26 M.R.S.A. §637 and related Department of Labor regulations. Leave taken for any purposes other than an emergency must be requested in writing to the Superintendent/designee at least two weeks in advance, and must be scheduled to prevent undue hardship to RSU 5 as reasonably determined by the Superintendent/designee.

2. Personal days may be taken in half-hour increments.

D. Legal Proceedings Leave

1. Employees shall be granted leave with pay for jury duty. Employees must turn over their jury duty pay (less expenses). If an employee is released from jury duty during work hours, they are expected to contact the building principal and return to work if required.

2. Employees shall be granted leave with pay for any legal proceedings when RSU No. 5 requires the employee to attend.

E. Other Leaves

Upon written request from the employee, the Superintendent may grant other leaves of absence with or without pay and stated benefits. The employee requesting the leave must make a written request to the Superintendent/designee at least five (5) days in advance of the date the leave is to begin when practicable. The decision to grant or deny the request is at the sole discretion of the Superintendent; however, an appeal may be made to the Board. The Board's decision cannot be grieved.

F. Sick Leave Bank

The intention of the sick leave bank is to provide additional sick leave days to employees who experience a serious or catastrophic non-work related illness or injury, who have exhausted their personal accumulated sick leave days. By October 31st of each school year, the Superintendent shall provide to the President of the Association and an ESP Board member verification of the number of days available in the bank as well as a list of current participants.

1. To be eligible for the sick leave bank an employee must contribute one (1) day of their annual sick leave days to the sick leave bank by the October 1st of each year

2. Any unused days in the sick leave bank remaining at the end of the school year shall be carried forward and accumulated.

3. If, during any year, the balance of Sick Leave Bank days falls below fifty (50), members will be asked by the Superintendent, Association President and an ESP Board member to voluntarily contribute one (1) additional day from the employee accumulated sick leave days in an effort to sustain the bank.

4. Deductions from the bank shall be irrevocable and may not be redeemed from the bank except by an authorized withdrawal for long-term illness under this provision. Application for withdrawal from the sick leave bank shall be presented to the Superintendent, Association President, and an ESP Board Member as soon as possible.

5. A participant of the sick leave bank may use up to twenty (20) sick leave bank days per school year. The sick leave bank days will be at full pay with written approval from the Superintendent and the Coastal Education Association.

6. All annual and accumulated sick leave days must be exhausted prior to withdrawals from the bank.

7. The participant must have been absent for at least five (5) consecutive school days prior to withdrawal from the bank. Reimbursement will be retroactive to the beginning of the five (5) day period.

8. If a participant is medically cleared to return to employment on a part-time basis, portions of the approved Sick Leave Bank days may be used as needed up to the total amount taken out.

9. To be eligible to withdraw days from the Sick Leave Bank. An employee must submit medical documentation certifying that their illness or injury constitutes a Serious Health Condition as defined by the Family and Medical Leave Act.

ARTICLE 8 – INSURANCE BENEFITS

A. The RSU No. 5 agrees to provide employees with access to the MEA Benefits Trust or equivalent plans:

Choice Plus
Standard
Standard Core
Standard Basic

1. The following shall apply in 2026-2027 and 2027-2028:

   a. For the purposes of this section, 30 hours per week is considered a full time employee. No employee with a regular work schedule under 18 hours per week will be eligible to receive health benefits.

   b. The maximum health insurance benefit amount is based on an employee working at least 2,080 hours per year. Health insurance premiums for all hours worked below 2,080 hours will be prorated accordingly.*

   c. The RSU No. 5 will pay a portion of the costs according to the specifications listed in the following paragraph.

100%	Single Rate Previous Year Choice Plus Health Premium
95%	Adult/Child Previous Year Choice Plus Health Premium
95%	2 Adults Previous Year Choice Plus Health Premium
85%	Family Previous Year Choice Plus Health Premium

   *Notwithstanding Article 8(A)(1)(b), Board contributions for Full-Time School-Year Employees electing single subscriber coverage shall be paid in accordance with the following formula. The Board will pay rates based upon the following formula:

   Single: 85% of previous year Choice Plus Health Premium

   d. Any remaining balances due for health insurance premiums shall be deducted from the employee's bi-weekly paycheck. No refund will be issued to any employee participating in the Standard, Core, or Standard Basic plans for any difference between the Board's maximum contribution at the Choice Plus rate and the actual premium cost of the selected lower cost plan.

   e. RSU No. 5 agrees to deduct insurance payments from an employee's paycheck on a pre-tax basis to the extent permitted by law.

   f. If a spouse/domestic partner of an employee is eligible for health insurance through another employer, they are not eligible for insurance coverage paid for by RSU No. 5. If an employee wishes to enroll their spouse/domestic partner in the RSU No. 5 health insurance plan, they will assume any and all cost above the premium paid by RSU No. 5 for the single or adult with child plan. As a precondition for receiving any paid health insurance for their spouse/domestic partner, an employee shall certify to the Superintendent that their spouse/domestic

partner is not eligible for health insurance through their own employer. The employee is responsible for reimbursing RSU No. 5 for any health insurance payments improperly made for a spouse's health insurance. Spouses/domestic partners enrolled as of July 1, 2015 will be grandfathered.

2. The following shall apply in 2028-2029

   a. For the purposes of this section, twenty (20) hours per week or more is considered a full time employee. There shall be no proration of health insurance benefits based on part time status, and school year employees shall receive the same board contributions toward their health insurance premiums as year-round employees.

   b. The Board shall pay the following contributions toward employee health insurance:

      100% Single Rate Previous Year Choice Plus Health Premium
      95% Adult/Child Previous Year Choice Plus Health Premium
      95% 2 Adults Previous Year Choice Plus Health Premium
      85% Family Previous Year Choice Plus Health Premium

   c. Any remaining balances due for health insurance premiums shall be deducted from the employee's bi-weekly paycheck. No refund will be issued to any employee participating in the Standard, Core, or Standard Basic plans for any difference between the Board's maximum contribution at the Choice plus rate and the actual premium cost of the selected lower cost plan.

   d. RSU No. 5 agrees to deduct insurance payments from an employee's paycheck on a pre-tax basis to the extent permitted by law.

   e. If a spouse/domestic partner of an employee is eligible for health insurance through another employer, they are not eligible for insurance coverage paid for by RSU No. 5. If an employee wishes to enroll their spouse/domestic partner in the RSU No. 5 health insurance plan, they will assume any and all cost above the premium paid by RSU No. 5 for the single or adult with child plan. As a precondition for receiving any paid health insurance for their spouse/domestic partner, an employee shall certify to the Superintendent that their spouse/domestic partner is not eligible for health insurance through their own employer. The employee is responsible for reimbursing RSU No. 5 for any health insurance payments improperly made for a spouse's health insurance. Spouses/domestic partners enrolled as of July 1, 2015 will be grandfathered.

B. Health Insurance/Cash In-lieu of Health Insurance

1. An employee may voluntarily elect no coverage or to withdraw from their existing district health insurance coverage at anytime and receive an annual $3,500 bonus prorated for the amount of the contract year remaining. In 2026-2027 and 2027-2028 part-time employees will receive a prorated bonus; beginning in 2028-2029 part-time employees will receive the full bonus without proration.

2. The bonus will be distributed over the employee's contract period in the regular paycheck and not as a one-time distribution. The bonus is subject to employment and income tax withholdings, but does not qualify for Maine State Retirement System (MSRS). The employee must notify the district in writing of his/her intent to decline district health coverage.

3. If an employee desires to reinstate the coverage during the contract year due to a qualifying life event, the bonus will be terminated as of the first month of health coverage. Qualifying events are determined in accordance with the Anthem Blue Cross/Blue Shield Employee Booklet and Summary of Benefits and the Internal Revenue Code. Eligibility requirements for health benefits are subject to Anthem Blue Cross and Blue Shield policy.

C. Dental Insurance

1. A single person dental plan will be provided to employees working more than eighteen (18) hours per week. The Board agrees to pay 100% Single Rate Current Year Dental Premium. Any remaining balances due for dental premiums for coverage levels about single subscriber shall be deducted from the employee's bi-weekly paycheck on a pre-tax basis.

D. Any and all available employee benefits will be reviewed during new employee orientation.

ARTICLE 9 – WORK YEAR AND WORK HOURS

A. Work Year

It is understood between the parties that the scheduled work year of an employee may be increased or decreased by the Board in order to meet the educational, operational and financial needs of RSU No. 5, and that wages shall be adjusted accordingly should there be a change in work year for any reason. The Board or its designee(s) shall meet and consult with the Association before making any change in employee work year. Employees shall be provided a wage agreement each year which includes their wages, total daily hours worked, and days worked per year for the upcoming school year.

B. Work Hours

1. It is understood between the parties that the scheduled work hours of employees may be increased or decreased by the Board in order to meet the educational, operational and financial needs of RSU No. 5, and that wages shall be adjusted accordingly should there be a change in work hours for any reason. The Board or its designee(s) shall meet and consult with the Association before making any change in employee work hours.

2. Notwithstanding the previous paragraph, the normal work schedule will be arranged to allow each employee to work the number of hours per week specified in their wage agreement.

3. Part-time employees shall receive pro-rated insurance and leave benefits based upon their regularly scheduled hours compared to full-time. However, employees who work under eighteen (18) hours per week are not eligible for insurance benefits paid for by RSU No. 5.

4. School year employees who miss work because of late arrival or early dismissal, may make up their time to not suffer a loss of wages. The employee and the immediate supervisor will coordinate when that time is made up.

C. Breaks

Employees who work six (6) consecutive hours or more per day are entitled to a fifteen (15) minute paid break during the workday and an unpaid thirty (30) minute duty-free break which time shall not be considered part of the workday. The time scheduled for this break shall be determined by the building principal or supervisor.

D. Overtime

1. Overtime that has been approved in advance by the building principal or supervisor shall be paid at time and one-half after forty (40) hours actually worked in a workweek. Overtime will be calculated using blended overtime, or overtime will be paid at the rate of the job being performed when the overtime occurs, whichever is more beneficial to the employee.

2. In addition to actual hours worked, hours compensated on holidays shall be included as time worked for overtime computation purposes.

E. Rotation of Bus Driver Overtime and Nutrition Catering

Guidelines for equal offerings of overtime for Bus Drivers who are 40 hour employees.

1. A list will be generated starting in the order of seniority. If an employee refuses an overtime drive within 24 hours of the drive time, they will not be put to the bottom of the list. However, if an employee does refuse an overtime drive when given 24 hours notice, they will be moved to the bottom of the list. If an employee refuses an overtime drive the next person will be asked and so forth down the list. Once the list is finished it will start at the top again. The list will keep record of overtime offered and will be kept on file for review.

Nutrition Services Catering Rotation

1. Whenever catering is ordered through Nutrition Services that requires it to be done outside of work hours or during work hours and a sub needs to be hired, a rotating list will be generated by seniority. Workers will be asked at the beginning of each year if they wish to be put on the list. Catering jobs that can be done during the workday without having to hire a sub will be exempt from the rotating list. The list will keep record of catering jobs offered and will be kept on file for review.

The above guidelines are not grievable. Failure to follow the above guidelines will be brought to the Director's attention. If non-compliance continues, a meeting with the Superintendent will be scheduled to address this issue.

ARTICLE 10 – HOLIDAYS

A. Full Year employees shall be entitled to the following holidays paid at the regular rate of pay:

Labor Day
Indigenous Peoples' Day
Veterans Day
Thanksgiving Day
The Day after Thanksgiving
Christmas Day
New Years Day
Martin Luther King Day
Presidents Day
Patriots Day
Memorial Day
Juneteenth Day
Independence Day

B. School Year employees shall be entitled to the following holidays paid at the regular rate of pay:

Labor Day
Indigenous Peoples' Day
Veterans Day
Thanksgiving Day
The Day after Thanksgiving
Christmas Day
New Years Day
Martin Luther King Day
Presidents Day
Patriots Day
Memorial Day
Juneteenth Day* School Year employees will receive Juneteenth holiday pay only when the school year extends beyond the Juneteenth holiday.

C. Any employee who is required to work on a holiday shall be paid at one and one-half times their regular rate of pay in addition to holiday pay.

D. In order to be eligible for holiday pay, the employee must be scheduled to work or be on an approved leave day on the last work day before and the first work day after the listed holiday.

E. School year employees who are scheduled to work or are on an approved leave day on the last work day before and the first after Independence Day will be compensated.

ARTICLE 11 – VACATIONS

A. Full Year Employees shall receive paid vacation time based upon the following schedule:

1. From the completion of the first year to completion of the fifth year, ten (10) days per year.

2. From the start of the sixth year to the completion of the fourteenth year, fifteen (15) days per year.

3. From the start of the fifteenth year and thereafter, twenty (20) days per year.

B. School Year Employees who are contracted to work at least 200 days and are regularly scheduled to work 25 hours or more per week will be eligible for paid vacations as follows:

1. From the completion of the first year to the completion of the fifth year eight (8) days per year.
2. From the start of the sixth year to the completion of the fourteenth year, twelve (12) days per year.
3. From the start of the fifteenth year and thereafter, fifteen (15) days per year.

C. School Year Employees who are contracted to work up to 199 days and are regularly scheduled to work 25 hours or more per week will be eligible for paid vacations as follows:

1. From the completion of the first year to the completion of the fifth year five (5) days per year.
2. From the start of the sixth year to the completion of the fourteenth year, eight (8) days per year.
3. From the start of the fifteenth year and thereafter, ten (10) days per year.

Years	FY	School Year>200	School Year<200
0	0	0	0
1-5	10	8	5
6-14	15	12	8
15+	20	15	10

D. Employees may not take more than ten (10) days of vacation at one time.

E. Employees must obtain prior approval from their immediate supervisor before scheduling vacations.

F. Vacation days accrue during the first year of employment and employees will be eligible to access the vacation once they have worked twelve months. Vacation days will be prorated, if necessary, for the contract year in which the first anniversary date falls. For all subsequent years, the anniversary date shall be considered July 1st.

G. For School Year employees, or any employee with a regularly assigned bus run, vacation days will only be used for non-student days, for example, snow days, vacation breaks, or in-service days when not needed.

H. Employees who leave employment with RSU No. 5 during the year will be paid for any unused vacation time.

ARTICLE 12 – TRAVEL AND USE OF PERSONAL VEHICLE

Employees who are required to use their personal vehicle for RSU No. 5 business shall be reimbursed for such use at the current IRS rate. Reimbursement must be requested within sixty (60) days using the appropriate form(s).

ARTICLE 13 – WAGES

A. Employees shall be paid wages as specified in Appendix B.

B. Initial placement on the wage scale shall be determined by the Superintendent, based on
   a. their evaluation of the employee's prior experience.

C. An employee shall be eligible for progression on the wage scale if they work a minimum of one hundred thirty (130) days in a work year unless the employee is on designated FMLA leave.

D. Employees shall be paid bi-weekly. Time slips and/or electronic system must be accurately maintained daily and submitted bi-weekly unless requested earlier.

E. Upon appropriate written authorization from the employee, the Board shall deduct from the payroll check of any employee and make appropriate remittance for insurance and other plans and programs approved by RSU No. 5.

F. The Board agrees to deduct Association dues from payroll checks, provided that individual employees provide written authorization for such deduction. The Association shall certify to the Board the current rate for dues by October 1st of each year. The Association shall indemnify and hold the Board and its representatives/designees harmless from any and all claims arising out of the deduction of Association dues.

G. Employees shall be required to utilize direct deposit.

H. If an employee is scheduled to work on any day, and reports to work on that day, and is sent home by the administration for any reason other than sickness, bereavement or disciplinary reasons, said employee shall be compensated for a minimum of two hours at the employee's regular pay rate.

I. Employees who are assigned to drive a regular daily bus route will be paid the bus driver rate for all hours worked.

J. Employees covered by this Agreement shall pay one half (.5) and the Board of Directors shall pay one half (.5) of the one (1) percent premium associated with the Maine Paid Family Medical Leave Act.

K. Hourly Differential for Educational Technicians whose work assignment involves feeding, toileting, personal care/hygiene, and/or physical restraint of students.

- 2026-2027: $1.50
- 2027-2028: $1.75
- 2028-2029: $2.00

ARTICLE 14 – PROFESSIONAL DEVELOPMENT

A. Any employee who is required by the Superintendent to attend job training shall be compensated at their normal rate of pay for the time required for such training.

B. An employee may request to attend a conference, workshop, course or training directly related to their position as follows:

1. The request must be made in writing to the building principal/supervisor and be approved by the building principal/supervisor and the Superintendent.

2. The request must be made at least twenty (20) days prior to the conference, workshop, course or training.

3. Payment for conferences, workshops, courses and training is subject to the availability of funds up to $300 per school year.

4. The Board agrees to prepay the institution or reimburse the employee for up to six (6) credit hours for employees matriculated into a degree program or three (3) credit hours for costs associated with coursework. Coursework must be reasonably related to the employee's current position or that enhances the employee's knowledge, skills, or effectiveness within the District. Determinations regarding the eligibility and relevance of coursework shall be made at the discretion of the Superintendent or the Superintendent's designee. Payment shall be paid at the University of Southern Maine (USM) rate.

5. The employee shall sign a written agreement attesting that if the employee fails to attend or complete the conference, workshop, course or training, or does not attain a grade of "B" or "Pass" in a course, the employee shall reimburse RSU No 5 for the cost.

ARTICLE 15 – TRANSFER OF EMPLOYEES WITHIN THE DISTRICT

A. In the event that changes in schedules or assignments within their buildings are proposed, the employee will be notified verbally. When an employee is assigned to a different building, the employee and the Association will be notified verbally and in writing. In the case that a

second meeting is scheduled regarding the employee's schedule or assignment, either by the employee or principal/director, the employee can request a CEA representative.

B. Upon transfer to the same job title within the district, the employee shall retain their current rate of pay, hours and benefits unless the transfer results in higher pay, benefits and hours of the ESP contract. No employee shall suffer a reduction in pay, benefits or hours due to a transfer to the same job title within the district.

C. Employees who desire a change in job or who desire to transfer to another building shall file an electronic statement with the Superintendent/Human Resource with a copy to the Association President. Such statements shall include the job and the school to which they desire to be transferred to. Vacancies/Job Openings in the district will be posted internally seven (7) days prior to being externally posted during the school year. During the summer, vacancies and job openings may be posted internally and externally simultaneously. For temporary transfers, the Superintendent shall seek a volunteer when possible and shall not exceed thirty (30) days.

D. In the determination of requests for a voluntary reassignment and/or transfer, the wishes of the individual employee shall be considered in connection with whether the transfer conflicts with the best interests of the school system. Any qualified employee requesting a transfer shall be afforded an interview by the school's interview team. The Superintendent's decision as to which candidate will be chosen to fill a vacancy is final. Involuntary Transfers shall occur only after the voluntary transfer process has been completed. An employee will be given up to two (2) weeks notice, if possible, when transferred within the district.

ARTICLE 16 – RETIREMENT

A. All employees who do not participate in the Maine State Retirement System will be eligible to participate in a 403b, RSU No. 5 sponsored retirement plan at the conclusion of the employee's first twelve (12) months of employment. An employee who is enrolled in the 403b will receive up to 5% matching 403b funds.

B. Upon retirement or leaving in good standing from the RSU No. 5 and with a minimum of 15 years of continuous service an employee will be entitled to receive up to 20 days of their unused accumulated sick leave. Upon retirement or leaving in good standing from the RSU No. 5 and with a minimum of 20 years of continuous service, an employee will be entitled to receive up to 30 days of their unused accumulated sick leave.

C. Employees should notify the Superintendent of their intent to retire no later than January 1st to receive this benefit in the last paycheck of the current fiscal year. If notification occurs after January 1st, payment will be deferred to the following budget year.

ARTICLE 17 – EQUIPMENT AND MATERIALS PROVIDED

Bus driver/custodians, bus drivers, custodians, food service, and maintenance personnel will be allotted $100 to purchase shirts, jackets, sweatshirts, shoes, or aprons that are used at work. Employees will be reimbursed for their work related purchase.

RSU No. 5 expects the employee to wear the purchased merchandise while performing their job responsibilities.

ARTICLE 18 – EVALUATION

A. Employees shall be evaluated by March 15th by the principal/supervisor, who shall meet with them to discuss the evaluation. A copy of the written evaluation shall be given to the employee being evaluated. The employee shall have the opportunity to sign the evaluation report that is to be placed in the employee's personnel file. The employee's signature does not mean that the employee agrees with the evaluation. The employee shall be able to respond in writing to any and all areas of the evaluation and have such response attached to the evaluation in the personnel folder.

B. The evaluation shall be confined to the employee's job performance. The evaluation will consider only factors that reasonably reflect the employee's ability to complete his/her job duties. These duties include demonstrating dependability, integrity, and other ethical standards.

C. All formal monitoring and observation of the work performance of an employee shall be conducted openly and with the full knowledge of the employee.

ARTICLE 19 - GRIEVANCE PROCEDURE

A. The purpose of this procedure is to secure, at the lowest possible level, resolution of disputes over the meaning or application of this Agreement.

B. Both parties agree that this procedure shall be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Nothing herein contained shall be construed as limiting the right of an employee having a grievance to discuss the matter informally with a member of the administration, and having the grievance adjusted without the intervention of the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present and to state its views.

D. For the purposes of this article, the following definitions shall be used:

1. "Days" shall mean school days, except during the summer months when "days" shall mean Mondays through Fridays when the Superintendent's Office is open.

2. A "grievance" is any controversy, complaint, misunderstanding or dispute arising between the parties as to the meaning or application of the specific terms of the Agreement. It is expressly understood and agreed that the definition of grievance contained in the Article shall in no way affect the Board's exercise of its obligation to formulate and establish educational policies pertaining to the management of the school system, pursuant to the Constitution, laws and regulations of the State of Maine or its duly authorized agencies.

3. A grievant is an RSU No. 5 employee or employees submitting a grievance.

4. A "party in interest" is any person who might be required to take action or against whom action might be taken to resolve the grievance.

E. A grievance must be submitted at Level One within thirty (30) days of the event or occurrence which gave rise to the grievance. Failure on the part of a grievant to make timely filing or to strictly adhere to all further time requirements in the processing of a grievance shall constitute a waiver of the grievance and a complete bar to arbitration.

No arbitrator shall have the authority to waive**,** amend, modify or adjust the time requirements set forth in this procedure. A failure on the part of the administration or Board to adhere to time requirements shall enable the grievant to advance to the next grievance level.

F. Informal Procedure:

1. If a grievant feels that they may have a grievance, they must first discuss the matter with their building principal or direct supervisor in an effort to resolve the problem informally.

2. If the grievant is not satisfied with such disposition of the matter, they shall have the right to have the Association's Grievance Committee assist them in further efforts to resolve the problem informally with the supervisor or other appropriate Administrator.

G. Formal Procedure:

1. Level One – Building Principal/Direct Supervisor

   a. If the grievant is not satisfied with the outcome of the informal procedure, they may file the grievance in writing (using the grievance form supplied by the Superintendent) with the building principal within 30 days of the event which gave rise to the grievance.

   b. The building principal shall, within ten (10) days after receipt of the written grievance, render their decision and the reasons therefore in writing to the grievant with a copy to the chairperson of the Association's Grievance Committee.

2. Level Two – Superintendent

   a. If the grievant is not satisfied with the outcome of the procedure at Level One, they may file the grievance in writing with the Superintendent within ten (10) days after receipt of the Level One response, stating the reason why they are not satisfied with the outcome at Level One.

   b. Within ten (10) days after receipt of the written grievance, the Superintendent shall meet with the grievant and the Association representative.

c. Within ten (10) days after the meeting, the Superintendent shall render their decision and the reasons therefore in writing to the grievant with a copy to the chairperson of the Association's Grievance Committee.

3. Level Three – Board

   a. If the grievant is not satisfied with the outcome of the procedure at Level Two, they may, within five (5) days after the decision, request that the Association's Grievance Committee appeal the decision to the Board.

      If the Association's Grievance Committee decides to appeal the decision, it shall file the grievance in writing with the Board within ten (10) days of the decision at Level Two, stating the reason for dissatisfaction with the decision.

   b. The Board shall meet with the grievant and the Association representative at a mutually agreed upon time within twenty (20) days, unless an extension is mutually agreed upon.

   c. Within ten (10) days after the meeting, the Board shall render its decision and the reasons therefore in writing to the grievant with a copy to the chairperson of the Association's Grievance Committee.

4. Level Four – Arbitration

   a. If the grievant is not satisfied with the outcome of the procedure at Level Three, they may, within five (5) days after receiving the Board's decision, request that the Association's Grievance Committee submit the grievance in writing to the President or designee of the Association that the grievance be submitted to arbitration.

   b. If the Association decides to proceed to arbitration, the Association President or designee shall notify the Board Chair and Superintendent within ten (10) days of the Board's decision.

   c. Within ten (10) days after notification, the Association President/designee and the Board Chair/designee shall meet or consult in an effort to agree upon an arbitrator of recognized competence.

   d. If the parties are unable to agree within five (5) days, the American Arbitration Association or the Labor Relations Connection shall be called upon to select an arbitrator in accordance with its procedures.

   e. The arbitrator selected shall review the record of prior meetings and shall hold such further hearings with the employee and other parties as they shall deem requisite.

   f. The arbitrator shall have thirty (30) days after the hearing to render their decision in writing to all parties, setting forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or

authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of the Agreement. The arbitrator shall have no authority to add to, detract from, alter, amend or modify any provision of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association, and shall be final and binding upon the parties, subject only to judicial review.

H. Miscellaneous Provisions

1. By mutual agreement, the Association and the Board/Superintendent may request grievance/arbitration mediation services prior to invoking Level 4 above. If no settlement to a grievance is met in these mediation sessions, the grievance will be submitted to arbitration, if the Association so chooses, as set forth in Level 4 above.

2. By mutual agreement between the Superintendent and the Association's Grievance Committee, any step of the grievance procedure may be bypassed.

3. If, in the judgment of the Grievance Committee, a grievance affects a group or class of employees, the Grievance Committee may submit such grievance in writing to the Superintendent at Level Two. Any such grievance must include a minimum of two employees who agree to be party to the grievance, and their names.

4. The cost of the mediator and/or arbitrator shall be borne equally by the parties.

5. If the Board or Association's Grievance Committee requests a court reporter at Level Four, the requesting party shall pay the cost. If any copy is requested by the other party, then the cost shall be shared.

6. No reprisals shall be taken by either party against the other.

7. All meetings and hearings under the grievance procedure shall be confidential unless mutually agreed by both parties.

8. A grievant may not be represented by any employee organization other than the Association. If an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the procedure.

9. The Association may call upon the services of the Maine Education Association for consultation and assistance at any stage of the procedure, and the administration and Board may also use professional assistance at any stage.

10. By mutual agreement of the Association and the Superintendent, a grievance may be settled without establishing precedent. Any such settlement shall not be in violation of any terms of this Agreement.

11. A standard form for filing and processing grievances shall be mutually agreed upon and attached herein as Appendix C.

12. All records related to a grievance shall be filed separately from the personnel records of employees.

13. When a grievance is submitted to arbitration, no other forum will be used to address the facts and circumstances that gave rise to the grievance.

14. A grievance may be withdrawn by the employee or Association at any step without establishing precedent.

ARTICLE 20 – MISCELLANEOUS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or applications shall not be deemed valid and subsisting, but all other provisions or applications will continue in full force and effect.

B. Whenever any notice is required to be given by either of the parties to this Agreement to the other:

1. If by the Association, to the Board Chair with a copy to the Superintendent.
2. If by the Board, to the Association President.

ARTICLE 21 – DURATION OF AGREEMENT

A. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been raised or negotiated by the parties, whether or not included in this Agreement. The parties agree that neither party shall be obligated to negotiate with respect to any subject during the term of this Agreement, whether such subject is contained herein or not, except by mutual agreement of the parties.

B. This Agreement shall be effective July 1, 2026, and shall continue in effect until June 30, 2029. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated above.

C. In witness whereof, the parties hereto have caused this Agreement to be signed by their designated representatives.

RSU No. 5 ~~BOARD OF DIRECTORS~~

Date: 5/5/2026

RSU No. 5 COASTAL EDUCATION ASSOCIATION FOR EDUCATIONAL SUPPORT PERSONNEL

APPENDIX A

Impact Areas:

1. Bus Driver
2. Custodian
3. Head Custodian
4. Ed Tech I/II
5. Ed. Tech III
6. Administrative Secretaries/Registrar
7. Office Secretaries/Printing Clerk
8 Food Service Assistant
9. Kitchen Manager
10. Van Driver
11. Maintenance

APPENDIX B

2026-2027																
4.00%	ETI/II	ET3	BUS DRIVER	CUST	HD CUST	VAN DRIVER	ADMIN SEC	OFFICE SEC	PRINT CLERK	KIT MGR	FS ASST	FIELD MAINT SUPVR	MAINT, FIELDS, GROUNDS	MAINT SPEC	MECHANIC	VAN DRIVER/ MAINT
Start	$ 24.32	$ 25.66	$ 26.62	$ 23.93	$ 26.62	$ 24.48	$ 25.79	$ 23.86	$ 23.30	$ 24.59	$ 21.36	$ 34.24	$ 25.10	$ 28.39	$ 31.69	$ 24.80
1	$ 24.66	$ 25.99	$ 26.81	$ 24.12	$ 26.81	$ 24.67	$ 26.22	$ 24.26	$ 23.63	$ 24.77	$ 21.53	$ 34.63	$ 25.37	$ 28.70	$ 32.06	$ 25.10
2	$ 24.99	$ 26.33	$ 27.00	$ 24.30	$ 27.00	$ 24.86	$ 26.66	$ 24.67	$ 23.97	$ 24.96	$ 21.69	$ 35.04	$ 25.64	$ 29.02	$ 32.44	$ 25.40
3	$ 25.20	$ 26.54	$ 27.21	$ 24.51	$ 27.21	$ 25.05	$ 26.88	$ 24.95	$ 24.18	$ 25.15	$ 21.84	$ 35.35	$ 25.85	$ 29.22	$ 32.74	$ 25.63
4	$ 25.41	$ 26.75	$ 27.41	$ 24.72	$ 27.41	$ 25.26	$ 27.10	$ 25.24	$ 24.39	$ 25.32	$ 22.00	$ 35.66	$ 26.07	$ 29.52	$ 33.04	$ 25.86
5	$ 25.62	$ 26.96	$ 27.62	$ 24.93	$ 27.62	$ 25.47	$ 27.33	$ 25.52	$ 24.60	$ 25.51	$ 22.14	$ 35.97	$ 26.29	$ 29.76	$ 33.34	$ 26.10
6	$ 25.82	$ 27.16	$ 27.83	$ 25.14	$ 27.83	$ 25.67	$ 27.56	$ 25.81	$ 24.79	$ 25.70	$ 22.30	$ 36.29	$ 26.51	$ 30.01	$ 33.64	$ 26.33
7	$ 26.03	$ 27.37	$ 28.04	$ 25.34	$ 28.04	$ 25.88	$ 27.79	$ 26.09	$ 25.00	$ 25.88	$ 22.44	$ 36.61	$ 26.73	$ 30.26	$ 33.94	$ 26.57
8	$ 26.24	$ 27.58	$ 28.26	$ 25.56	$ 28.26	$ 26.08	$ 28.02	$ 26.31	$ 25.21	$ 26.08	$ 22.62	$ 36.91	$ 26.94	$ 30.50	$ 34.23	$ 26.79
9	$ 26.46	$ 27.79	$ 28.46	$ 25.78	$ 28.46	$ 26.30	$ 28.24	$ 26.53	$ 25.43	$ 26.28	$ 22.79	$ 37.21	$ 27.15	$ 30.74	$ 34.52	$ 27.02
10	$ 26.67	$ 28.00	$ 28.68	$ 26.00	$ 28.68	$ 26.51	$ 28.46	$ 26.74	$ 25.64	$ 26.48	$ 22.96	$ 37.52	$ 27.36	$ 30.98	$ 34.80	$ 27.24
11	$ 26.87	$ 28.22	$ 28.89	$ 26.22	$ 28.89	$ 26.72	$ 28.69	$ 26.96	$ 25.84	$ 26.69	$ 23.13	$ 37.82	$ 27.57	$ 31.21	$ 35.09	$ 27.46
12	$ 27.08	$ 28.42	$ 29.11	$ 26.43	$ 29.11	$ 26.94	$ 28.92	$ 27.18	$ 26.05	$ 26.88	$ 23.31	$ 38.14	$ 27.78	$ 31.45	$ 35.37	$ 27.68
13	$ 27.18	$ 28.51	$ 29.20	$ 26.52	$ 29.20	$ 27.02	$ 29.03	$ 27.39	$ 26.15	$ 26.97	$ 23.38	$ 38.26	$ 27.87	$ 31.55	$ 35.50	$ 27.78
14	$ 27.26	$ 28.60	$ 29.30	$ 26.61	$ 29.30	$ 27.11	$ 29.12	$ 27.61	$ 26.23	$ 27.04	$ 23.44	$ 38.39	$ 27.96	$ 31.66	$ 35.62	$ 27.87
15	$ 27.35	$ 28.69	$ 29.38	$ 26.71	$ 29.38	$ 27.20	$ 29.22	$ 27.82	$ 26.32	$ 27.12	$ 23.51	$ 38.51	$ 28.04	$ 31.76	$ 35.73	$ 27.97
16	$ 27.45	$ 28.78	$ 29.47	$ 26.80	$ 29.47	$ 27.28	$ 29.33	$ 28.04	$ 26.42	$ 27.21	$ 23.58	$ 38.64	$ 28.13	$ 31.86	$ 35.86	$ 28.07
17	$ 27.53	$ 28.91	$ 29.57	$ 27.64	$ 29.57	$ 27.37	$ 29.43	$ 28.26	$ 26.50	$ 27.28	$ 23.65	$ 38.76	$ 28.22	$ 31.96	$ 35.97	$ 28.16

2027-2028																
3.75%	**ETI/II**	**ET3**	**BUS DRIVER**	**CUST**	**HD CUST**	**VAN DRIVER**	**ADMIN SEC**	**OFFICE SEC**	**PRINT CLERK**	**KIT MGR**	**FS ASST**	**FIELD MAINT SUPVR**	**MAINT, FIELDS, GROUNDS**	**MAINT SPEC**	**MECHANIC**	**VAN DRIVER/ MAINT**
Start	$ 26.14	$ 27.54	$ 28.23	$ 25.43	$ 28.23	$ 25.99	$ 27.89	$ 25.89	$ 25.09	$ 26.09	$ 22.66	$ 36.68	$ 26.82	$ 30.32	$ 33.97	$ 26.59
1	$ 26.36	$ 27.75	$ 28.44	$ 25.65	$ 28.44	$ 26.21	$ 28.12	$ 26.19	$ 25.30	$ 26.27	$ 22.82	$ 37.00	$ 27.05	$ 30.62	$ 34.28	$ 26.83
2	$ 26.58	$ 27.97	$ 28.66	$ 25.86	$ 28.66	$ 26.42	$ 28.36	$ 26.48	$ 25.52	$ 26.47	$ 22.97	$ 37.32	$ 27.28	$ 30.88	$ 34.59	$ 27.08
3	$ 26.79	$ 28.18	$ 28.87	$ 26.08	$ 28.87	$ 26.63	$ 28.59	$ 26.78	$ 25.72	$ 26.66	$ 23.13	$ 37.65	$ 27.50	$ 31.14	$ 34.91	$ 27.32
4	$ 27.01	$ 28.40	$ 29.09	$ 26.30	$ 29.09	$ 26.85	$ 28.83	$ 27.07	$ 25.94	$ 26.85	$ 23.28	$ 37.98	$ 27.73	$ 31.40	$ 35.21	$ 27.57
5	$ 27.22	$ 28.62	$ 29.32	$ 26.52	$ 29.32	$ 27.06	$ 29.07	$ 27.30	$ 26.15	$ 27.06	$ 23.47	$ 38.29	$ 27.95	$ 31.65	$ 35.51	$ 27.80
6	$ 27.45	$ 28.83	$ 29.53	$ 26.75	$ 29.53	$ 27.29	$ 29.29	$ 27.53	$ 26.38	$ 27.27	$ 23.64	$ 38.61	$ 28.17	$ 31.90	$ 35.81	$ 28.03
7	$ 27.67	$ 29.05	$ 29.76	$ 26.98	$ 29.76	$ 27.50	$ 29.53	$ 27.74	$ 26.60	$ 27.47	$ 23.82	$ 38.93	$ 28.39	$ 32.14	$ 36.10	$ 28.26
8	$ 27.88	$ 29.27	$ 29.97	$ 27.20	$ 29.97	$ 27.72	$ 29.77	$ 27.97	$ 26.81	$ 27.69	$ 24.00	$ 39.24	$ 28.60	$ 32.38	$ 36.41	$ 28.49
9	$ 28.10	$ 29.49	$ 30.20	$ 27.42	$ 30.20	$ 27.95	$ 30.01	$ 28.19	$ 27.03	$ 27.89	$ 24.18	$ 39.57	$ 28.82	$ 32.63	$ 36.70	$ 28.72
10	$ 28.19	$ 29.58	$ 30.30	$ 27.51	$ 30.30	$ 28.03	$ 30.11	$ 28.42	$ 27.13	$ 27.98	$ 24.26	$ 39.70	$ 28.92	$ 32.74	$ 36.83	$ 28.82
11	$ 28.28	$ 29.67	$ 30.40	$ 27.61	$ 30.40	$ 28.13	$ 30.21	$ 28.65	$ 27.21	$ 28.05	$ 24.32	$ 39.83	$ 29.00	$ 32.84	$ 36.96	$ 28.92
12	$ 28.38	$ 29.77	$ 30.48	$ 27.71	$ 30.48	$ 28.22	$ 30.32	$ 28.86	$ 27.31	$ 28.14	$ 24.40	$ 39.96	$ 29.09	$ 32.95	$ 37.07	$ 29.01
13	$ 28.47	$ 29.86	$ 30.58	$ 27.81	$ 30.58	$ 28.30	$ 30.43	$ 29.09	$ 27.41	$ 28.23	$ 24.46	$ 40.08	$ 29.19	$ 33.05	$ 37.20	$ 29.12
14	$ 28.56	$ 30.00	$ 30.68	$ 28.68	$ 30.68	$ 28.40	$ 30.54	$ 29.32	$ 27.49	$ 28.30	$ 24.54	$ 40.21	$ 29.27	$ 33.16	$ 37.32	$ 29.22

2028-2029															
2.75%	**ETI/II**	**ET3**	**BUS DRIVER**	**CUST**	**HD CUST**	**VAN DRIVER**	**ADMIN SEC**	**OFFICE SEC**	**PRINT CLERK**	**KIT MGR**	**FS ASST**	**FIELD MAINT SUPVR**	**MAINT, FIELDS, GROUNDS**	**MAINT SPEC**	**MECHANIC**	**VAN DRIVER/ MAINT**
Start	$ 27.75	$ 29.18	$ 29.89	$ 27.02	$ 29.89	$ 27.58	$ 29.62	$ 27.82	$ 26.65	$ 27.58	$ 23.93	$ 39.03	$ 28.49	$ 32.26	$ 36.18	$ 28.33
1	$ 27.97	$ 29.40	$ 30.12	$ 27.25	$ 30.12	$ 27.81	$ 29.87	$ 28.05	$ 26.87	$ 27.81	$ 24.11	$ 39.35	$ 28.71	$ 32.52	$ 36.49	$ 28.56
2	$ 28.20	$ 29.62	$ 30.34	$ 27.48	$ 30.34	$ 28.04	$ 30.10	$ 28.28	$ 27.11	$ 28.02	$ 24.29	$ 39.67	$ 28.95	$ 32.77	$ 36.80	$ 28.80
3	$ 28.43	$ 29.85	$ 30.58	$ 27.72	$ 30.58	$ 28.26	$ 30.34	$ 28.50	$ 27.33	$ 28.23	$ 24.48	$ 40.00	$ 29.17	$ 33.03	$ 37.10	$ 29.04
4	$ 28.65	$ 30.08	$ 30.80	$ 27.95	$ 30.80	$ 28.48	$ 30.59	$ 28.74	$ 27.55	$ 28.45	$ 24.66	$ 40.32	$ 29.39	$ 33.27	$ 37.41	$ 29.27
5	$ 28.87	$ 30.30	$ 31.03	$ 28.17	$ 31.03	$ 28.71	$ 30.83	$ 28.97	$ 27.77	$ 28.66	$ 24.85	$ 40.66	$ 29.61	$ 33.53	$ 37.71	$ 29.51
6	$ 28.97	$ 30.39	$ 31.13	$ 28.27	$ 31.13	$ 28.80	$ 30.94	$ 29.20	$ 27.87	$ 28.75	$ 24.92	$ 40.79	$ 29.71	$ 33.64	$ 37.84	$ 29.61
7	$ 29.06	$ 30.49	$ 31.23	$ 28.37	$ 31.23	$ 28.90	$ 31.04	$ 29.44	$ 27.96	$ 28.83	$ 24.99	$ 40.92	$ 29.80	$ 33.75	$ 37.97	$ 29.71
8	$ 29.16	$ 30.59	$ 31.32	$ 28.47	$ 31.32	$ 28.99	$ 31.15	$ 29.66	$ 28.06	$ 28.91	$ 25.07	$ 41.05	$ 29.89	$ 33.86	$ 38.09	$ 29.81
9	$ 29.26	$ 30.68	$ 31.42	$ 28.57	$ 31.42	$ 29.08	$ 31.26	$ 29.89	$ 28.16	$ 29.00	$ 25.13	$ 41.19	$ 29.99	$ 33.96	$ 38.23	$ 29.92
10	$ 29.35	$ 30.82	$ 31.52	$ 29.47	$ 31.52	$ 29.18	$ 31.38	$ 30.12	$ 28.25	$ 29.08	$ 25.21	$ 41.32	$ 30.08	$ 34.07	$ 38.35	$ 30.02

APPENDIX C

GRIEVANCE FORM

Grievant:_____

Date:_____

School:_____

Grievance Representative:_____

Article(s) and Section(s) of Agreement Violated:_____

Statement of grievance (including date of acts or omissions complained of):

Redress sought:

I will be represented in this grievance by: (check one) _____Association ____Myself
Association grievance representative's signature: (If the Association is representing the grievant, an Association representative must sign here.) _____

The grievance was filed with the office of: _____

On _____ by (check one): _____mail _____personal delivery

Signature of grievant: _____