

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CONNELLSVILLE AREA SCHOOL DISTRICT

AND THE

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

JULY 1, 2026

THROUGH

JUNE 30, 2030

Board Approved July 22, 2026

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COLLECTIVE BARGAINING AGREEMENT

PREAMBLE

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

ARTICLE I - RECOGNITION

A. Recognition of Association

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

This bargaining unit includes full-time and regular part-time custodians and maintenance personnel, and represents work deemed bargaining unit work by the Pennsylvania Labor Relations Board in Case No. PERA-R-414-W, PERA-R-663-W, and any amendments and clarifications thereto.

B. Definitions and Application

1. The Employees represented by the Association covered by this agreement are sometimes hereinafter referred to as the "Employees", and individually as the "Employee".
2. All Employees as defined in this Article shall receive all benefits as outlined in the separate Articles of this Agreement.

ARTICLE II – GRIEVANCE PROCEDURE

A. Recognition of Authority

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

B. Procedures

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

STEP 1 - The Employee will first take his/her grievance up with his/her immediate supervisor within ten (10) working days from the date the grievance arises. He/she may be accompanied by his/her association representative if he/she so desires. Every effort shall be made by the aggrieved and the immediate supervisor to resolve the grievance. In any case where the grievance involves a matter beyond the control of the immediate supervisor, the employee, accompanied by his/her association representative if he/she so desires, shall take the grievance with the appropriate supervisory official who does have the authority to address the issue. If the grievance is not satisfactorily resolved, the grievant will reduce the grievance in writing on a Grievance Form (in triplicate) within twenty (20) working days from the date of the informal conference and file it with the supervisory official with whom the informal conference was held. The supervisory official shall comment in writing within six (6) work days and forward all copies to the Employee. The Employee is responsible to initiate any further action. The Employee must submit his request for the Second Step to the Superintendent of Schools or their designee within ten (10) work days of receipt of the supervisor's reply or the grievance is considered resolved.

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

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

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

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

ARTICLE III – RIGHTS OF THE BOARD OF EDUCATION

A. Recognition of Authority

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

B. Hiring and Probationary Periods

1. Generally speaking, the Employee date to begin actual work will be no later than the Monday following the Board meeting. Exceptions to this start date will be situations such as Employees who need time to give notice to an existing employer, holidays falling on the Monday after the Board meeting, and other unique circumstances as mutually agreed to by the Association and the Employer.
2. The date of employment of a custodial or maintenance Employee shall be that date when the Employee actually began work after Board hiring. The probationary period to begin the same date.
3. A sixty (60) day probationary period of work running concurrent with the regular work schedule shall be in effect for all new custodial Employees. Permanent status begins with the sixty-first (61st) working day and seniority starts from that date when the Employee actually began work after Board hiring. During the probationary period, the District may exercise exclusive rights of layoff or discharge without recourse of the grievance procedures by either the Employee or Association. The District may request extension of the probationary period for up to an additional sixty (60) work days and the Association's agreement to such extension shall be in writing.
4. A six (6) month calendar day probationary period of work running concurrent with the regular work schedule shall be in effect for all maintenance Employees. Permanent status begins on the work day following the six (6) month calendar day probationary period and seniority will start from that date when the Employee actually began work after Board hiring. This first calendar year of employment shall begin with the date of seniority and end at the completion of twelve (12) consecutive months of employment. During the probationary period, the District may exercise exclusive rights of layoff or discharge without recourse of the grievance procedures by either the Employee or Association. The District may request extension of the probationary period for up to an additional sixty (60) work days and the Association's agreement to such extension shall be in writing.

ARTICLE IV – RIGHTS OF THE ASSOCIATION

A. Maintenance of Membership

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

B. Membership Dues Deduction

1. The Employer will honor written assignments of wages to the Association for payment of Association membership fees when such assignments are submitted in the form agreed to by the Employer and the Association.
2. Normally, deductions will be made in twenty-six (26) equal payments.

ARTICLE V– RIGHTS OF EMPLOYEES

A. Training Program and Educational Opportunities

1. Training Program

It is the responsibility of the District to provide opportunities for interested bargaining unit members to receive training in operating District-owned vehicles and equipment to perform services customarily provided by the staff to the District.

The District shall provide training opportunities for interested bargaining unit members using District-owned vehicles and equipment for needed skills, as determined by the District. In selecting which bargaining unit members shall be given such training opportunities, the District may consider the expressions of interest, knowledge, experience, disciplinary record, and non-disciplinary conference record.

Any bargaining unit member shall be able and permitted to perform work requiring such training only after being determined by the District as being appropriately qualified and competent with such skill after completion of such training.

2. Educational Opportunities

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

B. Subcontracting

1. Continuation of Work

- a. The Association agrees that there shall be no stoppage of work due to jurisdictional dispute.
- b. Employees shall be notified by the administration of any outside activity occurring in his/her building.

2. Outside Contractors

The Connellsville Area Board of School Directors shall not subcontract the services provided by the staff, when employee(s) capable of performing the services involved are on furlough,

or where the subcontracting would result in furlough of employee(s) capable of performing such services.

For circumstances where the District finds it necessary to enlist the services of outside-contractors due to a state of emergency or other emergent circumstances in order to expedite the resumption of the operations of the District, outside contractors may be enlisted provided that any staff member who is qualified, capable, and willing to perform the work is permitted to perform such work for as long as the outside contractor is performing the work and the staff member's performance of such work does not interfere with the staff member's regular duties, and the District, prior to contracting with an outside-contractor, informs the Association President of its reasoning and intent to do so, subject to applicable laws and operational needs of the District.

The parties explicitly recognize that the use of the services of outside contractors to perform the services of the staff does not constitute a waiver of bargaining unit work on the part of the Association, nor a diversion of bargaining unit work on the part of the District.

3. Cooperation with Outside Contractors

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

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

4. Supplemental Summer Work

The District and Association mutually agree that the employment of supplemental summer work shall not constitute a diversion of subcontracting of bargaining unit work provided the following conditions are followed:

- a. The work performed by the supplemental summer workers shall not include the operation of vehicles, motorized equipment (excluding non-vehicular yard maintenance equipment), working from heights (scissor lift, ladders, areas that do not include public safety equipment), the handling of chemicals (pool, fertilizer, herbicides and pesticides, etc.), or maintenance work.
- b. The bargaining unit members shall not be responsible for the supervision of the supplemental summer workers; supervision of supplemental summer workers are solely the responsibility of District administration.
- c. The supplemental summer workers shall not be compensated at a rate that exceeds the substitute rate in effect at the time of employment, currently fourteen dollars and fifty cents (\$14.50) per hour.

C. Seniority

1. School District seniority shall be calculated from that date when the Employee actually began work after Board hiring. Classification seniority shall be calculated from that date when the Employee actually began work in a permanent job bid awarded to an Employee by the School Board. The Connellsville Area Board of School Directors shall prepare a district-wide seniority list. Once prepared, the list shall be updated two (2) times per year to be transmitted to the employees and the Connellsville Area Custodial/Maintenance ESPA on the first day of the new semesters. When two (2) or more employees are hired on the same date, their seniority rank shall be determined by lottery.
2. An employee shall continue to accrue seniority during periods of Board approved leaves of absence without pay. Leaves of absence shall not exceed one (1) year, unless additional Board approval is granted. Seniority shall not continue to accrue after two (2) years of absence without pay but shall remain stagnant pending the individual's return from Board approved leave, with the exception of military leave as covered by Uniformed Service Employment and Reemployment Rights Act (USERRA), during which time, seniority shall continue to accrue as if the individual were not on leave. The positions held by individuals on Board approved leaves beyond two (2) years shall be placed out to bid as regular positions. Upon return from leave, the individual shall be returned to their previous position, and, if said position no longer exists, then shall be able to bump based on accrued seniority.
3. An employee's seniority shall end for the following reasons:
 - a. When the employee quits, or is dismissed for just cause;
 - b. If the Employee fails to return to work after a layoff within fifteen (15) days after being notified by the Employer, by registered mail, of a recall to the general classification from which they were laid off, unless a satisfactory reason is given and accepted by the District;
 - c. If the Employee fails to return to work after an unpaid leave of absence expires, except by mutual agreement of the Employer and the Association.

D. Vacancies

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

If more than one (1) position is simultaneously posted, an Employee may bid for each position posted by completing a separate "Internal Transfer/Promotion" application for each

position, and list their preference in order. The Employee's bid shall be considered in the order of his listed preference.

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

2. The Director of Buildings and Grounds will post vacancies for maintenance positions as they may occur. Present Employees may apply for these positions, however, the decision of the Director of Buildings and Grounds and the Board of School Directors shall be final according to Article V, Section D, Subsection 2 of the present Contract.
3. Employment of Seasonal and Temporary Personnel
 - a. Employment of seasonal and temporary Employees shall not exceed sixty (60) working days or the length of leave granted to a permanent Employee in any one school year except by agreement between the Employer and the Association.
 - b. The Employer may at its own discretion, from time to time, employ extra part-time custodial Employees at the Board approved substitute rate of pay, unless regular Employees are on a lay-off status.

E. Reduction in Workforce and Recall

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

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

The Employer and the Association agree that this bumping procedure can best be accomplished at one meeting which will include the total staff of employees in the affected departments. The Employer will notify the Association of the intention to reduce staff or abolish a position at least fifteen (15) days prior to the effective date. When the date for the meeting to accomplish the bumping procedure has been determined, the Employer then

assumes responsibility for notifying any non-Association Employees of the scheduled meeting. Bumping will be completed at this meeting with the Director of Building and Grounds and the Association Staff Representative present.

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

F. Veteran Status

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

G. Equipment

The Employer is required to furnish all working tools, equipment, and consumable materials necessary to perform the Employee's duties. In the event necessary equipment, tools, or consumable materials are unavailable to complete a specific task, the employee shall not suffer any discipline. The necessity of any tools, equipment, or consumable materials shall be determined solely by the District.

H. Just Cause

1. No Employee shall be disciplined, suspended or discharged except for just cause. Except for serious offenses, discipline shall be corrective in nature in progression from verbal to written warnings to suspension and to discharge if actions are continually uncorrected.
2. Any action instituted under this Article shall be taken within thirty (30) days of the later of the event rising to such disciplinary action or knowledge thereof, or the District's investigation of such event, which shall be completed within the thirty (30) day time frame. This time frame may be extended with mutual written consent of the District and Association with the length of extension specified at the time of the extension.
3. Employees shall be entitled to Association representation during any meeting at which accusations are made, or which could reasonably be expected to result in discipline.

I. Personnel File

1. Each Employee shall, upon request, be given an opportunity to examine the contents of their personnel file. If there is any disagreement as to the contents of the personnel file, an Employee shall have the right to submit a statement concerning any material in his/her file, and any such statement shall then be part of his/her personnel file.
2. All performance evaluations shall be reviewed and signed by the Employee prior to being entered into his/her personnel file. The Employee's signature shall constitute notification, and shall not be considered agreement with the substance of the document.
3. Copies of all notices to Employees of warning, suspension, or termination shall be sent to the

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

J. Criticism of Employees

Any criticism of an employee shall be conducted in a professional manner, in a private setting or appropriate legal proceeding, and with only the employee and their representative(s), if requested, present. Any criticism of the District shall be conducted in a professional manner, in a private setting or appropriate legal proceeding, and with only the employee and their representative(s) present.

ARTICLE VI – WORK SCHEDULE

A. Workday and Work Week

1. The regular work week of forty (40) hours shall consist of five (5) consecutive eight (8) hour days, with two (2) consecutive days off.
2. No Employee shall be required to work two (2) shifts within a period of twenty-four (24) hours except in case of emergency.
3. There shall be no spreading of working hours during any work day. The day's work shall consist of the scheduled hours which shall be worked continuously with the exception of lunch periods. Any deviation from this Section must be by mutual consent and attached to this collective bargaining agreement as a Memorandum of Understanding.
4. Coffee breaks and rest periods are not to be considered a part of any work shift. A one-half hour (1/2) lunch break shall be considered a part of the eight (8) hour work day. The time of the lunch break shall be set by the building administrator or general foreman. Part-time Employees shall be entitled to one (1) fifteen (15) minute break for each four (4) hours of work.

B. Changes to the Schedule

1. There shall be a posted work schedule for all regular Employees. No work schedule shall be changed without at least one (1) week's notice to the affected Employee unless by mutual agreement by the Association, affected Employee, and Employer. Jobs will be re-bid on a seniority basis for any change in work schedule or shift starting time without the mutual agreement by the Association, affected Employee, and Employer. There shall be no changes to solely avoid payment of overtime.
2. The Director of Buildings and Grounds will be permitted to schedule the Maintenance Department on various schedules. This is based on the type of repair needed and the

individual capabilities of the Maintenance Department especially in emergency situations. No work schedule shall be changed without at least one (1) week notice to the affected Employee unless mutually agreed.

3. Any Employee who works for less than a full day and is laid off through no fault of his own shall be paid for not less than eight (8) hours work provided that an Employee regularly working less than eight (8) hours per day shall be paid his regular pay for reporting and not being put to work through no fault of his own.
4. Any Employee who has been called in to work outside of his/her regular schedule shall receive a minimum of two (2) hours pay at the appropriate rate. This call-in pay shall not apply when an employee works extra hours either immediately before or after his/her regular work day.

C. Additional Hours and Shift Coverage

1. Employees will be offered the opportunity to do Stadium Clean-Up work as needed after events such as football games, commencement, etc. at the end of each fiscal year. If an excess number of Employees volunteer for this clean-up, then the work will be shared on a rotation basis. The pay for Stadium Clean-Up will be the regular hourly rate of pay multiplied by two and a half (2.5) hours for each event, with the exception of Senior Night and Homecoming, which shall be for three (3) hours each. Additionally, one of the employees working the above-referenced events shall be afforded an additional half (0.5) hour for the purpose of obtaining and returning the District vehicle for said event, if needed. The added hours may or may not result in overtime pay, depending upon each individual employee's work schedule during the week of Stadium Clean-Up. Additional hours may be worked and will be paid the appropriate rate, but only as assigned by the administration or designee.
2. All four (4) hour custodial Employees working less than full-time will be paid the appropriate rate of pay for all hours worked. Any extra hours available will first be offered to the four (4) hour custodial Employees with the exception of college students, P.I.C., CETA or other government sponsored programs. The extra hours will be offered for positions which are to be filled by a substitute for one (1) week or more due to illness or accident. If an employee has the knowledge he/she will be off work for one (1) week or more which results in a vacancy, he/she must give notification of the vacancy to the Director of Buildings and Grounds.
3. When an Employee working day shift is expected to be off for five (5) or more days, that shift work shall be offered to other Employees, by seniority, who work in the same building. Exceptions to this may include the following positions during the following time periods: Maintenance (all year), Stadium/Groundskeepers at the Middle School (winter months), Stadium/Groundskeepers at the High School (winter months), and Mail Clerk (summer months).

D. Overtime and Working Outside Classification

1. Overtime

- a. Time and a half (1-1/2) will be paid all Employees for hours in excess of forty (40) hours

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

- b. Only when the Director of Buildings and Grounds, General Foreman, General Supervisor, Building Administrator or Assistant directs a custodian to work extra time will any compensation for overtime be considered.
- c. Approved overtime shall be paid the Employee within at least thirty (30) days from the date on which the Employee submits the time sheet to administration.
- d. The Connellsville Area School District will continue the present practice of allowing compensatory time in the Maintenance Department. The Director of Buildings and Grounds will assign overtime according to the skills and qualifications of the individual Employee. The Employee may elect payment at the rate of time and one-half (1-1/2) or time and one half (1-1/2) compensatory time. The maximum compensatory time which may be earned in a fiscal year is forty (40) hours. The maximum compensatory time which may be held in reserve at any time is forty (40) hours.

2. Working Outside Classification

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

ARTICLE VII – WAGES AND FRINGE BENEFITS

A. Wages

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

2. Rates of Pay

HOURLY PAY RATES FOR CUSTODIAL EMPLOYEES SHALL BE:

<u>Step</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Start Rate	\$18.35	\$18.95	\$19.55	\$20.20	\$20.90
Completion of 1st year	\$19.85	\$20.45	\$21.05	\$21.70	\$22.40
Completion of 2nd year	\$21.35	\$21.95	\$22.55	\$23.20	\$23.90
Completion of 3rd year	\$22.85	\$23.45	\$24.05	\$24.70	\$25.40
Completion of 4th year	\$24.35	\$24.95	\$25.55	\$26.20	\$26.90

HOURLY PAY RATES FOR MAINTENANCE EMPLOYEES SHALL BE:

<u>Step</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Start Rate	\$23.73	\$24.33	\$25.93	\$25.58	\$26.28
Completion of 1st year	\$24.73	\$25.33	\$25.93	\$26.58	\$27.28
Completion of 2nd year	\$25.73	\$26.33	\$26.93	\$27.58	\$28.28

3. Wage Differentials

- a. Maintenance Employees performing work that requires licensing or certification shall be compensated an additional two dollars and forty cents (\$2.40) per hour for each license or certificate. Currently such credentials are limited to Sewage Treatment Plant Operators, Asbestos Removal Personnel, Pool Equipment and Treatment, and Freon Handling/HVAC/AC Personnel. Other credentials may be added by mutual agreement. An Employee receiving additional pay for such credentials must perform the related duties when assigned. The District agrees that as long as the need exists, the license stipend will be paid.
- b. The Employer shall provide for a wage differential of one dollar (\$1.00) per hour for each Employee appointed to serve as working supervisors (duties include work assignments and instructions, and other related duties as directed by the Director of Buildings and Grounds). This differential to be in effect only during the time when an employee is assigned to train a new employee or substitute. If the working supervisor takes a vacation, he will not receive the wage differential for that time. The wage differential will

go to the next person appointed to the above responsibilities, and willing to accept them. These appointments will not be based solely on seniority.

B. Fringe Benefits

1. Health Insurance

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

The Employee shall contribute to the premium payment through an IRS Section 125 plan for the life of the Contract.

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

<u>Year</u>	<u>EPO</u>	<u>PPO</u>
2026 - 2027	6.5%	8%
2027 - 2028	6.5%	10%
2028 - 2029	7%	11%
2029 - 2030	7%	12%

The District will inform employees of the monthly amount that will be taken from their pay beginning July 1 of the year, by one week after they are informed by the Consortium.

When two (2) employees of the District are married to each other, coverage shall be provided through the most senior employee with the Connellsville Area School District only, unless it is to the benefit of the employer to do otherwise.

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

2. Dental Insurance

The Connellsville Area School District shall provide dental insurance coverage in the Concordia Flex Plan with Basic Services:

- A. Oral Surgery, single crowns, inlay and onlay restoration,
- B. Prosthetics,
- C. Periodontics, and
- D. Orthodontics,

as approved by the Allegheny County Schools Health Insurance Consortium (ACSHIC). Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section.

The Employee shall contribute to the premium payment through an IRS Section 125 plan for the life of the Contract.

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

Year	Premium Share Percentage
2026-2027	7%
2027-2028	7.5%
2028-2029	8%
2029-2030	8.5%

The District will inform employees of the monthly amount that will be taken from their pay beginning July 1 of the year, by one week after they are informed by the Consortium.

When two (2) employees of the District are married to each other, coverage shall be provided through the most senior employee with the Connellsville Area School District only, unless it is to the benefit of the employer to do otherwise.

Part-time employees shall be eligible to receive Dental Insurance as individuals as defined in this subsection, above. If a part-time employee wishes to purchase the family dental plan, he or she may do so at his or her own expense by paying the difference in cost through payroll deduction.

Part-time employees newly eligible who elect to take advantage of this plan must do so in writing upon hiring, and by May 1 each year thereafter.

3. Vision Insurance

The Connellsville Area School District shall provide vision insurance in the Davis Vision "Fashion Vision" Plan as approved by the Allegheny County Schools Health Insurance Consortium (ACSHIC). Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section.

The Employee shall contribute to the premium payment through an IRS Section 125 plan for the life of the Contract:

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

Year	Premium Share Percentage
2026-2027	7%
2027-2028	7.5%
2028-2029	8%
2029-2030	8.5%

The District will inform employees of the monthly amount that will be taken from their pay

beginning July 1 of the year, by one week after they are informed by the Consortium.

When two (2) employees of the District are married to each other, coverage shall be provided through the most senior employee with the Connellsville Area School District only, unless it is to the benefit of the Employer to do otherwise.

Part-time employees shall be eligible to receive Dental Insurance as individuals as defined in this subsection, above. If a part-time employee wishes to purchase the family dental plan, he or she may do so at his or her own expense by paying the difference in cost through payroll deduction.

Part-time employees newly eligible who elect to take advantage of this plan must do so in writing upon hiring, and by May 1 each year thereafter.

4. Hospitalization Withdrawal

- a. Any employee may elect to withdraw from the hospitalization insurance program provided for by this Agreement; and in lieu thereof, receive a benefit of five hundred dollars (\$500) per month that the employee does not participate in the aforesaid insurance program. This money will be placed in a Health Reimbursement Account (HRA) of the District and Association's choice. As of the execution of this contract, this dollar figure is the maximum monthly contributable amount allowable by law.
- b. If both spouses are employees of the School District, they are not eligible for benefit buy-out.
- c. The opt-out of health insurance coverage shall commence July 1 of each school year. Employees must submit their written declination of the Health Insurance Coverage by May 1 prior to the designated school year on a form provided by the District Business Office.
- d. Re-enrollment will be permitted at the commencement of a school year (July 1) by submitting a re-enrollment request by May 1 of the prior year to the designated school year.
- e. If the employee is covered on a spouse's health insurance plan and that coverage is terminated due to divorce, the spouse's death, or the spouse's loss of employment, the employee may sooner re-enroll in the health insurance coverage with thirty (30) days written notice and the amount of reimbursement shall be prorated accordingly. This re-enrollment will only be allowed if permitted by the employer's insurance carrier. Restart of coverage shall commence at the start of a calendar month.
- f. Employees applying for this rebate and choosing to decline health insurance coverage shall sign a release that confirms that they have an alternative source of minimum essential coverage that is not from the Affordable Care Act marketplace and which absolves the Connellsville Area School District and Connellsville Area Custodial/Maintenance Education Support Professionals Association of any liability that could result because of the employee choosing to not accept the group health insurance coverage. This release must be signed annually.

5. Life Insurance

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

C. Optional and Tax-Sheltered Accounts

1. Flexible Spending Account

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

2. Retirement Savings Account

The District agrees to implement a retirement savings program (e.g. 403(b), etc.) for which all employees are eligible by means of payroll deduction, in accordance with District policy. Each member shall be allowed to contribute monies up to the maximum dollar amount allowed by IRS regulations.

3. Disability Income Protection Insurance

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

D. Retirement Program

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

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

Retiring employees who reach Medicare eligibility during such four (4) year period will be provided a lump sum contribution of one hundred dollars (\$100.00) per month, prepaid into an HRA of the District's choice, for each month of such four (4) year period for which they are covered by Medicare.

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

4. This program is limited to health insurance only and does not include benefits available under the dental, vision, or other programs.
5. Employees will be paid at one half (1/2) the regular rate of pay for each unused sick day they have accumulated up to two hundred twenty-five (225) days. Upon retirement, all unused personal days will be converted to sick days.
6. Employees will be paid in one (1) lump sum by July 31st for January-June retirees and January 31st for July-December retirees, and payment will be submitted for unused sick days to a 403(b) account.
7. Should the employee die before the payment is made, the entire amount due shall be paid to the employee's designated beneficiary or estate in one (1) lump sum.
8. Employees retiring under conditions number 1. and 2. above will also receive a one (1) time severance payment of three hundred fifty dollars (\$350) at the time of retirement.

ARTICLE VIII – LEAVES OF ABSENCE

A. Paid Leaves of Absence

1. Sick Leave

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

In addition, up to five (5) of the provided days may be used to care for a dependent child during their illness, or a spouse, significant other, or parent in the event of serious illness or incident. These five (5) days are a subset of the provided days, not an addition to the provided days. The use of these days shall be substantiated by providing appropriate documentation to the District.

Pay for sick leave shall be at that rate of pay which the Employee would have received had he worked his regular straight time schedule that day.

- c. The Employer may require reasonable proof of physical disability sufficient to justify the Employee's absence from work if the period claimed is in excess of three (3) consecutive days, or when abuse of this benefit is suspected. Reasonable proof shall be a fully completed doctor's certificate on a form provided by the District. Such requests shall have no additional out-of-pocket costs for employees and any decision or action taken by the District cannot be arbitrary, capricious or unreasonable. The District retains the right to refer employees for independent medical evaluation.
- d. If the Employee is absent on paid sick leave and a holiday occurs, he/she shall receive the holiday pay and the day shall not be charged against his sick leave credits.
- e. Any Employee covered by this Agreement who retires because of years of service or because of disability, in accordance with Section 1122 of the Public School Code and the policies of the Connellsville Area School District, shall be paid for unused sick leave.

For the term of this Contract an Employee will be paid for up to two hundred twenty-five (225) days of unused sick leave accrued while an Employee of this District at one-half (1/2) their regular rate of pay.

2. Worker's Compensation Leave

- a. When Worker's Compensation is in force because of a school related injury or accident, the Employee will, for the first seven (7) calendar days be considered on sick leave for up to five (5) working days. From the eighth (8th) day on that Worker's Compensation is in force, the Employees will not be paid sick leave or have sick leave deducted from their accumulated sick days unless they request that they be paid sick leave, which shall occur at a rate of one (1) day for every three (3) days on Worker's Compensation. This request must be made in writing to the Business Office within the first seven (7) days following the accident. Any payment for sick days requires sick days to be deducted from accumulated sick days and must be in accordance with the Worker's Compensation Act. If Worker's Compensation leave exceeds fourteen (14) days, the sick days will be deducted at a rate of one (1) day for every three (3) days on Worker's Compensation beyond fourteen (14) days, retroactive to the first day of Worker's Compensation, if requested. When an Employee is off on Worker's Compensation, the District will continue to pay the cost of all benefits stipulated in Article XIV of this Agreement for a period of time up to at least one (1) year.
- b. When an Employee returns to full, unrestricted duty from Worker's Compensation as determined by the Worker's Compensation physician or other approved leave of absence as determined by any physician, if applicable, they shall return to the position they occupied prior to being off. Should that position no longer exist, that employee will

maintain all bumping privileges as defined in the Collective Bargaining Agreement.

3. Personal Leave

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

4. Bereavement Leave

A Leave of Absence for bereavement is as follows: five (5) days paid Leave of Absence for death in the immediate family and one (1) day paid Leave of Absence for death of a near relative.

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

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

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

5. Vacations

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

- a. Vacation time for employees with less than one (1) year shall be computed from that date when the Employee actually began work after Board hiring, to the following June 30. At the beginning of the fiscal year in which an employee reaches their first (1st), fifth (5th),

and thirteenth (13th) full fiscal year, they will become eligible for their additional week of vacation. Vacation will be taken during the fiscal year in which it is earned. (See Subsection f.)

- b. Requests for specific dates shall be referred to the Director of Buildings and Grounds or another designee by the Superintendent and the building administrator in writing. Seniority will determine the priority of each custodian's request for vacation. For any given student-day there will be three (3) custodians awarded on vacation day. At the discretion of the school district, additional custodians above three (3) may be granted a vacation day, on an as needed basis. For any given non-student day, there will be up to five (5) custodians awarded a vacation day. At the discretion of the school district, additional custodians above five (5) may be granted a vacation day, on an as needed basis. All vacation days will require a forty-eight (48) hour notice to the Director of Buildings and Grounds or another designee by the Superintendent. Denial of vacation days will not be for arbitrary or capricious reasons.
- c. A copy of the vacation schedule for each employee is to be retained by the building administrator and the Director of Buildings and Grounds. Any exception to the above must be approved by the general foreman, general supervisor, or building administrator, with final approval by Director of Buildings and Grounds. Requests shall be submitted by January 1 for the specific dates of vacation.
- d. All twelve (12) month eight (8) hour and twelve (12) month four (4) hour Employees shall be credited with the number of hours in their normal work week for each of the above vacations but not in excess of forty (40) hours.
- e. All twelve (12) month eight (8) hour and twelve (12) month four (4) hour Employees eligible for vacation time will take their vacation in accordance with a schedule to be announced by the Director of Buildings and Grounds on or before January 15. Other scheduling may be arranged between the Employee and the Director of Buildings and Grounds.
- f. Upon termination of employment, twelve (12) month eight (8) hour and twelve (12) month four (4) hour Employees may be entitled to vacation pay pro-rated on a twelve (12) month basis. If vacation has been taken in excess of what has been earned, the appropriate amount will be deducted from the employee's final pay. If the amount owed is more than the employee's final pay, the employee will be notified of the amount due and must submit payment to the Business Office.
- g. Employees discharged for just cause are not entitled to termination vacation pay or sick leave severance pay.
- h. All vacation earned is encouraged to be taken by June 30 of the current fiscal year. Up to two (2) days of vacation time that remains unused by June 30 of the current fiscal year shall roll over as sick leave, available for use beginning subsequent fiscal year. Any requests for an exception to this limit, due to being required to work in order to meet school district needs, as one example, must be submitted in writing and approved by the Director of Buildings and Grounds.

6. Holidays

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

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

In years when July Fourth falls on Saturday, the District shall observe July Fourth on Friday; in years when July Fourth falls on Sunday, the District shall observe July Fourth on Monday.

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

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

- b. All Employees shall be credited with the number of hours in their normal work shift for each of the above holidays. Eight (8) hours pay will be granted to four (4) hour employees that are summoned for Jury Duty, qualify for Bereavement Leave, and/or Holidays that occur during the time a four (4) hour employee is working in an eight (8) hour position, provided the employee works eight (8) hours the workday before said day. A four (4) hour employee will also receive four (4) hours of vacation time for every fifty (50) eight (8) hour days that he/she works in a fiscal year, credited immediately upon completion of the fifty (50) eight (8) hour days. At the end of the fiscal year, any eight (8) hour worked days that did not tally fifty (50) days will be dropped and the count will begin at day one (1) at the beginning of the next fiscal year. The vacation granted under this provision must be taken within the same fiscal year that it is granted, or it will be lost.
- c. All Employees shall be entitled to holidays off with pay, and if working on a holiday, also be paid time and one-half (1-1/2) for hours worked, with no additional hours added to vacation time. This Section excludes emergencies and snow make-up days as referenced in Section 1 of this Article.
- d. If an Employee's vacation day off falls on a holiday, he/she shall receive an additional day off at a date mutually agreed by the Employer and the Employee.
- e. Holidays are to be considered as time worked in the computation of overtime.

7. Jury Duty

Employees shall be paid their salary on days they are required to serve on jury duty. Upon

receipt of payment for service as a juror, employees shall provide proof of the amount received as a juror (less mileage), and submit amount received to the District Business Office. Any employee who volunteers for or actively seeks participation injury duty will be limited to the above salary difference for a period of two (2) weeks in any contract year.

8. Association Leave and Release Time

Upon Connellsville Area Board of School District approval, employees shall be granted paid leave to attend conferences or conventions at national, state, and region level, with all costs of the conference or convention to be paid by the individual, the Connellsville Area CMESPA, or PSEA/NEA, as appropriate.

The Connellsville Area CMESPA shall have an allotment of ten (10) paid days each contract year to attend to the business of the association, including region, state, and national level association conferences and conventions. These days shall be used only when serving in the capacity as a representative of the Connellsville Area CMESPA. These shall be referred to as 'Association Days' or 'Association Leave'.

Members of the Connellsville Area CMESPA may also be granted paid leave, with all District costs reimbursable from PSEA, should they request leave to serve in an official capacity as a representative of PSEA or NEA. Release time days shall not be deducted from the Association leave allotment. Such days shall be substantiated with a release time request from PSEA or NEA. These days, due to their costs being reimbursed, shall have no limit. These days shall be called 'Release Time'.

In both cases, the Superintendent of Schools, the Director of Building and Grounds, and the individual's immediate supervisor shall be notified a minimum of seven (7) calendar days prior to the Connellsville Area Board of Directors' meeting, and these days shall be approved by the District prior to their use.

B. Unpaid Leaves of Absence

1. Any Employee who has been continuously in service with his/her Employer and holds one (1) year service credit shall be entitled to a leave of absence without pay on proper proof that he needs it for his/her own physical disability. Such leave shall not be more than one (1) year. It may be extended only by agreement between the Employee and his/her Employer. The Employer may require reasonable proof that the Employee will be able to return to duty after the time for which the leave is granted.
2. Leave of Absence for other reasons shall be granted only by agreement between the Employer and the Employee, and/or the Family and Medical Leave Act.
3. By reason of such Leave of Absence the Employee shall not forfeit any accrued rights under this Agreement. However, a Leave of Absence without pay does not accrue retirement, sick leave or vacation benefits. An individual on unpaid leave of absence shall receive paid health benefits during FMLA leave, if eligible for FMLA leave.
4. Pregnancy Leave - Any disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and/or recovery from any of the aforesaid, shall be construed as a sickness or disability and shall be treated as such under any and all terms and conditions of

this collective bargaining agreement, including but not limited to sick leave and contributions to existing medical and life insurance programs.

C. **Miscellaneous Leave Terms**

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

ARTICLE IX – MISCELLANEOUS PROVISIONS

A. **Non-Discrimination**

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

B. **Job Specifications**

It is agreed that the job specifications shall be considered part of this Agreement and shall be attached thereto as an appendix. These job specifications may be amended from time to time at the discretion of the Board with the advice of the Association and the Director of Buildings and Grounds and the Board.

C. **Separability of Terms**

If, at any time, any provisions of this Agreement shall become obsolete or illegal as a result of action taken by the Pennsylvania Legislature, the Congress of the United States, or by executive action of the President of the United States, or by the Governor of Pennsylvania, or by decision rendered by a State or Federal Court, it shall apply to such provision only, provided that all other provisions of this Agreement not so affected shall be and remain in full force and effect.

D. **Statutory Savings Clause**

Nothing contained herein shall be construed to deny or restrict to any employee such rights as they may have under the Public School Code of 1949 as amended, or the Public Employee Relations Act, Act 195, or other applicable laws and regulations.

E. **Status Quo**

It is mutually understood and agreed-upon between the parties that, should this agreement expire prior to the execution of a successor agreement, the terms and conditions contained herein shall continue to be in full force and effect until such time that a successor agreement is executed, unless specifically notated herein.

F. Retroactivity

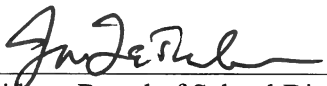
All terms and conditions of this agreement, to the extent legally permissible and reasonable in practice, shall be retroactive to the day immediately following the expiration of the previous agreement. Any monies or benefits owed to bargaining unit members by the District, minus any monies owed by bargaining unit members to the District, shall be paid in full in said member's regular paycheck for which the full ratification of this agreement falls within said paycheck's pay period. This clause shall apply only to the iteration of the agreement effective from July 1, 2026, through June 30, 2026, unless agreed upon by the parties during negotiations for a successor agreement.

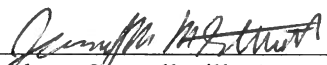
ARTICLE X – TERM OF AGREEMENT

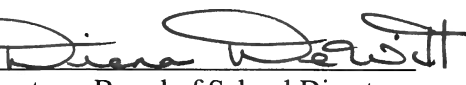
This working Agreement shall be in full force and effect from July 1, 2026, through and including June 30, 2030, and shall thereafter be automatically renewed and extended from year to year unless either the Employer or the Association shall give notice in writing to the other party hereto to terminate, alter, amend, or revise this Contract. The parties have executed this Agreement intending to be bound hereby, and both parties aver that this Agreement embodies the full agreement between the said parties.

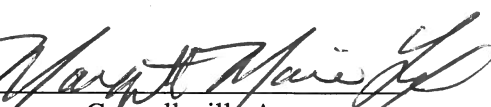
ARTICLE XI – EFFECTIVE DATE AND SIGNATURES

This Agreement is made and entered into this 22nd day of July 2026 by and between the Connellsville Area School District and Connellsville Area Custodial/Maintenance Education Support Professionals Association/PSEA/NEA, and effective July 1, 2026, through June 30, 2030.

By 
President, Board of School Directors

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

By 
Secretary, Board of School Directors

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

APPENDIX A
MEMORANDUM OF UNDERSTANDING REGARDING LIGHT DUTY

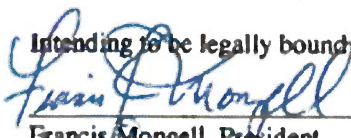
MEMORANDUM OF UNDERSTANDING
REGARDING THE TERMS AND CONDITIONS OF EMPLOYMENT FOR
LIGHT/MODIFIED DUTY WORK

Whereas, the Parties have met pursuant to the provisions of the collective bargaining agreement and agreed upon a light/modified duties job with the following provisions:

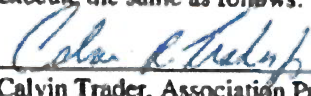
1. The employee released by a medical provider to return to work on light/modified job duties may work in one (1) of two (2) jobs identified as light duty for custodians, so long as one (1) of the two (2) jobs are vacant. The work location of the two (2) jobs will be one (1) in the receiving room in the senior high school, and one (1) as a floater in either the senior high school or Junior High East, assigned where needed. The floater may be assigned to first or second shift. The employee on light/modified job duties will perform the job within the guidelines as prescribed by his/her medical provider. Regular employees may bid on or transfer to the temporary vacancy created by the employee that is working in the light/modified duty job, under the provisions of the Collective Bargaining Agreement outlined in Article IV, Section 2. The eight (8) hour position that becomes vacant as a result of the light/modified duty will be offered to the most senior four (4) hour employee. Light duty will also be available for no more than one (1) maintenance employee at any given time, with the maintenance employee working their own job within the guidelines as prescribed by his/her medical provider.
2. Each specific light/modified duty job will be terminated after sixty (60) work days, unless the parties mutually agree to extend the specific opportunity.
3. If the parties agree to extend the light/modified job beyond the sixty (60) work days, the four (4) hour employee occupying the resultant vacant position will be eligible for Health Care Benefits on the sixty-first (61st) work day and will start receiving benefits the first day of the next month.
4. The light/modified duty job will remain in effect for sixty (60) work days unless the following occurs: the parties agree to extend the sixty (60) day provision of this agreement; the Medical Provider decides to either revoke the release for light/modified duty, or decides to release the employee to return to his/her normal work duties; unforeseen circumstances occur necessitating the need for an exception, which the parties mutually agree to.
5. The light/modified duty job(s) will be used for cases of workers' compensation that meet with the Medical Provider's approval. It shall also be used for absences that are not workers' compensation related where the employee has been on sick leave for 30 or more consecutive days, has subsequently been released from his/her Medical Provider to work light/modified duty AND the employee has no more than a combined total of ten (10) remaining sick and personal days.
6. During the term of the light/modified duty job, the employee utilizing said opportunity shall continue to accrue seniority and will be paid their regular rate of pay for all hours worked.

This represents an agreement between the parties hereto and any amendments must be in writing and be executed by said parties. This agreement is binding upon the parties hereto, their successors and assign.

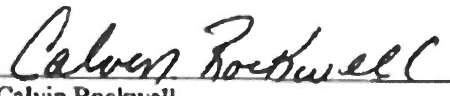
Intending to be legally bound hereby, the parties hereto execute the same as follows:


Francis Mongell, President
Board of School Directors

7/16/08
Date


Calvin Trader, Association President

7-16-08
Date


Calvin Rockwell
PSEA Uniserve Representative

7-16-08
Date

APPENDIX B
MEMORANDUM OF UNDERSTANDING REGARDING CONTINUED EMPLOYMENT OF
IMPACTED EMPLOYEES

**CONNELLSVILLE AREA SCHOOL DISTRICT AND CONNELLSVILLE AREA
CUSTODIAL/MAINTENANCE EDUCATION SUPPORT PROFESSIONALS ASSOC/PSEA/NEA**

**MEMORANDUM OF UNDERSTANDING
REGARDING THE CONTINUED EMPLOYMENT OF IMPACTED EMPLOYEES**

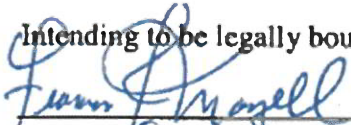
Whereas, the Parties have met pursuant to the provisions of the collective bargaining agreement and agreed upon the following provisions in regard to the employees impacted by the school closings and grade configurations:

7. The impacted employees referred to in this agreement are: Michael Lilley, Ok DeWitt, William Mitchell, Ronald Miner, Charles Pirl, and Michael Johnson.
8. The School District will keep the impacted employees working at their current status* until they are back in the system.
9. The impacted employees must accept the first opportunity available.
10. The impacted employees will continue to be held to the same performance standards as other employees.

*Their current status is their regular position, not a temporary position that they may hold.

This represents an agreement between the parties hereto and any amendments must be in writing and be executed by said parties. This agreement is binding upon the parties hereto, their successors and assign.

Intending to be legally bound hereby, the parties hereto execute the same as follows:

 7/16/08
Francis Mongell, President Date
Board of School Directors

 7-16-08
Calvin Trader, Association President Date

 7-16-08
Calvin Rockwell Date
PSEA Uniserve Representative

APPENDIX C

ACSHIC PPO AND EPO PLAN SUMMARIES

Allegheny County Schools Health Insurance Consortium



Performance Blue PPO

On the chart below, you'll see what your plan pays for specific services. You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

Benefit	In Network	Out of Network
General Provisions		
Effective Date	July 1, 2026	
Benefit Period (1)	Contract Year	
Deductible (per benefit period)		
Individual	\$200	\$2,500
Family	\$400	\$5,000
Plan Pays – payment based on the plan allowance	100% after deductible	50% after deductible
Out-of-Pocket Limit (Includes coinsurance. Once met, plan pays 100% coinsurance for the rest of the benefit period)		
Individual	N/A	\$9,000
Family	N/A	\$18,000
Total Maximum Out-of-Pocket (Includes deductible, coinsurance, copays, and other qualified medical expenses, Network only) (2) Once met, the plan pays 100% of covered services for the rest of the benefit period.		
Individual	\$9,450	Not Applicable
Family	\$18,900	Not Applicable
Office/Clinic/Urgent Care Visits		
Primary Care Provider Office Visits & Virtual Visits (3)	100% after \$0 copay	50% after deductible
Specialist Office Visits & Virtual Visits	100% after \$20 copay	50% after deductible
Retail Clinic Visits & Virtual Visits	100% after \$15 copay	50% after deductible
Virtual Visit Provider Originating Site Fee	100% after \$0 copay	50% after deductible
Urgent Care Center Visits	100% after \$20 copay	50% after deductible
Telemedicine Services (4)	100% after \$0 copay	not covered
Preventive Care (5)		
Routine Adult Physical Exams	100% (deductible does not apply)	50% after deductible
Adult Immunizations	100% (deductible does not apply)	50% after deductible
Colorectal cancer screening	100% (deductible does not apply)	50% after deductible
Routine Gynecological Exams, including a Pap Test	100% (deductible does not apply)	50% after deductible
Mammograms, Annual Routine	100% (deductible does not apply)	50% after deductible
Diagnostic Services and Procedures	100% (deductible does not apply)	50% after deductible
Routine Pediatric Physical Exams	100% (deductible does not apply)	50% after deductible
Pediatric Immunizations	100% (deductible does not apply)	50% after deductible
Diagnostic Services and Procedures	100% (deductible does not apply)	50% after deductible
Emergency Services		
Emergency Room Services (6)	100% after \$125 copay (waived if admitted)	
Ambulance – Emergency (7)	100% after deductible	
Ambulance - Non-Emergency (7)	100% after deductible	
Hospital and Medical / Surgical Expenses (including maternity)		
Hospital Inpatient	100% after deductible	50% after deductible
Hospital Outpatient	100% after deductible	50% after deductible
Maternity (non-preventive facility & professional services) including dependent daughter	100% after deductible	50% after deductible
Medical Care (including inpatient visits and consultations)/Surgical Expenses	100% after deductible	50% after deductible
Therapy and Rehabilitation Services		

Allegheny County Schools Health Insurance Consortium

Benefit	In Network	Out of Network
Physical Medicine	100% after deductible	50% after deductible
Respiratory Therapy	100% after deductible	50% after deductible
Speech Therapy	100% after deductible	50% after deductible
Occupational Therapy	100% after deductible	50% after deductible
Spinal Manipulations	100% after \$25 copay	50% after deductible
Other Therapy Services (Cardiac Rehab, Infusion Therapy, Chemotherapy, Radiation Therapy and Dialysis)	100% after deductible	50% after deductible
Mental Health / Substance Abuse		
Inpatient Mental Health Services	100% after deductible	50% after deductible
Inpatient Detoxification / Rehabilitation	100% after deductible	50% after deductible
Outpatient Mental Health Services (includes virtual behavioral health visits)	100% after deductible	50% after deductible
Outpatient Substance Abuse Services	100% after deductible	50% after deductible
Other Services		
Allergy Extracts and Injections	100% after deductible	50% after deductible
Autism Spectrum Disorder Applied Behavior Analysis (8)	100% after deductible	50% after deductible
	100% after deductible	50% after deductible
Assisted Fertilization Procedures	Benefit maximum of \$5,000/family/lifetime	
Dental Services Related to Accidental Injury	100% after deductible	Not Covered
Diagnostic Services		
Advanced Imaging (MRI, CAT, PET scan, etc.)	100% after deductible	50% after deductible
Basic Diagnostic Services (standard imaging, diagnostic medical, lab/pathology, allergy testing)	100% after deductible	50% after deductible
Mammograms, Medically Necessary	100% (deductible does not apply)	50% after deductible
Durable Medical Equipment, Orthotics and Prosthetics	100% after deductible	50% after deductible
Home Health Care	100% after deductible	50% after deductible
Hospice	100% after deductible	50% after deductible
Infertility Counseling, Testing and Treatment (8)	100% after deductible	50% after deductible
Private Duty Nursing	100% after deductible	50% after deductible
Skilled Nursing Facility Care	100% after deductible	50% after deductible
Transplant Services	100% after deductible	50% after deductible
Precertification/Authorization Requirements (10)	Yes	Yes

This is not a contract. This benefits summary presents plan highlights only. Please refer to the policy/ plan documents, as limitations and exclusions apply. The policy/ plan documents control in the event of a conflict with this benefits summary.

Questions? Call 1-844-946-6238

Reference Code: P0040222

(Please have your Reference Code ready when you call.)

- (1) Your group's benefit period is based on a Contract Year. The contract year is a consecutive 12-month period, beginning July 1st and ending June 30th.
- (2) The Network Total Maximum Out-of-Pocket (TMOOP) is mandated by the federal government. TMOOP must include deductible, coinsurance, copays, and any qualified medical expense.
- (3) Cost sharing does not apply to in network outpatient visits for covered mental health or substance abuse services.
- (4) Telemedicine Services (acute care for minor illnesses available on-demand 24/7) must be performed by a Highmark Designated Telemedicine Provider. Additional services provided by a Designated Telemedicine Provider are paid according to the benefit category that they fall under (e.g. PCP is eligible under the PCP Office Visit benefit, Behavioral Health is eligible under the Outpatient Mental Health Services benefit).
- (5) Services are limited to those listed on the Highmark Preventive Schedule. (Women's Health Preventive Schedule may apply).
- (6) Benefits for Emergency Care Services rendered by an Out-of-Network Provider will be paid at the network services level. Benefits for Hospital Services or Medical Care Services rendered by an Out-of-Network Provider to a member requiring an inpatient admission or observation immediately following receipt of Emergency Care Services will be paid at the network services level. The member will not be responsible for any amounts billed by the Out-of-Network Provider that are in excess of the plan allowance for such services.
- (7) Benefits for Ambulance Services provided by air and rendered by an Out-of-Network provider and/or Emergency Ambulance Services rendered by an Out-of-Network Provider, will be paid at the network level and are subject to the deductible amount, if any, that is applicable to network services. The member will not be responsible for any amounts billed by the Out-of-Network Provider that are in excess of the plan allowance for such services.
- (8) Diagnostic assessment to diagnose Autism Spectrum Disorders may be performed by a licensed physician, licensed physician assistant, licensed psychologist, or certified registered nurse practitioner. Diagnostic assessments performed by a licensed physician, licensed physician assistant, or



Performance Blue EPO

On the chart below, you'll see what your plan pays for specific services. You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

Benefit	In Network
General Provisions	
Effective Date	July 1, 2026
Benefit Period (1)	Contract Year
Deductible (per benefit period)	
Individual	\$200
Family	\$400
Plan Pays – payment based on the plan allowance	100% after deductible
Out-of-Pocket Limit (Includes coinsurance. Once met, plan pays 100% coinsurance for the rest of the benefit period)	
Individual	N/A
Family	N/A
Total Maximum Out-of-Pocket (Includes deductible, coinsurance, copays, and other qualified medical expenses, Network only) (2) Once met, the plan pays 100% of covered services for the rest of the benefit period.	
Individual	\$9,450
Family	\$18,900
Office/Clinic/Urgent Care Visits	
Primary Care Provider Office Visits & Virtual Visits (3)	100% after \$0 copay
Specialist Office Visits & Virtual Visits	100% after \$20 copay
Retail Clinic Visits & Virtual Visits	100% after \$15 copay
Virtual Visit Provider Originating Site Fee	100% after \$0 copay
Urgent Care Center Visits	100% after \$20 copay
Telemedicine Services (4)	100% after \$0 copay
Preventive Care (5)	
Routine Adult Physical Exams	100% (deductible does not apply)
Adult Immunizations	100% (deductible does not apply)
Colorectal cancer screening	100% (deductible does not apply)
Routine Gynecological Exams, including a Pap Test	100% (deductible does not apply)
Mammograms, Annual Routine	100% (deductible does not apply)
Diagnostic Services and Procedures	100% (deductible does not apply)
Routine Pediatric Physical Exams	100% (deductible does not apply)
Pediatric Immunizations	100% (deductible does not apply)
Diagnostic Services and Procedures	100% (deductible does not apply)
Emergency Services	
Emergency Room Services (6)	100% after \$125 copay (waived if admitted)
Ambulance - Emergency (7)	100% after deductible
Ambulance – Non-Emergency (7)	100% after deductible
Hospital and Medical / Surgical Expenses (including maternity)	
Hospital Inpatient	100% after deductible
Hospital Outpatient	100% after deductible
Maternity (non-preventive facility & professional services) including dependent daughter	100% after deductible
Medical Care (including inpatient visits and consultations)/Surgical Expenses	100% after deductible
Therapy and Rehabilitation Services	
Physical Medicine	100% after deductible
Respiratory Therapy	100% after deductible
Speech Therapy	100% after deductible

Allegheny County Schools Health Insurance Consortium

Benefit	In Network
Occupational Therapy	100% after deductible
Spinal Manipulations	100% after \$25 copay
Other Therapy Services (Cardiac Rehab, Infusion Therapy, Chemotherapy, Radiation Therapy and Dialysis)	100% after deductible
Mental Health / Substance Abuse	
Inpatient Mental Health Services	100% after deductible
Inpatient Detoxification / Rehabilitation	100% after deductible
Outpatient Mental Health Services (includes virtual behavioral health visits)	100% after deductible
Outpatient Substance Abuse Services	100% after deductible
Other Services	
Allergy Extracts and Injections	100% after deductible
Autism Spectrum Disorder Applied Behavior Analysis (8)	100% after deductible
Assisted Fertilization Procedures	100% after deductible Benefit maximum of \$5,000/family per lifetime
Dental Services Related to Accidental Injury	100% after deductible
Diagnostic Services	
Advanced Imaging (MRI, CAT, PET scan, etc.)	100% after deductible
Basic Diagnostic Services (standard imaging, diagnostic medical, lab/pathology, allergy testing)	100% after deductible
Durable Medical Equipment, Orthotics and Prosthetics	100% after deductible
Mammograms, Medically Necessary	100% (deductible does not apply)
Home Health Care	100% after deductible
Hospice	100% after deductible
Infertility Counseling, Testing and Treatment (9)	100% after deductible
Private Duty Nursing	100% after deductible
Skilled Nursing Facility Care	100% after deductible
Transplant Services	100% after deductible
Precertification/Authorization Requirements (10)	Yes

This is not a contract. This benefits summary presents plan highlights only. Please refer to the policy/ plan documents, as limitations and exclusions apply. The policy/ plan documents control in the event of a conflict with this benefits summary.

Questions? Call 1-844-946-6238

Reference Code: P0050222

(Please have your Reference Code ready when you call.)

- (1) Your group's benefit period is based on a Contract Year. The Contract Year is a consecutive 12-month period beginning July 1st and ending June 30th.
- (2) The Network Total Maximum Out-of-Pocket (TMOOP) is mandated by the federal government. TMOOP must include deductible, coinsurance, copays, and any qualified medical expense.
- (3) Cost sharing does not apply to in network outpatient visits for covered mental health or substance abuse services.
- (4) Telemedicine Services (acute care for minor illnesses available on-demand 24/7) must be performed by a Highmark Designated Telemedicine Provider. Additional services provided by a Designated Telemedicine Provider are paid according to the benefit category that they fall under (e.g. PCP is eligible under the PCP Office Visit benefit, Behavioral Health is eligible under the Outpatient Mental Health Services benefit).
- (5) Services are limited to those listed on the Highmark Preventive Schedule (Women's Health Preventive Schedule may apply).
- (6) Benefits for Emergency Care Services rendered by an Out-of-Network Provider will be paid at the network services level. Benefits for Hospital Services or Medical Care Services rendered by an Out-of-Network Provider to a member requiring an inpatient admission or observation immediately following receipt of Emergency Care Services will be paid at the network services level. The member will not be responsible for any amounts billed by the Out-of-Network Provider that are in excess of the plan allowance for such services.
- (7) Benefits for Ambulance Services provided by air and rendered by an Out-of-Network provider and/or Emergency Ambulance Services rendered by an Out-of-Network Provider, will be paid at the network level and are subject to the deductible amount, if any, that is applicable to network services. The member will not be responsible for any amounts billed by the Out-of-Network Provider that are in excess of the plan allowance for such services.
- (8) Diagnostic assessment to diagnose Autism Spectrum Disorders may be performed by a licensed physician, licensed physician assistant, licensed psychologist, or certified registered nurse practitioner. Diagnostic assessments performed by a licensed physician, licensed physician assistant, or certified registered nurse practitioner will be covered as specified in the Office Visit benefit category. Diagnostic assessments performed by a licensed psychologist will be covered as specified in the Mental Health Care Services-Outpatient benefit category. Applied Behavioral Analysis for the treatment of Autism Spectrum Disorders will be covered as specified above. All other Covered Services for the treatment of Autism Spectrum Disorders will be covered according to the benefit category (e.g., speech therapy, diagnostic services). Services for the treatment of Autism Spectrum Disorders do not reduce visit/day limits.
- (9) Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Treatment does not include Assisted Fertilization Procedures.
- (10) If you receive services from an out-of-area provider or an out-of-network provider, you must contact Highmark Utilization Management prior to a planned inpatient admission, prior to receiving certain outpatient services or within 48 hours of an emergency or unplanned inpatient admission to obtain any required precertification. If precertification is not obtained and it is later determined that all or part of the services received were not medically necessary or appropriate, you will be responsible for the payment of any costs not covered by your health plan.

APPENDIX D
JOB SPECIFICATIONS

CONNELLSVILLE AREA SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: CUSTODIAN

JOB CODE: 028

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

GENERAL SUMMARY

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

POSITION RESPONSIBILITIES

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

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

- Make sure all window shades are on uniform level.
- Report all malfunctioning equipment, damage, and vandalism to the general foreman or general supervisor, and building principal.
- Setup, cover, and clean-up after an event.
- Empty paper shredders in Offices.
- Check windows to verify that they are locked.
- Report any misconduct to the building principal.
- Opening, Securing, and Closing the building(s).

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

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

REQUIRED EDUCATION, TRAINING & EXPERIENCE

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

KNOWLEDGE, SKILLS & ABILITIES

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

PHYSICAL EFFORT & WORKING CONDITIONS

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

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

CONNELLSVILLE AREA SCHOOL DISTRICT JOB DESCRIPTION

TITLE: **MAINTENANCE**

JOB CODE: **029**

Reports to: Supervisor
Department Area: Buildings and Grounds

FLSA Classification: Non-Exempt

GENERAL SUMMARY

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

POSITION RESPONSIBILITIES

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

CARPENTRY

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

PLUMBING OR PIPEFITTING

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

ELECTRICAL

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

MECHANICAL

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

CAFETERIA

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

MASONRY

- Complete any masonry repairs.

SEWAGE PLANTS – Certified Operator Only

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

GROUNDS

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

PAINTING

- Painting when directed.

MOVING

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

WELDING

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

EQUIPMENT OPERATION

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

MISCELLANEOUS

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

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

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

REQUIRED EDUCATION, TRAINING & EXPERIENCE

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

KNOWLEDGE, SKILLS & ABILITIES

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

PHYSICAL EFFORT & WORKING CONDITIONS

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

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

CONNELLVILLE AREA SCHOOL DISTRICT JOB DESCRIPTION

TITLE: **OUTSIDE FACILITIES CUSTODIAN**

JOB CODE: **057**

Reports to:	<u>Supervisor</u>
Department Area:	<u>Buildings and Grounds</u>

FLSA Classification: Non-Exempt

GENERAL SUMMARY

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

POSITION RESPONSIBILITIES

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

SPRING SPORTS SEASON

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

FALL SPORTS SEASON

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

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

OFF-SEASON

- Perform various custodial duties as needed at locations throughout the school district.
- Perform as substitute custodian as needed.
- Opening, Securing, and Closing the building(s).

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

REQUIRED EDUCATION, TRAINING & EXPERIENCE

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

KNOWLEDGE, SKILLS & ABILITIES

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

PHYSICAL EFFORT & WORKING CONDITIONS

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

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

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

CONNELLSVILLE AREA SCHOOL DISTRICT JOB DESCRIPTION

TITLE: **GROUNDS KEEPER/CUSTODIAN**

JOB CODE: **059**

Reports to: Supervisor

FLSA Classification: Non-Exempt

Department Area: Buildings and Grounds

GENERAL SUMMARY

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

POSITION RESPONSIBILITIES

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

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

OFF-SEASON

- Perform various custodial duties as needed at locations throughout the school district.
- Perform as substitute custodian as needed.
- Opening, Securing, and Closing the building(s).

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

REQUIRED EDUCATION, TRAINING & EXPERIENCE

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

KNOWLEDGE, SKILLS & ABILITIES

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

PHYSICAL EFFORT & WORKING CONDITIONS

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

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

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

CONNELLVILLE AREA SCHOOL DISTRICT JOB DESCRIPTION

TITLE: WAREHOUSE ATTENDANT

JOB CODE: 060

Reports to:	<u>Warehouse Manager</u>
Department Area:	<u>Buildings and Grounds</u>

FLSA Classification: Non-Exempt

GENERAL SUMMARY

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

POSITION RESPONSIBILITIES

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

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

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

REQUIRED EDUCATION, TRAINING & EXPERIENCE

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

KNOWLEDGE, SKILLS & ABILITIES

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

PHYSICAL EFFORT & WORKING CONDITIONS

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

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

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

CONNELLVILLE AREA SCHOOL DISTRICT JOB DESCRIPTION

TITLE: **TRUCK DRIVER**

JOB CODE: **061**

Reports to: Director of Food Service
Department Area: Buildings and Grounds

FLSA Classification: Non-Exempt

GENERAL SUMMARY

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

POSITION RESPONSIBILITIES

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

DRIVING

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

STORAGE RESPONSIBILITIES

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

RESPONSIBILITY TO MANAGERS

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

MISCELLANEOUS

- Report to Food Service Department each Friday at approximately 2:30 p.m. to pick up work for following week.
- Carry a District provided cell phone so the Food Service Department may reach driver at any time during driver's working hours, except while driving.
- Assist with maintenance or custodial work during summer months when not scheduled in Food Service Department.
- Request truck maintenance and inspection when needed.
- Keep log on truck which includes:

a. Daily mileage	b. Gas purchase	c. Repairs
d. Other expenses	e. Sign in and out time	f. Department worked daily.
- Work schedule as determined by Director of Food Service.
- Pick up orders at local grocer for home economics classes in the secondary schools.

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

REQUIRED EDUCATION, TRAINING & EXPERIENCE

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

KNOWLEDGE, SKILLS & ABILITIES

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

PHYSICAL EFFORT & WORKING CONDITIONS

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

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

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

CONNELLSVILLE AREA SCHOOL DISTRICT JOB DESCRIPTION

TITLE: **FLOATING CUSTODIAN**

JOB CODE: **062**

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

GENERAL SUMMARY

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

SECTION RESPONSIBILITIES

Daily

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

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

Weekly or as needed

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

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

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

KNOWLEDGE, SKILLS & ABILITIES

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

PHYSICAL EFFORT & WORKING CONDITIONS

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

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