

# **Current Agreement**

**Between**

**The Rockwood Custodial  
Education Association (RCEA)**

**and**

**The Rockwood School District**

**July 1, 2022 to June 30, 2026**

**Ratified 4/29/22/BOE Approved 5/5/22**

**AGREEMENT BETWEEN  
ROCKWOOD SCHOOL DISTRICT BOARD OF EDUCATION  
AND  
ROCKWOOD CUSTODIAL EDUCATION ASSOCIATION (RCEA)**

Table of Content

Section 1: Recognition .....	1
Section 2: Negotiations Procedures.....	1
Section 3: Re-Openers.....	3
Section 4: Current Agreement.....	3
Section 5: Payroll Dues Deduction.....	3
Section 6: Salary Schedule .....	4
Section 7: Insurance .....	4
Section 8: Problem Resolution and Grievance Procedure.....	4
Section 9: Right to Representation .....	4
Section 10: Job Vacancies, Interviews and Transfers .....	5
Section 11: Job Descriptions .....	6
Section 12: Evaluation.....	6
Section 13: Custodial Communications Committee.....	6
Section 14: District Committees.....	7
Section 15: Staff Development.....	7
Section 16: Overtime .....	7
Section 17: Equipment .....	8
Section 18: Support Staff Handbook.....	8
Section 19: Leaves.....	8
Section 20: Tuition Reimbursement.....	9
Section 21: Organizational Leave .....	9
Section 22: Work Procedures .....	9
Section 23: Association Rights.....	10
APPENDIX A - Custodial Hourly Ranges.....	11
APPENDIX B - Interest-Based Bargaining Ground Rules .....	15

## **Section 1: Recognition**

1. The Rockwood School District (District) recognizes the Rockwood Custodial Education Association (RCEA) as the sole and exclusive bargaining representative for all regular full and part-time custodial employees of the District, excluding supervisory and administrative employees. This includes: **eustodian I's**, custodian II's, lead custodians, custodial trainers and custodial warehouse technicians. This excludes all other employees, including without limitation, **sub-custodians and** head custodians. Provided, however, the District and RCEA recognize that part-time employees in the classifications represented by the RCEA, as listed above, are not entitled to medical, dental, vision, life or long-term disability benefits as otherwise provided in this Current Agreement.
2. The District shall continue to recognize the RCEA as the sole and exclusive bargaining representative until such time as the RCEA is not the legal representative under Missouri state law.
3. The RCEA agrees to indemnify and defend the District against any claims by employees, former employees or others arising out of the withholding of dues or voluntary PAC contributions by the District, including, without limitation, claims that such dues or PAC contributions were not authorized or were otherwise improperly withheld.
4. The RCEA recognizes its responsibility to represent fully and equally without discrimination all members of the bargaining unit in all aspects of this Agreement (Current Agreement).
5. The RCEA recognizes the Board of Education (Board) as the sole body that has the responsibility for the management and control of all public schools within the District and the direction and management of the custodial staff and all other employees of the District, and is specifically designated with the responsibility of making the policies, rules and regulations by which the District is governed as provided by Missouri state law. The RCEA further recognizes that the District's administrators, including the Superintendent, associate, assistant and associate superintendents, principals and others, are properly charged with and authorized to implement the Board's policies, rules and regulations and appropriate legal obligations of the District and to address the day-to-day management and operation of the District and its employees.

## **Section 2: Negotiations Procedures**

1. The District and RCEA believe that a continuing, collaborative negotiations process is in the best interest of both parties.
2. The District and RCEA agree to negotiate in good faith in accordance with the procedures established in Mo. Rev. Stat. Section 105.520 on any matter subject to compensation and working conditions related to the terms and conditions of this Agreement provided, however, the District and the RCEA recognize that either group is not obligated to reach an agreement with the other regarding terms and conditions of employment, and that failure to reach agreement is not alone evidence of a failure on the part of either group to negotiate in good faith.

3. The District agrees not to negotiate with any other employee organization or individual who is part of the bargaining unit on any matter subject to negotiations or otherwise related to the terms and conditions of this Agreement. However, these provisions shall not be understood to require the Board to discriminate against any employee in the exercise of his or her rights as an employee. Nor shall these provisions preclude the Board or the District's administration from responding appropriately to others in the exercise of rights accorded to them by law.
4. The District and the RCEA recognize that the Board of Education is the legally constituted body responsible for the determination of policies covering all aspects of the District. The Board recognizes that it must operate in accordance with all statutory provisions of the state, and such other rules and regulations as are promulgated by the Department of Education in accordance with such statutes. Subject to the authority of the District's administration to implement the Board's policies, rules and regulations and to manage and operate the day-to-day affairs of the District, the Board cannot reduce, negotiate, or delegate its legal responsibilities.
5. Both parties shall furnish each other, upon reasonable request, available information pertinent to the issue(s) under consideration.
6. The expense of any consultants used during the bargaining shall be borne by the party requesting them. The RCEA and the District may use consultants to assist in their preparations for negotiations.
7. Prior to the beginning of negotiations the District and RCEA will determine the amount of release time provided members of the RCEA bargaining team. Release time for bargaining will be with full pay and benefits and will not affect perfect attendance, sick leave, personal leave or vacation leave.
8. The District and the RCEA agree that, during the period of negotiations and prior to reaching a tentative agreement, the proceedings of the negotiations shall not be released to anyone other than those entitled to such information as contained in the Ground Rules unless an issuance has the prior approval of both parties.
9. When a Tentative Agreement is reached it shall be reduced to writing as the Agreement (Current Agreement) and submitted to the RCEA and the Board of Education for approval.
10. This Agreement, upon ratification by the RCEA and the District shall be official and contain the length of the Agreement. A Signature Page of the RCEA President, RCEA team members, Board of Education President and Board of Education team members shall be part of this Agreement.
11. Prior to the expiration of this Agreement, the RCEA and the District agree to meet no less than four (4) months prior to the expiration to develop the ground rules, timeline and protocols of the negotiations.
12. Until a Successor Agreement is negotiated, all provisions of the Current Agreement including the existing salaries, without increases, shall remain in effect. None of the issues tentatively agreed upon shall take effect until a Successor Agreement is ratified by both the Board and the RCEA.

### **Section 3: Re-Openers**

Should either the District or the RCEA wish to modify the Current Agreement during the length of this agreement either party shall notify in writing the other party. The following limits and boundaries will apply:

1. Nothing shall compel either party to agree to reopen the Agreement with the exception of those issues in Item #5 below.
2. Any re-openers should be of narrow focus and clearly defined.
3. The negotiations process for re-openers shall be limited to 30 calendar days.
4. Any tentative agreements must be ratified by both parties.
5. a.) If any provision of this Current Agreement shall be found to be contrary to law or DESE regulations, then that provision shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and be effective for the term of the Current Agreement.  
b.) Any section of the Agreement found to be unlawful shall be re-negotiated by the parties. Negotiations on that section only, shall commence within fifteen (15) days of the determination that the provision is unlawful. Negotiations shall be in conformance with the procedure outlined in this document.  
c.) If negotiations are re-opened, both parties will adhere to the negotiation procedures contained in the Current Agreement. The ground rules, timeline and protocols will be agreed upon prior to the start of negotiations.

### **Section 4: Current Agreement**

The “Current Agreement” will only contain the language that is in effect at present. The “Current Agreement” will be available on-line to RCEA members and administrators.

### **Section 5: Payroll Dues Deduction**

1. Payroll dues deductions and membership in Rockwood Custodial Educational Association is voluntary. Eligible bargaining unit members may request payroll dues deduction to the Rockwood Custodial Education Association. The employee must submit a written authorization request, signed by the employee, which states the amount of the dues deduction per month.
2. Payroll dues deductions shall remain in full force and effect from year to year until the District receives written notification to the contrary.

## **Section 6: Salary Schedule**

1. Custodians hired or promoted after April 1, do not receive an annual increase on July 1. However, if their salary is at the entry level and the entry level is increased by the Board of Education, the custodian rate will increase to the new entry level.
2. When a custodian substitutes for a Head or Lead custodian, the custodian shall be notified in writing of the change of assignment. Temporary pay will be changed on the 11<sup>th</sup> consecutive day of the assignment, with temporary Head or Lead pay beginning retroactively to the first day of the assignment change, after the 11<sup>th</sup> consecutive day.

## **Section 7: Insurance**

Rockwood School District will provide medical, dental, vision, life and long-term disability insurance for full-time custodians at a level commensurate with full-time teachers.

## **Section 8: Problem Resolution and Grievance Procedure**

1. Bargaining unit members will utilize RSD Regulation 4850.1 regarding potential grievances.
2. In an effort to resolve employee concerns without utilizing the grievance procedure and to facilitate communication, the RCEA President and Director of Facilities or designee may request periodic meetings to discuss issues not addressed through other channels.
3. The meeting shall be an open exchange of ideas dealing with areas of concern to either the administration or RCEA.
4. There shall be no minutes or recordings of the issues discussed.
5. Requests for the meeting shall be through the Director of Facilities and the RCEA President or their designees. If resolution is not achieved, the matter may be escalated to the Assistant Superintendent of Human Resources.
6. These meetings are not intended to replace the work of the Custodial Communications Committee or other established processes for resolution of concerns.

## **Section 9: Right to Representation**

1. When a supervisor schedules a meeting which is disciplinary in nature or could potentially lead to formal documentation, the custodian will be informed in advance of the nature/purpose of the meeting. The custodian will be informed of the right to have a representative present.
2. Provided the issue to be discussed does not involve the safety or security of district students, personnel or property, sufficient time (at least 24 hours) will be given to the custodian to obtain a representative if requested. The representative will be a bargaining unit member.

3. The representative will not have a speaking role, but will serve as an observer/recorder.
4. The conference may be extended beyond the normal work day if the situation requires immediate resolution.
5. The inability of a representative to attend a meeting is not grounds for postponing the meeting if said employee has been given sufficient time to arrange a representative.
6. This right to request an observer does not apply to the evaluation process or evaluation conferences.
7. A custodian has the right to submit a rebuttal to all disciplinary letters. A copy of the rebuttal will be in their personnel file, attached to the disciplinary letter. Rebuttals must be received within five (5) working days.
8. Attorneys are not considered impartial listeners or representatives.

### **Section 10: Job Vacancies, Interviews and Transfers**

1. Any full-time custodial employee (2,080 hours) who is going to be involuntarily, transferred from one site to another or from one work shift to another will be notified by the supervisor at least three (3) working days prior to the transfer, except in emergency situations. This notification provision, in relation to changing sites, excludes any custodian who moves from site to site as a part of regular job duties.
2. Custodians are encouraged to advance themselves through the transfer process. Employees who meet the basic qualifications of a posting and who have been in their position for six or more months will be guaranteed up to six (6) interviews for transfer requests per school year. Administrative transfers will remain outside this limitation. An employee denied an interview based on not meeting the basic qualifications may appeal the decision to the Coordinator of Human Resources or designee.
3. In accordance with #2 above, custodial staff will not be eligible for transfer interviews if they are on a final written notice or Performance Improvement Plan. Administrative transfers will be outside of this limitation. Disciplinary history of a candidate will not be discussed in an interview.
4. All vacancies are posted on the online application website. Current employees are encouraged to visit the website frequently to view current openings.
5. Positions vacated via the transfer process will remain open for 30 days. The transferring custodian has 30 days in which to transfer back. In the event that an employee is hired into the position, and the hire has been Board approved, the position will no longer be considered vacant and the employee may not return to that position.

6. Seniority will be one factor that is strongly considered when positions are filled, along with such other factors as skill level, performance, training, and evaluation. This statement will be placed on job postings.

### **Section 11: Job Descriptions**

Updated job descriptions for all bargaining unit positions will be available to the RCEA.

### **Section 12: Evaluation**

1. Copies of evaluations should be given to the employee before they become a part of the permanent file.
2. Evaluations will be completed by Custodial Supervisors, with input from the Head and Lead custodians and building administrators as appropriate. Heads may accompany Supervisors when evaluations are reviewed with employees.
3. An evaluation should not be changed once given to an employee, unless that evaluation was patently incorrect. In that case, a new evaluation instrument would be completed, shared with the employee, and signed by both parties.
4. A copy of the custodian's evaluation will be given to the custodian on the day it is signed.
5. If a recommendation is made to withhold or delay a custodian's annual increase, the custodian will be entitled to a conference with the Assistant Superintendent of Human Resources or designee. The custodian will have the right to representation at this meeting.

### **Section 13: Custodial Communications Committee**

1. A Custodial Communications Committee will meet quarterly to discuss issues that relate to effective communications and District operations between District administrators and custodians. Members of the Custodial Communications Committee shall submit items in advance for placement on the agenda and discuss issues introduced by any member.
2. The Custodial Communications Committee will not discuss individual grievances, complaints against another employee, or complaints against the District. The committee shall discuss those issues which will produce more effective communications and improve the custodial operations of the District.
3. The District and the RCEA President or their designee shall develop a schedule of Committee meeting dates and times.



## **Section 14: District Committees**

1. The President of the RCEA or designee will appoint a representative to district committees that affect custodians.
2. District committees shall include:
  - a. Interview Committee for Custodial Supervisors, and Facilities HR Specialist
  - b. Safety and Wellness Committee
  - c. Insurance Committee
3. The District will notify the RCEA President or his/her designee of Committee meeting dates and times.

## **Section 15: Staff Development**

1. The RCEA supports the concept of staff development for support staff.
2. The administration will investigate the availability of training.
3. Considering the changing work demands of the custodial department, every effort will be made to permit employees to attend relevant workshops or other training with the approval of the Director of Facilities.

## **Section 16: Overtime**

1. Custodians who are called to work emergencies outside their normally scheduled hours will be paid overtime regardless of the hours worked during that work week. Only the Director of Facilities, with the approval of the Superintendent or designee, can declare an emergency.
2. Employees who respond to a request from their supervisor to work outside their normal work schedule will be paid no less than two hours' compensation.
3. Employees scheduled to work on the weekends or holidays shall receive a minimum of 4 hours. In the event, however, that the custodian chooses to work less than 4 hours, he or she will receive pay for actual number of hours worked.
4. During these minimum call backs of two or four hours, custodians may be given additional assignments to be completed at the site in addition to opening and locking the building.
5. Nothing in these call back minimums sets aside district practices on payment of overtime.
6. When overtime issues arise, the Director of Facilities and the President of the RCEA will meet to study the issues and make recommendations to the Assistant Superintendent of Human Resources.

## **Section 17: Equipment**

1. The administration will continue to work with vendors to repair cleaning equipment in a timely fashion.
2. The District will update the custodial staff with regards to equipment and supplies at the bi-annual staff training and at the quarterly communications meetings.
3. The District will provide custodians access to eye washing and first aid kits in each building.

## **Section 18: Support Staff Handbook**

1. RSD Human Resources will provide four (4) copies of the Support Staff Handbook to the President of the RCEA annually.
2. The RCEA President or designee will appoint a representative to meet with district representatives when there are annual discussions regarding possible changes in the Support Staff Handbook that affect custodians. This representative will serve in an advisory capacity.
3. The RCEA will have the opportunity to respond in writing to any proposed changes.

## **Section 19: Leaves**

When changes to the following leave regulations are anticipated, the RCEA will be informed of proposed changes.

### **Perfect Attendance**

Under Regulation 4323, Support Staff Leaves and Absences, full-time custodians are eligible for perfect attendance days.

### **Support Staff Sick Leave Award for Retirement**

Upon retirement from the District, and having satisfied the retirement requirements under PEERS or PSRS, eligible custodians will be eligible for compensation for unused sick leave according to Regulation 4571.

### **Bereavement Leave**

Under Regulation 4323, Support Staff Leaves and Absences, full-time custodians are eligible for bereavement leave.

### **Sick Leave**

Under Regulation 4323, Support Staff Leaves and Absences, full-time custodians are eligible for sick leave.

### **Personal/Emergency Leave**

Under Regulation 4323, Support Staff Leaves and Absences, full-time custodians are eligible for personal leave. The District will educate all custodial supervisors, leads and heads regarding the District's personal leave regulation to ensure no employee is questioned about the circumstances

of the personal leave provided at least three (3) days advance notice is given and leave is taken in accordance with Regulation 4323.

### **Jury Duty**

Under Regulation 4323, Support Staff Leaves and Absences, full-time custodians are eligible for leave for jury duty.

### **Vacation Leave**

Under Regulation 4340, Vacation for Twelve-month Classified Support Staff, full-time custodians are eligible for vacation.

### **Holidays**

Under Regulation 4330, Holidays, full-time custodians are eligible for paid holidays.

## **Section 20: Tuition Reimbursement**

Under Regulation 4440, Tuition Reimbursement, full-time custodians are eligible for tuition reimbursement. When changes to Regulation 4440 are anticipated, the RCEA will be informed of proposed changes.

## **Section 21: Organizational Leave**

1. The RCEA President or designee will write a letter requesting organizational leave, stating the time of the leave, the name of the person requesting it, and the reason for the leave.
2. Approved organizational leave shall be without pay, unless otherwise indicated by the Superintendent or designee.
3. An RCEA officer may be granted an unpaid leave of absence up to one (1) year upon application for the purpose of training or serving as an officer in the state or national affiliate. This leave will cause no loss in seniority, wage scale placement or accumulated vacation or sick leave.
4. The RCEA will be provided up to eight (8) total professional leave days per school year. These days will be used to attend workshops of local, state or national associations that serve to advance the welfare of the District. These days shall be at regular pay and must be approved in advance by the Director of Facilities.

## **Section 22: Work Procedures**

### **1. Lunch Breaks**

Custodian's lunch breaks are unpaid work time. If a custodian is contacted during his/her lunch break to perform a duty, the custodian should respond he or she is on a lunch break. If the custodian is required to perform said duty during his/her lunch break, he or she will be entitled to

a 30-minute lunch break at the completion of said duty. If a custodian is unable to complete a 30-minute duty-free lunch break due to work-related circumstances, he or she must inform his or her supervisor so the appropriate adjustments can be made within the payroll system.

## **2. Rest Breaks**

One or two 15-minute rest breaks may be provided for those employees who work a regular daily schedule of eight (8) hours. The breaks will be scheduled at the discretion of the building principal and supervisor. Breaks should be scheduled so that offices and telephone communications are always adequately covered. Also, break time may be rescheduled by the supervisor or principal at any time if he or she determines that a job task requires immediate attention, or that employees require additional breaks due to extreme temperatures. Breaks not taken at the scheduled break time due to urgencies of duties should be taken as close to the scheduled time as possible. Break time may not be accumulated to extend lunch periods, for early dismissal or for compensation. Employees who work six (6) or less hours daily may receive one 15-minute rest break.

## **3. Emergency Personnel (including Snow and Ice Removal)**

All facilities employees are designated as Emergency Personnel by the Director of Facilities. Emergencies include, but are not limited to, snow and ice removal operations and other unforeseen building level emergencies. Employee assignments will be communicated by the Supervisors.

# **Section 23: Association Rights**

## **1. New Custodians**

- a. Human Resources will insert in the orientation packet of all new custodians a copy of the RCEA Current Agreement with the District, listing relevant officers of the Association and contact information.

## **2. Use of District Communications and Facilities**

The RCEA shall have uncensored use of email, mailboxes and other communication systems for communicating with bargaining unit members, except that the RCEA will not use the District's email, mailboxes or other communication systems to advocate, support or oppose any ballot measure or candidate for public office.

The RCEA may use the District's email accounts to direct members to other RCEA-sanctioned websites, such as the RCEA website, etc., for all official RCEA business provided the incoming email does not include a subject line or information that advocates, supports or opposes any ballot measure or candidate for public office.

The RCEA shall exercise good judgment, professionalism, and ethical conduct in the nature of the materials distributed.

## APPENDIX A - Custodial Hourly Ranges

<b>ROCKWOOD SCHOOL DISTRICT</b>					
<b>2022-23 SCHOOL YEAR - CUSTODIAL HOURLY RANGES</b>					
			ENTRY POINTS		
			Good Experience	Excellent Experience	Outstanding Experience
POSITION	MINIUMUM	MAXIMUM	(1)	(2)	(3)
Custodian II	14.91	23.76	15.65	16.38	17.13
Lead Custodian	17.66	26.49	18.40	19.13	19.88
High School Lead Custodian	18.03	26.70	18.75	19.46	20.21
Project Team Lead	17.66	26.49	18.40	19.13	19.88
Lead Trainer	19.66	27.14	20.29	20.92	21.56
Custodial Training Technician	17.80	24.92	18.39	18.99	19.58
Custodial Warehouse Technician	17.12	24.92	17.77	18.42	19.07
<b>Movement from salaried to hourly, or hourly to salaried, will not be governed by the same rules as an hourly employee promoted or reclassified to a lower hourly job category, or an exempt employee moving to another exempt position.</b>					

ROCKWOOD SCHOOL DISTRICT					
2023-24 SCHOOL YEAR - CUSTODIAL HOURLY RANGES					
			ENTRY POINTS		
			Good Experience	Excellent Experience	Outstanding Experience
POSITION	MINIUMUM	MAXIMUM	(1)	(2)	(3)
Custodian II	15.46	24.65	16.24	17.00	17.77
Lead Custodian	18.32	27.48	19.09	19.84	20.63
High School Lead Custodian	18.70	27.70	19.45	20.19	20.96
Project Lead	18.32	27.48	19.09	19.84	20.63
Lead Trainer	20.40	28.16	21.05	21.70	22.37
Custodial Training Technician	18.46	25.85	19.08	19.70	20.31
Custodial Warehouse Technician	17.76	25.85	18.43	19.11	19.79
<p><b>Movement from salaried to hourly, or hourly to salaried, will not be governed by the same rules as an hourly employee promoted or reclassified to a lower hourly job category, or an exempt employee moving to another exempt position.</b></p>					

ROCKWOOD SCHOOL DISTRICT					
2024-25 SCHOOL YEAR - CUSTODIAL HOURLY RANGES					
			ENTRY POINTS		
			Good Experience	Excellent Experience	Outstanding Experience
POSITION	MINIUMUM	MAXIMUM	(1)	(2)	(3)
Custodian II	16.01	25.51	16.80	17.59	18.39
Lead Custodian	18.96	28.45	19.76	20.54	21.35
High School Lead Custodian	19.36	28.67	20.13	20.90	21.70
Project Lead	18.96	28.45	19.76	20.54	21.35
Lead Trainer	21.11	29.14	21.79	22.46	23.15
Custodial Training Technician	19.11	26.76	19.75	20.39	21.02
Custodial Warehouse Technician	18.38	26.76	19.08	19.77	20.48
<p><b>Movement from salaried to hourly, or hourly to salaried, will not be governed by the same rules as an hourly employee promoted or reclassified to a lower hourly job category, or an exempt employee moving to another exempt position.</b></p>					

ROCKWOOD SCHOOL DISTRICT					
2025-26 SCHOOL YEAR - CUSTODIAL HOURLY RANGES					
			ENTRY POINTS		
			Good Experience	Excellent Experience	Outstanding Experience
POSITION	MINIUMUM	MAXIMUM	(1)	(2)	(3)
Custodian II	16.49	26.28	17.31	18.12	18.94
Lead Custodian	19.53	29.30	20.36	21.16	21.99
High School Lead Custodian	19.94	29.53	20.74	21.53	22.35
Project Lead	19.53	29.30	20.36	21.16	21.99
Lead Trainer	21.75	30.02	22.44	23.14	23.84
Custodial Training Technician	19.68	27.56	20.34	21.00	21.65
Custodial Warehouse Technician	18.93	27.56	19.65	20.37	21.10
<p><b>Movement from salaried to hourly, or hourly to salaried, will not be governed by the same rules as an hourly employee promoted or reclassified to a lower hourly job category, or an exempt employee moving to another exempt position.</b></p>					



## **APPENDIX B - Interest-Based Bargaining Ground Rules**

### **Rockwood School District and the Rockwood Custodial Education Association**

#### **Interest-Based Bargaining (IBB) Ground Rules 2021-22**

##### **Purpose**

The Rockwood Board of Education, Administration and RCEA aspire to arrive at a mutually satisfactory document setting forth the terms and conditions of employment for members of the bargaining unit represented by the RCEA. The procedures set forth below are intended to improve the bargaining process by enhancing communication between the parties and creating an environment characterized by mutual respect, trust and confidence.

The Board of Education reserves throughout the process their legal rights and obligations under Missouri Law to be fiscally responsible to their constituents.

The RCEA recognizes its responsibilities to represent fully and equally without discrimination all members of the bargaining unit.

##### **Goal**

The goal of the bargaining process is to arrive at a Master Agreement that will be submitted to the Board of Education and the RCEA for final approval.

##### **Costs for the Process**

All costs incurred during the bargaining process will be split equally between the Rockwood School District and the RCEA.

##### **IBB Teams**

The Rockwood School District and RCEA will each be allowed a maximum of six (6) team members and one (1) consultant.

##### **Communications**

All communications during the bargaining process is limited to information shared between team members. No communications may take place outside the bargaining process except in the following circumstances:

- If both teams agree outside people may be consulted for information and research.
- The RCEA may communicate directly with the RCEA Executive Committee and its attorneys.

- The Rockwood School District team may communicate directly with the Rockwood Board of Education, Administrative Council and its attorneys.

Upon reaching a tentative agreement the Superintendent or designee and the RCEA President or designee will jointly agree upon information to be released. No information will be released to the public prior to the ratification of both the Rockwood Board of Education and the RCEA.

### **Communications Lab** - Presentation of Issues by RCEA and RSD

The purpose of the Communications Lab is a mutual exchange of issues to be bargained and clear understanding of the issues.

- An issues list from each team will be presented in writing as a handout for all participants. Both teams will present all issues they intend to bargain: no new items will be introduced after this session.
- Teams will alternately present an issue, provide an explanation, and answer questions. Time will be provided for clarification of each issue.
- Similar or related issues may be combined by consensus to create a mutually agreeable list of issues for bargaining.
- Upon completion of the Communications Lab, issues will be shared with the RCEA membership.

### **Timeline/Process**

The purpose of the initial bargaining session is to seek mutual understanding of the issues to be addressed and to review the ground rules and bargaining process.

Both parties will present all items they intend to bargain at the initial bargaining session. No new items shall be introduced after the initial presentation.

The following is the RCEA bargaining process timeline for 2021-22:

<b>Occasion</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Communications Lab	Thursday	4/7/22	2 – 4 p.m.	Annex A200
Bargaining Session	Thursday	4/21/22	2 – 4 p.m.	Annex A100
Final Bargaining Session	Wednesday	5/4/22 Cancelled	2 – 4 p.m.	Annex A200
RCEA Ratification		4/25/22 – 4/29/22		
<b>Tentative</b> Board of Education Approval – Open Session	Thursday	5/5/22	Consent agenda	

**Rockwood Custodial Education Association /  
Rockwood School District Administration  
Interest-Based Bargaining Teams for 2021-22**

<p><b>Rockwood Custodial Education Association</b></p> <p><b>TBD</b> ..... Bargaining Chair</p> <p><b>Gitta Schmidt</b> Custodian, Rockwood Summit High School</p> <p><b>Don Walterbach</b> Custodian, Marquette High School</p>	<p><b>Rockwood Administration</b></p> <p><b>Dr. Katie Reboulet</b> ..... Bargaining Chair Assistant Superintendent Human Resources</p> <p><b>Chris Freund</b> Director Facilities Services</p> <p><b>Dr. Gary Jansen</b> Principal, Crestview Middle School</p> <p><b>Stacy Neely</b> Coordinator Human Resources</p> <p><b>Paul Northington</b> Chief Financial Officer</p> <p><b>Abby Otten</b> Human Resources Specialist</p>
<p style="text-align: center;"><b>RCEA Consultant</b></p> <p><b>Kari Estes</b> NEA Uniserve Director</p>	<p style="text-align: center;"><b>Rockwood Administration Consultant</b></p> <p><b>Dr. Tim Ricker</b> Interim Superintendent of Schools</p>