

AGREEMENT
Maintenance, Custodial and Supply Center Employees
(July 1, 2022 through June 30, 2023)

Between

The School District of Springfield, R-12

And

Springfield Education Support Personnel (SESP)

AGREEMENT
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ARTICLE 1 – PURPOSE

Section 1. It is the purpose of this Agreement to promote mutual cooperation and understanding between the SESP, the District and its employees, and provide for the operation of the District, in such a manner as to further to the fullest extent the establishment and maintenance of production and efficiency, good working conditions, good relationships, peaceful adjustments of all disputes, and the economic well-being of the District and the employees. It is for the attainment of these objectives that the parties have agreed to this Agreement on matters relative to salaries and other conditions of employment.

Section 2. The primary responsibility of the District is to educate the children in the District; that pursuant to Revised Statutes of Missouri, the District is under the general control and management of the Board of Education, who possess the authority to adopt necessary policies for the purpose of carrying out its responsibilities as it deems necessary, within the limitations set forth by the Legislature of this State and with the terms of this Agreement.

ARTICLE 2 – RECOGNITION

Section 1. Recognition of the SESP. The District recognizes the Springfield Education Support Professionals (“SESP”), an affiliate of the Missouri National Education Association as the exclusive bargaining representative for the purpose of collective bargaining regarding matters relating to salaries and other conditions of employment for the following workforce:

“All Springfield School District full-time (more than 20 hours) regular maintenance, custodial and Service and Supply Center employees specifically including the Book Room Clerks and the Head Custodians; but excluding supervisors, directors, clerical employees, coordinators, analysts, non-regular employees, food service employees.”

Whenever the term “Workforce” or “Bargaining Unit” is used in this Agreement it shall mean the group of employees described in this Section.

Section 2. Negotiations. As a part of the negotiations process, the SESP will present proposals to the District relative to salaries and other conditions of employment for the Workforce. The District shall negotiate with the SESP concerning the proposals, and upon completion of such discussions, the results shall be reduced to writing and be presented to the District’s Board of Education, for disposition pursuant to Revised Statutes of Missouri.

Section 3. Board of Education Statutory Authority. While agreements reached through the negotiations process may be adopted by the District’s Board of Education (“Board”) as an Agreement with the SESP, and once ratified, constitute a binding agreement that may not be unilaterally changed. Nothing in this Agreement shall have an effect on existing or future Board Policies over which the Board shall retain the total and final responsibility and authority for the promulgation, revision, amendment, implementation, or deletion pursuant to the Revised Statutes of Missouri. Board Policies shall govern on all matters not covered by a specific provision in this Agreement. The District will comply with all federal, state, and local laws.

ARTICLE 3 – DISTRICT RIGHTS AND AUTHORITY

Section 1. District Rights and Authority Generally. Nothing in this Agreement shall limit, or be construed to limit, the rights, powers, prerogatives and authority, derived from the Statutes of the State of Missouri or from other sources, which the District and its Board had prior to its adoption of this Agreement. Such rights, powers, prerogatives, and authority are retained by the District and its Board and remain solely and exclusively within the rights of the District, and the exercise of such rights is not subject to the grievance or other dispute resolution procedures recognized by this Agreement. Included in such rights, but not in limitation thereof, are the following rights:

- A. To determine the District’s mission, objectives, policies, and budget;
- B. To determine and set all standards of service offered to the public;
- C. To maintain executive management and administrative control of the District and its properties and facilities and the activities of its employees as related to the conduct of District affairs;
- D. To delegate authority to the Administration, as necessary, for the development and organization of the means and methods of instruction and the performance of professional duties according to current Board policy or as the same may from time-to-time be amended;
- E. To introduce new or improved methods, equipment, and facilities;
- F. To establish, modify or eliminate programs, curriculums and/or courses of instruction, including special programs and athletic, recreational, and social events for students;
- G. To determine whether to provide or purchase goods and services;
- H. To determine the number of employees it shall employ in any classification, certification, school, building, department, or operating unit at any time, all as deemed necessary or advisable by the Board;
- I. To hire all employees and to determine their qualifications;
- J. To determine employee conditions for employment or continued employment and subject to the provisions of existing law and the terms of this Agreement;
- K. To discipline, dismiss, demote, evaluate, promote, transfer, or lay off any employee, subject to the terms of this Agreement;
- L. To determine the academic calendar; and,
- M. To determine the duties, responsibilities, and assignments of those individuals in the Bargaining Unit.

Section 2. The rights and authorities of the District, referred to in this Article, are not all-inclusive, and the omission of any of the usual inherent and fundamental rights of the District, does not constitute a waiver of such rights by the District.

Section 3. In the event a dispute resolution procedure is used as a part of the grievance procedure in this Agreement, the fact finder shall not have the right to extract from or impair the District's rights and authorities specifically reserved above.

ARTICLE 4 – ASSOCIATION RIGHTS

Section 1. Membership. No present or future member of the Workforce shall be required to become a member of the SESP, the National Education Association (NEA), or the Missouri National Education Association (“MNEA”). Neither shall any present or future Workforce employee be required, for any reason, to tender fees, dues, or assessments of any kind to the SESP, NEA, or the MNEA. Employees may become a member of the SESP, NEA, or MNEA if they choose.

Section 2. Use of Buildings. The SESP shall have the same right to use District buildings in the same manner as any other employee support group recognized by the District's Board of Education subject to the reasonable regulations and/or policies of the Board governing use of such buildings.

Section 3. Bulletin Board. The SESP shall be granted space within each District building, where Workforce employees are regularly assigned to work, for the placement of one (1) bulletin board, to be purchased and installed at SESP's expense. The SESP may use an existing bulletin board provided it is agreeable to the District and the SESP. Any new bulletin board shall not be more than twenty-four (24) inches high or thirty-six (36) inches wide in size. All SESP notices or other materials shall only be posted on this bulletin board and at no other location in each building.

Section 4. Meeting Minutes. The official minutes and agendas of all open Board meetings shall be made available to the SESP. The District shall make all the above specified documents available to the SESP when such are made available to other District employee support groups.

Section 5. School District Meetings. The SESP shall be given the opportunity to have one (1) representative attend any open Board meeting that pertains to the SESP. In the event such meeting is scheduled during the scheduled working hours of the SESP Representative, such absence shall be without cost to the District, except that the District may, in its discretion, allow the SESP Representative to make up the missed working time within the same work week. In no event shall time spent by the SESP Representative pursuant to this Section be considered to be hours worked for purposes of computation of overtime compensation.

Section 6. SESP Business. All SESP business, including but not limited to, the investigation of grievances, attendance at meetings (unless specifically allowed in this Article), preparation for any dispute resolution proceeding allowed by this Agreement, or attendance at organizational meetings, shall be conducted outside of the working time of any employee involved in such business except with the express, written approval of the Chief Human Resources Officer. The SESP President may meet with the District concerning grievances or work-related issues for reasonable times during the workday with the approval of the Chief Human Resources Officer.

Section 7. Use of District Mailboxes. The SESP shall have the right to use school mailboxes and the intra-district mail service for the distribution of materials to employees covered by this Agreement. A copy of any material to be disseminated shall be given to the Chief Human Resources Officer prior to the proposed dissemination to the employees covered by this Agreement for review. The SESP shall be responsible for providing an adequate number of copies of any such material to be distributed.

Section 8. Preparation of Agreement. When the parties reach final agreement through the meet, confer, and discuss process, the District shall post the Agreement on the District's website. The District and SESP will split the cost of printing one hard copy of the Agreement for each member of the Workforce. It shall be the responsibility of the SESP to deliver copies to the Workforce.

Section 9. General Rights of Employees. Workforce employees shall have the right to join or refrain from joining the SESP, or form and join, or refrain therefrom, other labor organizations, and if certified, present proposals through such organization to the District relative to salaries and other conditions of employment. Neither the District nor the SESP and its members shall, directly or indirectly, by intimidation or coercion, compel or attempt to compel any Workforce employee to join or refrain from joining the SESP or any other labor organization.

Section 10. Right of Representation. Workforce employees have the right to request representation from the Bargaining Unit at any investigative interview conducted by the District that the employee reasonably believes is likely to result in disciplinary action. Workforce employees may request this representation at any time prior to or during the interview. If requested, the District may opt to: (1) grant the request and delay questioning until the union representative arrives and the union representative has had a chance to consult privately with the unit employee; (2) deny the request and end the interview; or, (3) give the unit employee a choice between having the interview without representation or ending the interview. If the employee reasonably believes the meeting has become disciplinary, the employee may stop the meeting and request union representation. The meeting may recommence once representation has arrived, and the union representative has had an opportunity to consult privately with the employee. Although reasonable efforts will be undertaken to support requests for union representation otherwise, the right to representation does not extend to: (i) meetings for the purpose of conveying work instructions, training or communicating needed corrections or improvements in work; (ii) meetings where the employee is assured by the District prior to the interview that no discipline or employment consequences will result from the meeting; or, (iii) when the purpose of the meeting is to convey or impose discipline that has already been determined with the final decision made prior to the meeting.

Association representatives may include Missouri National Education Association staff and designated member leaders. However, designated member leaders will not be dismissed from District work responsibilities to participate in such meetings.

Section 11. Right to Committee Meetings. When an open District Committee meeting is conducted, that pertains to the SESP, in the discretion of the District, the SESP will be notified and given time off work, if necessary, to participate and have proper representation at such

meetings. In the event such meeting is scheduled during the scheduled working hours of the SESP Representative, such absence shall be without cost to the District, except that the District may, at its discretion, allow the SESP Representative to make up the missed working time within the same work week. In no event shall time spent by the SESP Representative pursuant to this Section be considered to be hours worked for purposes of computation of overtime compensation. The District shall retain the right to restrict the number of representatives but shall always permit at least one (1) SESP representative at such meetings.

Section 12. Matters of Concern. Upon reasonable request of the SESP to the Area Director, the Area Director or designee shall meet with the SESP President, or designee, to discuss concerns of the Association. Such meeting shall occur within two business days, if possible.

ARTICLE 5 – PRODUCTIVITY AND EFFICIENCY

Section 1. Objectives. It is the intent of this Agreement to secure and sustain maximum productivity per employee. In return to the District for the rates of pay and other benefits herein provided, and consistent with the principle of a fair day's work for a fair day's pay, and the objectives of achieving the highest level of employee performance and efficiency, employees covered by this Agreement will not take, authorize, or condone any action which interferes with the attainment of such objectives.

Section 2. Cooperation. In keeping with the objectives above, employees covered by this Agreement will cooperate with the District in an effort to reduce to a minimum all practices resulting in loss of efficiency or costs to the operation which exceed the average operating costs of the operation.

Section 3. Technological Progress. The wages and other benefits herein established for the Workforce employees, and the welfare of the District and those employees in the future, depend to a great extent on technological progress, better or more efficient methods, processes and equipment, and a cooperative spirit on the part of the District and its employees.

ARTICLE 6 – SENIORITY

Section 1. Probationary Period. An employee who is hired into the Workforce shall be considered to be a probationary employee without seniority rights until the employee has completed ninety (90) days of continuous employment with the District. The District shall have the right to extend an employee's probationary period for an additional one (1) month should the employee be deemed marginal, in the District's opinion. Notification will be given to the employee and the SESP should the employee's probationary period be extended. During the probationary period, the District may discharge, discipline, layoff or transfer any probationary employee with or without cause in its sole discretion, and such action shall not be subject to the grievance procedure or any dispute resolution proceeding allowed by this Agreement. Upon completion of the probationary period, the employee's service shall be regarded as continuous from the date of last hiring with the District.

Section 2. Definition of Seniority. Whenever the term "seniority" is used in this Agreement, it shall be defined as the employee's length of continuous service from the employee's last date of hire with the District, in the Workforce covered by this Agreement. However, whenever the term "seniority" is used in this Agreement, it shall always be subject to the employee being both equally

qualified and available at the time. If qualifications and availability are equal, length of service shall be the determining factor.

Section 3. Definition of Qualifications and Availability. Whenever the term “qualifications and availability” is used in this Agreement, it shall be defined as including, but not be limited to the following factors: productivity; quality of work; past experience on the job; absence and tardiness record; disciplinary record; training; work experience gained through other employment; ability to perform other available work and availability of the employee to perform the work when needed. The decision as to qualifications and availability is specifically reserved to the District and shall be made by the District in its sole discretion based upon its best judgment. The District shall provide any employee with the reason for its decision, provided the affected employee makes a written request for such reasons, within ten (10) workdays following the issuance of the District’s decision.

Section 4. Breaking Seniority. Seniority shall be broken, and the employee shall be terminated, upon the occurrence of any one of the following events:

- A. Voluntary quits;
- B. Discharges;
- C. Absence from work for three (3) consecutive workdays without notifying the District, or failure to return to work within one (1) workday following the expiration of an authorized leave of absence; unless the employee provides proof beyond a reasonable doubt that it was impossible to notify the District;
- D. Failure of the employee to report back to work within five (5) workdays after receipt of notice from the District that the employee is being recalled from layoff;
- E. Layoffs of nine (9) months;
- F. Retirement;
- G. Engaging in work for another employer while on authorized leave of absence without prior written approval of the Human Resources Department;
- H. Falsifying the reason for any leave of absence.

Section 5. Seniority List. The District will prepare a list of all employees covered by this Agreement by seniority each six (6) months. The seniority list shall contain the employee's name, date of hire, the area in which the employee works (i.e., maintenance, custodial or Service and Supply Center), salary code and step. An updated copy of the seniority list will be provided to the Association Representative each time the seniority list is updated by the District.

Section 6. When Seniority Governs. Seniority, as defined in this Article, shall govern in situations involving layoffs and recalls, as set forth in Article 7 of this Agreement; promotions as set forth in Article 8 of this Agreement; and vacations, as set forth in Article 20 of this Agreement.

Section 7. Uninterrupted Service. All present Workforce employees shall have calculated into creditable service all continuous service to the District.

Section 8. First Considerations. Current Workforce employees will be given first consideration for promotions, as defined in Article 8 of this Agreement, before the District hires from outside the District.

Section 9. Shift Changes. When the District determines that a regular work assignment shift change is needed, the District will consider a variety of factors, including in part, the needs of the district, workforce employees' job performance, years of experience in the position, and appropriate certifications or credentials, when making permanent shift assignment changes. These provisions do not apply to temporary work assignment shifts to support summer, vacation, holiday, or other such needs.

ARTICLE 7 – LAYOFFS AND RECALLS

Section 1. Decision to Lay Off or Recall. The decision whether to lay off or recall employees, and the number of employees to be laid off or recalled shall be made by the District, in its discretion, based upon its best judgment consistent with the educational mission of the District.

Section 2. Anticipated Layoff. In the event that the District anticipates a layoff of at least twenty-five (25) percent of the Workforce employees that will last in excess of thirty (30) days, the District will notify the Association in writing at least twenty (20) calendar days prior to the initiation of said layoff.

Section 3. Layoff Procedure. When the District makes the decision that a reduction in Workforce employees should occur, the layoff shall be made in accordance with the following steps:

A. The District will designate the specific area (maintenance/supply and/or custodial) which will be reduced and determine the number of employees to be laid off from each area. If the layoff is in the maintenance/supply area, the District may also further identify a specific shop or shops within that area which will be reduced and determine the number of employees to be laid off from each shop. Before making any layoff, the District will ask for volunteers for layoff.

B. Should any employee volunteer for layoff, the District shall have the right, in its discretion, to approve or disapprove the request for voluntary layoff.

C. After any voluntary layoffs, the District will lay off all probationary employees and temporary employees in the area (maintenance/ supply or custodial) and/or the shop which is identified pursuant to Section 3(A) above, before non-probationary employees are laid off.

D. If further layoffs are necessary in the designated area, (maintenance/supply or custodial) and/or shop, the employees in the designated area and/or shop will be laid off by seniority, as that term is defined in Article 6, Seniority, of this Agreement, as determined in the discretion of the District.

Section 4. Recall Procedure. When the District makes the decision that a recall of some or all of the laid off Workforce employees is appropriate, the recall shall be made in accordance with the following steps:

- A. The District will designate the specific areas which are appropriate, in its discretion, for recall and determine the number of employees to be recalled.
- B. The District will, at its discretion, then offer the open position(s) to employees laid off from the designated area. The District's decision as to the recall of employees shall be made on the basis of the employee's seniority, as defined in Article 6, Seniority, of this Agreement.
- C. The District's offer to the employee shall be communicated by certified letter, return receipt requested, sent to the last address listed for the employee in the District's personnel records.
- D. No new employee shall be hired by the District to fill the job classification of a laid off employee before seven (7) working days after Notice of Recall, specified in this Section, has been sent by the District to all eligible non-probationary laid off unit employees covered by this Agreement.

Section 5. Layoff Benefits. The District shall pay the full cost of the applicable single employee health insurance premium of any laid off employee covered by this Agreement for the remainder of the calendar month, a period not to exceed thirty (30) days following the last day worked by the employee prior to layoff. Employees who are recalled to work prior to nine (9) months on layoff shall have their accumulated personal illness days restored to them. Employees who are laid off may elect to be paid for their accumulated vacation days. Employee benefits will not continue to accumulate while an employee is on layoff status.

Section 6. Employees Remaining After Layoff. All Workforce employees remaining after a layoff, as defined by Section 2 of this Article, may face possible reassignment, in the District's discretion, to fill vacancies. In the event an employee is assigned to a position which the employee has not performed prior to that time, the District shall provide such employee with essential training and/or orientation at no cost to the employee. Such remaining employees shall not lose accumulated leave benefits as a result of such reassignment, and evaluations within six (6) months of such reassignment shall take the reassignment into consideration.

ARTICLE 8 – PROMOTIONS

Section 1. The provisions of this Article shall apply to all jobs in the Maintenance Department or in a non-entry level job elsewhere in the Workforce covered by this Agreement.

Section 2. Promotional Interest Notification. Any Workforce employee who desires to be promoted to a position in the Maintenance Department or in a non-entry level job elsewhere in the Workforce, may indicate such desire through the process established by the District. Each employee who completes the process will then be immediately considered for this job opening when it occurs.

ARTICLE 9 – VACANCIES AND TRANSFERS

Section 1. Job Vacancy Selection. When a vacancy occurs in the Maintenance Department or in a non-entry level job elsewhere in the Workforce, the job must be posted within four (4) weeks after the vacancy occurs unless the position is eliminated after discussion with the SESP. Any employee who desires to be considered for the vacancy shall indicate interest through the process established by the District within ten (10) workdays from the date the notification was posted. Each employee who indicates interest shall be considered for the job opening. Employees who receive a transfer shall not be eligible for an additional transfer for a minimum of twelve (12) months after the date the transfer was awarded.

A transfer as referenced in this section does not include promotional opportunities. Exceptions may be made upon mutual agreement between the District and the SESP. If a posting, once filled, should create a series of openings that exceed three (3), creating a domino effect, the District shall notify the SESP and by mutual agreement the District may appoint a new hire to that opening. The District shall provide access to an existing computer at each worksite for use by the workforce to access electronic postings and emails which are pertinent to their job duties and commensurate with departmental procedures and District policies, provided the access does not interfere or inhibit any student or staff access.

Section 2. Job Vacancy Consideration. When a vacancy occurs in the Maintenance Department or in a non-entry level job elsewhere in the Workforce, the District will consider any Workforce employee who has filed a job transfer preference form for that position. Consistent with Article 6, Sections 2 and 3 of this Agreement, if the qualifications and availability of the applicants are equal, the position will be awarded to the applicant with the longest length of service.

Section 3. In General. The District will make every effort to notify all non-probationary employees of their job assignment at least two (2) weeks prior to the first day of school, if their job, shift, or work site assignment changes.

ARTICLE 10 – NONDISCRIMINATION

Section 1. No Discrimination. There will be no discrimination against any employee because of such individual's race, creed, color, religion, national origin, sex, ancestry, age, disability, military status, because the employee joins or refrains from joining the SESP, or because the employee files a grievance pursuant to this Agreement.

Section 2. No Discrimination – Students, Parents or Others. Workforce employees shall not engage in conduct which constitutes discrimination on the basis of an individual's race, color, religion, national origin, sex, ancestry, age, military status or disability toward any District student, parent, or other person.

ARTICLE 11 – GENERAL WORKING CONDITIONS

Section 1. Work Schedules. Daily and weekly work schedules shall be made by the District, in its discretion, and such schedules may be changed by the District to meet the varying conditions and needs of the District. During the summer, depending on the needs of the building and principal, employees may have an option of working a weekly schedule consisting of four 10-hour days. Twelve (12) month employees will be scheduled to work 260 days each year, inclusive of paid

holidays. If, in the sole discretion of the District, non-work days due to district closure are added to the work calendar that would cause twelve (12) month employees to have fewer than 260 scheduled work days, the employee will be compensated for the amount of scheduled non-work days due to district closure that will ensure a total of 260 days of compensation, inclusive of paid holidays.

Section 2. Overtime Compensation. All work performed by an employee after such employee has actually worked forty (40) hours in any work week shall be compensated for at the rate of one and one-half the employee's straight-time hourly rate of pay. Overtime should be voluntary on the part of the employee. If, however, an emergency exists, the District has the right to require the employee to work. The emergency must include a clear or present danger to the District in the loss of property or provide a clear safety hazard. The District may not adjust work schedules to compel any employee to work Saturdays, Sundays, or Holidays, except in emergencies.

Section 3. No Pyramiding. No overtime and/or premium pay paid in accordance with any of the provisions of this Agreement, or required by law, shall be duplicated, or pyramided in whole or in part for the same hours worked. Where two or more overtime and/or premium pay rates are applicable to the same hours worked, only the higher rate shall be paid.

Section 4. Meal Periods. All Workforce employees shall receive a thirty (30) minute unpaid meal period during each workday. Such meal period shall not conflict with the needs of the District and shall be taken in the building or at the work site where the employee is assigned to work. However, the employee may arrange to have a meal period away from the work site with prior approval of the employee's immediate supervisor and provided the employee does not overstay the allotted time for the meal period. Should an unexpected event or an emergency arise during the employee's meal period, the employee may take the 30 minutes later in the workday. If the employee is required to return to work and misses all or part of the thirty (30) minute lunch period, the remainder of the unused lunch period will count as time worked.

Section 5. Break Periods. All Workforce employees who are scheduled to work eight (8) hours in any workday, shall receive one (1) fifteen (15) minute break, with pay, for each four (4) hours actually worked during their workday. All Workforce employees who actually work less than four (4) hours in any workday, regardless of their scheduled hours, shall not receive a break. Breaks shall be taken at the employee's work site unless the employee receives prior approval from the employee's immediate supervisor. Break times may be scheduled by the District at its discretion. Any employee who abuses the break privilege shall be subject to discipline by the District.

Section 6. Personal Business. An employee shall not stop enroute to or from assigned work, during working hours (including break time) or utilize District vehicles to transact personal business of any type, unless prior approval has been received from the employee's immediate supervisor or an emergency exists and is reported promptly following the stop. If a District vehicle is used, this time shall be reflected on their route sheet.

Section 7. Personnel File. Employees shall have the right, upon reasonable request, to review the post-hiring and non-confidential documents maintained in their personnel file and to place therein, written responses to any of its contents. An Employee shall have the right to receive a copy of such documents when the employee files a written grievance after informal discussion of the grievance with the employee's supervisor. The Association's local President and/or UniServ

Director may view a Bargaining Unit employee's personnel file with the written consent of the employee.

Section 8. Resignations from Employment. Any Workforce employee who intends to resign from his/her position shall deliver to the District written notice of such intention not less than two (2) weeks preceding the employee's last day of active work with the District. If an employee fails to give timely notice, the employee shall forfeit one-tenth (1/10) of all accrued vacation benefits for each day less than the required two (2) weeks' notice.

Section 9. Travel Reimbursement. A Workforce employee who is required to use his/her personal vehicle, after the employee has reached his/her first work site, shall be reimbursed for the mileage and travel time between work sites consistent with District policy.

Section 10. Employee Workweek. The workweek for Workforce employees shall begin at twelve o'clock a.m., the beginning of the day on Monday, and shall end on the following Sunday at midnight, the end of the day.

Section 11. Voting Time. Any Workforce employee who is a registered voter in the State of Missouri shall be entitled to up to three (3) hours off from work, depending upon the employee's scheduled hours in relation to the opening and closing times of the polls, consistent with Missouri statutes. Employees will be paid for all work time missed during the absences described in this section. Time off under this section shall only be granted if the employee notifies the employee's coordinator and, in the case of custodians, their building principal prior to the election day (but in no event longer than three (3) workdays prior to the election); is a registered voter in the State of Missouri, or is otherwise eligible to vote in the election; and the polls are not open at least three (3) consecutive hours when the employee is not working for the District. The District shall have the complete discretion to schedule the hours the employee may take for the purpose of voting under this section.

Section 12. Evaluation Document. The evaluation document agreed to by the District and the SESP shall be used to evaluate Workforce employees. Supervisors will prepare annual formal evaluations.

Section 13. Reporting Child Abuse or Neglect. All Workforce employees who know or have reasonable cause to suspect that a child has been subjected to abuse or neglect, shall immediately report the suspected abuse or neglect to the child's Building Principal or in the Principal's absence, to the school nurse. In the event neither of these persons is immediately available, the employee shall make the report directly to the Children's Division of the Missouri Department of Social Services hotline, pursuant to State law.

Section 14. Backup Supervisor. When a Workforce employee is assigned by the District to perform backup supervisory duties for an absent supervisor, the employee shall receive his/her regular hourly rate of pay for such assignment. In the event such assignment lasts longer than four (4) hours on any workday, the employee will receive an additional hour and one half of pay for the workday, at the employee's regular rate of pay which shall not count as hours worked for the purpose of calculating overtime pursuant to the Fair Labor Standards Act.

Section 15. Night Differential. When a Workforce employee is assigned to the night shift and works there continuously for more than one work week, the employee shall receive the appropriate night shift differential, retroactive to the beginning of that night shift assignment.

Section 16. Head Custodian Temporary Pay. A custodian temporarily assigned by the District to a Head Custodian's position for a period of time on a continuous uninterrupted basis shall be paid an additional fifty-cent (.50¢) per-hour for the hours actually worked in such assignment. The increase in pay will become effective at the start of the assignment and continue until the uninterrupted temporary assignment ends.

ARTICLE 12 – EMPLOYEE DRUG/ALCOHOL TESTING

Section 1. Drug/Alcohol Testing Generally. This Drug/Alcohol Testing program applies to all Workforce employees and includes testing for Drugs and Alcohol as described herein.

Section 2. Definitions. For the purposes of this Article, the following terms are defined:

A. Driver – an Employee who operates a commercial motor vehicle (CMV) or is required by the District to hold a commercial driver's license (CDL) or operates a school bus. Driver includes, but is not limited to, full time and part-time regularly employed drivers, and intermittent or occasional drivers.

B. Safety-Sensitive Function – includes such responsibilities as time on duty waiting to be dispatched, driving time, assisting, or supervising loading or unloading, repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

C. Alcohol – the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

D. Drug – any controlled substance listed under section 102(6) of the Controlled Substance Act (21 U.S.C. 802(6)) as specified by the administrator of the federal department of transportation.

E. Employee – an individual currently employed by the District who is covered by this Agreement.

F. Non-Driver – an Employee who is not a Driver or an Employee who performs a Safety Sensitive Function.

G. Medical Review Officer – a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who meets the qualifications as listed in 49 C.F.R. § 40.3.

H. Substance Abuse Professional – a licensed physician or certified psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

Section 3. Covered Employees. All Workforce employees shall be covered under this Article.

Section 4. Program Coordinator. The District's Chief Human Resources Officer or designee shall be the program coordinator to implement the alcohol and drug testing program of the District within the guidelines of this Article.

Section 5. Testing Procedures. Drug testing performed pursuant to this Agreement shall: (a) be conducted by a laboratory certified by the Department of Health and Human Services to conduct Drug specimen analysis using appropriately trained personnel; (b) use a Medical Review Officer to verify laboratory drug test results; (c) provide individual privacy in the collection of specimen samples to the maximum extent possible; (d) use a split sample; and, (e) use specimen collection procedures and chain of custody procedures that ensure that specimen security, proper identification and integrity are not compromised, to the maximum extent possible. Alcohol testing shall use field sobriety testing and/or a federally approved evidential breath testing device (EBTD) by a trained breath alcohol technician (BAT) or trained school police officer. In the event the field sobriety testing and/or EBTD indicates alcohol intoxication, the employee will be transported to a testing facility for further testing.

Section 6. Alcohol and Drug Prohibitions. The following prohibitions exist for employees covered by this Agreement:

- A. No Employee shall report for work or perform work while having an alcohol concentration greater than 0.02.
- B. No Employee shall possess alcohol or drugs while at work.
- C. No Employee shall use alcohol or drugs while at work.
- D. No Employee shall report for work or perform work, within four (4) hours after using alcohol.
- E. No Employee required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until they undergo a post-accident alcohol test (whichever comes first). The employee will be notified if they are required to take a post-accident test by the end of their workday.
- F. No Employee shall report for work or perform work when the Employee uses any Drug, except when the use is pursuant to the instructions of a physician who has advised the Employee that the substance does not adversely affect the Employee's ability to safely perform the function and the Employee has informed the District of the use of such Drug(s) prior to operating a motor vehicle and/or performing safety-sensitive functions for the District.
- G. No Employee shall report for work, perform work if the Employee tests positive for Drugs or Alcohol.

Section 7. Post-Accident Tests. This Section shall apply to all Workforce employees. Alcohol and Drug tests shall be conducted on an Employee as soon as practicable after any accident if such Employee:

- A. Was driving a Motor Vehicle as a part of his/her work responsibility or was performing safety-sensitive functions with respect to the vehicle and the accident involved loss of human life; or
- B. Receives a citation under state or local law for a moving traffic violation arising from an accident while operating a motor vehicle for the District; or
- C. The accident involved bodily injury to any person who, as a result of the injury, immediately received medical treatment away from the scene of the accident.

All post-accident Alcohol and Drug testing shall be conducted within the required time periods. If a test is not conducted within the appropriate period, then the test will not be given, and the program coordinator shall prepare and maintain a file documenting the reasons the test was not promptly administered. In cases where an Employee has sustained an injury, the Employee's medical condition shall be considered by the treating physician prior to Drug and Alcohol testing. The Employee shall provide appropriate samples for Drug and Alcohol testing, where the Employee is able to safely engage in such testing, in the opinion of the treating physician.

Post-accident testing requirements may be fulfilled by properly administered tests conducted by federal, state and/or local law enforcement officials as long as the results of those tests are provided to the District.

Section 8. Random Testing. This Section shall apply to all Workforce employees whose job duties involve (but are not limited to) operating a motor vehicle, lawnmowers, power or electrical equipment, the application or storage of chemicals, cleaning agents or working from a ladder or any elevated height. Alcohol and Drug testing shall be conducted on a random basis at unannounced times throughout the year in accordance with federal regulations. Tests for alcohol and drugs shall be conducted just before, during or just after the performance of any job functions. Employees shall be selected by a scientifically valid random process, and each Employee shall have an equal chance of being tested each time selections are made.

Section 9. Reasonable Suspicion Tests. This Section shall apply to all Workforce Employees. Any qualified supervisor or District Administrator who has reasonable suspicion to believe that an Employee has violated the Alcohol or Drug prohibitions of the District shall require the Employee to submit to the appropriate testing. Reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the Employee. The observations may include indications of the chronic and/or withdrawal effect of Drugs or Alcohol.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made: (1) before the employee's workday but after the employee has arrived for work; (2) during the employee's workday; or (3) after the employee's workday but before the employee has left the District's property. An Alcohol test may not be conducted by the person who determines reasonable suspicion exists to conduct such a test. If an Alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct Alcohol tests shall terminate after eight (8) hours, and the District will state in the record the reasons for not administering the test.

Drug testing shall include documentation by a qualified supervisor or District administrator who makes a finding of reasonable suspicion. They shall create a written record of the observations leading to a reasonable suspicion Drug test within twenty-four (24) hours of the observed behavior or before the results of the test are released, whichever is earlier.

When an Employee is required to perform a Drug or Alcohol Test off-site under this Section, the District shall provide transportation for the Employee to and from the testing facility.

Section 10. Negative or Incorrect Tests. An Employee who has a positive Drug or Alcohol test which is found to be incorrect, shall be returned to work with no loss of pay, benefits, or seniority.

Section 11. Refusal to Submit to Test. No Employee shall refuse to submit to any test pursuant to this Article. A “refusal to submit” occurs when an Employee: (a) fails or refuses to provide adequate breath or urine for testing when notified of the need to do so, after being given a reasonable time to produce the specimen as specified in the United States Department of Transportation Federal Motor Carrier Safety Administration Drug Testing Procedures; or (b) engages in conduct that clearly obstructs the testing process; or, (c) attempts to manipulate the results of any test, including, but not limited to the use of adulterated or “clean” samples; or, (d) refuses to cooperate with the personnel at the testing site. An Employee who violates the rules as specified above will be suspended from employment pending termination from employment and transported home by a District supervisor.

Section 12. Effect of Positive Test. An Employee who tests positive for Alcohol or Drugs shall be deemed to have willfully violated the Board Policies and shall be subject to termination from employment or discipline, as determined by the District.

Section 13. Employee Records.

A. All employee testing records covered by this Article are confidential and the District will ensure that all testing records are maintained in a secure location with controlled access. Test results and other confidential information may be released by the laboratory, the breath alcohol technician or the MRO only to designated District Human Resources officials and/or the substance abuse professional. Any other release of confidential information is only pursuant to federal regulations or with the employee’s written consent.

B. Employees are entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including records of tests and test results.

C. The SESP may receive a copy of an Employee’s testing records if the Employee provides the District with written consent allowing the District to release the records to the SESP.

Section 14. Rehabilitation. Employees who violate the alcohol abuse and drug misuse rules set forth in this Agreement, will be referred to a substance abuse professional for evaluation and will be advised of the available resources for evaluation and treatment. Any treatment or rehabilitation will be provided in accordance with the health insurance, medical or other benefit plan in effect at the time.

ARTICLE 13 – SAFETY

Section 1. Abnormally Dangerous Conditions. Workforce employees shall not be required to work with equipment or vehicles which are abnormally dangerous and, if used, would cause an extreme threat of loss of life or result in a serious physical injury to the employee or others. Should such a condition exist, the employee must immediately notify the immediate supervisor as provided in this Article. The burden of proving that an abnormally dangerous condition exists rests upon the employee.

Section 2. Other Unsafe Conditions. All other unsafe or potentially hazardous conditions, equipment or vehicles must be reported to the District as provided in this Article. Employees may be required to continue to work with equipment or vehicles which, in the District's discretion, are not abnormally dangerous and which, if used, would not cause an extreme threat of loss of life or serious physical injury to the employee or others.

Section 3. Reporting Procedures. The following reporting procedures must be used by employees who encounter unsafe conditions at work:

A. Abnormally Dangerous Conditions – Any abnormally dangerous conditions, equipment or vehicles which, if used, would cause an extreme threat of loss of life or result in a serious physical injury to the employee or others must be reported by the employee to the immediate supervisor by the fastest means available to the employee at the time.

B. Other Unsafe Conditions – Any other unsafe or hazardous conditions, equipment or vehicle must be reported by the employee in writing to the District by use of a safety reporting form prepared by the District for that purpose employee's supervisor. Within a reasonable time, the District shall respond in writing to the employee to all unsafe working conditions reported through this procedure.

Section 4. Employee Responsibility. All employees shall have the responsibility of abiding by the safety rules and regulations promulgated by the District. Additionally, when the District supplies safety equipment, it shall be used by the employee. Employees may be subject to discipline, in the discretion of the District, for the failure to abide by the safety rules and regulations of the District, or their failure to use safety equipment supplied to them.

Section 5. District Responsibility. It shall be the responsibility of the District to train all employees covered by this Agreement in the use of all safety equipment and supplies provided to the said employees by the District.

Section 6. Hazardous Notification. It is the desire of the District that no employee be placed in danger by an infectious disease or disease agent. To prevent this, the District shall be responsible for establishing guidelines to follow under any and all hazardous conditions. Workforce employees will be notified in writing concerning hazardous conditions by the Superintendent, Chief Financial Officer, Department coordinator and/or Work Site Supervisor.

ARTICLE 14 – NO JOB ACTIONS

Section 1. No Job Actions. Since adequate provisions have been made in this Agreement for settlement of all disputes that may arise between the Workforce employees and the District, and

understanding that Section 105.530 Revised Statutes of Missouri makes it unlawful for public employees to engage in a strike or other job action, there shall be no job actions, including but not limited to, a strike, work stoppage, sympathy strike, or slowdown, on the part of the Workforce employees.

Section 2. Discipline. Should any Workforce employee engage in a strike, work stoppage, sympathy strike or slowdown, such conduct shall be cause for discipline, up to and including immediate discharge of the employee or any or all of the employees involved therein, in the District's discretion, with recourse to the grievance procedures set forth in this Agreement, only as to whether the District was justified in its belief that such Workforce employee or employees engaged in conduct proscribed by this Article.

ARTICLE 15 – EMPLOYEE COOPERATION AND PROTECTION

Section 1. Employee Cooperation and Protection. The District shall have the absolute right to conduct investigations into the conduct of Workforce employees, in its sole discretion. If the District places a Workforce employee on administrative leave pending investigation, the Workforce employee will receive their regular compensation until the internal investigation is complete. In the event the employee is found to have engaged in inappropriate conduct or violated any district policy, the Workforce employee will be disciplined accordingly, such as docking pay, up to and including termination. Cooperation with such District investigations, after reasonable request, shall be a condition of employment or continued employment with the District.

Section 2. The discharge or discipline of employees, when necessary, shall not be performed in an unreasonable, arbitrary, or capricious manner.

ARTICLE 16 – PRODUCTION WORK BY NON-WORKFORCE PERSONS

Section 1. Use of Non-Workforce Persons. The District may, at its discretion, utilize supervisory and other non-workforce persons to perform work of any nature at any time, even when such work was previously performed by a member of the Workforce.

Section 2. Use of Temporary Employees. Nothing in this Agreement shall prohibit, or be construed to prohibit, the District from hiring and utilizing full-time temporary employees for a period of seven and one-half (7½) months in any twelve-month period. Such temporary employees shall not be considered a part of the Workforce or otherwise subject to the terms of this Agreement. Whenever possible, Temporary employees shall not be utilized to fill an FTE position for more than 90 days.

Section 3. In the event the District, in its discretion, elects to utilize supervisory or other non-Workforce persons to perform such work, which causes a majority of the Workforce employees covered by this Agreement in the Maintenance, Custodial, or Service and Supply Center or Book Room to each lose in excess of seventy-five (75) straight-time hours in any thirty (30) calendar day period, the District shall notify the SESP, and shall discuss its decision with the SESP.

ARTICLE 17 – WORKERS’ COMPENSATION CLAIMS

Section 1. Workers’ Compensation Generally. The District agrees to cooperate toward the prompt disposition of compensable employee on-the-job injury or illness claims. The District shall provide Workers' Compensation protection for all Workforce employees.

Section 2. Reporting Injuries. All on-the-job accidents or illnesses, no matter how minor in nature, shall be reported by the injured employee to the employee’s immediate supervisor or other person designated by the District, who will arrange treatment of the injury if necessary. Failure to so report an accident or illness may result in disciplinary action.

Section 3. Making False Claims. Any Workforce employee who makes an accident report (or reports) concerning the employee’s condition following an on-the-job accident or illness which, in the District’s discretion is false or which misrepresents any material fact, is subject to discipline up to and including immediate discharge. The determination as to the degree of discipline shall be in the District’s discretion consistent with the severity of the employee’s conduct.

Section 4. Health Insurance. Health insurance (to the extent the District provides a group health plan to the Workforce employees) will be maintained for the employee who is on an authorized leave for a compensable on-the-job injury, for a maximum period of one year.

Section 5. Three Day Waiting Period. A Workforce employee may use accrued leave during the first three (3) workdays missed as the result of a compensable Workers’ Compensation injury if the employee returns to work within fourteen (14) days.

ARTICLE 18 – GRIEVANCE PROCEDURE

Section 1. Definitions. The following definitions are applicable to this Article:

A. “Grievance” is a claim by a Workforce employee covered by this Agreement that there has been a violation or misapplication of the provisions of this Agreement, Policies of the Board of Education that are specifically referenced in this Agreement or Missouri law where the ultimate solution rests within the authority of the Board of Education.

B. “Grievant” is the Workforce employee or employees covered by this Agreement who file the grievance and who are directly affected by the alleged violation or misapplication of the provisions of this Agreement, as defined above.

C. “Business days” means the days Monday through Friday (exclusive of all recognized District holidays) when the District Administrative Offices are open for business.

Section 2. General Procedures. The following general grievance procedures shall be followed when processing a grievance under this Article:

A. Grievances of like nature may be consolidated at any appropriate level of this grievance procedure, when mutually agreed to in writing by the Grievant and/or SESP and the District.

B. The number of days indicated at each Level should be considered as a maximum, and every effort should be made to expedite the process. Failure by the SESP or the Grievant to take action within any time limit specified in this Article shall cause the grievance to automatically be waived, forfeited and dropped, and the grievance shall thereafter not be subject to the grievance procedures set forth in this Article. The time limits specified may, however, be extended by mutual agreement in writing. If any time limit specified in this Article extends into Spring Break, Winter Break or Summer Break, when the grievant is not assigned to work, any applicable time limitation in this Article shall be automatically extended by five (5) business days. Failure of the District or its representatives to take action within the time limits specified shall result in the matter being automatically passed to the next step of the grievance procedure.

C. The parties will make every effort to process any grievances filed under this Article through all the steps of this procedure within six (6) months from the date the grievance is filed.

D. All documents, communications, and records specifically dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

E. Time spent by employees, whether Grievant or Representative, in the processing of grievances shall be, to the degree possible, at times when such employees are free from assigned duties.

F. All meetings and/or hearings under this procedure shall be conducted in private and shall include only the witnesses and parties referred to herein, unless mutually agreed by the parties.

G. Should any District administrator or supervisor referred to herein be unavailable to perform the specific functions under this Article, the Superintendent or Board of Education may designate a substitute to perform those functions and shall notify the SESP of such change. Such designation shall be made within the time limit which the unavailable administrator or supervisor was to have taken action under this Article.

H. No reprisal of any kind shall be taken by the Board of Education, the Administration, the SESP, any employee, or participant/ witness against any Grievant or other participant in the grievance procedure.

I. If the Grievant or the SESP at any time during the proceedings set forth herein, files for relief and/or a remedy through any other legitimate forum including the courts, local, state or federal agency, for redress of the same or similar issues which are identified in the grievance, the grievance procedures may be suspended by the District, at its discretion, pending resolution of such issues by the chosen forum.

J. The Grievant may be accompanied, if desired, by a SESP representative. The accompanying individual may assist the Grievant in the presentation of the grievance.

Section 3. Formal Procedures. All grievances under this Article shall be processed in the following manner:

A. Step 1 – First Line of Supervision/Area Director

(1) Informal Discussion of Grievance – An attempt should be made to resolve any alleged grievance in an informal discussion between the employee who is the Grievant and person in the first line of supervision. An informal answer or adjustment of a question or complaint concluded between an employee and the first line of supervision shall not establish a precedent in any comparable situation and shall not be inconsistent with this Agreement or applicable Missouri law.

(2) Filing of Grievance with Department Head – If the Grievant is not satisfied with the resolution of the grievance after the informal discussion outlined above, the Grievant may file a grievance, in writing, on a form prepared for this purpose, with the Department Head within ten (10) business days after the date of the occurrence of the event giving rise to the grievance or after such event first became known to the Grievant.

(a) The written grievance shall provide a description of the facts that are alleged to give rise to the grievance and shall state the remedy requested;

(b) Within five (5) business days after the Department Head receives the written grievance, a meeting shall be held with the Grievant and the Department Head at a mutually agreeable time other than when the employee is engaged in assigned duties, to discuss the grievance and attempt to resolve the same. A SESP representative may accompany the Grievant to the meeting upon the request of the Grievant.

(c) The Department Head shall render a decision and communicate it in writing to the Grievant and/or the SESP, and the Human Resources Department within five (5) business days following the meeting between that person and the Grievant.

B. Step 2 – Superintendent/Human Resources Department

(1) Filing of Grievance with the Superintendent/Human Resources Department. – If the Grievant is not satisfied with the resolution of the grievance at Step 1, or if no decision has been rendered, the grievant may present the grievance to the Superintendent/Human Resources Department. The grievance shall be presented in writing within five (5) business days after the decision at Step 1, or ten (10) business days after the meeting between the Grievant and the Area Director if no decision was rendered.

(2) Meeting with the Superintendent/Human Resources Department. – Within five (5) business days after the grievance is filed with the Human Resources Department, a meeting shall be held with the Grievant and the Superintendent or designee, in an effort to resolve the grievance.

(3) Decision of the Superintendent/Human Resources Department – The Superintendent or designee shall give an answer within five (5) business days of

the meeting and communicate it in writing to the Grievant, SESP and Area Supervisor.

C. Step 3 – Appeal to the Board of Education.

(1) Appeal to the Board – In the event the Grievant is not satisfied with the resolution of the grievance at Step 2, or if no decision has been rendered by the Superintendent/Human Resources Department, the Grievant may appeal the resolution to the Board within five (5) business days of receiving a response from Step 2 of the grievance process or if no decision has been rendered, a grievance may be filed with the Board of Education.

(2) The Board shall consider and decide the Grievant’s appeal in closed session which shall occur no later than the second scheduled meeting or thirty (30) days, whichever is longer, after receipt of the Grievant’s appeal, unless otherwise agreed-to by the Grievant and District. The Board shall receive and review the grievance, previous decisions and responses and may accept, reject, or modify any previous determination made on the Grievance.

(3) The Board will hear the appeal by receiving written submissions from the Grievant and the Administration and may, upon request of the Grievant, listen to oral presentations by the Grievant and the Administration.

(4) The decision of the Board shall be final and binding upon all parties to the grievance procedure. The Board shall notify the Grievant in writing as to its decision within ten (10) business days after a final vote is taken concerning the appeal of the Grievance.

ARTICLE 19 – HOLIDAYS

Section 1. Designated Holidays. The following days are the “Designated Holidays” for purposes of this Agreement: New Year’s Eve Day, New Year’s Day, Martin Luther King Day, President’s Day, Friday of Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day. A Unit employee who meets the eligibility requirements of this Article, and is classified as a 12-month employee, is eligible to receive all Designated Holidays. A Unit employee who meets the eligibility requirements of this Article, and is classified as a 9 month or more, but less than 12-month employee, is eligible to receive all Designated Holidays, except Independence Day.

Section 2. Rate of Holiday Pay. A Unit employee, when working for the District, shall receive one (1) day of pay for each Designated Holiday in accordance with the requirements set forth in this Article. Holiday pay shall be based on the employee’s normally scheduled number of hours per workday and shall be paid at the employee’s straight-time rate of pay. Holiday pay shall not be considered to be time worked for the purposes of computing overtime compensation. . In addition to the holiday pay, work actually performed on the above holidays shall be compensated at the rate of one-and-one-half the employee's regular straight-time rate of pay.

Section 3. Designated Holidays Falling on Weekend. When any of the Designated Holidays

fall on Sunday, the following Monday shall be observed as the Designated Holiday. When any of the Designated Holidays fall on Saturday and the schools are not in session the preceding Friday, the Designated Holiday shall be observed on Friday.

Section 4. Weekend Work During Holiday Weeks. Bargaining Unit employees who work outside their normal schedule on a Saturday and/or Sunday shall be compensated for such weekend work at the rate of one and one-half the employee's straight-time hourly rate of pay if the Saturday and/or Sunday occurs during the same workweek as a day celebrated as a holiday, as designated in this Agreement. For purposes of this section, the term "workweek" shall be defined as Monday through Sunday. For example, if a holiday designated in Article 19 of this agreement is celebrated on a Wednesday, the employee will be eligible for one and one-half their straight-time compensation for work performed on the Sunday following the day the holiday is celebrated and/or the Saturday following the day the holiday is celebrated.

Section 5. Eligibility Requirements. Any employee who is absent from work on the regular workday preceding or the regular workday next succeeding a holiday, shall not receive the pay for that holiday, as provided in this Article, unless the day absent has been approved by the supervisor and is the result of death, serious accident or illness of an immediate family member, or Military Duty. Any employee's absence due to personal illness on the regular workday preceding or the regular workday next succeeding a holiday, may be excused, for purposes of this Section, at the discretion of the District, provided the employee submits a written medical excuse from a reputable medical provider which specifies the nature of the incapacity or illness necessitating the employee's absence from work, and is signed and dated by the medical provider.

Section 6. Work on Specified Holidays. Bargaining Unit employees who are required to work on Christmas Day, Thanksgiving Day, and/or Independence Day shall be compensated at twice their straight-time compensation (double time) for time actually worked on the specified holiday.

Section 7. Districtwide Scheduled Closure. In the event Bargaining Unit employees are required to report to work on a day that the entire District is scheduled to be closed for reasons other than those stated in Article 21, Section 9 herein, Bargaining Unit employees will be compensated at the rate of one-and-one-half (1.5) the employee's regular straight-time rate of pay.

ARTICLE 20 – VACATIONS

Section 1. Vacation Eligibility. Unit employees who are classified as full or part-time twelve (12) month employees shall be eligible to receive vacation benefits. Temporary employees and employees who are classified as less than twelve (12) month employees are not eligible to receive vacation benefits. The qualifying date for vacation benefits will be the employee's employment anniversary date from the employee's most recent date of hire.

Section 2. Vacation Accrual. Vacation days shall be accrued by eligible Unit employees at the following rate, based on the number of hours in their regular workday:

<u>Mos. Of Continuous Service</u>	<u>Rate of Accrual Per Mo.</u>	<u>Maximum Annual Accrual From Last Date of Hire</u>
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1 through 72	5/6 of a workday	80 hours or 10 times the employee's regular workday whichever is less
73 through 120	1¼ workday	120 hours or 15 times the employee's regular workday whichever is less
over 120	1 ⅔ workday	160 hours or 20 times the employee's workday whichever is less

The term “workday” for accrual purposes, means the number of hours the eligible Unit employee is regularly scheduled to work.

Section 3. Application of Benefits. Eligible employees may be allowed to use vacation time in smaller than forty (40) hour increments with the approval of the District. Vacation benefits shall be taken within the twelve (12) calendar months following the employee’s qualifying date for eligibility and shall not accumulate from year to year. Benefits paid under this Article shall not be considered as time worked for the purpose of computing overtime compensation. Whenever possible, the employee’s vacation time preference will be granted by the District. However, the needs of the District may require the District to adjust scheduled vacation or deny individual vacation requests in its discretion.

Section 4. General Rules for Taking Vacations. The following rules shall apply to the taking of all accrued vacation benefits:

A. Vacation Time Subject to Needs of the District – Whenever possible, the employee’s vacation time preference will be granted by the District. However, the needs of the District may require the District to adjust scheduled vacation or deny individual vacation requests in its discretion.

B. Use of Accrued Vacation Time – Subject to the provisions of this Article, eligible Workforce employees who are eligible to take vacation may take any or all vacation hours with the approval of their supervisor. Supervisors will consider, approve, and deny requests based on factors, determined by the District, which are based upon operational needs of the District and availability of substitutes, when applicable. Custodians will have from December 1st through December 31st to submit vacation requests for the six-month period which runs July 1- December 31 (example December 1-31, 2022 requests will be for vacations between July 1, 2023-December 31, 2023). Further, Custodians will have from June 1st through June 30th to submit vacation requests for the six-month period which runs January 1st through June 30th (example June 1-30, 2022 requests will be for vacations between January 1, 2023 – June 30, 2023) Requests received between December 1-31 and/or June 1-30 will be considered based on years of service with the district. Requests will be granted or denied and returned to the employee within thirty (30) days of the submission deadline .

The following provisions apply to Workforce Custodial employees:

(a) Vacation Sign Up List. The District shall provide forms to

each Workforce employee to allow them to state their vacation preferences. The sign-up period shall occur during the timeframe noted herein above each year.

(b) Assignment of Vacation Times. Within thirty (30) days of the submission deadline, the District shall assign vacation times from the vacation sign-up forms on the basis of the employee's length of continuous service in the Workforce since their last date of hire. The District shall take into consideration the stated preferences of the employee insofar as the needs of the District will permit.

(c) Failure to Signify Preference. Employees who fail to signify their preference for desired vacation times by December 31st and/or June 30th of each year shall not be allowed to bump any less senior employee from the assigned vacation time. Employees who fail to signify their preferences for all or a part of their accrued vacation time shall be allowed to take their vacation subject to the other provisions of this Article, with the following written notice:

C.	<u>VACATION TIME TO BE TAKEN:</u>	<u>AMOUNT OF NOTICE:</u>
	More Than five (5) days	2 weeks
	One (1) to five (5) days	1 week
	One (1) day	3 days

D. The District retains the discretion to disapprove such request if the request would conflict with any other employee's vacation or would cause inconvenience to the District.

E. Uncontrollable Events. The aforementioned notice provisions for use of accrued vacation time may be waived by the Director of the Department or their designee in the event of an uncontrollable event which necessitates the absence of a Workforce employee. All notification provisions and processes remain in force and effect for any needed absences.

F. Loss of Vacation Time. The District shall not be responsible for payment of vacation benefits if a Workforce employee fails to sign up for all or part of accrued vacation time pursuant to this Article and such benefits were lost because they were not taken within the twelve (12) calendar months following the employee's qualifying date for eligibility pursuant to Section 3 of this Article. In the event a Workforce employee signs up for all allotted vacation time pursuant to Section 4C of this Article, any vacation time which is rescheduled for the convenience of the District and which is not taken within twelve (12) calendar months following the employee's qualifying date for eligibility shall be paid for by the District.

G. Emergencies. If a member of an employee's family, as defined by Article 21 of this Agreement, suffers a death/serious accident or illness, which conflicts with the taking of a scheduled and approved vacation, such vacation time may be rescheduled at a later date.

H. Extended Vacation Leave. Any Workforce employee may, at the discretion of the District, be granted an unpaid leave of absence in conjunction with the employee's

scheduled and approved vacation time, for the purpose of traveling. Such leave shall not extend for a period of more than one (1) calendar month.

Section 5. Extended Vacation Leave. Any Workforce employee may, at the discretion of the District, be granted an unpaid leave of absence in conjunction with the employee's scheduled and approved vacation time, for the purpose of traveling. Such leave shall not extend for a period of more than one (1) calendar month.

ARTICLE 21 –LEAVES

Section 1. Short-Term Leaves. The provisions of Board of Education policy GBBDA: Support Staff Leaves, as modified hereafter from time-to-time by the District's Board of Education in its sole discretion, shall be applicable to employees covered by this Agreement. Board of Education policy GBBDA shall be consistent with federal and state law. Any short-term leaves required to be provided by state and/or federal law applicable to school district employees shall be extended to eligible employees covered by this collective bargaining agreement as of the effective date of such federal or state law, including Military Leave, Professional Leave, Election Leave, Leave to Vote, Jury Duty Leave, Leave for Court Subpoena, Firefighter Leave, Crime Victim Leave, Civil Air Patrol Leave, Coast Guard Auxiliary Leave–Pregnancy/Childbirth/Adoption Leave and VESSA Leave.

Section 2. FMLA Leave. The provisions of Board of Education Policy GBBDA-- Leaves Of Absence - Family Medical Leave Act, as modified hereafter from time-to-time by the District's Board of Education in its sole discretion, shall be applicable to the employees covered by this Agreement. Board Policy GBBDA shall be consistent with Federal and State Law. Any amendment of family medical leave laws required to be provided by state and/or federal law applicable to school district employees shall be extended to eligible employees covered by this collective bargaining agreement as of the effective date of such federal or state law.

Section 3. Bereavement and Pallbearer Leave. The District will provide Bargaining Unit employees with two (2) paid bereavement days each school year (July 1-June 30) to attend the funeral or make funeral arrangements for an immediate family member of the Bargaining Unit member. In addition to the two (2) bereavement days, Bargaining Unit employees may use other available leaves as specified herein below.

When a death occurs in a Bargaining Unit employee's immediate family, the employee may use their accrued sick leave/PTO to attend the funeral or make funeral arrangements, within two weeks after a death occurs. Exceptions may be approved by the superintendent or designee. The district may require verification of the need for the leave.

When used in this Section, the term "Immediate Family" shall mean the Bargaining Unit employee's husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, stepparent, stepchild, stepbrother, stepsister, aunt, uncle, niece, nephew, any other person for whom the employee is legally responsible, or such other individual as authorized by the District's Chief Human Resources Officer due to the nature of the personal relationship between the Bargaining Unit employee and the individual.

A Bargaining Unit employee who is absent because the employee attends a funeral as a pallbearer

may use up to one (1) day of their accrued sick leave/PTO in any school year to cover the hours missed from their work assignment. No more than eight (8) sick leave days may be cumulatively used in any school year for a death in an employee's immediate family and service as a pallbearer in addition to the two (2) days of bereavement leave established herein. In order to receive pay for pallbearer duty, the employee must file verification of the absence with the District's Human Resources Department.

The appropriate use of bereavement leave as specified herein shall not be considered for purposes of determining excessive absenteeism.

Section 4. Association Leave. In the event the Association desires to send Bargaining Unit employee representatives on the business of the Association, and contingent upon the approval of the District by and through the Bargaining Unit employee's immediate supervisor, such Bargaining Unit employee will be allowed to attend to the business of the Association, provided a suitable substitute is available and the Association shall reimburse the District for the cost of the substitute. Requests for Bargaining Unit employee(s) to attend to the business of the Association shall be submitted in writing at least ten (10) days prior to the requested absence. Any such requests will be denied if the absence will disrupt the regular operations of the department or division, or if qualified and appropriate substitute coverage cannot be obtained.

This leave will not be charged against the employee in disciplinary action. No more than two (2) workdays will be approved per school year (July 1-June 30) for a Bargaining Unit employee to attend to the business of the Association.

Section 5. Long-Term Leaves. The provisions of Board of Education policy GDBDB: Support Staff Long-Term Leaves and Absences, as modified hereafter from time-to-time by the District's Board of Education in its sole discretion, shall be applicable to eligible employees covered by this Agreement, including Leaves of Absences for Medical, Family, Child-Rearing, Educational and Military Leave.

When a Bargaining Unit employee is absent from active duty on any of the long-term leaves of absence allowed under this policy, the district shall not continue to make its required contributions to the Public School and Education Employee Retirement System (PSRS/PEERS) on behalf of the employee unless: 1) the employee is using their accrued sick leave time while on the leave of absence, or 2) the employee is receiving worker's compensation benefits, or 3) otherwise required by law. This long-term leave of absence policy does not constitute the sick leave provisions of the district for purposes of the Missouri statutes governing the Public School Retirement System/Public Education Employees Retirement System (PSRS/PEERS).

When a Bargaining Unit employee begins a leave of absence without pay, the Bargaining Unit employee relinquishes their specific work assignment. While a Bargaining Unit employee is on a long-term leave of absence, the Bargaining Unit employee shall remain an employee of the district. However, except as required by law, the Bargaining Unit employee shall not accrue leave time or service time with the district. The Bargaining Unit employee shall remain eligible to participate in the district's group medical insurance plan, but the Bargaining Unit employee shall be responsible for the prompt payment of the premium.

Section 6. Paid Time Off (PTO) Leave. Should the Board of Education, in its sole discretion and professional judgment, adopt a policy to extend paid time off (PTO) to eligible

support staff employees, and should such policy replace the District's sick leave policies, the parties agree that the following PTO provisions shall become effective on the date such policy becomes effective. However, should the Board of Education, in its sole discretion and professional judgment, determine that the adoption of a PTO policy is not appropriate, the sick leave policies of the District shall remain in force and effect and shall be extended to eligible Bargaining Unit employees.

Bargaining Unit employees will accumulate four (4) PTO days on July 1 of each school year and will accumulate one (1) PTO day each month of services. For purposes of accrual of PTO leave benefits under this Article, the term "PTO leave day" means the number of hours the employee is regularly scheduled to work each workday. An eligible Unit employee who has less than a 1.0 FTE will accrue PTO leave on a pro-rata basis.

Paid time off leave cannot be taken during the two (2) weeks prior to the start of the school year, during the first week of the school year, or during the week following the last school day of the regular school year. Further, paid leave cannot be taken in more than three (3) consecutive days without submission of documentation from a medical provider indicating the need for extended medical absences or advanced written approval of the employee's immediate supervisor. Bargaining Unit employees will provide at least forty-eight (48) hours advance notice of expected or known PTO absences. Emergency situations, including unforeseen overnight illnesses, will be reported as soon as possible.

Paid leave may be used for the following absences, subject to the limitations noted herein:

- a. Tax investigation.
- b. Court appearances, unless applicable law requires no leave to be charged to the employee.
- c. Wedding or graduation.
- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday, or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy or the board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- h. Leave for other purposes as approved by the supervisor in writing.
- i. Illness, injury, or incapacity of the employee.
- j. Illness, injury, incapacity, or funeral of a member of the immediate family.
- k. Illness, injury, or incapacity of other relatives, with permission granted by the superintendent.

Unused PTO leave days do not accrue or carryover from year-to-year. Unused PTO leave days will revert to personal sick leave at the end of the year (as of June 30 of a given school year). Sick leave accruals remain subject to the limitations and maximum accruals set forth in Board of Education policies, as may be amended from time-to-time hereafter by the Board of Education in its sole discretion.

Section 7. Sick Leave Payout.

A. Current Employee. Any eligible Bargaining Unit employee who has accrued more than their maximum accumulations shall annually be compensated for all days in excess at \$100 per day. The remittance of payment shall occur at such time as determined by the district.

B. Bargaining unit employees who have accumulated more than 60 days of sick leave, upon retirement or voluntary resignation with a written notice submitted 30-59 days prior to the effective date, shall be paid \$35 per day in excess of 60 days. The district reserves the right to waive the

two-week voluntary resignation notice period.

C. Bargaining unit employees who have accumulated more than 60 days of sick leave, upon retirement or voluntary resignation with a written notice submitted at least 60 days or more prior to the effective date, shall be paid \$50 per day in excess of 60 days.

Section 8. Excessive Absences. Should the Board of Education, in its sole discretion and professional judgment, adopt a policy to extend paid time off (PTO) to eligible support staff employees, and should such policy replace the District's sick leave policies, the parties agree that for disciplinary purposes, the term "excessive" as related to Bargaining Unit employees' absences shall include all employee absences which are not otherwise protected by state or federal law, including PTO absences, and shall not exceed the total number of PTO days awarded per school year (July 1-June 30 of a given year). Any Bargaining Unit employee who willfully violates or misuses the leave policies and/or leave plans of the District, or who misrepresents any statement or condition in order to receive benefits allowed by this Article, may be disciplined up to and including termination of employment.

Section 9. Inclement Weather Leave.

A. Normal Circumstances. In the event of inclement weather or an emergency which causes the schools to close, but administrative offices to remain open on a scheduled workday, all twelve (12) months Bargaining Unit employees shall report to work for regularly scheduled shifts when administrative offices remain open during inclement weather unless otherwise notified by the District. Eligible employees who worked the night shift the previous day have the option to report to work two (2) hours later than the day shift and complete an 8-hour shift. If twelve-month employees elect not to report to work on these days due to hazardous road conditions, they must account for lost time by use of the vacation days or paid time off should the District's Board of Education adopt a policy to eliminate sick leave and replace such leave with paid time off. Bargaining Unit employees without sufficient leave accruals to cover such absences will be deemed to be absent without pay.

B. Severe Circumstances. In the event of inclement weather or an emergency which causes schools and the Administrative Offices to close on a scheduled workday, twelve (12) month Bargaining Unit employees shall not report to work but will be paid at their regular rate of pay. However, the District may elect to call in certain employees at its discretion to perform the essential functions of their positions, ensuring that appropriate preparations have been made to allow the district to return to normal operations. Employees who are required to work shall be compensated at the rate of twice their straight-time compensation (double time) for time actually worked on these days.

ARTICLE 22 – BENEFITS

Section 1. Fringe Benefits. The provisions of Board of Education policy GDBC : Support Staff Fringe Benefits, as may be modified hereafter from time-to-time by the District's Board of Education in its sole discretion, shall be applicable to eligible Bargaining Unit employees. Board or Education policy GCBC shall be consistent with state and federal law. Eligible Bargaining Unit employees shall be extended these fringe benefits in the same manner and to the same extent as other eligible district employees, including health insurance and retirement contributions to the Public Education Employees Retirement System.

Section 2. Clothing Allowances. The District shall provide employees with appropriate and

sufficient safety equipment to meet all known safety hazards existing on the job. The District will share in the cost of protective clothing with unit employees when approved in advance and as outlined below:

- A. Safety Shoes – When safety shoes are purchased from sellers designated by the District, the District agrees to reimburse employees in the Workforce for the cost of one pair of shoes, or one hundred dollars (\$100.00), whichever is less every two (2) calendar years. If reimbursed, the District has the right to require the employee to wear the safety shoes on a daily basis. If the employee leaves the District within the first six months of employment, they shall reimburse the District for any expenditure made for safety shoes.
- B. Safety Prescription Glasses – the District will reimburse 100% of the cost of safety lenses and frames, up to two hundred dollars (\$200.00) in reimbursement, when the prescription safety glasses are purchased from designated sellers. Plastic safety lenses will be accepted if they meet applicable OSHA guidelines. The benefit is limited to one pair of prescription safety glasses every two (2) years, with eligibility for such glasses to begin after the employee has completed one (1) year of service.
- C. Coveralls – When bib coveralls are purchased from sellers designated by the District, the District agrees to reimburse employees in the Workforce for the cost of one pair of coveralls, or one hundred dollars (\$100.00) whichever is less every two (2) calendar years.

Section 3. Early Separation Notice. For the 2022-2023 school year only, the District agrees to extend the pilot early notice program for Bargaining Unit employees which was first piloted in the 2021-2022 school year. The terms and conditions of the pilot program in effect for the 2021-2022 school year shall remain in effect for the 2022-2023 school year.–

\$1000 – Early notice of resignation or retirement is received by the Human Resources Department 90+ calendar days prior to retirement or voluntary resignation and the Bargaining Unit employee works the entirety of the school year.

\$750 – Early notice of resignation or retirement is received by the Human Resources Department 60-89 calendar days prior to retirement or voluntary resignation and the Bargaining Unit employee works the entirety of the school year.

\$500 – Early notice of resignation or retirement is received by the Human Resources Department 30-59 calendar days prior to retirement or voluntary resignation and the Bargaining Unit employee works the entirety of the school year.

Bargaining Unit employee must have worked for a minimum of one year (one complete work calendar year) to qualify for participation in the early notice incentive program.

Section 4. Continued Working Relationship. During the term of this Agreement the District and the Association pledge to continue a working relationship that further expedites and enhances the working environment at all sites. To accomplish this task the President of the Association (or designee) shall be released from regularly scheduled assignments to assist the District in training, fact finding, trouble shooting and providing a conduit to resolve problems.

Section 5. Payroll Deductions. The District shall provide for deductions from the payroll check of employees covered by this Agreement upon written authorization of the employee, for

the following District-approved matters: credit union, United Way, additional life and/or family health insurance, cancer insurance, annuity, and Association dues.

Section 6. Paycheck Information. All Workforce employees shall be provided, when they receive their paycheck, an accounting for their accumulated sick leave and all normal deductions from their gross pay.

Section 7. Payment of Accrued Vacation time Upon Death. In the event of the death of a non-probationary Workforce employee, the District shall pay all accrued, but unused, vacation time to the employee's estate.

Section 8. Receipt of Payroll Checks. It will be the goal of the District and the Association for all employees to receive their paycheck twice a month.

Section 9. The District will provide free Hepatitis B shots and free CPR training to all Workforce employees who request either of these.

Section 10. Retirement. The District will make contributions to the appropriate State of Missouri retirement fund for eligible Workforce employees.

ARTICLE 23– WAGES/SALARY SCHEDULE

Section 1. Salary Schedule. The amended Salary Schedule attached as “Exhibit 1” shall apply to the Workforce employees during School Year 2022-23.

- A. Effective July 1, 2022, eligible unit employees will receive a one (1) step increase on the District's Salary Schedule.
- B. Effective July 1, 2022, eligible unit employees shall be compensated in accordance with the negotiated Salary Schedule attached hereto as Exhibit 1.

ARTICLE 24 – SAVINGS CLAUSE/COMPLETE AGREEMENT

Section 1. Enforcement. If any portion of this Agreement is or at any time shall be determined by a court of law to be contrary to law, then such portion shall not be applicable or performed or enforced, except to the extent permitted by law, and shall be subject to appropriate negotiations with the SESP.

Section 2. Continuation. In the event that any portion of this Agreement is or shall at any time be determined to be contrary to law, all other portions shall continue in full force and effect. Notwithstanding any provision of this Agreement to the contrary, in the event that Section 105.575 RSMo, as passed by the Missouri Legislature as a part of HB 1413, is found by a court of competent jurisdiction to be constitutional and in full force and effect, then the District shall have no further legal duty to continue to recognize and bargain with the Unit until the Association is certified or re-certified as the exclusive bargaining representative for the Unit by the State Board of Mediation, pursuant to Section 105.575 RSMo, and all wages, hours of work and other terms and conditions of employment in this Agreement shall remain in place until such time as such terms are altered by the District's Board of Education in its discretion.

Section 3. Board of Education Policies. The SESP agrees that the District's Board of Education shall be free to promulgate, amend, implement, or repeal any Policy, Guideline or

Resolution without engaging in negotiations concerning such subjects or matters with the Association so long as such policy does not conflict with any provisions of this Agreement.

ARTICLE 25 – TERM OF AGREEMENT

Section 1. Term of Non-Economic Provisions of Agreement. The non-economic provisions of this Agreement shall be in full force and effect from the 1st day of July, 2021, and shall continue until the 30th day of June, 2023, automatically renewing itself for additional periods of one (1) year each thereafter, from year to year, unless written notice is given by either party sixty (60) days prior to the 30th day of June, 2023, or the 30th day of June of any year thereafter in which this

Agreement exists, of a desire to cancel or amend this Agreement. The term “Non-Economic Provisions” shall include all Articles of this Agreement, except wages and economic benefits (such as holidays, sick leave, leaves of absence, benefit plans, etc.), for the Workforce.

Section 2. Negotiations for Economic Provisions. The parties agree that negotiations for economic provisions of this Agreement shall take place on a yearly basis and shall commence no earlier than February 1 and will conclude by June 1 of the school year in which negotiations occur, unless the parties otherwise agree. The term “Economic Provisions” shall include wages and economic benefits (such as holidays, sick leave, leaves of absence, benefit plans, etc.) for the Bargaining Unit. These negotiations may be solely between the SESP and the District or may include the representatives of other certified/recognized District employee groups, as agreed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in duplicate by their authorized representatives.

For the Springfield Education Support Professionals (SESP)

Dated: _____, 202~~1~~²

For the School District of Springfield, R-12

Dated: _____, 202~~1~~²

EXHIBIT 1

Service Personnel Salary Schedule

Non-Exempt - Per Hour Rates

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
S110	14.50	14.75	15.00	15.25	15.50	15.80	16.10	16.40	16.70	17.00	17.40	17.80	18.20	18.65	19.35
S120	15.00	15.30	15.60	15.90	16.20	16.55	16.90	17.25	17.60	17.95	18.40	18.85	19.30	19.80	20.30
S130	15.75	16.05	16.35	16.65	16.95	17.30	17.65	18.00	18.35	18.70	19.15	19.60	20.05	20.55	21.35
S140	16.00	16.35	16.70	17.05	17.40	17.80	18.20	18.60	19.00	19.40	19.90	20.40	20.90	21.45	22.40
S150	17.25	17.60	17.95	18.30	18.65	19.05	19.45	19.85	20.25	20.65	21.15	21.65	22.15	22.70	23.50
S160	18.00	18.40	18.80	19.20	19.60	20.05	20.50	20.95	21.40	21.85	22.40	22.95	23.50	24.10	24.70
S170	18.75	19.15	19.55	19.95	20.35	20.80	21.25	21.70	22.15	22.60	23.15	23.70	24.25	24.85	25.95
S180	19.50	19.95	20.40	20.85	21.30	21.80	22.30	22.80	23.30	23.80	24.40	25.00	25.60	26.25	27.25
S190	20.00	20.50	21.00	21.50	22.00	22.55	23.10	23.65	24.20	24.75	25.40	26.05	26.70	27.40	28.60
S200	20.50	21.10	21.70	22.30	22.90	23.55	24.20	24.85	25.50	26.15	26.90	27.65	28.40	29.20	30.00
S210	21.50	22.10	22.70	23.30	23.90	24.55	25.20	25.85	26.50	27.15	27.90	28.65	29.40	30.20	31.00
S220	22.50	23.15	23.80	24.45	25.10	25.80	26.50	27.20	27.90	28.60	29.40	30.20	31.00	31.85	32.70

Grade	Position
S110	Unused
S120	Custodian
S130	Head Custodian I (Elementary)
S140	Unused
S150	Custodian II-Lead Floater Head Custodian II (Middle School)
S160	Lead Custodian-Night/Setup (High School)
S170	Groundskeeper Head Custodian III (High School) Maintenance Worker I Storekeeper
S180	Maintenance Worker II (Night/Second Shift or Journey)
S190	Lead Maintenance Worker I Lead Storekeeper Maintenance Worker III (Journey plus Night or Master)
S200	Lead Maintenance Worker II (Night)
S210	Lead Maintenance Worker III (Master)
S220	Lead Maintenance Worker IV (Master plus Night)