

**MASTER AGREEMENT
BETWEEN THE**

**ST. LOUIS BOARD OF
EDUCATION**

&

USW

**ST. LOUIS SUPPORT STAFF
LOCAL 2-540**

2007-2008

2008-2009

29100

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USW Local 2-540

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ARTICLE 1

RECOGNITION

- A. This Master Agreement is entered into between the Board of Education of the St. Louis Public Schools, hereinafter referred to as the "District" and on behalf of the USW Local 2-540 hereinafter referred to as the "Union."
- B. The District hereby recognizes the Union as the exclusive representative for all full-time and regularly scheduled part-time clerical, administrative assistants, paraprofessionals, custodial and maintenance personnel, transportation, preschool workers, aides and all other support staff personnel. Excluded from the bargaining unit are the secretary(s) to the Superintendent, supervisors, substitutes and all other employees.
- C. Further excluded from the terms and conditions of the Agreement are third parties hired as subcontractors, students, volunteers, and temporary hourly help not employed on a regular basis. Temporary shall be defined as persons employed to meet seasonal needs or to fill employment demands of a particular temporary situation. Absent agreement between the parties on a longer period of time, the employment of a temporary position will not exceed sixty (60) work days.
- D. It is expressly recognized by the parties that the Transportation Supervisor, Operations Supervisor, and Director of Operations may continue to perform bargaining unit work of the same kind and nature and to the same extent as has been done in the past provided that such work will not be expanded in such a fashion as to result in the loss of hours available to another employee under the jurisdiction of the supervisor. It is understood that supervisory employees may perform bargaining unit work in circumstances such as emergency situations, when operational difficulties are encountered, in the testing of materials and equipment and in the instruction or training of employees.
- E. It is further agreed that the Union will sign and execute upon demand, any required releases to utilize youth employees under the Job Training and Placement Act or similar state or federal programs.
1. Full time employee: Person working at least 5 days per week, Monday-Friday, 40 hours per week, 8 hours per day, 1725 (administrative assistant), 2080 (custodial) hours per year.
 2. Regular School Year Employees: Person working 20 hours or more a week during the student school year.
 3. Regular Part-time School Year Employee: Person working less than 20 hours per week during the student school year.
 4. Bus Drivers: Bus drivers are regular school year employees if they work two (2) or more regular routes per day.
 5. Sub-Workers: Person working to fill in for regular employees who are on sick leave, vacation days, personal days, leave of absence, or in an emergency case when needed.

ARTICLE 2

DISTRICT RIGHTS

The District retains all rights, powers and authority vested in it by the laws and constitution of Michigan and the United States. All policies of the Board of Education on behalf of the District as stated in Board of Education Policies, Board of Education minutes, or as set forth in any manner whatsoever, or powers which heretofore have been properly exercised by it, shall remain unaffected by this Agreement and in full force and effect, unless and until changed by the Board. Any additions thereto, subtractions there from or revisions thereof, as the same may be made by the Board from time to time, shall become and remain unaffected by this Agreement and in full force and effect unless changed by the Board.

Not by way of limitation but by way of addition, the Board reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided, however, that all of the rights set forth herein being manifestly recognized and intended to convey complete power in the Board shall nonetheless be limited but only as specifically limited by express provisions of this Agreement. Rights reserved exclusively herein by the District, which shall be exercised exclusively by the District without prior negotiations with the Union either as to the taking of action under such rights or with respect to the impact of such action and shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the district.
2. Continue its rights and past practice of assignment and direction of work of all of its personnel, determine the number of shifts, hours of work, length of work year, starting and ending times, and scheduling of all the foregoing, and the right to establish, modify or change any work or business hours or days.
3. The right to direct the working forces, including the right to hire, to evaluate and determine the criteria and procedures upon which employees are evaluated, to establish and amend job descriptions, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees, determine the size of the work force and to lay off employees.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including the subcontracting thereof, the automation thereof or changes therein, the instruction of new and/or improved methods or changes therein.
5. Adopt and amend policies, rules and regulations.
6. Determine the qualifications of employees, including physical conditions.

7. Determine the location or relocation of its facilities and equipment, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
8. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization.
11. Determine the policy affecting the selection, testing or training of employees. At the discretion of the supervisor, district training sessions shall take place before the start of the school year or during in-service days. A minimum of seven (7) calendar days notice will be given during the school year for required training, and a minimum of fourteen (14) calendar days notice will be given for required training during the summer.

ARTICLE 3

UNION SECURITY

- A. All employees covered by this Agreement shall as a condition of continued employment, following thirty (30) calendar days from the effective date of this Agreement or thirty (30) calendar days from their date of hire, whichever is later, pay either:
 1. Union membership dues; or
 2. A Union representation service fee.
- B. The payroll deduction of dues and fees is required under the terms of this agreement. The District therefore agrees to payroll deduct dues and representation service fees, pursuant to the authority set forth in MCLA 408.477. Employees must complete an authorization for payroll deduction every year.
- C. Deductions for any calendar month shall be remitted to the designated Union financial officer, once a month along with a list of names all employees from whom deductions have been made.
- D. The Union agrees to indemnify and save the District, including individual school Board members and their agents, harmless against any and all fees, awards, claims, demands, costs,

suits, judgments or other forms of liability which may arise out of or by reason of action taken by the District or its agents in complying with this Article.

ARTICLE 4

UNION AND EMPLOYEE RIGHTS

- A. Subject to obtaining prior authorization from the Superintendent or his/her designee, the Union shall have the right to use school district facilities and office equipment (i.e. copy machine, etc.). In the event there is cost incurred through such usage or damage resulting from such use, the Union will reimburse the District for such costs.
- B. Subject to obtaining prior approval of the Superintendent or his/her designee, duly authorized representatives of the Union who are not employees of the District will be permitted to transact official Union business on the District's premises.
- C. The Union shall have the right to post official notices of Union activities and other correspondence in locations in each building designated by the Superintendent or his/her designee. The notices will be signed and dated by the Union official responsible for the distribution of the posting.

Subject to the rules and regulations of the postal authorities, the Union may use the inter-district mail service and mail boxes for the distribution of correspondence to bargaining unit employees.

The rights conveyed in this provision will not be used to distribute information, which is detrimental or derogatory with respect to the District, its employees or the Board of Education.

- D. No employee who has completed the probationary period set forth in Article 7 shall be disciplined without just or reasonable cause.
- E. Employees on the negotiation team will not lose pay for hours associated with negotiations sessions, which the parties have mutually agreed to schedule during an employees working hours.

ARTICLE 5

VACANCIES

- A. Any employee interested in applying for a vacancy may do so within five (5) working days from the date the vacancy notice is posted. A posting will occur when:
 1. A new position is created by the board.

2. An existing position becomes vacant provided that the Board intends to fill the position.
3. The hours of an existing position change 1 hour or more, per day or 5 hours or more per week for a time period longer than 1 month for full year and school-year employees.
4. The scheduled work time changes more than 2 hours before/after the original scheduled time frame for a time period longer than 1 month for full year and school year employees.

Vacancies which result from an employee being awarded a vacant position pursuant to this provision shall be posted for a period of at least three (3) working days and awarded on the same basis as the initial vacancy, and all filled vacancies will not be effective until the entire chain of changes has been determined.

An employee interested in applying for a vacancy may do so in writing, within five (5) working days from the date the vacancy is posted. The employee will have two (2) hours to accept the posting once awarded the vacancy by signing and dating the "Job Posting and New Positions Award Letter".

When a vacancy occurs in the custodial department, the posting will include at a minimum a definition of the building, and area the successful bidder will be responsible for.

Basic Skills testing will be made available in the fall and spring for employees interested in pre-qualifying for positions. A list of test dates along with the appropriate supervisor will be posted in each building by September 1st and February 1st of each school year. Employees interested in testing must contact the appropriate supervisor no later than five (5) calendar days before the test date. If an employee fails any test, they may retest at the next scheduled testing date. (See tests in Appendix C)

B. Vacancies will be filled in the following order:

1. The employee with greater seniority within the division in which the vacancy exists shall be given preference as long as that employee satisfies all requirements contained in state and federal law, including the requirements in the No Child Left Behind Act (NCLBA), and successfully passes the basic skills test for the position, as agreed upon between the Union and the School Board (any changes to the test must be mutually agreed upon between the School Board and the Union.)
2. Within the bargaining unit employees, if the position wasn't filled per #1, then the most senior qualified employee shall have the right to bid on the job and be awarded the position as long as the employee satisfies all requirements contained in state and federal law, including the requirements in the NCLBA and successfully passes the basic skills test for the position..
3. Within the bargaining unit employees, if the position wasn't filled per #1 or #2, then the provisions found in Article 8, Layoff and Recall shall be applied.
4. The most highly qualified applicant (whether internal or external to the bargaining unit) that satisfies all requirements contained in state and federal law, including the

requirements in the NCLBA, and successfully passes the basic skills test for the position. If a non union member is selected, the Union Chairperson will be notified in writing three (3) working days prior to awarding the position.

5. All applicants will be notified with written response after the vacancy has been filled.
6. The results of the basic skills test are not subject to the grievance procedure; however, a union representative will be present during the testing.
7. When there are multiple but separate job postings with the same dates, the awarding of positions will be done after the administration and union representative(s) meet to determine seniority and qualifications of the applicants.

In the event a bargaining unit member is selected, the employee will be placed on a fifteen (15) work day trial period in the new position. During the trial period, the employee may be removed from the position based upon unsatisfactory performance. In such instances, the employee will be returned to their former position. During the trial period, the employee's former position may at the District's option be filled with substitutes, temporary employees or students.

Any employee granted up to 2 positions under this Article shall be prohibited from applying for another position until the following July 1st from the effective date of the assignment in the position.

- C. The reassignment of bargaining unit personnel granted a position may be postponed at the District's option for thirty (30) work days. In such instances, substitutes will be utilized to temporarily fill the position.
- D. Employees interested in being notified of vacancies, which arise during the summer for the following school year, must submit a written request to the Superintendent by June 1. Interested employees must provide the school with self-addressed, stamped envelopes for notice of vacancies by the School. Such postings shall be sent at least three (3) days prior to the posting date.
- E. Subject to administrative approval through the procedures set forth above and the provisions set forth below, employees may maintain two (2) separate positions:
 1. The combination of hours does not exceed forty (40) hours and there is no conflict between the beginning and ending time for each position throughout the duration of the assignment.
 2. If both positions involve uniform allowances, the uniform (excluding shoes) allotment shall be given for each position consistent with the provisions of Article 13, Section I.

3. At the time of appointment, the employee must designate one classification for purposes of the extra hours and overtime rotation under Article 13, Section C.
 4. The accrual and use of vacation time will be governed by Article 11, Section A, and the use of vacation shall not conflict with either of the employees assignments.
 5. The work hours in positions will not be combined for benefit purposes (i.e. insurance, paid leave time, etc.)
 6. For purposes of future posting, the jobs will be considered as separate entities.
 7. The layoff and recall provisions will be implemented independently with respect to each position held.
- F. A temporary job vacancy is a vacancy, which is known to exist for at least forty-five (45) work days. Such vacancy shall be posted district wide and filled with the highest senior qualified bidder. The district may however, post a temporary vacancy of less than forty-five (45) working days at their discretion.

There shall only be one (1) job posting per temporary vacancy, and it is mutually agreed that any subsequent temporary vacancies, will be filled with substitutes.

ARTICLE 6

TRANSPORTATION PROVISIONS

- A. The District reserves the right to issue rules and regulations for the implementation of the Omnibus Transportation Employee Testing Act.

Any driver who tests positive for controlled substances or alcohol, or who refuses to submit to testing, or who acquires enough points to lose his/her license, will be subject to immediate discharge without recourse to the grievance procedure.

- B. Route Assignments:

1. Route Selection Meeting: During the summer preceding each school year, the Transportation Supervisor, shall develop and design all necessary routes for the ensuing school year. A route selection meeting will be held during the month of August on a date set by the supervisor, for selection of regularly scheduled routes by

seniority. Supervisor will notify all transportation employees ten calendar days prior to meeting date. All regularly scheduled routes in operation shall be posted for selection not later than the Friday preceding the route selection meeting. All regular routes will have a set time limit of two (2) hours, except for summer routes, which will have the exact hours of the route, rounded to the nearest quarter hour. Kindergarten runs will have a set time of one and one half (1.5) hours. All run selections will be made in writing. A bus driver can work a maximum of 8 hours of regular runs. Regular runs include regular bus routes, vocational education routes and pre-primary impaired routes. The most senior employee shall have first choice of assignment to a regular scheduled route. Selections shall continue in order of the next most senior employee until all regularly scheduled routes have been assigned.

Drivers will be paid up to three hours pay for attendance at the annual mandatory route selection meeting at the standard hourly meeting pay rate. Once a driver has selected a run, he/she may be excused by the supervisor and will sign out for pay purposes. A driver's attendance after three hours to select a route will be voluntary and without pay.

2. When a regular run becomes vacant or a newly established route is created during the school year a written notice of such vacancy will be posted for a period of at least 4 calendar days before it is filled. The most senior eligible employee applying for the route within the specified posting period shall be awarded the route for the remainder of the school year. All vacancies, which result from an employee being awarded a route change pursuant to this provision, shall be awarded using the multiple posting system. All transportation employees wishing to be considered for an open job and any jobs created by the awarding of a job shall sign the original job posting. All jobs will be awarded by highest seniority until all jobs are filled. All route changes shall not be effective until the entire chain of changes has been determined, and the initial vacancy may be filled by a substitute driver until the effective date of all route changes.
3. The Board reserves the right to make any changes in routes, stops, length and number of runs and routes as necessary, for the efficient operations of the transportation system in order to meet requirements and/or needs of the district. In the event of an elimination of a vocational, or PPI run, the affected driver/drivers may bump the lowest senior driver with a PPI, or vocational run that fits into their schedule. In no case will any rearranging of the driver's schedule be allowed to fit in a lost run.
4. In an emergency, the Transportation Supervisor may place an employee on temporary assignment of up to 30 working days in a vacant or newly established route. In the event that is not mutually agreeable to extend the temporary assignment, the employees shall revert to their former route
5. Any driver who is unable to attend the route selection meeting may execute a written authorization or power of attorney to any person to act on their behalf in the selection of routes. Should no one be empowered to act on the employee's behalf, the absent

employee shall be assigned the last route available at the route selection meeting. The employee must notify management by the second business day after the route selection meeting or the employee will be considered to abandon their rights for a position. Employees who are not assigned a route in the route selection meeting because they choose not to bid, may be assigned available routes by the Employer.

C. Drivers are responsible for pre-trip and post-trip responsibilities as directed by the Transportation Supervisor and said time will be included in the hours for payment of the extra trip.

D. Extra Trip Assignments

1. The following procedures and provisions apply to extra trips between the period of the first student day in the fall and the last student day in the spring.

a. In addition to drivers' regular runs, additional wages can be earned by driving for extra trips between the period of the first student day in the fall and the last student day in the spring. Whenever possible, extra trips will be posted on Monday, 6 a.m., a week in advance for the drivers to choose based on the seniority list on a rotational basis. Once a trip is selected, no changing or swapping of trips is allowed. If a trip has less than a week advance notice, a special late trip list will be posted and selected by seniority on a rotational basis. A substitute driver may be used if no regular driver is available or if no regular driver accepts the job. When selecting trips, drivers may not accumulate more than 40 hours per week. An employee may be bypassed for a trip assignment if the trip would cause the bus driver to exceed 40 hours in the same work week, unless overtime rates would otherwise be paid regardless of exceeded 40 hours in the work week. The Transportation Supervisor will maintain a roster for this purpose.

After a driver selects a trip, he/she will sign their name to the job selected. If they choose not to accept the trip, they will write no on that trip. If a driver chooses to not accept any job when multiple jobs are posted, they will write no on all jobs and they will not be eligible to sign said jobs unless a job or jobs go into overtime and by signing said job would cause them to work overtime. After signing a job or signing no on all jobs, the driver will notify the next driver on the list as soon as possible, regardless of the next driver's whereabouts (field trip, athletic event, etc.). If a person is "not available" when their turn comes up do to an absence for illness, personal day, funeral day, or a day off, "N/A" will be placed by their name by the Transportation Director and the next driver on the trip list will be notified by the Transportation director. The Transportation Director will place his/her initials next to the "N/A".

Drivers not signing the trip list by noon if notified in the morning or before leaving for the day if notified in the afternoon will have "N/A" placed by their name by the Transportation Director and they shall lose their turn. Failure to sign

the trip list in the timeframe specified shall result in losing a trip to the next available driver. It is the notifying driver's responsibility to inform the supervisor if the trip list has been held up. The Transportation Director will not police the trip list unless an issue has been brought to his/her attention. For example, if a driver is notified in the morning they shall sign prior to noon. If a driver is notified in the afternoon they shall sign prior to leaving the bus garage.

If a driver cancels any trip, said trip would be posted on the special late trip list and selected based on seniority on a rotational basis. The not over 40 hours in one week rule shall apply. If a driver's trip is canceled, that driver will be first on the next trip posted, either regular trip sheet or late trip sheet, whichever is posted first. The rotation will then continue down the list as scheduled. The finalized list for the next week will be posted on Friday.

All drivers of extra trips will remain at the site for the entire duration of the trip, except drivers will be allowed to leave for meal breaks. Violation of this provision will result in 1). First offense – written warning, 2). Second offense – 1 day off without pay, 3). Third offense – Ineligible for extra trips the remaining of the school year.

- b. In the event no driver volunteers, the Transportation Supervisor reserves the right to assign the least senior driver to perform the work, or assign the work to a substitute.
- c. In the event the trip is canceled without at least four (4) hours notice prior to the scheduled starting time, the driver will be paid a cancellation fee of two (2) hours trip rate pay. If the cancellation is due to bad weather, this provision will not apply.
- d. On overnight trips, the district will provide lodging at no cost to the bus driver, and shall pay for all on duty hours at the current trip rate. On duty hours shall include all hours except eight (8) hours sleep time per day or that time between being released at some time of the day until the start time the following day whichever is longer. Released means the driver is free to go and do as he/she wishes and is not on call during this timeframe and is not required to report until the next day. The driver and trip supervisor will be required to sign a release form at the end of each activity and/or day.
- e. All field trips will require at least one school employee in attendance per bus, in addition to the bus driver.
- f. For each four (4) hours on a trip, \$8.00 will be paid for meal allowance, and will be added to the employees pay check. A maximum of three (3) meals per day will be paid to the driver.

- g. A minimum of one and one-half (1 ½) hours at the extra trip rate will be paid for trips. When a driver gives up their regular run to perform an extra trip due to timing conflicts, the first hour of said trip shall be paid at the regular run rate.
2. The following procedures and provisions apply to summer work, which occurs between the last day of student instruction in the spring and the first day of student instruction in the fall.
- a. By June 1 each year, drivers interested in summer driving, will provide a written notice to the Transportation Supervisor of their interest which must include the weeks during which he/she is available and the time of day and phone number at which the driver can be reached.
- b. Summer work will be offered on a seniority-based rotation from the list of those drivers who provided the required written notice to the Transportation Supervisor and subject to the following condition:
1. Drivers declining such work will be charged for the time as if he/she performed the work.
 2. In the event no driver elects the summer work, the District reserves the right to assign the work to the least senior driver who provided the required written notice to the Transportation Supervisor.
 3. Once a trip is accepted, the driver is obligated to perform the work unless good cause can be shown by the driver that he/she should be excused. The assignment will be for the entire summer, with written acceptance by the driver.
- E. Drivers will be paid \$8.50 per hour for required meetings and state mandated tests (excluding CDL testing). This rate will also be paid for required meetings with administration and/or parents regarding the enforcement of the student code of conduct and for pre-approved time associated with route scheduling.
- F. The District will reimburse bus drivers for the cost of their Commercial Drivers License. Should the driver leave the employment of the district or accept a job offer in the district in another classification prior to the expiration of the license, the driver cost associated with the unexpired term of the license will be payroll deducted from the driver's paycheck as a condition of this master contract pursuant to the authority set forth in MCLA 408.477.
- G. All school employees that are required to have a CDL license will be reimbursed for out of pocket cost of a CDL physical every year.

ARTICLE 7**SENIORITY**

- A. Seniority shall be defined as the length of continuous service to the district within the following Divisions from the employee's last date of hire within the Division. Seniority shall only accrue and shall only be applied within the following Divisions:

<u>Division</u>	<u>Classification(s) within the Division</u>
2	Administrative Assistant
3	Bus Drivers
4	Special Education Paraprofessional Title I Paraprofessional Library Paraprofessional Building Clerk Classroom Aides Early Childhood Aide
5	Maintenance Custodial Journeyman Plumber/Maintenance Apprentice Plumber/Maintenance

The seniority list shall be posted by division and in each building by October 1 each year and whenever staff changes occur. The union chairperson along with union division representatives will receive updated copies. Objections to the list shall be filed within ten (10) days of posting.

Employees accepting a position in another division and/or classification will be changed on the seniority list as of the first day of the new position.

Service provided as a substitute and prior service by employees who are rehired shall not be counted for purposes of seniority or other benefits under this Agreement.

An employee who accepts a position in another Division will have his/her seniority accrued in his/her prior Division frozen.

Employees, who are working in more than one Division at the same time, will accrue seniority on both lists for time worked in each Division.

Employees working less than twenty (20) hours per week (excluding bus drivers), for the full work year will receive one-half (1/2) year of seniority credit. Employees working twenty (20) or more hours per week for the full work year will receive a full year of seniority credit. Hours as referenced herein refer to the employees' regular schedule of hours for the year.

- B. All newly hired employees shall serve a forty-five (45) calendar day probationary period. There shall be no seniority granted to probationary employees. However, upon successful completion of the probationary period, the employee's seniority date shall reflect the employee's initial date of hire as a regular employee. Any work time missed during the probationary period will serve to extend the forty-five (45) calendar day period.

Probationary employees shall not be entitled to paid leave time or holidays. However, upon completion of the probationary period, the employee will be credited with the paid leave days (excluding holidays) which he/she would have earned and vacation credit if applicable. In the event a probationary employee is absent, the probationary period shall be extended accordingly.

Probationary employees are subject to discipline and dismissal at the discretion of the district and shall have no recourse through the grievance procedure.

- C. The bargaining committee shall head the district seniority list in their division for the purpose of lay-off and recall during their term of office providing they have the ability to perform the work required.

Upon completion of his/her full term of office, the committee member shall be returned to his/her position on the seniority list in accordance with their years of service. If their previous position does not exist, then the employee will be placed where his/her seniority places them in accordance with Article 8.

ARTICLE 8

LAYOFF AND RECALL

- A. A layoff for purposes of the procedures set forth herein shall include a reduction of hours of one (1) hour or more per day or five (5) hours or more per week of the employees regularly scheduled hours.
- B. 1. In the event a reduction in staff is implemented, employees in affected positions within the classification (See Article 7) shall be allowed bumping rights at the time of layoff to a position held by a lesser senior person within the classification

provided the employee is qualified as stated per Article 5 B1. If the employee being affected above has less than eight years seniority, they must bump the least senior person within the classification provided the employee is qualified as stated per Article 5, B1. Employees shall be given up to forty-eight (48) hours to exercise their bumping rights. If the employee chooses not to bump into a position they are qualified for under this provision, they will be considered permanently laid-off, and the employee will not be subject to recall.

2. Provided the employee(s) are qualified, employees ineligible for bumping rights under B (1) above, shall be provided bumping rights into another classification within the Division, and in such instances shall be implemented in the same manner as under Section B (1).
3. Bumping rights to another Division shall be restricted to employees ineligible for bumping under Section B(1) and B(2). Bumping in such instances will be implemented in the same manner as under Section B(1).
4. The District will provide employees notice of layoff at least thirty (30) calendar days in advance of the layoff.

C. Probationary employees are not eligible for recall under the provisions set forth herein. Laid off employees will be recalled in inverse order of layoff to: first, vacancies within the classification from which they were laid off; second, to classifications within a Division in which they were laid off; third, to any open job in the district for which they are qualified.

Recall rights are restricted to non-probationary employees and only for a period of 24 months from the effective date of layoff.

No new employees shall be hired until all qualified laid off employees are recalled to what ever work is available for which they are qualified.

When a position becomes available, all eligible employees on the recall list will be notified by registered mail at the same time. The notification and testing process will be completed within ten (10) working days. Such notice will be forwarded to the employee's last known address. Failure to return as directed shall be considered a voluntary resignation and is not subject to review through the grievance procedure set forth herein.

ARTICLE 9

PAID LEAVE DAYS

- A. 1. Employees will accrue one (1) sick leave day for each twenty (20) days worked.

An employee must physically work at least seventy-five (75) percent of the work days (excluding authorized paid vacation days) in a month to receive a sick leave day credit for the month.

Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days with the condition that the LTD would be changed to start after 120 days.

Accumulated sick leave days may be utilized for the following reasons:

- a. Illness of the employee.
- b. Up to fifteen (15) days per year may be authorized for illness of any family member, which requires the employee's presence.
- c. Any employee having worked for St. Louis Public Schools for at least ten (10) years shall be paid for accumulated sick leave days at the time of retirement, resignation, or death, to the maximum of 120 days payable to the following schedule:

\$28 per day for the first 60 days
\$33 per day for the second 60 days

For less than full-time employees the above schedule will be pro-rated based on number of hours worked per day. For the purpose of this provision, regular school year employees as defined in Article 1.E.2., will be considered full time employees.

Employees should schedule routine doctor and dentist appointments outside of work hours.

The use of sick leave for purposes not detailed herein is prohibited.

In the event that school is dismissed early or cancelled, when a staff member has previously called in and is already at home ill, the staff member should still receive a full day (or ½ day if requested) of their paid sick time. They will not get docked if their sick time was already established.

Employees will accrue sick leave on July 1 for the ensuing year. Full year employees will accrue 12 days of sick leave and school year employees will accrue 10 days. The number of hours in a sick day will be considered to be the same as the number of hours in an employee's average work day. For example, if an employee works 8 hours per day, the employee would receive 8 hours of sick pay. If an employee works 6.5 hours per day, the employee would receive 6.5 hours of sick pay. Hours will be kept to the nearest quarter hour. If an employee leaves before the end of the fiscal year for full-year staff or the end of the school -year for school year staff, the number of sick days will be prorated to reflect the actual amount of time worked.

2. Employees absent due to a compensable injury under the Worker's Compensation Act, will receive a prorated portion of sick leave pay for each day of absence. If he/she has no sick leave accumulation or has exhausted his/her accumulation, the employee will only receive those amounts provided by the Act.

Notwithstanding any other provision of this Agreement, the District reserves the right to establish restricted positions for employees with Worker's Compensation disabilities and the working conditions associated the positions.

- B. Five (5) consecutive scheduled working days may be taken for funeral and bereavement due to the death of a spouse, child, grandparent, siblings, grandchild, parents, in-laws, step-parents, and step-children or other members of the immediate household. Three (3) consecutive scheduled working days may be taken for funeral and bereavement due to the death of an aunt, uncle, niece or nephew. All consecutive funeral and bereavement days must coincide with the actual day of the funeral services. In instances where this is not possible, a written explanation will be required to be submitted to Central Office.
- C. After one (1) year of employment, up to three (3) days may be authorized for personal business. Except in cases of extreme emergency or circumstances, beyond the employee's control, absences immediately before or after a holiday or vacation day will not be valid, under this section. Prior notice of 5 business days will be given when possible. The use of personal days shall be limited within each classification by the immediate supervisor on any given date to ensure there is not a shortage of workers within a classification. At the end of the fiscal year, unused personal business days will be added to the employee's sick leave accumulation. Your immediate supervisor must notify you within 48 hours if your personal day has been approved or not. School year employees may use their personal days for school cancellations due to weather.
- D. Employees required to report for jury duty during working hours shall be released with pay provided they turn over to the district any earnings received for jury duty.
- E. Any employee who misrepresents the facts pertaining to an absence (paid or unpaid) will:
1) First offense - written warning, 2) Second offense - 3 days off without pay, 3) Subject to dismissal. If after one year without further violation, the employee's record pertaining to this incident will be cleared.
- F. Employees may be required to supply a doctor's verification or other information to verify the reason for an absence.
- G. The District reserves the right to send the employee to a District-appointed physician or other qualified professional personnel if questions arise concerning an absence or fitness for continued service. The cost of the physician will be paid by the District unless the cost is covered under the employee's insurance plan.

- H. Section A-D of this Article shall not apply to bargaining unit employees who are regularly scheduled to work less than ten (10) hours per week.
- I. Transfer of Sick Leave: Upon written authorization from the superintendent, members of the bargaining unit can voluntarily transfer sick time to another bargaining unit employee member who has suffered a catastrophic illness or injury up to activation of long-term disability insurance. This authorization must have the signature of the employee agreeing to transfer sick hours and the specific amount they are willing to transfer. In addition, the form must be signed by the Superintendent of Schools.
- J. The use of leave time will be restricted to one half (1/2) or full day increments if a substitute is required, excluding bus drivers.

ARTICLE 10

UNPAID LEAVES

- A. Except as may be required under the Family and Medical Leave Act or Section B below, unpaid leaves of absence (including unpaid days off) will not be authorized under the terms of this Agreement.

Notwithstanding any other provisions of this Agreement, the District reserves the right to establish procedures for the implementation of the Family and Medical Leave Act and reserves the right to exercise those rights available to it under law and the rules and regulations adopted for its implementation by the federal government.

- B. All requests for paid or unpaid leaves of absence must be submitted in writing to the Superintendent accompanied by a statement indicating the specific purpose for the leave and the requested beginning and ending dates.

In the instance of leaves covered by section 1 below, the employee must additionally submit a physician's statement in support of the leave which contains a diagnosis and date on which the employee can be expected to return.

1. An employee who is ill or disabled (including Worker's Compensation), will be granted a leave of absence following the exhaustion of accumulated sick leave (and accrued vacation time if applicable) for a period not to exceed twelve (12) months. Extension of leave may be granted by approval of the Board of Education.

Upon return from the paid or unpaid leave on or before the approved date, the employee will be returned to his/her former position. If the employee's position no

longer exists, the employee will be placed in a position in accordance with Article 8, for which the employee is qualified.

For purposes of illustration in implementing Section B (1), a custodian with twenty (20) days of accumulated vacation and fifty (50) days of sick leave accumulation who becomes disabled, will be granted an unpaid leave for up to twelve (12) months after the use of the sick leave and vacation days. While sick leave and vacation time are used and during the twelve (12) months of unpaid leave, the employee has the right to return to his/her former position provided it has not been eliminated through layoff. If the employee is unable to return after the twelve (12) months of unpaid leave, the employees status will be recall eligible under the provisions of Article 8 for a period of an additional two (2) years after the twelve (12) month unpaid leave.

2. Authorization for other leaves of absence of up to twelve (12) months for other reasons is at the discretion of the Board of Education and will be reviewed on a case-by-case basis. All leaves under this provision except for an unforeseen family medical situation must be submitted by April 17 for the next school year. The granting of such leaves will not be precedent setting.

Employees returning from such leaves will be returned to where his/her seniority places them in his/her former classification for which he/she qualified. If the employee has low seniority, the employee will be considered as recall eligible under the conditions and limitations set forth in Article 8 for a period of two (2) years at which time further employment rights shall terminate.

Unpaid leaves of absence under the Family Medical Leave Act shall be granted without loss of seniority. Extension of leave may be granted by approval of the Board of Education. Upon returning from such leaves, employees will be eligible to receive any and all increases in wages and/or benefits that occurred during their leave of absence.

- C. During an authorized leave of absence, the District reserves the right to fill the position of the absent regular employee with a substitute.

Alternatively, the District reserves the right to reassign a bargaining unit employee to the position of an employee absent on approved unpaid leave of no more than thirty (30) work days, subject to the following conditions:

1. An employee who voluntarily accepts such a temporary transfer shall receive the rate of pay of the classification to which he/she is temporarily assigned.
2. An employee, who is temporarily assigned on an involuntary basis, will receive the rate of pay of his/her regular assignment or the temporary assignment, whichever is higher.

- D. Subject to the approval of the Superintendent, elected Union officials will be granted day(s) off without pay to attend Union conferences and training activities. Requests for such day(s) must be submitted in writing to the Superintendent at least seven (7) calendar days in

advance of the activity unless good cause can be shown that such notice was not possible. The request must identify the dates and/or times and the individuals request to be released.

ARTICLE 11

VACATIONS

A. Designated full time employees will receive vacation as set forth below.

SCHEDULE 1

1. After the employee has been employed for one (1) consecutive year, the employee will be granted one (1) week of paid vacation time to be issued on July 1.
2. After the employee has been employed for two to four (2-4) consecutive years, the employee will be granted two (2) weeks of paid vacation time to be issued on July 1.
3. After the employee has been employed for five to nine (5-9) consecutive years, the employee will be granted three (3) weeks of paid vacation time to be issued on July 1.
4. After the employee has been employed for ten (10) or more consecutive years, the employee will be granted four (4) weeks of paid vacation time to be issued on July 1.
5. After the employee has been employed for twenty five (25) or more years of service they will be granted five (5) weeks of paid vacation. The 5th week may be scheduled at the discretion of the immediate supervisor.

Employees transferring into designated full time positions will be given work experience credit for services to the district as follows:

SCHEDULE 2

1. For five (5) years of service to the district, the employee receives five (5) days of paid vacation.
2. For ten (10) years of service to the district, the employee receives seven (7) days of paid vacation.
3. For fifteen (15) years of service to the district, the employee receives ten (10) days of paid vacation.

Schedule 2 will only apply to transferring employees until that employee reaches a step under Schedule 1, which would be greater than that of Schedule 2.

- B. Accrued vacation will be issued on July 1. Persons hired or in positions prior to January 15 will have an anniversary date of July 1 of the current school year. Persons hired or in positions January 15 or later will have an anniversary date of June 30 of the following school year.

Vacation requests shall be submitted to supervision prior to July 1 or at least thirty (30) days prior to the period of time requested, when possible. Supervision shall have the authority to grant or deny the period of time requested. No vacations shall be authorized during the two (2) weeks prior to the start of school in the fall.

- C. In the event of a layoff or termination of employment, employees will be paid for vacation days accrued through the day of layoff or termination. Vacation will be received on a pro-rated allowance based upon one twelfth (1/12th) of the vacation pay for each month or major fraction thereof between the employee's anniversary date of hire and his or her layoff or termination date. If an employee leaves the district within the first six (6) months of employment, that employee will not have any accrued vacation time.

Any person with vacation may carry ten (10) days in a bank at any time with such benefits to be paid in full on retirement, death, or permanent disability.

- D. All administrative assistants will be considered as full-time employees for purposes of this provision. Up to one half (½) of accrued vacation time may be used during the school year, upon approval from their immediate supervisor.

ARTICLE 12

PAID HOLIDAYS

- A. 1. For purposes of this Article, the term "day" shall be defined as the number of hours the employee is regularly scheduled to work per day.
2. An employee must work the entire last regularly scheduled work day preceding and following the holiday in order to receive holiday pay unless absent on an approved paid leave time.
3. Probationary employees shall not be eligible for paid holidays.
4. In the event a holiday falls during an approved vacation, the employee will receive holiday pay.

In the event a holiday falls on a weekend, a day during that workweek or the workweek contiguous to that week will be designated as the holiday.

- 5. The number of paid holidays each fiscal year for employees who are regularly assigned to work at least ten (10) hours per week, will be as follows:

Fifty-two Weeks

Less Than fifty-two Weeks

July 4
 July 5
 Friday before Labor Day
 Labor Day
 Thanksgiving Day
 Day After Thanksgiving
 Christmas Eve Day
 Christmas Day
 New Year's Eve Day
 New Year's Day
 Good Friday
 Memorial Day

Thanksgiving Day
 Day After Thanksgiving
 Christmas Day
 New Years Day
 Good Friday
 Memorial Day

The ten (10) hour work requirement will not be applied to the bus driver classification.

In the event Good Friday is scheduled as a student instructional day, an alternate holiday will be established.

- B. All administrative assistants will be considered as full time employees for purposes of this provision.

Payment for these holidays is incorporated within the salary amounts set forth in Appendix A (2).

ARTICLE 13

GENERAL PROVISIONS

- A. With the exception of bus drivers, administrative assistants and maintenance employees scheduled to work at least five (5) hours per day may receive a thirty (30) minute unpaid lunch period. Administrative assistants and maintenance employees working the required hours as set forth herein may receive a sixty (60) minute unpaid lunch period. Subject to the approval of supervision, the lunch period may be reduced to thirty (30) minutes during the summer months. All lunch periods shall be assigned by the employees' immediate supervisor.

B. With the exception of bus drivers, employees shall receive one (1) fifteen (15) minute break for each four (4) hours worked.

C. 1. Custodial overtime shall be rotated within the building in which the overtime is scheduled. Overtime shall be rotated within the classification according to seniority if it goes outside of the building.

Maintenance overtime will be rotated within the classification district-wide.

The parties agree that an assignment requiring a shift extension immediately preceding or following an employee's shift on their regular assignment shall constitute a bona fide exception to the rotation system.

2. Absent a sufficient number of qualified volunteers within the classification in which the overtime or extra hours are scheduled, the District reserves the right to assign the least senior employee within the classification or a substitute.

3. Employees shall receive pay at the rate of time and one-half for all hours worked in excess of forty (40) hours in a workweek. Paid time off (except holidays, sick days, personal business and paid vacations), shall not be counted for purposes of computing overtime pay. Work on Sunday and holidays will be paid at double time.

D. The normal work week for payroll purposes will begin at 12:01 a.m. on Monday and will run for seven (7) consecutive twenty-four (24) hour periods, unless otherwise notified.

E. A minimum of three (3) hours pay at the straight time rate per day, will be paid to bargaining unit employees required to perform week end and holiday building checks authorized by the District.

F. Employees called in to work outside of his/her regularly scheduled work time will receive a minimum of two (2) hours pay or the actual hours worked, whichever is greater. Voluntary work outside of an employees regularly scheduled work time will be paid on an hourly basis rounded to the nearest quarter hour.

G. Any over payment in wages or benefits under this Agreement may be payroll deducted as a condition of this Agreement pursuant to the authority set forth in MCLA 408.477.

H. 1. Custodians, Maintenance Personnel, and Administrative Assistants, are required to report to work on days on which school has been closed due to inclement weather. In the event that any such employee is unable to report, he/she may utilize accrued vacation time, accrued personal time or forego time missed without pay.

2. Other employees will have the option to report for work on one Act of God day, and be paid for the hours worked, not to exceed their normal daily work hours. Transportation employees will be assigned appropriate work as requested. On half days, custodians may come in earlier and work a shift straight through, provided there are no events to cover at night.

3. In the event school is canceled less than thirty (30) minutes from the employees scheduled starting time and the employee is not notified, the employee will receive a cancellation fee of \$20.00 per day. Notice by the District to the radio station(s) shall be deemed sufficient notice under this paragraph.
4. At the discretion of the maintenance supervisor, custodial and maintenance employees, may alter work schedules on snow days, providing there are no scheduled events in the building including athletic practices and extracurricular activities that extend beyond the altered time.

I. The District will provide the allowances set forth for approved (color and quality) uniforms and shoes:

<u>Classification</u>	<u>Description</u>	<u>Amount/Year</u>
Custodians	Shoes/Uniforms	\$295.00
Maintenance	Shoes/Uniforms	\$320.00
Journeyman Plumber/Maintenance	Shoes/Uniforms	\$320.00
Drivers	1 Jacket	\$120.00

Employees must turn in valid receipts showing items were purchased, in order to be reimbursed.

Bus drivers may purchase one coat per year, individually or in multiple groups. The coats may be of differing styles or colors as long as they meet the following criteria:

1. The coat must be red, black, white, or a combination of those colors.
2. The coat must have St. Louis Public Schools embroidered on front left chest area.
3. The name of the driver is optional on the right front chest area.

The driver must turn in to the Business Manager a receipt with the description of the coat and a receipt for the embroidering, and will be reimbursed up to \$120.00 total for the cost of the coat.

Exceptions will be made to the above referenced amounts per year due to special circumstances relative to clothing or shoe size.

The cleaning and maintenance of uniforms and shoes are the responsibility of the employee. Employees who are provided with uniforms must wear them at all times on the job.

- J. With the exception of employees holding two (2) positions under Article 5, Section E, employees will receive reimbursement for authorized miles on the employees personal vehicle at the per mile rate established by Board Policy.
- K. In the event of any errors in relationship to the administration of the overtime, extra hours, extra trip or similar provisions of this Agreement, the employee who the parties verify as having been improperly bypassed, will be paid as if time worked.

- L. Custodial staff will receive a building use form three working days in advance notifying them of any events taking place in their building outside of the regular school day.

ARTICLE 14

MISCELLANEOUS

- A. If any provisions of the Agreement or any application of the Agreement to any employee shall be found contrary to law, then such provision or application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect; furthermore, the provisions of such law shall supersede, to the extent of the conflict, the provisions of this Agreement and govern the relation of the parties hereunder.
- B. The Union and District recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Union, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any employee take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption of activities in the school system. It is expressly recognized that such activity, if taken in support of another employee group within the District or a group employed by another employer, is prohibited under this Agreement. Failure or refusal on the part of any employee to comply with the provisions of this Article shall be cause for whatever disciplinary action is deemed necessary by the District.
- C. This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the Union. This Agreement is subject to amendment, alteration or additions, only by a subsequent written agreement between, and executed by, the District and the Union. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.
- D. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity is set forth in this Agreement. Therefore, the District and the Union, for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter

may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

- E. The parties mutually agree that the use of tobacco products in district buildings, on school property, in district vehicles and at or during district sponsored events is prohibited.
- F. The parties mutually recognize the importance of maintaining an educational and work environment free of controlled substances and alcohol that is both safe and orderly for students and employees and maintains the public trust and confidence. To this end, the parties agree that being under the influence of, the sale, possession, or use of alcohol or controlled substances while on district premises, in district vehicles or while attending to job related responsibilities away from the work site is prohibited.

The parties further agree that this principle applies regardless of the amount of controlled substances of alcohol involved and that infractions of this provision will subject the employee to discharge.

Relative to the enforcement of this section, the parties further agree that lockers, desks, storage areas, district vehicles and other areas where employees may store items are the property of the district and as such may be searched where reasonable cause exists to believe an employee has violated this section.

- G. A three ring notebook will be placed at every school which will contain the seniority list, contract and job descriptions.
- H. Should the district decide to reduce the current calendar, the superintendent and the union chairperson agree to meet to discuss possible work alternatives for support staff.

ARTICLE 15

WAGE RATES AND RELATED ISSUES

- A. Except as set forth in Appendix A, the following wage rates will be applied to bargaining unit positions during the following fiscal years.

2007-08

B.	1.	Classification	Years of experience in the Classification				
			1	2	3	4	5
		<u>Title</u>					
		Administrative Assistant	11.04	11.70	12.35	13.00	13.64
		Maintenance	13.00	13.61	14.27		
		Custodial	10.41	11.04	11.70	12.35	13.00

Aides	7.80	8.14	8.45	8.79	9.11	
Aides (CDA or Associates Degree that relates to Education) (If required by state program)	10.00	10.60	11.20	11.77	12.37	
Library Paraprofessional	9.79	10.94	12.11			
Clerks	8.34	8.64	9.00	9.32	9.65	
Journeyman Licensed. Plumber/Maint.	Probation 17.29			Probation Completed 21.36		
Apprentice Journeyman Plumber/Maint.	1 14.26	2 14.97	3 15.68	4 16.40	5 17.11	6 17.82
	7 18.53	8 19.25	9 19.96	10 20.67	11 21.36	

Each step represents successful completion of 600 hours as documented and approved by the state of Michigan

2008-09

Classification	Years of experience in the Classification				
	1	2	3	4	5
<u>Title</u>					
Administrative Assistant	11.26	11.93	12.59	13.26	13.92
Maintenance	13.26	13.88	14.56		
Custodial	10.62	11.26	11.93	12.59	13.26
Aides	7.96	8.30	8.62	8.96	9.29
Aides (CDA or Associates Degree that relates to Education) (If required by state program)	10.20	10.81	11.43	12.01	12.61
Library Paraprofessional	9.99	11.16	12.36		
Clerks	8.50	8.81	9.18	9.51	9.84
Journeyman Licensed. Plumber/Maint.	Probation 17.64			Probation Completed 21.79	

Apprentice Journeyman	1	2	3	4	5	6
Plumber/Maint.	14.55	15.27	15.99	16.73	17.45	18.18
	7	8	9	10	11	
	18.90	19.64	20.36	21.08	21.79	

A one-time payment of \$75.00 will be given to Aides upon completion of certification for No Child Left Behind (NCLB) Act.

2.	Transportation Department: 2007-2008	2008-2009
	Regular Runs	16.05
	Extra Trips	12.06
	Voc. Ed. Runs	12.06
	Alt. Educ. Runs	12.06
	P.P.I. Run (Alma)	16.05
		16.37
		12.30
		12.30
		12.30
		16.37

All summer bus runs will be paid at the school year rate.

Drivers required to perform fueling - \$8.00 per week will be added to the driver's pay.

C. No retroactive pay will be issued to an employee unless the employee is actively employed (excludes only those who have severed employment) on the date of ratification by the Board Of Education.

D. Years of service, as set forth above, refer to the years of service in the St. Louis Schools in the classification. Wage schedule experience credit for service within another classification, or outside of the district is discretionary with the Superintendent.

Increments will be issued on July 1. Person hired or in position prior to January 15 will have an anniversary date of July 1 of the current school year. Person hired or in position January 15 or later, will have an anniversary date of June 30 of the following year. In order to advance on the increment schedule, the employee must have physically worked (exclusive of authorized vacation and paid leave) for at least 170 days in the preceding fiscal year.

E. Custodians who are assigned to a split shift and custodians who are assigned to a shift, which incorporates work hours beyond 8:00 p.m., will receive a shift differential of \$12.00 per week.

F. Any aide, who is required to perform duties beyond their normal responsibilities, as a result of a medical fragile child, or children, shall be compensated an additional \$1.00 per hour for any days, or part thereof, that these duties are required. Medically fragile will be defined by the student's I.E.P. and/or by a signed physician's statement.

G. During the month of July, custodial and Maintenance employees will have the choice of working a four (4), ten hour days work week or a five (5) day eight (8) hour work week.

1. Summer work hours:

8 hour day - 6:00 a.m. - 2:30 p.m. (1/2 hour lunch)

10 hour day - 6:00 a.m. - 4:30 p.m. (1/2 hour lunch)

To avoid lack of building coverage, summer hours and days must be approved by the immediate supervisor.

H. With the exception of substitute assignments covered by Article 10 (c), the following provisions will apply to payments made for substitute work:

1. Hours within the employees' classification will be paid at the employees' regular rate of pay.
2. Hours outside of the employees' classification that are outside of the employees' regular schedule of work hours will be paid at the substitute rate for the classification where the work is performed.
3. Hours outside of the employees classification that overlap the employees regular schedule of hours, will be paid for the overlapping hours at the higher of the employees regular rate of pay or the step one rate in the classification where the work is performed.

I. Longevity: (Paid each year of the agreement)

<u>Seniority</u>	<u>Full Year Employee</u> 2007-09	<u>School Year Employee</u> 2007-09
10 years	\$ 887	\$512
15 years	\$1,387	\$762
20 years	\$1,637	\$887
25 years	\$1,887	\$1012

Longevity for employees with 10 or more years will be paid in July for the 11/12 months employees or on the first pay period of the school year for school year employees. Years of service for longevity purposes will be based on the number of total years of service as of June 30th of the prior year. For Example, the longevity amount paid for the 2007-2008 school years will be based on the number of years of service an employee has as of June 30, 2007. If an employee leaves the district before the completion of the school year due to resignation, retirement, or death, the longevity pay will be prorated and any amount due will be paid on the payroll following the separation.

<u>Payment Date</u>	<u>Based on Years of Service as of June 30</u>
July/Sept., 2007	2007
July/Sept., 2008	2008

All employees with 1-5 years of service as of July 1, of each year, will receive a lump sum payment of 1% of the previous fiscal year gross wages. Employees with 6-9 years of service will receive a lump sum payment of 2% of the previous fiscal year gross wages. The lump sum pay will be paid in

July for the 11/12 months employees or on the first pay period of the school year for the school year employees.

Payment Date
July/Sept., 2007
July/Sept., 2008

Based on Fiscal Year Wages
July 1, 2006-June 30, 2007
July 1, 2007-June 30, 2008

- J. Any required maintenance certification/license/accreditation will be open for negotiations if certification/license/accreditation comes up during the course of this contract.

ARTICLE 16

INSURANCE

A. General Provisions:

1. The District reserves the right to select or change insurance administrators and/or underwriters during the term of this agreement without prior bargaining with the Union. The determination to change insurance administrators and/or underwriters is not subject to the grievance procedure provided reasonably similar coverage is maintained in the conversion.
2. All claims submitted are subject to the terms set forth by the various insurance administrators and underwriters. As such, any claims and disputes are, therefore, not subject to the grievance procedure.
3. Eligible employees as set forth herein are responsible for the completion of all necessary enrollment forms and for fulfilling any requirements established by the insurance administrators or underwriters.
4. The District's sole responsibility under this Article is to pay insurance premiums on behalf of eligible employees and their eligible dependents.
5. Eligible dependents shall be the spouse of the insured employee, unless legally separated, and all unmarried dependent children from birth to age 25 if authorized by the underwriters. Dependency shall be determined within the meaning of the United States Internal Revenue Code. Premium payments for eligible dependents shall be provided through December 31 of the year in which the dependent becomes age 25.

Double coverage is prohibited. An employee eligible for health or other insurance benefits as defined herein shall not be eligible to enroll for District paid premiums for an insurance benefit if he/she is enrolled under another plan with the District (e.g. enrolled under spouses plan) or is enrolled in a plan through another employer where the enrollment is voluntary with the other employer.

6. Any amounts in excess of the District's premium contributions shall be payroll deducted as a condition of this Agreement pursuant to the authority set forth in MCLA 408.477.
 7. New employees and employees who become eligible for insurance benefit contributions will begin to receive insurance premium contributions the first of the month following the initial date of eligibility. Eligibility will start on the first day following any probationary or trial period. In addition, if the new and/or eligible employee is hired after January 1st, the H.S.A. amount will be prorated monthly, with any unfunded deductible reimbursed to the employee upon submission of proper documentation. For example, an employee hired July 1st with a family would receive on half (1/2) of the H.S.A. (\$1,250) on July 1st. This employee would still have to meet the full deductible of \$2,500.00. Any medical deductible expense incurred beyond the \$1,250.00 will be reimbursed to the employee upon submission of a proper receipt or bill.
 8. All employees eligible for medical insurance benefits under this agreement will receive the same insurance coverage as provided for in the agreement between the St. Louis Board of Education and the St. Louis Education Association (SLEA), (All medical benefits will be exactly the same as the teachers). Should there be any premium sharing agreed to between the school district and the teachers, the same formula will be applied to the support staff at the same effective dates.
- B. Except as set forth in Appendix B, in order to qualify for District premium contributions as set forth in Section C below, employees regular assignment must be regularly scheduled to work the hours set forth below:

1. Custodial and Maintenance:
Health
Dental
Vision
Disability

The disability provisions may be provided through an insurer of the Districts choice or self-insured. The plan structure will generally provide for the following:

- a. An employee must fulfill a one hundred twenty (120) consecutive calendar day waiting period due to the same illness/disability which will be measured from the first day of absence due to the disability and the employee must have exhausted all his/her accumulated sick leave.
- b. The plan will provide for coverage up to 60% of the employees regular wages up to a maximum of \$1,500 per month.
- c. Workers Compensation disabilities and disabilities due to nervous/mental and drug/alcohol are excluded from the plan.

- d. The plan will provide for payments for a maximum period of two (2) calendar years from the first day of absence from work.

Employees in these classifications must be regularly scheduled to work 2080 hours per year to receive full premium payments. Employees regularly scheduled to work at least 1650 hours per year will be entitled to a prorated portion of premium payments based upon the employees regular annual schedule compared to 2080 hours.

2. Administrative Assistants:

Health

Dental

Vision

Employees in this classification must be regularly scheduled to work at least 1725 in order to receive full premium payments. Employees regularly scheduled to work at least 1650 hours per year will be entitled to a prorated portion of premium payments based upon the employees regular annual schedule compared to 1725 hours.

3. All employees in the bargaining unit who are regularly assigned to work at least ten (10) hours per week but less than fifty-two (52) weeks per year will receive premium payments toward \$17,500 in group term life insurance. The ten (10) hour work requirement will not be applied to the bus driver classification. All designated fifty-two (52) week employees will receive premium payments toward \$35,000 in group term life insurance.

- C. The District will continue to pay insurance premiums for employees in school year positions during the summer months and for break periods during the school year.
- D. District insurance premium contributions shall cease to be paid on the effective date of severance from employment, upon the effective date of layoff and on unpaid leaves authorized under Article 10, unless further payments are required under the Family and Medical Leave Act.
- E. Employees who are placed on Workers Compensation shall have the portion of the medical insurance premium paid by the school district continued to be paid for a period of one and a half (1 ½) years from the date the employee is placed on Workers Compensation. Any additional district paid premiums beyond one and a half (1 ½) years will be at the discretion of the Board of Education. Any workman's compensation claim filed on or before June 30, 2007, will be under the 2005-2007 contract language.

If an employee's hours are reduced to less than the 1725 (administrative assistant) or the 2080 (custodial) hours necessary to have fully paid health insurance, the cost of the premium will be prorated based on the actual number of hours worked. For example, if a 40 hour per week employee is reduced to 30 hours per week, this would mean they are working only

1560 hours per year. The person would be working 75% of what a full-time person would be (1560 divided by 2080). Therefore, the district would pay for 75% of the employee's health insurance and the employee would pay the remaining 25%. However, if an employee's schedule is 90% or more of what a full-time person's, the employee's health insurance would be fully paid.

- F. Any employee who is eligible for district premium contributions but elects not to receive the health benefits package shall receive a lump sum of \$1,000.00. An employee who is not eligible for full premium payments by the district will have the \$1,000.00 prorated based on the percentage of eligible premium.

ARTICLE 17

GRIEVANCE PROCEDURE

- A. A grievance shall be defined as an alleged violation, misapplication or misinterpretation of the expressed terms and conditions of this contract.

The following issues will not be subject to review through the procedures set forth in this Article:

1. Any matter barred from the scope of the grievance procedure (i.e. the discipline of probationary employees, etc.).
2. Any matter involving the content of employee evaluations. All employee evaluations shall be reviewed together by the supervisor and the employee at a time to be determined by the supervisor during the month of April each year.

- B. The Union shall designate one steward per building to handle grievances at Level 1.

- C. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants;
2. It shall contain a synopsis of the facts giving rise to the alleged violation;
3. It shall cite the section of subsections of this contract alleged to have been violated;
4. It shall contain the date of the alleged violation;
5. It shall specify the relief requested.

Any written grievance not submitted in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

- D. A grievance must be presented by the aggrieved employee through the employee's department steward to the employee's immediate supervisor within five (5) work days from the time the grievant first learned or should have learned of the alleged violation in order to be a proper matter for the grievance procedure.
- E. At the first conference with the immediate supervisor, if this grievance is resolved either by withdrawal of the same by the employee or by agreement of the parties, a written resolution, and the union and the Board shall each have a copy of said record including the date of this alleged violation and the date of disposition. The immediate supervisor would have five (5) work days in which to respond.
- F. In the event the matter is not resolved informally, the grievance shall be submitted in writing, by the Chairperson of the Bargaining committee, to the immediate supervisor within ten (10) work days following the supervisor's informal response. Such written grievance shall be on a form to be agreed upon by the union and the Board and it shall contain the items as specified in above paragraph C.
- G. Within five (5) work days after receiving the grievance, the immediate supervisor shall state the decision in writing, together with supporting reasons, and shall furnish a copy to the Chairperson of the Bargaining Committee.
- H. Should the decision of the immediate supervisor be unsatisfactory to the aggrieved employee, or the union steward acting in his behalf, such grievant shall, within five (5) workdays of the decision of the immediate supervisor, notify the superintendent of the union's desire to meet and discuss the grievance. Such meeting shall be held within ten (10) workdays of receipt of such notice. At such meeting, the superintendent and/or his representative, the union committee and/or the representative of the union, shall discuss the grievance. The decision of the superintendent shall be given in writing within five (5) workdays after the meeting.
- I. In the event that an adjustment or disposition of the grievance satisfactory to the employee and/or the union is not obtained under the above procedures, the union shall, within thirty (30) calendar days after rendition of the superintendent's decision, appeal the same by serving written notice thereof upon the superintendent. The Board and the union shall, within five (5) calendar days thereafter, select an arbitrator or, in the event they cannot agree upon such person, they shall then apply to the Director of Federal Mediation and Conciliation Service to furnish a list of a panel of seven (7) impartial arbitrators from which the representative from the St. Louis Public Schools and the representative of the union shall select through a striking process an arbitrator to hear the case. Striking process from the list of seven (7) arbitrators, the representatives of St. Louis Public Schools and USW shall alternately strike the name of an arbitrator until one is left. The arbitrator left shall hear the case. The USW representative shall strike first.
- J. 1. There shall be no appeal from an arbitrator's decision. Each such decision shall be final and binding on the union, its members, the employee or employees involved, and the Board.

2. The arbitrator shall make a judgment based upon the express terms of this agreement and shall have no authority to add to or subtract from any of the terms of this agreement.
3. The expenses of the arbitrator shall be shared equally between the Board and the union.

In all steps of the grievance procedures, when it becomes necessary for individuals to be involved during working hours, they shall be excused with pay for that purpose.

K. No employee at any stage of the grievance procedure shall be required to meet with any administrator without union representation by the steward or his/her designee. Individual grievant may not pursue arbitration without the authorization of the local union.

L. General Arbitration Provisions and Limits on the Arbitrators Authority:

1. The arbitration proceedings shall be conducted in accordance with the rules and procedures of the Federal Mediation and Conciliation Service.
2. It is expressly understood that no grievance arising subsequent to the expiration date of this agreement shall be arbitrated absent mutual agreement between the parties.
3. The parties may mutually agree to an arbitrator outside of the list provided above.
4. The cost of the arbitrator shall be shared equally by the parties.
5. An award in any one case will not require retroactive adjustment in any other instances not in dispute in the case at hand.
6. The decision of the arbitrator shall be final and binding subject to review in accordance with the applicable standards for judicial review.
7. The arbitrator shall have no power to:
 - a. Rule on an issue previously barred from the scope of the grievance procedure.
 - b. Add to, subtract from, or otherwise modify the expressed terms and conditions of this agreement.
 - c. Award punitive damages.
 - d. Issue a back pay award for any amount in excess of lost hourly pay rates nor for a period to exceed twenty (20) days prior to the date the grievance was filed.
 - e. Establish wage schedules.

- f. Interpret the law or issue a ruling on a subject where there is a procedure prescribed under law for seeking relief (e.g. Wage and Hour, E.E.O., M.E.R.C., etc.).
- M. The Union shall have no right to initiate a grievance involving the right of an employee or group of employees without his or their express approval in writing thereon. This provision will not be deemed to require the Union when filing a grievance on behalf of a classification(s) of employees to acquire the signature of all affected employees.
- N. All preparation, filing, presentation or consideration of grievances shall be held at time other than when an employee or a participating Union representative is to be at their assigned duty stations except as may be agreed by the parties. In such instances employees will suffer no loss of pay.
- O. The time limit provided in this Article shall be strictly observed but may be extended by written agreement of the parties.
- P. Notwithstanding the expiration of the Agreement, any claim or grievance arising there under prior to the expiration of this Agreement may be processed through the grievance procedure until resolution. Subsequent to the expiration date of this Agreement, grievances are subject to the restrictions detailed in section L (2).

ARTICLE 18

SUMMER SPECIAL PROJECTS LABOR POOL

- A. School year employees who have an interest in working on special projects during the summer may sign up on the summer work rosters at the Superintendent's office between May 1 and May 15 on any given year.
- B. Subsequent to May 15, the District will align the list of employees according to seniority within the employees' current and former Division(s). Available work for which the District elects to utilize the summer work rosters will be rotated starting at the top of the list. It is expressly recognized the District will not be required to utilize an employee in rotation who is incapable of demonstrating he/she is qualified to perform the work in question. An employee may only perform one (1) summer position at a time.

Offers of summer work may range from less than a full day to a number of consecutive workdays. Employees offered such work must either accept or reject the complete assignment as offered. If rejected, the next person in rotation will be offered the work.

Any employee rejecting more than two (2) summer work assignments will be removed from the list for the balance of the summer. An employee electing such work who misses any scheduled work time (with the exception of time missed due to illness or disability of the employee) will be removed from the assignment. Removal from assignments on more than two (2) occasions will result in the removal of the employee from the list for the balance of the summer.

- C. Employees performing summer work will be paid at \$8.00 per hour. Employees will not receive, accrue or be eligible to utilize any other benefits. Summer work as defined in Article 1B will be filled first by support staff personnel.
- D. The following matters relating to the summer work pool are not subject to the grievance procedure:
1. The determination of the District not to utilize the pool for certain special projects or work.
 2. The removal of an employee from the roster as provided in Section B.
 3. Any claim of benefit due or accrued other than a claim for wages due under Section C.
 4. Any claim by a fifty-two (52) week employee involving a loss of overtime or extra hour of work.

ARTICLE 19

DURATION AND NEGOTIATIONS PROCEDURES

- A. All articles of this Agreement shall be effective upon ratification by the parties and shall remain in effect until June 30, 2009.

This Agreement may only be extended by mutual written consent of both parties.

- B. Either party may serve notice to terminate or amend this Agreement by giving written notice to the other party on or before May 1 of the year in which the Agreement expires. Such notice will be directed to the Superintendent or the President of Local 2-540.

In the event neither party provides notice as required above, the Agreement shall continue in effect for successive periods of one year, unless and until written notice of termination is given on or before May 1, on any subsequent contract anniversary date.

- C. In the event the District restructures existing positions and/or creates a new classification, which falls within the bargaining unit, the District will notify the Union President in writing accompanied by a job description, rate of pay and other applicable working conditions. Thereafter, the Union will notify the Superintendent of the acceptance of the terms in writing within ten (10) calendar days or alternatively, request a meeting to discuss and/or resolve any concerns or differences with respect to the wages and working conditions.
- D. Copies of the master agreement will be produced by the District and distributed to all employees within the bargaining unit. Ten (10) additional copies of the agreement will be forwarded to the Local Union President.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives as of the day and year first above written.

ST. LOUIS BOARD OF EDUCATION
St. Louis, MI

[Signature]
President

[Signature]
Vice President

[Signature]
Secretary

[Signature]
Treasurer

[Signature]
Board Member

[Signature]
Board Member

[Signature]
Board Member

UNITED STEELWORKERS,
AFL-CIO-CLC

[Signature]
Leo W. Gerard, Int'l President

[Signature]
James D. English, Int'l Secretary-Treasurer

[Signature]
Thomas Conway, Int'l Vice President (Admin)

[Signature]
Fred Redmond, Int'l Vice President (Human Affairs)

[Signature]
Jon T. Geenen, District 2 Director

[Signature]
Roger L. Collison, USW Staff Representative

LOCAL UNION # 2-540-50

[Signature]
Keith L. Omans, President, LU 2-540

[Signature]
Dale Hamilton, Unit President, LU 2-540-50

[Signature]
Committee

[Signature]
Committee

[Signature]
Committee

[Signature]
Committee

APPENDIX A

- A. The rates as set forth below apply only to those designated individuals as of September 1, 1995:

<u>Name</u>	<u>Classification</u>	<u>2007-08</u>	<u>2008-09</u>
Ted Doll	Custodian	15.74	16.05
Terry Barton	Maintenance	16.73	16.86
**Ken Sugar	Maintenance	18.86	19.23
*Victoria Cross (Part - time)	Aide	9.32	9.51
Douglas Knauf	Aide	9.76	9.96

*These employees moved to the library paraprofessional classification in 2000-2001. If employee moves back to the aide classification, the listed pay rate applies.

** The school district will pay the annual journeyman/plumber annual license fee.

** This employee moved to Maintenance/Journeyman Plumber in 2007. If employee moves back to Maintenance classification, the listed pay rate applies.

- B. The annual salary set forth below applies only to those designated individuals set forth below:

<u>Name</u>	<u>Classification</u>	<u>2007-08</u>	<u>2008-2009</u>
Karen Huss	Administrative Assistant	28,359.00	28,911.00
Diann Woodcock	Administrative Assistant	28,359.00	28,911.00

APPENDIX B

Notwithstanding the provisions of Article 16 (Insurance), the following employees will continue to be eligible for necessary hospitalization insurance premiums contributions:

Name	Classification	Premium Contribution
Doug Knauf	Aide	100% of single rate
Karen Huss	Administrative Assistant	100% of two person rate
Diann Woodcock	Administrative Assistant	100% of full family rate

APPENDIX C

Appendix C will include Job Descriptions - Evaluation Forms - and Basic Skills Tests.



SAINT LOUIS PUBLIC SCHOOLS

Saint Louis, Michigan 48880

Website: stlouisschools.net

Superintendent
113 E. Saginaw Street
Phone (989) 681-2545

St. Louis High School
113 E. Saginaw Street
Phone (989) 681-2500

T.S. Nurnberger
Middle School
312 N. Union Street
Phone (989) 681-5155

Eugene M. Nikkari
Elementary
301 W. State Street
Phone (989) 681-5131

Carrie Knause Early Childhood
Learning Center
121 I & K Street
Phone (989) 681-3535

TO: To Eligible Support Staff

FROM: Melody Eichorn
Business Manager

DATE: September 11, 2006

RE: Insurance

As of Monday, September 11, 2006 the new contract for the SLEA has been ratified by both the union and the Board of Education. According to Article 16 A 8 of the Master Agreement between the St. Louis Board of Education and USW Local 2-540, any changes made to insurance coverage for teachers will be implemented to all eligible support staff. The following are changes that will become effective with this pay period, September 15, 2006:

The Board will provide the following health insurance from July 1, 2006 until December 31, 2006: Community Blue 1, \$10/20 Rx, C. MOPD, MHP20%, XVA with the following premium contributions:

Family	\$20/month	\$120.00/half year
2 Person	\$15/month	\$90.00/half year
Single	\$8/month	\$48.00/half year

These premiums will be payroll deducted on a pre-tax basis from each employee for 8 pays starting September 15, 2006.

Beginning January 1, 2007, the Board will provide the following health insurance program: Flexible Blue HSA with a fully paid deductible on the first business day of the calendar year.

The Board will provide MEBS Dental and Vision care programs as per coverage schedule until December 31, 2006. The board will provide EyeMed Access Plan A for vision care beginning January 1, 2007. The dental care program will be administered by WEYCO, as per coverage schedule beginning January 1, 2007.

I have attached some information regarding the new insurance plans. We will be scheduling a meeting with eligible support staff before implementation of the new programs with Guy Busch from WEYCO. Guy will discuss the new HSA and the benefits to employees. In the meantime, if you have any questions, please feel free to call me.

Mission Statement

"ST. LOUIS PUBLIC SCHOOLS, IN PARTNERSHIP WITH FAMILY AND COMMUNITY, WILL TEACH ALL STUDENTS TO COMMUNICATE EFFECTIVELY, THINK CREATIVELY, AND ASSUME A RESPONSIBLE ROLE IN SOCIETY."

**USW
LOCAL 2-540**

JOB DESCRIPTIONS

EVALUATION FORMS

BASIC SKILLS TESTS

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ADMINISTRATIVE ASSISTANT

JOB GOAL:

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized, and to relieve the building administrator of clerical details so that he/she may devote his/her time to the proper operation of the school.

REPORTS TO: Building Administrator

MUST PASS A BASIC SKILLS TEST

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High school graduate with experience in data processing/business application skills.
2. Excellent English, grammar, spelling, and punctuation.
3. Ability to type and skill in operating personal computers, data terminals and peripheral equipment.
4. Ability to communicate clearly and concisely in English, both orally and in writing, including clear, polite telephone communication skills.
5. Ability to work effectively under minimum supervision.
6. Ability to exercise tact, patience, good judgment, and initiative in dealing with students, faculty and the general public.
7. Two (2) years secretarial experience and/or clerk.
8. Neat appearance, good health, pleasant and mature personality.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Job responsibilities, duties and assignments will vary among school building administrative assistant positions. The individual needs of each building will be slightly different. The St. Louis Public Schools will treat everyone in a positive, fair and orderly manner.
2. Be willing to accept responsibility and perform other related miscellaneous duties as may be assigned by the building administrator.
3. Be prompt, courteous and polite at all times to students, parents and school employees.
4. Complete the work assigned by the building administrator in a prompt courteous positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools.
5. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
6. Receives and routes incoming calls, places calls, records messages, and maintains a schedule of appointments and makes arrangements for conferences and interviews.

7. Types correspondence, reports, notices, recommendations and various other forms as may be essential to the operation of the school.
8. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
9. Welcomes visitors and arranges for their comfort.
10. Supervises and assists in the copying of instruction materials.
11. Is responsible for receiving and distributing incoming mail and instructional supplies.
12. Under the direction of the building administrator, orders, maintains, and distributes instructional supplies.
13. Is responsible for recording the grades for all students at the end of each semester and the permanent recording of the complete and accurate academic records for all graduates.
14. Handles confidential information concerning students, teachers, parents, and other school employees with care and discretion.
15. Is responsible for processing work permits for minors who request them.
16. Schedules and assigns students lockers.
17. Responsible for providing proper training and office etiquette to our student office aides.
18. Administers first aid.
19. Keeps immunization records and compiles reports.
20. Keeps records on incoming and transfer students and handles the "request for" and "transfer of" student records.
21. Coordinates and schedules parent-teacher conferences from data obtained from the parents.
22. Helps secure substitutes for teachers and support staff when notified in advance.

TERMS OF EMPLOYMENT:

52 Week Employee

Hourly Pay

Subject to master agreement between St. Louis Board of Education and US Local 2-540

EVALUATION: Building Administrator

AIDE/PARAPROFESSIONAL

JOB GOAL:

To work in whatever capacity is assigned to the job title that includes but is not limited to the following: library, classroom, gym, Title I, and special education.

REPORTS TO: Building Administrator

MUST PASS A BASIC SKILLS TEST

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High School graduate. For buildings that receive federal funding, must also have passed the three work keys tests or complete at least 60 credit hours at an accredited institute of high education.
2. Some knowledge of child/adolescent growth and development and the goals and organization of public schools.
3. Patience and ability to work and interact with children, young adults and parents.
4. Ability to work harmoniously with and provide a broad range of support to instructional staff.
5. Ability to assist in the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior, including outdoor activity areas, gymnasiums, etc.
6. Ability to learn new behavior and classroom management techniques and to perform all required tasks.
7. Certain assignments, such as kindergarten assistant, require sufficient dexterity to demonstrate activities and monitor activities at floor level of young children.
8. Ability to communicate clearly and concisely, in English, both orally and in writing.
9. Ability to follow written and oral instructions.
10. Computer literacy/awareness basic word processing/keyboard skills/excel.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Job responsibilities, duties and assignments will vary among school aide positions. The individual needs of each building will be slightly different. The St. Louis Public Schools will treat everyone in a positive, fair and orderly manner.
2. Aides are expected to be willing to perform various assignments within the school day.
3. Be willing to accept responsibility and perform other related duties as indicated by the building administrator.

4. Be prompt, courteous and polite at all times to students, parents and school employees.
5. Complete the work assigned by the building administrator in a prompt, courteous, positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.
6. Working with small groups and one-on-one, under the direct supervision of the administrator, special education teacher, teacher, and Title I teacher.
7. Be familiar and able to operate audio-visual and computer equipment.
8. Library/media center aides are responsible for a neat, orderly, well organized library/media center and make available to teachers and students, material contained within the library/media center. Work directly with the building administrator in proper procedure for ordering materials and supplies. Also, to do yearly inventory.
9. Title I paraprofessionals are supervised by the program administrator even though they are assigned to several teachers and/or several tasks during the day as indicated by the program administrator.
10. Classroom aides may also be assigned to various teachers and/or jobs during the school day but are under the supervision of the building administrator.
11. Work in a safe and orderly manner reporting all injuries to the building administrator and filling out an accident report within 24 hours.
12. Report and discuss problems to the building administrator so he/she is informed on issues and circumstances that are considered to be important with the daily operation of the school.
13. Use proper etiquette in answering and responding on the telephone. If in doubt, take name and number, call back with information promptly.

TERMS OF EMPLOYMENT:

School Year
Hourly Pay
Subject to Master agreement between St. Louis Board of Education and USW
Local 2-540.

EVALUATION: Building Administrator or Program Administrator

QUALIFICATIONS FOR PARAPROFESSIONALS IN THE MICHIGAN SCHOOL READINESS PROGRAM

The standards of Quality and Curriculum Guidelines for Preschool Programs for Four Year Olds includes the mandated training requirement for staff members for the Michigan School Readiness Program. Quality Indicator R.2.1 a refers to the training of the early childhood paraprofessional or associate teacher, who should have: "An associate's degree in early childhood/preschool education, child development, child care, or Child Development Associate (CDA) credential or equivalent continuing education experience, as approved by the State Board of Education."

All paraprofessionals or Associate Teachers not "grand parented: must complete one of the three options. Newly hired paraprofessionals or Associate Teachers have two years from the date of hire in a Michigan School Readiness Program to complete one of the following.

1. An associate's degree in early childhood/preschool education, child development, or child care or equivalent;

OR

2. A child Development Associate (CDA) credential or other equivalent nationally-recognized credential;

OR

3. One hundred twenty clock hours of documented formal child care education offered by approved training organizations, with no fewer than ten hours in each of the following content areas (from the CDA requirements):
 - “(a) Planning a safe, healthy environment to invite learning
 - (b) Steps to advance children's physical and intellectual development
 - (c) Positive ways to support children's social and emotional development
 - (d) Strategies to establish productive relationships with families
 - (e) Strategies to manage an effective program operation
 - (f) Maintaining a commitment to professionalism
 - (g) Observing and recording children's behavior
 - (h) Principles of child growth and development”

Check with your local colleges, universities, community colleges, Head Start Agencies or Intermediate School Districts for more information.

BUS DRIVER

JOB GOAL:

To provide safe and efficient transportation for all eligible recipients in the school district.

REPORTS TO: Director of Transportation

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Possession of or ability to obtain an appropriate valid automotive operator's license to drive a school bus with a Michigan CDL license with air brake and P endorsements and an excellent driving record in compliance with school board standards.
2. Driving record must comply with state school law.
3. Must remain in compliance with state, county and school district laws and regulation regarding use of controlled substances and alcohol, as applied to school bus drivers.
4. Bus drivers must have a physical each year per state laws.
5. Successful completion of school district's bus driver's training course which is required to achieve permanent employment status. Periodic retraining may also be required.
6. Have at least five (5) years of driving experience.
7. Knowledge of safe, proper and courteous operation of automobiles and buses.
8. Knowledge of the local street and road systems.
9. Knowledge of state regulations and laws pertaining to the operation of school buses.
10. Some knowledge of first aid.
11. Ability to understand and carry out oral and written instructions.
12. Interest in and liking for children and young adults.
13. Ability to maintain effective control over groups of students and to ensure student behavior is not distracting to safe driving.

14. Sufficient strength, agility, dexterity and oculomotor reaction time to operate a school bus at all times including emergency situations.
15. Sufficient vision and visual acuity to operate a bus during assigned periods.
16. Ability to distinguish colors of red, green, and amber on a vehicular control lights

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Be willing to accept responsibility and perform other related duties as indicated by the Director of Transportation.
2. Be prompt, courteous and polite at all times to students, parents and school employees.
3. Complete the work assignment in a prompt courteous positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.
4. Drivers are to report early enough to perform a complete CDL pre-trip inspection before every route and fill out a CDL check list for every route and turn into the Director of Transportation at the end of the day.
5. Keep your bus swept out and the trash box empty. Also, keep your door and windows closed when the bus is parked for the night.
6. Drivers are to keep the turn signals, blinker lights, back windows, windshields and the driver side window clean at all times.
7. Drivers are to keep necessary supplies on their bus including paper towels, window cleaner, flashlight and first aid supplies.
8. Drivers are responsible for keeping fuel in their bus and in the winter adding fuel additive. A fuel slip must be filled out at each fueling.
9. Drivers must conduct three evacuation drills per year.
10. Drivers must conduct a radio check every Monday morning.
11. Drivers must report any mechanical problems or repairs needed as soon as they become aware of the problem.

12. Drivers are to report any accident immediately to the Director of Transportation regardless of how minor it may be and fill out any written reports requested.
13. The bus is to be plugged in each night during cold weather.
14. Students are never to operate the radio, light controls, door or any other part of the bus operation at any time. The driver shall have full control of these operations at all times.
15. Unscheduled members of the driver's family or friends are not to ride the buses except for unusual circumstances whereupon the driver must obtain permission from the transportation director.
16. Passengers will never be left unattended on a bus while the engine is running. When leaving the bus always take the keys.
17. During the summer the Director of Transportation locates the families in the rural areas that will have eligible students attending school in the fall. From this information student pickup points are located and maps established.
18. In August, when route assignments are made, each driver is given the map and they familiarize themselves with the route. This is usually done by driving a car over the route. When the driver is familiar with the route a time schedule is established. This is done by driving a bus over the route and making the necessary stops as though students were actually riding the bus and noting the time of each stop. After the time schedule has been established the bus driver will contact the family of the students to inform them of the time schedule for the coming school year.
19. Drivers will make out a current map of their routes with students names to be left on the bus.
20. Authority is delegated to the driver to assign seats for any or all students if necessary.
21. Drivers are responsible to supervise the activities of passengers leaving the bus until they have passed safely in front of the bus when exiting and crossing the highway or are otherwise not subject to hazards.
22. Drivers are responsible for contacting parents when there is a problem with a student either in writing or by phone. Meetings with parents and/or administrators may be necessary.

23. A daily log should be kept of activities on the bus to assist when informing parents of a problem.

TERMS OF EMPLOYMENT:

School year

Hourly pay

Subject to master agreement between St. Louis Board of Education and USW

2-540

EVALUATION: Director of Transportation

ST. LOUIS PUBLIC SCHOOLS

BUS DRIVER REQUIREMENTS CDL (COMMERCIAL DRIVERS LICENSE)

GROUP B WITH P (PASSENGER) – S (SCHOOL BUS) & AIR BRAKE ENDORSEMENTS

CURRENT EMPLOYEE OR PROSPECTIVE NEW HIRE SHALL REPORT TO BUS DIRECTOR AND INFORM HIM OF YOUR DESIRE TO BECOME A BUS DRIVER

1. The current employee or prospective new hire shall report to Michigan Secretary of State Office and request a records check to see if they are eligible for a CDL based on their past driving record. You will be told immediately if you are or are not eligible based on your driving record.
2. If you are eligible you should request a CDL Manual. Upon receiving the manual you should take it home and study the material contained in it and prepare for your written tests.
3. When you are ready you shall report to Michigan Secretary of State Office and request to take the knowledge tests. Group B Test, Passenger Test, School Bus Test, and Air Brake Test.
4. Upon passing all of the knowledge tests you will be given a Temporary Instruction Permit. This allows you to practice driving under supervision of a driver who has a CDL for the type of vehicle you will be operating.
5. Upon passing knowledge tests and you have a temporary instruction permit report to Bus Director.
6. Bus Director will send you to Occupational Health to be given a CDL physical and a CDL drug test.

THE PREVIOUS 6 STEPS MUST BE COMPLETED BEFORE ANY CURRENT EMPLOYEE OR NEW HIRE SHALL BE AWARDED A BUS DRIVER JOB. THE REMAINING STEPS SHALL BE COMPLETED WITH 15 WORKING DAYS

1. Upon passing the CDL physical and drug test the Bus Director will schedule you for practice driving time with a licensed CDL bus driver.
2. When you have completed your practice driving time the Bus Director will schedule you for a driver skills test. Vehicle safety check – Off street basic control skills test – On-street driving test.

3. Upon successful passage of the driver skills test you will be given a Test Certificate from the testing official. You shall take the Test certificate to the Secretary of State Office to receive your full privilege CDL.

CLERK

JOB GOAL:

To assure the smooth operation of the office and assist the administrator, administrative assistant and teachers of clerical details.

REPORTS TO: Building Administrator

MUST PASS A BASIC SKILLS TEST

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High school graduate with data-processing/business background.
2. Knowledge of business office procedures, practices, equipment and software.
3. Ability to type and operate personal computers/data terminals.
4. Ability to communicate clearly and concisely, in English, both orally and in writing.
5. Have the desire and ability to relate to and direct students.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Job responsibilities, duties and assignment will vary among clerk positions. The individual needs of each building will be slightly different. The St. Louis Public Schools will treat everyone in a positive, fair and orderly manner.
2. Be prompt, courteous and polite at all times to students, parents and school employees.
3. Be willing to accept responsibility and complete the work assigned by the building administrator in a prompt, courteous positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.
4. Answers telephone, greets visitors, receives and delivers phone messages.
5. Assists with the operation of the breakfast and lunch program if directed by administrator.
6. Types, word processing, duplicates and files as requested by teachers and administrators.
7. Sorts and distributes mail and instructional materials for the building
8. Sees that injured and ill students are made comfortable; contacts building administrator or other school administrator and assists in administering first aid.
9. Fills out student accident report forms and assists in keeping building health records current.
10. Input daily attendance into computer.
11. Calls on absent students.
12. Provide attendance reports to students and teachers.

13. Input data into computer to generate reports for Vocational Education program, (high school).

TERMS OF EMPLOYMENT:

School Year
Hourly pay
Subject to master agreement between St. Louis Board of Education and USW 2-540.

EVALUATION: Building Administrator

CUSTODIAL

JOB GOAL:

To provide the physical conditions most conducive to carrying out the educational program of the schools.

REPORTS TO: Director of Maintenance

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High School graduate.
2. Shall have custodial training and/or experience
3. Knowledge of the methods, materials, and equipment used in custodial work.
4. Knowledge of the operation of various parts of heating equipment.
5. Ability to observe and report needs for maintenance and supplies.
6. Ability to understand and carry out written and oral instructions.
7. Ability to get along well with students, officials and the general public.
8. Sufficient strength, agility and dexterity to perform all typical tasks as described below.
9. Ability to work out-of-doors in a variety of temperatures and climate conditions.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Be prompt, courteous and polite at all times to students, parents and school employees.
2. Complete the work assignments in a prompt, courteous and positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.
3. Keep the building clean and in sanitary condition by sweeping, scrubbing, stripping, waxing, mopping – wet or dry and vacuuming and cleaning carpets.
4. Clean windows, walls, marker boards, furniture and unit heaters.

5. Keep wastebaskets, pencil sharpeners emptied.
6. Care for the lawn, shrubs flowers and playgrounds, including the daily pick-up of paper, trash, rubbish, and debris.
7. Keep the sidewalks free of snow and ice.
8. Paint, stain and varnish surfaces as required and also refinish gym floors.
9. Unloading deliveries, pick up and deliver supplies.
10. Unlock and making sure the building entrances and window latches are secure.
11. Change light bulbs and ballasts as needed (except emergency back up ballast)
12. Make minor repairs to the building, equipment, furnishings, and grounds and report any major repairs needed to the Director of Maintenance.
13. See that the flag is flown each day school is in session.
14. Clean areas of responsibility daily, dusting to be maintained on a rotating basis.
15. Toilet rooms and drinking fountains shall receive special attention.
16. Prepare lunchroom for breakfast and lunch and cleanup after meals. This includes wiping off tables and taking out trash.
17. Prepare building for events and clean up after such events.
18. Carry on such other activities as requested in order to create the best possible conditions for the education of the children.
19. Be willing to accept responsibility and follow such schedules and directions as are given by the Director of Maintenance, Superintendent, Administrator, or designee of the Superintendent.
20. Perform crossing guard duty.
21. Plumbing items shall be limited to turning off stop valves other than replacing flush valve and faucet cartridges.
22. Working height off a finished elevation shall be limited to 6 feet by any means of elevating or lifting the worker except stairs and elevators.
23. Maintain salt in the water softener.

24. Change locker combinations and locks including door pins.

TERMS OF EMPLOYMENT:

12 month employee

Hourly pay

Subject to master agreement between St. Louis Board of Education and
USW Local 2-540.

EVALUATION: Director of Maintenance

MAINTENANCE

JOB GOAL:

To provide the physical conditions most conducive to carrying out the educational program of the schools.

REPORTS TO: Director of Maintenance

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High School graduate with experience in maintenance.
2. Ability to do electrical, plumbing, heating, boiler and carpentry work.
3. Knowledge of the methods, materials and equipment used in maintenance work.
4. Knowledge of the operation of various parts of heating equipment and boilers.
5. Ability to observe and report needs for maintenance and supplies.
6. Ability to understand and carry out written and oral instructions.
7. Ability to get along well with students, officials and the general public.
8. Sufficient strength, agility and dexterity to perform all typical tasks as described below.
9. Ability to work out-of-doors in a variety of temperatures and climate conditions.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Be prompt, courteous and polite at all times to students, parents and school employees.
2. Complete work assignments in a prompt, courteous and positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.
3. Assemble and repair furniture and do minor carpentry.
4. Perform minor plastering, cement work, floor tile repairs and maintenance.

5. Electrical work such as repairing and installing outlets, light switches, light ballasts.
6. Change light bulbs and ballast as needed.
7. Make plumbing repairs and clean sewer lines.
8. Welding when necessary.
9. Maintain the boilers and keep the heating system and unit vents in good working order.
10. Replace and/or repair windows and doors as necessary.
11. Perform outdoor maintenance including snow plowing.
12. Prepare athletic fields for events.
13. Keep maintenance vehicles, tractors and tools in good and safe working order.
14. Fill in for the Director of Maintenance in the event of his absence.
15. Be willing to accept responsibility and follow such schedules and directions as are given by the Director of Maintenance, Superintendent, Administrator or designee of Superintendent.
16. Repair and maintain hallway and locker room lockers as needed.
17. No working height limits enforced.
18. Replacement of all emergency lighting ballast and batteries.

TERMS OF EMPLOYMENT:

12 month employee

Hourly pay

Subject to master agreement between St. Louis Board of Education and

USW 2-540

EVALUATION: Director of Maintenance

**EVALUATION
ADMINISTRATIVE ASSISTANT**

YES NO

Personal Qualities

- ___ ___ Has a neat appearance.
- ___ ___ Has a positive attitude.
- ___ ___ Reports for work on time.
- ___ ___ Has good overall attendance.
- ___ ___ Is dependable and responsible.

Daily Tasks

- ___ ___ Is willing to perform various assignments within the school day.
- ___ ___ Is willing to accept responsibility and perform other related duties as indicated by the building administrator.
- ___ ___ Is prompt, courteous and polite at all times to students, parents and school employees.
- ___ ___ Completes the work assigned by the building administrator in a prompt courteous positive manner. Is optimistic about the St. Louis Public Schools and the students who attend our schools.
- ___ ___ Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
- ___ ___ Receives and routes incoming calls, places calls records messages, and maintains a schedule of appointments and makes arrangements for conferences and interviews.
- ___ ___ Types correspondence, reports, notices, recommendations and various other forms as may be essential to the operation of the school.
- ___ ___ Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
- ___ ___ Welcomes visitors and arranges for their comfort.

- ___ ___ Supervises and assists in the copying of instructional materials.
- ___ ___ Receives and distributes incoming mail and instructional supplies.
- ___ ___ Maintains, and distributes instructional supplies.
- ___ ___ Records the grades for all students at the end of each semester and the permanent records for all graduates.
- ___ ___ Handles confidential information concerning students, teachers, parents, and other school employees with care and discretion.
- ___ ___ Processes work permits for minors who request them.
- ___ ___ Schedules and assigns student lockers.
- ___ ___ Provides proper training and office etiquette to our student office aides.
- ___ ___ Administers first aid.
- ___ ___ Keeps immunization records and compiles report.
- ___ ___ Records daily attendance submitted by the teachers and compiles a summary report each six weeks for the administrator.
- ___ ___ Calls to the attention of the administrator any excessive absences or tardies and prepares letters to parents at the administrator's request
- ___ ___ Keeps records on incoming and transfer students and handles the "request for" and "transfer of" student records.
- ___ ___ Checks off students in the line from the breakfast and lunch roster and submits the counts to the central office.
- ___ ___ Compiles student lists for grade placement and notifies parents.
- ___ ___ Coordinates and schedules parent-teacher conferences from data obtained from the parents.
- ___ ___ Helps secure substitutes for teachers and support staff when notified in advance.

AREAS FOR IMPROVEMENT:

PERFORMANCE SUMMARY:

EVALUATION COMPLETED BY:

Building Administrator

Employee

Date

Date

EMPLOYEE COMMENTS:

EVALUATION
AIDE/PARAPROFESSIONAL

YES NO

Personal Qualities

- ___ ___ Has a neat appearance.
- ___ ___ Has a positive attitude.
- ___ ___ Reports for work on time.
- ___ ___ Has good overall attendance.
- ___ ___ Is dependable and responsible.

Daily Tasks

- ___ ___ Is willing to perform various assignments within the school day.
- ___ ___ Is willing to accept responsibility and perform other related duties as indicated by the building administrator.
- ___ ___ Is prompt, courteous and polite at all times to students, parents and school employees.
- ___ ___ Completes the work assigned by the building administrator in a prompt courteous positive manner. Is optimistic about the St. Louis Public Schools and the students who attend our schools.
- ___ ___ Works with small groups and one-on-one under the direct supervision of the administrator, special education teacher, Title I teacher or Teacher and helps in non-instructional areas.
- ___ ___ Is familiar and able to operate audio-visual and computer equipment.
- ___ ___ Performs work as library/media center aide and maintains a neat, orderly, well organized library/media center and makes available to teachers and students, materials contained within the library/media center. Works directly with the building administrator in proper procedure for ordering materials and supplies. Does yearly inventory successfully.
- ___ ___ Performs work as a Title I aide as assigned to various teachers and tasks during the day as indicated by the program administrator and Title I teacher.

- _____ Works in a safe and orderly manner reporting all injuries to the building administrator and filling out an accident report within 24 hours.
- _____ Reports and discusses problems to the building administrator so he/she is informed on issues and circumstances that are considered to be important with the daily operation of the school.
- _____ Uses proper etiquette in answering and responding to telephone calls.

AREAS FOR IMPROVEMENT:

PERFORMANCE SUMMARY:

EVALUATION COMPLETED BY:

_____ Building Administrator

_____ Employee

_____ Date

_____ Date

EMPLOYEE COMMENTS:

**EVALUATION
BUS DRIVER**

YES NO

PERSONAL QUALITIES

- ___ ___ Is willing to accept responsibility and perform other related duties as indicated by the Director of Transportation.
- ___ ___ Is prompt, courteous and polite at all time to students, parents, and school employees.
- ___ ___ Completes the work assignments in a prompt, courteous and positive manner. Is optimistic about the St. Louis Public Schools and the students who attend our schools.
- ___ ___ Is willing to accept responsibility and perform other related duties as indicated by the Director of Transportation.
- ___ ___ Completes the work assignment in a prompt courteous positive manner. Is optimistic about St. Louis Public Schools and the students who attend our schools.
- ___ ___ Has a neat appearance.
- ___ ___ Has a positive attitude.
- ___ ___ Reports for work on time.
- ___ ___ Has good overall attendance.
- ___ ___ Is dependable and responsible

DAILY TASKS

- ___ ___ Driver reports early enough to perform a complete CDL pre-trip inspection before every route and fill out a CDL check list for every route and turns into the Director of Transportation at the end of the day.
- ___ ___ Driver keeps bus swept out and the trash box empty. Also, keeps door and windows closed when the bus is parked for the night.
- ___ ___ Driver keeps the turn signals, blinker lights, back windows, windshields and the driver side window clean at all times.

- ____ ____ Driver keeps necessary supplies on the bus including paper towels, window cleaner, flashlight and first aid supplies.
- ____ ____ Driver keeps fuel in the bus and in the winter adds fuel additive. Fills out fuel slip at each fueling.
- ____ ____ Driver conducts three evacuation drills per year.
- ____ ____ Driver conducts a radio check every Monday morning.
- ____ ____ Driver reports any mechanical problems or repairs needed as soon as they become aware of the problem.
- ____ ____ Driver reports any accident immediately to the Director of Transportation regardless of how minor it may be and fills out any written reports requested.
- ____ ____ Driver plugs the bus in each night during cold weather.
- ____ ____ Driver never allows students to operate the radio, light controls, door or any other part of the bus operation at any time. The driver has full control of these operations at all times.
- ____ ____ Driver does not allow unscheduled members of family or friends to ride the bus for unusual circumstances without obtaining permission from the Transportation Director.
- ____ ____ Driver never leaves passenger unattended on the bus while the engine is running and always takes the keys when leaving the bus.
- ____ ____ Helped establish student pickup points and maps.
- ____ ____ Driver familiarizes them self with assigned route and established a time schedule and notified families of time schedule.
- ____ ____ Driver makes out a current map of their route with students names to be left on the bus.
- ____ ____ Driver assigns seats for any or all students as is necessary.
- ____ ____ Driver supervises the activities of passengers leaving the bus until they have passed safely in front of the bus when exiting and crossing the highway or are otherwise not subject to hazards.
- ____ ____ Driver contacts parents when there is a problem with a student either in writing or by phone. Attends meetings with parents and/or administrators

if necessary.

_____ A daily log is kept of activities on the bus to assist when informing
_____ parents of a problem.

AREAS FOR IMPROVEMENT:

PERFORMANCE SUMMARY:

EVALUATION COMPLETED BY:

Director of Transportation

Employee

Date

Date

EMPLOYEE COMMENTS:

EVALUATION
CLERK

YES NO

Personal Qualities

- ___ ___ Has a neat appearance.
- ___ ___ Has a positive attitude.
- ___ ___ Reports for work on time.
- ___ ___ Has good overall attendance.
- ___ ___ Is dependable and responsible.

Daily Tasks

- ___ ___ Is willing to perform various assignments within the school day.
- ___ ___ Is willing to accept responsibility and perform other related duties as indicated by the building administrator.
- ___ ___ Is prompt, courteous and polite at all times to students, parents and school employees.
- ___ ___ Completes the work assigned by the building administrator in a prompt courteous positive manner. Is optimistic about the St. Louis Public Schools and the students who attend our schools.
- ___ ___ Answers telephone, greets visitors, receives and delivers phone messages.
- ___ ___ Types, word processing, duplicates and files as requested by teachers and administrators.
- ___ ___ Sorts and distributes mail and instructional materials for the building.
- ___ ___ Sees that injured and ill students are made comfortable; contacts building administrator or other school administrator and assists in administering first aid.
- ___ ___ Fills out student accident report forms and assists in keeping building health records current.
- ___ ___ Inputs daily attendance into computer.
- ___ ___ Calls on absent students.

- ____ Provides attendance reports to students and teachers.
- ____ Keeps and provide reports on hours assigned for discipline and on Saturday school attendance.
- ____ Inputs data into computer to generate reports for Vocational Education program.

AREAS FOR IMPROVEMENT:

PERFORMANCE SUMMARY:

EVALUATION COMPLETED BY:

Building Administrator

Employee

Date

Date

EMPLOYEE COMMENTS:

**EVALUATION
CUSTODIAL**

YES NO

PERSONAL QUALITIES

- ___ ___ Has a neat appearance.
- ___ ___ Has a positive attitude.
- ___ ___ Reports for work on time.
- ___ ___ Has good overall attendance.
- ___ ___ Is dependable and responsible.

DAILY TASKS

- ___ ___ Is prompt, courteous and polite at all times to students, parents and school employees.
- ___ ___ Complete the work assignments in a prompt, courteous and positive manner. Is optimistic about the St. Louis Public Schools and the students who attend our schools.
- ___ ___ Keeps the wastebaskets, pencil sharpeners emptied.
- ___ ___ Cares for the lawn, shrubs, flowers and playgrounds, including the daily pick-up of paper, trash, rubbish and debris.
- ___ ___ Keeps the sidewalks free of snow and ice.
- ___ ___ Paints, stains and varnishes surfaces as required and also refinishes gym floors.
- ___ ___ Unloads deliveries, picks up and delivers supplies.
- ___ ___ Unlocks and makes sure the building entrances and window latches are secure.
- ___ ___ Changes light bulbs and ballasts .
- ___ ___ Makes minor repairs to the building, equipment, furnishings, and grounds and reports any major repairs needed to the Director of Maintenance.

- ____ ____ Sees that the flag is flown each day school is in session.
- ____ ____ Maintains clean area of responsibility.
- ____ ____ Toilet rooms and drinking fountains receive special attention.
- ____ ____ Prepares lunchroom for breakfast and lunch and cleanup after meals.
- ____ ____ Prepares building for events and cleans up after such events.
- ____ ____ Performs other activities as requested in order to create the best possible conditions for the education of the children.
- ____ ____ Is willing to accept responsibility and follow such schedules and directions as are given by the Director of Maintenance, Superintendent, Administrator or designee of the Superintendent.

AREAS FOR IMPROVEMENT:

PERFORMANCE SUMMARY:

EVALUATION COMPLETED BY:

Director of Maintenance	Employee
Date	Date

EMPLOYEE COMMENTS:

**EVALUATION
MAINTENANCE**

YES NO

PERSONAL QUALITIES

- Has a neat appearance.
- Has a positive attitude.
- Reports for work on time.
- Has good overall attendance.
- Is dependable and responsible.

DAILY TASKS

- Is prompt, courteous and polite at all times to students, parents and school employees.
- Completes the work assignments in a prompt, courteous and positive manner. Is optimistic about the St. Louis Public Schools and the students who attend our schools.
- Assembles and repairs furniture and does minor carpentry.
- Performs minor plastering, cement work, floor tile repairs and maintenance.
- Changes light bulbs and ballast as needed.
- Makes plumbing repairs and cleans sewer lines.
- Does welding when necessary.
- Maintains the boilers and keeps the heating system and unit vents in good working order.
- Replaces and/or repairs windows and doors as necessary.
- Performs outdoor maintenance including snow plowing.
- Prepares athletic fields for events.

- ____ Works with no height limits.
- ____ Keeps maintenance vehicles, tractors and tools in good and safe working order.
- ____ Keeps up to date with asbestos rules and regulations and license as needed.
- ____ Fills in for the Director of Maintenance in the event of his absence.
- ____ Is willing to accept responsibility and follow such schedules and directions as are given by the Director of Maintenance, Superintendent, Administrator or designee of the Superintendent.

AREAS FOR IMPROVEMENT:

PERFORMANCE SUMMARY:

EVALUATION COMPLETED BY:

_____ Director of Maintenance	_____ Employee
_____ Date	_____ Date

EMPLOYEE COMMENTS:

ST. LOUIS PUBLIC SCHOOLS

ADMINISTRATIVE ASSISTANT BASIC SKILLS TEST

1. Basic Communication Skills:

Have you passed the following WorkKeys Tests: (21 pts.)

Math	_____ Yes	_____ No	_____ Not Taken
Reading	_____ Yes	_____ No	_____ Not Taken
Writing	_____ Yes	_____ No	_____ Not Taken

2. Technology:

Word Document – Time limit – 10 minutes

- Type a short letter of at least five sentences to a parent in regard to a lost library book. (3 pts.)
- Save the letter. (2 pts.)
- Print the letter. (2 pts.)
- E-mail the letter to _____ (2 pts.)

Excel Document (4 pts.) – Time limit – 15 minutes:

Create a basic spreadsheet from the data provided and print.

3. Phone Skills – Time limit – 10 minutes:

- Transfer calls to teachers (2 pts.)
- Transfer calls to voice mail (2 pts.)
- Written examples of courteous phone dialogue. (3 pts.)

4. Copying Skills – Time limit – 5 minutes: (2 pts.)

- Copy a one-sided document to two-sided and collate.

5. Office Machines – Time limit – 10 minutes: (2 pts. ea.)

- Using an adding machine, calculate a column of numbers.
- Fax a document to _____.

ADDITIONAL SKILLS TO BE ADEQUATELY MASTERED WITHIN FIFTEEN (15) WORK DAYS:

1. Using the CIMS Student Software Program:

- Input weekly student attendance information.
- Add new student information.
- Drop exiting students.
- Provide reports and track information for student counts

2. Using the CIMS Financial Software Program:

- Input and process a purchase order.
- Look up account activity.

3. Navigate within the student immunization program for state reporting.

4. Specific for High School and Middle School Administrative Assistant:

- Maintain student information within the Thinkwave software program.
- Knowledge of trimester scheduling.

Total testing score 45 pts. Passing 75% or 34 pts.

Applicant _____

Evaluator _____

Test Results: _____ Pass _____ Fail _____ Score

Evaluator Signature

Date

Applicant Signature

Date

Union Representative

Date

ST. LOUIS PUBLIC SCHOOLS

AIDE/PARAPROFESSIONAL BASIC SKILLS TEST

1. Basic Communication Skills:

Have you passed the following WorkKeys Tests: (21 pts.)

Math	_____	Yes	_____	No	_____	Not Taken
Reading	_____	Yes	_____	No	_____	Not Taken
Writing	_____	Yes	_____	No	_____	Not Taken

2. Technology:

Word Document - Time limit - 15 minutes

- Type a short letter of at least five sentences to a parent in regard to a lost book. (3 pts.)
- Save the letter. (2 pts.)
- Print the letter. (2 pts.)
- E-mail the letter to _____. (2 pts.)

Excel Document: (2 pts.)

- What is an excel document used for?

- Can you navigate within an excel document _____ Yes _____ No

3. Phone skills – Time limit – 15 minutes (2 pts. ea.)

- Transfer calls to teachers
- Transfer calls to voice mail
- Written examples of courteous phone dialogue

4. Copying Skills – Time limit – 10 minutes: (2 pts.)

- Copy a one-sided document to two-sided and collate.

ADDITION SKILLS TO BE ADEQUATELY MASTERED WITHIN FIFTEEN (15) DAYS:

- Navigate within an excel spreadsheet and create new spreadsheets with limited information

Total testing score 36 pts. Passing 75% or 27 pts.

Applicant _____

Evaluator _____

Test Results: _____ Pass _____ Fail _____ Score

Evaluator Signature

Date

Applicant Signature

Date

Union Representative

Date

ST. LOUIS PUBLIC SCHOOLS

CLERK BASIC SILLS TEST

1. Basic Communication Skills:

Have you passed the following WorkKeys Tests: (21 pts)

Math	_____	Yes	_____	No	_____	Not Taken
Reading	_____	Yes	_____	No	_____	Not Taken
Writing	_____	Yes	_____	No	_____	Not Taken

2. Technology:

Word document – Time limit – 15 minutes

- Type a short letter of at least five sentences to a parent in regard to a lost library book. (3 pts.)
- Save the letter. (2 pts.)
- Print the letter. (2 pts.)
- E-mail the letter to _____ (2 pts.)

Excel Document: (2 pts.)

- What is an excel document used for?

- Can you navigate within an excel document _____ Yes _____ No

3. Phone Skills – Time limit – 15 minutes:

- Transfer calls to teachers (2 pts.)
- Transfer calls to voice mail (2 pts.)
- Written examples of courteous phone dialogue. (3 pts.)

4. Copying Skills – Time limit – 10 minutes: (2 pts.)

- Copy a one-sided document to two-sided and collate.

5. Office Machines – Time limit – 10 minutes: (2 pts. Ea.)

- Using an adding machine, calculate a column of numbers.
- Fax a document to _____.

ADDITIONAL SKILLS TO BE ADEQUATELY MASTERED WITHIN FIFTEEN (15) WORK DAYS:

1. Using the CIMS Student Software Program:

- Input weekly student attendance information.
- Add new student information.
- Drop exiting students.

2. Navigate within an Excel spreadsheet, and create new spreadsheets with limited information.
3. Specific for High School Clerk:
 - a. Maintain student information within the CTEIS (Vocational Education) software program.
 - b. Maintain student information within the Thinkwave software program.

Total testing score 43 pts. Passing 75% or 32 pts.

Applicant _____

Evaluator _____

Test Results: _____ Pass _____ Fail _____ Score

Evaluator Signature

Date

Applicant Signature

Date

Union Representative

Date

ST. LOUIS PUBLIC SCHOOLS
CUSTODIAL BASIC SKILLS TEST

In addition to having a high school diploma, all applicants will be asked to do the following within a reasonable amount of time to complete each task (5 pts. each): (Materials will be available on site).

1. Operate Floor buffer – 5 minutes
2. Install pencil sharpener using electric tools – 10 minutes or 20 minutes if drilling new holes.
3. Load 50 lbs. of salt into salt spreader and operate – 10 minutes
4. Unplug toilet – 10 minutes
5. Replace desk top – 10 minutes if new or 20 minutes if drilling new holes.
6. Take down and put up lunchroom table – 5 minutes
7. Operate snow blower – 10 minutes
8. Clean Air vent – 5 minutes to dust or 10 minutes to wash
9. Change florescent lamp – 10 minutes

Do you have any current allergies to cleaning chemicals? _____ Yes _____ No

ADDITIONAL SKILLS REQUIRED TO BE MASTERED WITHIN 15 WORKING DAYS:

1. Observe supply needs and report to supervisor.
2. Operate auto scrubber
3. Ability to change locker combinations.
4. Ability to replace unit vent filter.
5. Ability to install sloan flush valve replacement kit.
6. Ability to change ballast.

Total testing score 45 pts. Passing 75% or 34 pts.

Applicant _____

Evaluator _____

Test Results: _____ Pass _____ Fail _____ Score

Evaluator Signature

Date

Applicant Signature

Date

Union Representative

Date

ST. LOUIS PUBLIC SCHOOLS
LIBRARY PARAPROFESSIONAL BASIC SKILLS TEST

1. Basic Communication Skills:

Have you passed the following WorkKeys Tests: (21 pts.)

Math	_____	Yes	_____	No	_____	Not Taken
Reading	_____	Yes	_____	No	_____	Not Taken
Writing	_____	Yes	_____	No	_____	Not Taken

2. Technology:

Word Document – Time limit – 15 minutes

- a. Type a short letter of at least five sentences to a parent in regard to a lost library book. (3 pts.)
- b. Save the letter. (2 pts.)
- c. Print the letter. (2 pts.)
- d. E-mail the letter to _____ (2 pts.)

Excel Document: (2 pts.)

- a. What is an excel document used for?

- b. Can navigate within an excel document _____ Yes _____ No

3. Phone Skills – Time limit – 15 minutes: (2 pts. ea.)

- a. Transfer calls to teachers
- b. Transfer calls to voice mail
- c. Written examples of courteous phone dialogue.

4. Copying Skills – Time limit – 10 minutes: (2 pts.)

- a. Copy a one-sided document to two-sided and collate.

ADDITIONAL SKILLS TO BE ADEQUATELY MASTERED WITHIN FIFTEEN (15) WORK DAYS:

1. Maintain Audio Video Equipment and Printers:

- a. Change print cartridges.
- b. Load paper.
- c. Replace bulbs.
- d. Arrange for equipment repairs.

2. Navigate within an Excel spreadsheet, and create new spreadsheets with limited information.

3. Use Follett Library Management Program to:

- a. Add and delete students.

- b. Check out books.
- 4. Specific for Elementary and Middle School:
 - a. Become familiar with the Renaissance Place Software Program.

Total testing score 36 pts. Passing 75% or 27 pts.

Applicant _____

Evaluator _____

Test Results: _____ Pass _____ Fail _____ Score

Evaluator Signature

Date

Applicant Signature

Date

Union Representative

Date

ST. LOUIS PUBLIC SCHOOLS
MAINTENANCE BASIC SKILLS TEST

1. Lift and carry 100 pounds 100 feet. 2 minutes
2. Remove and replace a mortise latch assembly with cylinder from a classroom door. 10 minutes
3. Trouble shoot a hot water heating boiler,
 - A. Fire eye scanner dirty. 3 minutes
 - B. Low water cut off tripped. 3 minutes
4. Prepare a 3/4" M copper pipe manifold using soldered and screwed fittings to be air tested at 60 PSI to fit a provided three hole jig using (1) length 3/4" copper pipe (1) schraider valve, (1) threaded bushing, (1) female adapter, (3) tees, (2) elbows, and (4) caps. Soldered joints to wiped and cleaned of solder flux. 60 minutes
Leak test _____ Pass _____ Fail Appearance and fit the jig test _____
Pass _____ Fail
5. Remove and replace a urinal. 30 minutes
6. Wire (2) three way (1) four way switch with (1) photo cell control to control a lamp on a test board. 15 minutes
7. Bend (1) ten foot piece of 1/2 " conduit into a U shape with a offset on each end. When completed U shape to be of equal lengths and lay flat on the floor. 5 minutes
8. Replace a fluorescent lamp ballast from a 10 foot step ladder. 20 minutes
9. Remove and replace a 220 volt circuit breaker from a load center. 5 minutes
10. Weld together two pieces of 1/8" flat stock 12 " long, testing will be by strength testing at weld by bending and appearance. 5 minutes
Strength test _____ Pass _____ Fail Appearance test _____ Pass _____ Fail

Do you have any allergies to cleaning chemicals? _____ Yes _____ No

Do you have any issues with working on high ladders or man lifts?
_____ Yes _____ No

Will you be available evenings and early mornings for a flexible work schedule?
_____ Yes _____ No

Additional skills to be mastered within 15 working days:

1. Observe supply needs and report to supervisor.
2. Attach and remove snowplow from pickup, demonstrate operation.
3. Remove and reinstall a 3 way HVAC valve from a classroom unit vent, replace valve packing and operator, place back in operation and test function.
4. Operate tractor, compact tractor, and large area mower.
5. Adjust door closer.
6. Prepare a baseball, softball field or football field for play depending on season.
7. Demonstrate the ability to read and understand blue prints.

Total testing score 100 points Passing score of 75% or 75 points

Applicant _____

Evaluator _____

Test Results: _____ Pass _____ Fail _____ Score

Evaluator Signature Date

Applicant Signature Date

Union Representative Date

ST. LOUIS PUBLIC SCHOOLS
MAINTENANCE/JOURNEYMAN PLUMBER BASIC SKILLS TEST

Must hold a State of Michigan Journeyman Plumber License in addition to passing the following test.

1. Lift and carry 100 pounds 100 feet. 2 minutes
2. Remove and replace a mortise latch assembly with cylinder from a classroom door.
10 minutes
3. Trouble shoot a hot water heating boiler,
 - A. Fire eye scanner dirty. 3 minutes
 - B. Low water cut off tripped. 3 minutes
4. Prepare a 3/4" M copper pipe manifold using soldered and screwed fittings to be air tested at 60 PSI to fit a provided three hole jig using (1) length 3/4" copper pipe (1) schraider valve, (1) threaded bushing, (1) female adapter, (3) tees, (2) elbows, and (4) caps. Soldered joints to wiped and cleaned of solder flux. 60 minutes
Leak test _____ Pass _____ Fail Appearance and fit the jig test _____
Pass _____ Fail
5. Remove and replace a urinal. 30 minutes
6. Wire (2) three way (1) four way switch with (1) photo cell control to control a lamp on a test board. 15 minutes
7. Bend (1) ten foot piece of 1/2 " conduit into a U shape with a offset on each end. When completed U shape to be of equal lengths and lay flat on the floor. 5 minutes
8. Replace a fluorescent lamp ballast from a 10 foot step ladder. 20 minutes
9. Remove and replace a 220 volt circuit breaker from a load center. 5 minutes
10. Weld together two pieces of 1/8" flat stock 12 " long, testing will be by strength testing at weld by bending and appearance. 5 minutes
Strength test _____ Pass _____ Fail Appearance test _____ Pass _____ Fail

Do you have any allergies to cleaning chemicals? _____ Yes _____ No

Do you have any issues with working on high ladders or man lifts?
_____ Yes _____ No

Will you be available evenings and early mornings for a flexible work schedule?
_____ Yes _____ No

Additional skills to be mastered within 15 working days:

1. Observe supply needs and report to supervisor.
2. Attach and remove snowplow from pickup, demonstrate operation.
3. Remove and reinstall a 3 way HVAC valve from a classroom unit vent, replace valve packing and operator, place back in operation and test function.
4. Operate tractor, compact tractor, and large area mower.
5. Adjust door closer.
6. Prepare a baseball, softball field or football field for play depending on season.
7. Demonstrate the ability to read and understand blue prints.

Total testing score 100 points Passing score of 75% or 75 points

Applicant _____

Evaluator _____

Test Results: _____ Pass _____ Fail _____ Score

Evaluator Signature

Date

Applicant Signature

Date

Union Representative

Date