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AGREEMENT

Between

HIGH POINT REGIONAL BOARD OF EDUCATION

and

HIGH POINT REGIONAL CUSTODIAL STAFF

JULY 1, 1991 - JUNE 30, 1994

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ARTICLE I

The Board hereby recognizes for the purpose of discussing and conferring concerning grievances and terms and conditions of employment for all custodians, including full time and part time, whether under contract or on paid leave.

Article II
GRIEVANCE PROCEDURE

Any employee who has suffered a loss due to an alleged misinterpretation, misapplication or violation of the terms of this Agreement, or Board policies and administrative decisions which involve terms and conditions of employment shall have a right to file a grievance, in writing, with their immediate supervisor within twenty (20) working days of the alleged occurrence. Any grievance so filed shall be on a form containing a statement of the contract or the policy provision alleged to have been violated, the nature of the loss to the employee and a statement of the remedy being sought. After an investigation of the alleged grievance, the immediate Supervisor shall provide a response to the grievance in writing within seven (7) days.

If the Grievant is dissatisfied with the decision of the immediate Supervisor, he/she may proceed with the grievance by filing it in writing to the School Business Administrator, if the School Business Administrator was not the immediate Supervisor in the first step, within seven (7) days of the response by the immediate Supervisor. The School Business Administrator shall then investigate the grievance and respond to the grievant in writing within seven (7) days.

If the grievant is not satisfied with the decision of the School Business Administrator, then within (7) days of the decision of the School Business Administrator, the grievant may appeal to the Superintendent of Schools. The Superintendent of Schools shall investigate the grievance and respond to the grievant

Grievance Prodecure

in writing within fourteen (14) days. If the grievant is not satisfied with the decision of the Superintendent of Schools, then within ten (10) days of the decision of the Superintendent of Schools, the grievant may appeal this matter to the Board of Education.

Any grievance which is not pursued within the prescribed time limits, shall be deemed waived and a decision at the prior level shall be final. Any failure to respond to a grievance within the prescribed time limits shall automatically move the grievance to the next level.

ARTICLE III
WORK SCHEDULE

A. Daily Work Hours

1. Work hours for all custodians shall be seven (7) hours per day excluding a one-half (1/2) hour lunch and two fifteen (15) minute breaks, one in the morning and one in the afternoon. Such hours shall be scheduled by the head custodian or his designee.
2. Overtime shall be at the rate of time and one half on week days and Saturdays. Double time rate shall be given for working on Sundays.

B. Vacation

1. Vacation will be taken during the months of July and August. Upon special request, a custodian may apply for use of vacation time outside of July and August. The decision of such a request will be determined as recommended by the head custodian (or his designee) to the Superintendent.

No vacation will be permitted during the full week prior to the opening of school.

Vacation shall be earned as follows:

After one full year's service	- 10 working days
After five full year's service	- 15 working days
After ten full year's service	- 1 additional day's

vacation for each additional year of service; the total not to exceed twenty working days.

If an employee is hired between the period of July 1 and September 1, the above policy will be in effect. All others hired after September 1, will receive a pro-rated vacation.

C. Holidays

1. Custodians shall be entitled to the following paid holidays for the 1991-92, 1992-93 and 1993-94 school years:

July 4
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Washington's Birthday
Good Friday
Memorial Day

Two additional holidays are to be taken during either Christmas Recess, Winter or Spring Recess. These will be scheduled with the approval of the Head Custodian.

When legal holidays fall on the weekend, they will be observed on the nearest work day either Friday or Monday.

ARTICLE IV

SICK DAYS

Custodians shall be entitled to twelve (12) accumulative sick days per year.

PERSONAL DAYS

Custodians shall be entitled to personal leave up to a total of five (5) days. This absence is not chargeable to sick leave nor is it accumulative.

Personal leave may be granted for the following reasons:

1. Death in the immediate family. (Immediate family to include: mother, father, husband, wife, sister, brother, son or daughter, father in law, mother in law, sister in law, brother in law, son in law or daughter in law.)

2. Serious illness in the immediate family. Leave will be granted for serious illness within the immediate family. Supportive testimony by a physician may be required by the administration.

3. Court Subpoena

4. Personal business which cannot be handled outside of school hours.

5. Time necessary for persons called into temporary active duty of any unit of United States Reserve or State National Guard. A custodian shall be paid his/her regular pay in addition to any pay which he/she receives from the State or Federal Government, provided such obligations cannot be fulfilled on days when school is not in session.

All request for personal leave are subject to approval by the Superintendent and must be made in writing at least one week prior to intended absence. In the case of an emergency, the Superintendent should be notified as soon as possible. Additional personal days may be granted by the Superintendent in emergency situations.

ARTICLE V
LONGEVITY

Longevity shall be paid as follows after completion of the below listed years of service within the High Point Regional School District:

12 years	\$700 per year
17 years	\$700 per year
21 years	\$700 per year
25 years	\$700 per year

PAY FOR ACCUMULATED SICK LEAVE

- A) Custodians must have ten years of service with the High Point Regional School District
- B) Actual retirement rather than vesting or any other separation from the school district
- C) Compensation at the time of retirement shall be as follows: \$50 per day to a maximum of 130 compensable days for retirements effective July 1, 1992; \$50 per day to a maximum of 140 compensable days for retirements effective July 1, 1993 and \$50 per day to a maximum of 150 compensable days for retirements effective July 1, 1994.

ARTICLE VI

INSURANCE

- A. 1. The Board of Education shall provide a hospitalization plan for the employees on a single coverage basis. The Board shall also provide one hundred (100%) percent for the PACE plan, in accordance with the limitations contained in the Memorandum of Understanding dated October 28, 1980.
2. Effective July 1, 1983, the health care package be improved to include spin-off and laboratory x-ray services at Board expense accordance with the limited contained in the Memorandum of Understanding dated June 30, 1982.
- B. The insurance carrier shall be determined by the Board of Education. Any new carrier chosen by the Board shall provide benefits equal to or better than those provided by the previous carrier.
- C. The Board of Education shall pay one hundred (100%) percent of the premium for the existing dental insurance plan,
- D. The Board of Education shall pay one hundred (100%) percent of the premium for the existing prescription drug program. Employees shall be required to pay a \$3.00 co-pay charge for all prescription drugs.
- E. Any employee on an extended medical leave (including disability for child birth) shall remain in the insurance

programs at the Board's expense for ninety (90) days after his/her sick leave expires.

- F. The maximum amount claimable under the major medical coverage shall be increased to an unlimited amount.
- G. The insurance carrier may require a staff member to obtain a second medical opinion prior to surgery.

ARTICLE VII
UNIFORM ALLOWANCE/BOILER LICENSE

1. All custodians are entitled to a \$200 uniform allowance for the 1991-92 school year and a \$250 uniform allowance for the 1992-93 and 1993-94 school year. . Reimbursement can be obtained by completing a voucher in the Board Office and attaching receipts for uniforms to the voucher.

2. All custodians who have a Basic Boiler License are eligible for reimbursement of \$300 for the 1991-92, 1992-93 and 1993-94 school year. Reimbursement can be obtained by completing a voucher in the Board Office and attaching a copy of the Boiler license.

ARTICLE VIII
SALARY GUIDES
CUSTODIANS

1991-92, 1992-93, 1993-94

<u>STEP</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
1	20,000	21,000	22,000
2	20,510	21,615	22,790
3	20,910	22,125	23,405
4	21,310	22,525	23,915
5	21,710	22,925	24,315
6	22,210	23,325	24,715
7	22,610	23,825	25,115
8	23,010	24,225	25,615
9	23,410	24,625	26,015
10	23,910	25,025	26,415
11	24,310	25,525	26,815
12	24,710	25,925	27,315
13	25,110	26,725	28,515

Hiring Guide:

Probationary Period of six months w/ an off guide figure (optional)

Experience:

0-2 years	Step 1
3 years	Step 2
4 years	Step 3
5 years	Step 4
6 years	Step 5
7 years	Step 6
8 years	Step 7
9 years	Step 8
10 years	Step 9