

EMPLOYMENT AGREEMENT

between

**BOARD OF EDUCATION OF THE
SCHOOL DISTRICT OF THE CHATHAMS**

and

CHATHAM CUSTODIAL EMPLOYEES

July 1, 2016 to June 30, 2019

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AGREEMENT
between
**BOARD OF EDUCATION OF THE
SCHOOL DISTRICT OF THE CHATHAMS**
and
CHATHAM CUSTODIAL EMPLOYEES (CCE)

ARTICLE I TERM OF CONTRACT

The term of this contract shall be for three (3) years commencing **July 1, 2016** and terminating on **June 30, 2019**.

ARTICLE II SALARY, LONGEVITY AND NIGHT DIFFERENTIAL

A. SALARY

The Bargaining Unit shall receive the following salary increases:

July 1, 2016: 2.55%
July 1, 2017: 2.55%
July 1, 2018: 2.55%

Salary Guides (*Attachment A-C*) are in effect for the duration of this contract.

B. LONGEVITY

To qualify for longevity, employees must be employed by the district based on the following schedule:

15 Years of Service	\$1,500
20 Years of Service	\$2,000
25 Years of Service	\$2,400

C. NIGHT DIFFERENTIAL

A non-cumulative stipend, as listed below, will be added to the base salary of employees who are assigned to the night shift:

2016/2017	- \$2,000
2017/2018	- \$2,000
2018/2019	- \$2,000

Employees whose shift begins at 2:00 p.m., or later, will receive the entire night differential. All other employees will receive a prorated portion of the night differential for all hours worked after 5:00 p.m.

D. WEEKEND DIFFERENTIAL

Employees whose work week includes Saturday and/or Sunday will be entitled to weekend differential of \$3,000 on an annual basis.

ARTICLE III BARGAINING UNIT RECOGNITION CLAUSE

The Board of Education of the School District of the Chathams hereby recognizes dually elected custodial employees as the representatives of the entire group for negotiations, grievances, and all terms and conditions of employment. Currently limited to custodial employees and head custodian employees.

ARTICLE IV GRIEVANCE PROCEDURE

Definitions

The term "grievance" is a claim by an employee or **Chatham Custodial Employees (CCE)** based upon the interpretation, application, or violation of this agreement or relating to policies or administrative decisions affecting an employee or a group of employees. The following matters are expressly excluded from the definition of a grievance:

- challenge to evaluation of work performance

These evaluations may not be submitted through the grievance procedure nor may they be submitted to arbitration in accordance with the provisions herein.

The term "aggrieved person" or "grievant" is the person or persons of **CCE** making the complaint.

A statement summarizing the outcome of each step in the grievance procedure will apply to each of the following five steps:

Step 1: The aggrieved employee or employees must present the grievance in writing to appropriate representation within fifteen (15) working days after knowledge of the reason for the grievance has occurred, except that no time limit shall apply in case of violation of wage provisions of this Agreement. If a satisfactory settlement is not reached with the First Line Supervisor within five (5) working days, the grievance may be appealed to Step 2.

Step 2: The Representative shall then take the matter up, within ten (10) working days with the School Business Administrator or someone with authority to act upon such a grievance. A decision must be made within fifteen (15) working days, in writing, from date of appeal.

Step 3 If no satisfactory settlement can be agreed upon, the Superintendent will hear grievance within 10 days of date of appeal and render decision within 15 working dates of hearing.

Step 4 If no satisfactory settlement can be agreed upon, the Representative shall then take the matter up with the Board of Education at the next regularly scheduled Board meeting or a subcommittee of the Board within 30 working days.

Step 5 If no satisfactory settlement can be agreed upon, the matter may be referred to the Public Employee Relations Commission (P.E.R.C) for resolution.

Authorized representation shall have the right to examine time sheets and any other records pertaining to the computation of compensation of any individual or individuals whose pay is in dispute or records pertaining to a specific grievance.

ARTICLE V LEAVES

A. SICK LEAVE ALLOWANCE

1. Ten (10) month employees will receive ten (10) days sick leave per year, with full pay.
2. Twelve (12) month employees will receive twelve (12) days sick leave per year, with full pay.

3. Any unused portion of the yearly sick leave allowance for a given employee (but not more than ten days for ten-month employees and twelve days for twelve-month employees) shall be cumulative without limit for absences because of illness.
- 4(a) Employees who do not use any sick leave days in a calendar year, shall receive a bonus in the amount of \$400, to be payable in July annually.
- 4(b) This benefit does not apply to employees who do not have a minimum of one year service in the district.

B. FAMILY ILLNESS LEAVE

For absence due to serious illness of any relative in the employee's immediate family, or a relative for whom one is responsible, full pay will be granted for not more than five (5) days in each year. Immediate family shall include father, mother, civil partner, spouse's father or mother, child, brother, sister and any relative residing in the immediate household.

B-1. FAMILY MEDICAL LEAVE ACT

The Board agrees to follow the provisions of the Family and Medical Leave Act, and the New Jersey Family Leave Act, so long as those laws remain in full force and effect.

C. DEATH OF CLOSE RELATION

Absences because of the death of any relative in the employee's immediate family, (as defined in "B" above in this contract) or because of death of a relative for whom one is responsible, full pay will be granted for not more than five (5) days in each year. Immediate family shall include father, mother, grandmother, grandfather, spouse, civil partner, spouse's father or mother, child, brother, sister, niece, nephew, aunt, uncle and any relative residing in the immediate household, shall be allowed with full pay for a period of up to five (5) days.

D. PERSONAL BUSINESS LEAVE

1. Maximum allowance of up to three (3) days leave of absence in any one year. Important personal business which cannot be attended to other than during work hours shall be allowed without loss of pay, upon one week's prior notice, whenever possible, with sufficient reason to the appropriate supervisor.
2. Personal day requests must be submitted in writing a minimum of three days in advance, except in emergencies. (*See Attachment D*)

E. DISABILITY LEAVE

Disability leave shall be defined as leave taken by a person steadily employed by the district who is absent from his or her post of duty because of personal disability due to illness or injury.

An employee who is ill or claims disability leave of more than five consecutive days shall submit a physician's statement indicating the reason he or she cannot perform the duties of his/her position and the anticipated duration of his/her disability.

All employees who anticipate disability such as childbirth, shall report that status to the district as soon as known, and submit a physician's statement to certify their continuing fitness. Where the date on which disability will actually commence cannot be fixed with accuracy, as in normal childbirth, the staff member shall normally leave district employment for the last four weeks before the projected disability date so that adequate substitutes can be procured with certainty as to the

date upon which their employment will begin. Any employee choosing to continue working beyond the eighth month of pregnancy must submit medical evidence attesting to her physical ability to perform her duties without threat to her health. In such cases, leave will commence at the time of actual disability.

Disability leave requires a full compliance of state laws governing such leaves.

ARTICLE VI TERMINAL SEVERANCE PAY

Terminal severance pay will be granted to persons who retire directly from employment in the School District of the Chathams and are eligible and qualify for State retirement benefits and/or who have served for fifteen (15) or more years in Chatham.

This would entitle employees who had been with the district for 15 years, but not in the prerequisite retirement program for 15 years, with severance pay. This cannot be construed to mean individuals employed less than 15 years of service with district to be entitled to severance.

- A. \$30.00 per day, to a maximum of 200 days, for unused sick leave acquired during employment in the School District of the Chathams.

ARTICLE VII PROBATIONARY PERIOD

All new employees, that do not possess their black seal Boiler License at the time of hire, will be required to obtain their license within 12 months.

The Board agrees to reimburse the employee for the costs of the Black Seal Boiler License training course, registration fees and books. In the event that the employee does not obtain his/her black seal Boiler License within the specified time limits, the Board may take disciplinary action which may result in non-advancement on the salary guide or possible termination. Notice of the Board's intention will be delivered to the employee within 15 days. The board is not responsible for fees related to courses which the employee does not pass.

ARTICLE VIII WORK YEAR/WEEK/DAY

Work Year:

The 12 month work year for all employees shall be from July 1st through June 30th.

Work Week:

The regular work week for all employees shall begin on Monday and end on Friday and consist of five (5) consecutive workdays. However, by mutual agreement by the Board and employee, an employee may work a shift that does not consist of 5 consecutive workdays. The Board reserves the right to hire a maximum of two (2) Category IV Custodians at straight time who agree to work a week that includes Saturday and/or Sunday. Current custodian employees will have the opportunity to volunteer first for an alternate work week. If more than two (2) current employees volunteer for the alternate work week, they would be selected on the basis of seniority. The alternate work week shall consist of five (5) consecutive days.

Work Day:

The work day for all employees shall be eight (8) hours, inclusive of one-half (½) hour for lunch.

If the Board of Education, through its Administration, decides to change any employee's shift (hours of work or days of work), the Administration will give the employee at least one week notification.

ARTICLE IX

BARGAINING UNIT BUSINESS

If CCE authorizes a member from the bargaining unit to represent it during a formal hearing of grievances, and if such hearings of grievances should take place during regular working hours of said representative, that representative shall be excused from duty without loss of pay, for such time as may be necessary to hear the grievance.

All employees who are members of CCE Negotiating Committee and are scheduled to work during the hours of scheduled negotiations, shall be allowed to make up the amount of time spent on negotiations. The supervisor will consult with the employee regarding the development of a make-up work time schedule which will be shared with the employee five (5) days prior to implementation.

Any member of this unit is entitled to representation for when a conference is scheduled to discuss working conditions, compensation, benefits and/or employment.

An authorized member shall have access to documentation relating to any grievance involving a member of the Custodial bargaining unit.

ARTICLE X

HOLIDAY SCHEDULES (See Attachment E)

A. PAID HOLIDAYS

Holidays to be consistent with the established school calendar for 2016/2017, 2017/2018 and 2018/2019 but not to exceed twelve (12) holidays. *(Attachment E)*

B. HOLIDAY ALLOTMENT

Twelve (12) days are allowed per year. Martin Luther King Holiday may be substituted for any one of those twelve (12) holidays listed annually. Notification of such change must be made to Building Principal by December 1st of each year. *(Attachment E)*

ARTICLE XI

VACATION DAYS

<u>Years of Service</u>	<u>Entitled Vacation Days</u>
0 - 4	10 Days *
5 - 10	15 Days *
11+	20 Days

A. Employees shall be permitted to schedule their vacation during the work year with the prior approval of the building principal and the immediate supervisor and the Supervisor of Buildings & Grounds (if applicable). Approval must be given at least 1 day in advance of the requested vacation day. If no prior approval is given the district reserves the right to deduct the employee's pay for the unapproved vacation time.

B. Employees who are currently receiving twenty-two (22) days will be grandfathered.

C. If there are unused snow days added to the Memorial Day weekend and the district closes school, the custodial employees will not work on the additional days the district closes school.

D. Effective with the July 1, 2008 vacation allotment, employees will be entitled to carry over a maximum of five (5) vacation days for each year. These days must be used no later than January 1 of the following year. These days are subject to the approval of the principal or supervisor. Carry over days can not be carried over into consecutive years.

- E. *For all employees hired on or after July 1, 2010, years of service will be as of July 1st of each year. Vacation days are earned by service. Upon hire, an employee has no vacation days to use. For the balance of their first school year (until June 30th), they have no vacation days to use. On July 1st, they will be credited for the vacation days they earned during the first year as follows: no days for the first two months of employment (probationary period) and one vacation day per month after that. Each subsequent year the employee will be working a full year and will earn the full allocation as per the above chart.

The increase in vacation days due to the years of service begins in the school year after the employee has been in the district for four (4) full years or ten (10) full years.

- F. At the supervisor's discretion, a new employee in their 0 year of service may be allowed to utilize up to 50% of the vacation days they are earning for year 1 in year 0.
- G. Vacation days are earned and consequently accumulate each work year. They are not an entitlement granted at the beginning of the year or employment.

ARTICLE XII

OVERTIME

- A. Custodial overtime will be assigned on a rotating basis with prior approval of the Business Administrator in conjunction with the individual's immediate supervisor. Overtime will consist of hours worked in excess of a 40 hour week. Rate of compensation for overtime hours will equal time and a half pay with the exception of Sunday and Holidays when the rate of pay will be double time. Head Custodians must provide documentation when employees turn down the opportunity for overtime.
- B. On days when Chatham schools are closed because of snow, the custodial employees will receive a full day's pay for six (6) hours of work.
- C. All custodial employees are required to be in the district for snow removal, unless prior arrangements are approved by the supervisor.
- D. The maximum hours paid for security checks in one building will be two (2) hours. If an employee conducts a security check on more than one building, the amount of hours paid will be three (3) hours.
- E. On Mondays (when the alternate week custodians are off) if a district floater is not available at CHS or CMS up to a total of four (4) hours of overtime will be available at each school for the work coverage.

ARTICLE XIII

CALL-IN PAY

Any employee who is called into work shall receive a minimum of four (4) hours pay of time and one-half the employee's hourly rate, except if the call-in work is contiguous with regular shift hours starting at 5:00 AM; then, pay will be limited to actual hours worked.

However, if an employee is called into work as a result of his/her Oversight, the employee shall not be compensated. If the employee responsible for the Oversight cannot be reached, another employee shall be called in and receive a minimum of 2 hours pay at time and one-half the employee's hourly rate.

Oversight shall be defined as leaving open a window or a door and/or in some other way failing to secure a building.

All staff will be required to sign in when they are in the school after hours or on weekends.

ARTICLE XIV

BREAK/WASH-UP TIME

A. Break Time

Employees shall receive two (2) fifteen minute break periods during their shift; one break period during the 1st four (4) hours of work, and one break period during the 2nd four (4) hours of work. Part time employees shall also receive a 15 minute break period for each four (4) hours of work.

B. Wash-up Time

All employees shall be granted fifteen (15) minutes wash-up time for the purpose of cleaning up before leaving work every day.

ARTICLE XV

TRANSPORTATION REIMBURSEMENT

Whenever it is necessary for an employee to use his/her own vehicle for school business, the employee shall be compensated at the current New Jersey OMB rate.

Transportation to courses for entry level license requirements is not reimbursable.

ARTICLE XVI

LICENSE STIPEND

A black seal license will be required in order to be hired as a custodian. If a custodian is hired without a black seal license, failure to obtain the Black Seal License in a reasonable time period may result in non-advancement on the salary guide or termination. (See Article VII)

Custodians who hold or obtain a license or certification, as noted below, will be paid an annual stipend as indicated below, effective July 1, 2016:

*CEFM (Head Custodians Only)	\$3,000
*HVAC/Refrigeration Recovery (Head Custodians Only)	\$3,000
*Lead Day Custodian Lafayette School	\$5,000
*Night Supervisor	\$3,000

*Employee must demonstrate ability to perform tasks allowed by license or certificate.

Half of this stipend shall be paid in December and the remaining half in June

The Administration reserves the right to limit the number of staff members that are entitled to receive these stipends.

The collective total of the stipend dollars will not exceed \$6,000 per year.

Courses required to obtain a license or certificate must be approved by the Superintendent. The district will not be obligated to pay for classes, licenses, or certificates that did not receive prior approval.

ARTICLE XVII

JURY DUTY/MILITARY DUTY

A. Jury Duty

All employees called to jury duty shall receive their full salary and benefits from the Board while serving, minus money received from the court.

B. Military Duty

Any employee who is called to Active Reserve Duty shall receive his/her salary and benefits while serving, less his/her military pay. Written confirmation of military pay must be submitted.

ARTICLE XVIII EMPLOYEE EVALUATION

The employee evaluation procedure used by the Board will be added to the contract for informational purposes only. Employees will be evaluated by May 31st of each year.

ARTICLE XIX WORKING AT A HIGHER JOB CLASSIFICATION

Any employee not presently employed as a Head Custodian who works as a Head Custodian for eight (8) hours or more shall receive a salary adjustment of \$50.00 per day.

Any CHS or CMS employee not presently employed as the Night Lead Custodian who works as the Night Lead Custodian for eight (8) hours or more shall receive a salary adjustment of \$40.00 per day.

ARTICLE XX JOB OPENINGS

All bargaining unit job openings shall be posted in all schools and buildings. The job posting shall remain posted for five (5) working days. All employees shall have the right to apply for all posted jobs, as long as the job opening is vacant. Employees who have not previously been interviewed for that position will be granted an interview. All applicants will be given serious consideration.

ARTICLE XXI UNIFORMS

- A. The number of uniforms issued during the probationary period will be discretionary based on supervisor's recommendation. A minimum of two uniforms will be given to new employees after 30 days.
- B. All existing employees shall receive the uniform allotment of five (5) complete sets per year.
- C. The Board will provide, at a maximum cost of \$150, reimbursement for a pair of safety shoes that meet the ASTM F2413 standard and only related footwear items (laces, waterproofing or socks). The employee must submit an itemized list of purchase. Items other than those stipulated will not be reimbursed. The board reserves the right to stipulate that the employees must use a district approved vendor for the safety shoes and related footwear. All custodians must wear their safety shoes while working.
- D. The Board agrees to provide coveralls to the employees on an as-needed basis.
- E. The Board will provide a jacket and a winter coat in alternating years, if the item is required/requested by the custodian. The Board will provide snow boots on an as needed basis (not more than once every two years) when requested by the custodian, up to a value of \$150.00.
- F. Employees must report to work wearing uniforms and safety shoes. Employees who report to work not in uniform and wearing safety shoes will be sent home and wages will be deducted for time not on the job.
- G. Uniforms shall be provided by September 1st of each year.

ARTICLE XXII SENIORITY/EMPLOYMENT SECURITY

- A. Seniority is defined as the length of continuous service with the Board, within the bargaining unit, from the employee's date of hire.

- B. Employment Security
 If employees in this bargaining unit are affected by a reduction in the work force, the Board agrees to lay off employees in the reverse order of seniority, provided, however, that the remaining employees are able to perform the work required. A less senior employee may be retained if his or her retention is necessary for the performance of bargaining unit work.

If the Board recalls a laid off employee, the employee shall maintain his/her previous seniority.

ARTICLE XXIII TUITION REIMBURSEMENT & BLACK SEAL RENEWAL

The Board shall reimburse, at the following rates, fees for approved courses taken by the employee that are directly job-related.

- 100% if the district sends the employee for training or course work.
- 75% if the employee wishes to attend a training session or course with the approval of the Business Administrator.
- The Board will not be responsible for late fees.
- In-service workshops will be provided at no cost to the employee. Shift changes may be made to accommodate such workshops with proper notice of 10 days.

ARTICLE XXIV HEALTH INSURANCE

All employees in this unit will be subject to New Jersey Chapter 78 *P.L.* 2011 (passed as Senate No. 2937) Health Benefit regulations and regulations effective July 1, 2013. This amount will be deducted automatically in twenty four (24) equal installments from each pay period at the Year 4 rates of Chapter 78.

1. Pursuant to Chapter 78, the Board will provide all employees with the option of medical insurance benefits equivalent to the (POS) Aetna Managed Choice plan or the (HDHP) Aetna Managed Choice Open Access plan. For each employee selecting the (HDHP) Aetna Managed Choice Open Access plan, the Board will establish a Health Savings Account (HSA) and contribute an incentive amount in the account, on an annual basis, according to the following schedule:

HD- Plan Type	Deposit Amount to HSA
Individual	\$1,000.00
Individual & Child(ren) or Partner	\$1,000.00
Family	\$2,000.00

2. Pursuant to Chapter 78, the Board will provide all employees with the option of enrolling in the (PPO-High) Aetna Managed Choice Open Access plan or the (PPO-Low) Aetna Managed Choice Open Access Plan. The cost difference between the (POS) Aetna Managed Choice Plan and the PPO High or Low plan shall be borne by the employee. These employees shall have the option to contribute on a monthly basis the cost differential between the POS and the PPO, if they choose to select different coverage.
3. The Board will provide 100% of the cost of dental insurance for all employees and their Dependents.
4. The Board of Education reserves the right to change Medical and Dental Carriers. Any new plan will be equivalent to the current plan.

5. Prescription Reimbursement procedure: The practice set forth in the parties "Agreement to Implement Interim Relief", implemented as a result of PERC's of Interim Relief Order No. 20002-5 (Docket No. 2002-61, dated November 20, 2001) shall remain in place, except that a minimum threshold amount totaling \$50.00 shall be required before a request for reimbursement from the Board may be presented.
6. If any of the staff members that are eligible for health insurance, covered by this contract choose to waive their health insurance benefits because they are covered by other health insurance and they can prove such coverage, they will be given a cash incentive as follows:

HD- Plan Type	Year One	Year Two	Year Three
Individual	\$1,000.00	\$800.00	\$800.00
Individual & Child(ren) or Partner	\$1,750.00	\$1,400.00	\$1,400.00
Family	\$2,125.00	\$1,700.00	\$1,700.00

In the event of a dispute concerning a drug's eligibility for coverage, the employee shall return all monies provided by the Board and pursue the dispute with the insurance company or through the grievance procedure.

ARTICLE XXV MEAL ALLOWANCE

All employees who work in excess of ten (10) consecutive hours on snow removal or a declared emergency shall be entitled to receive a \$20.00 meal allowance per each event.

ARTICLE XXVI EYEGLASSES

Any employees who damage or break their eyeglasses or prescription safety glasses while in the performance of their job with the Board, shall be fully reimbursed by the Board for the purchase of new glasses.

ARTICLE XXVII NIGHT CUSTODIAN/LEAD PERSON TITLE

A night custodian lead person for the High School and Middle School shall be appointed on an annual basis subject to the recommendation of the building principal and head custodian, at the annual rate indicated below:

	<u>High School</u>	<u>Middle School</u>
2016/2017, 2017/2018 and 2018/2019	\$1,700	\$1,700

This stipend is paid annually each year of the contract. Each Lead Custodian will be advised annually, by May 30th, whether he has successfully met the standards established.

ARTICLE XXVIII ASBESTOS ABATEMENT TRAINING/DIFFERENTIAL

The Board would provide training for asbestos abatement to all employees on a volunteer basis.

All employees who successfully complete the training program shall receive an incentive of time and one-half pay for the hours worked performing abatement work.

ARTICLE XXIX

SUB-CONTRACTING

The School District of the Chathams agree that during the term of this contract, no work or service of any kind, nature, or type covered by, or hereafter assigned to the Custodian and Maintenance employees shall be subcontracted, leased, assigned, or conveyed in whole or in part to any other work location, person, corporation or company unless otherwise agreed in writing between the School District of the Chathams and the Union. This language will not prevent the School District of the Chathams from contracting out work as it has in the past.

The foregoing paragraph can be honored unless it can be proven that the district can realize a financial savings to act otherwise or if the specific skills necessary to complete the task do not exist with the crew. Any intention to privatize custodian or maintenance services will be preceded by a notice no less than 90 days.

ARTICLE XXX

COVERAGE OF OPEN SHIFTS

The following work schedule is a minimum that shall apply whenever a custodian is assigned to cover for an absence custodian:

1 st Night:	3 Hours Coverage
2 nd & 3 rd Consecutive Nights	4 Hours Coverage

ARTICLE XXXI

SALARY PAYMENT

Payment shall be made in the 15th and 30th of each month (except February –last day of the month). If a pay period falls during a school holiday, payday will be the last working day prior to the holiday.

Attachment A – Custodial Salary Guide – Category II Secondary Head Custodians

<i>Category II - Secondary Head Custodians</i>			
Step	2016/2017	2017/2018	2018/2019
A	58,800	59,300	59,800
B	59,684	60,299	60,812
C	60,355	61,206	61,837
D	61,029	61,894	62,767
E	61,690	62,585	63,472
F	62,669	63,263	64,181
G	63,649	64,267	64,876
H	64,628	65,272	65,906
I	65,607	66,276	66,936
J	66,587	67,280	67,966
Off guide 1	68,807	70,161	71,551
Off guide 2	107,265	108,932	110,621

Attachment B – Custodial Salary Guide – Category III Elementary Head Custodians

<i>Category III - Elementary Head Custodians</i>			
Step	2016/2017	2017/2018	2018/2019
A	48,800	-	-
B	49,429	50,044	-
C	49,895	50,690	51,321
D	50,359	51,167	51,892
E	50,807	51,643	52,472
F	51,351	52,103	52,960
G	52,058	52,660	53,432
H	52,766	53,386	54,003
I	53,474	54,112	54,747
J	54,181	54,837	55,491
K	54,888	55,563	56,236
L	55,595	56,287	56,980
M	56,306	57,013	57,723
N	57,011	57,742	58,467

Attachment C – Custodial Salary Guide – Category IV Custodians

Category IV - Custodians			
Step	2016/2017	2017/2018	2018/2019
A	36,050	-	-
B	36,354	36,969	-
C	36,558	37,281	37,912
D	36,756	37,490	38,232
E	36,931	37,693	38,446
F	37,530	37,873	38,654
G	38,183	38,487	38,839
H	38,705	39,157	39,469
I	39,326	39,692	40,156
J	39,809	40,329	40,705
K	40,577	40,824	41,357
L	41,053	41,612	41,865
M	41,339	42,100	42,673
N	41,667	42,393	43,173
O	42,101	42,730	43,474
P	42,525	43,174	43,819
Q	43,080	43,610	44,275
R	44,168	44,179	44,722
S	45,801	45,295	45,305
T	46,889	46,969	46,450
U	47,542	48,085	48,167
V	48,032	48,755	49,311
W	48,630	49,257	49,998
Off Guide	49,959	50,783	51,603

Attachment E

HOLIDAY SCHEDULES

2016/2017 SCHOOL YEAR

Independence Day	July 1 & 1, 2016 (Friday & Monday)
Labor Day	September 5, 2016 (Monday)
Thanksgiving Day & After	November 24 & 25, 2016 (Thursday & Friday)
Christmas Eve	December 26, 2016 (Monday)
Christmas Day	December 27, 2016 (Tuesday)
New Year's Day	January 2, 2017 (Monday)
MLK Day	January 16, 2017 (Monday)
Presidents' Day	February 20, 2017 (Monday)
Good Friday	April 14, 2017 (Friday)
Memorial Day	May 29, 2017 (Monday)

2017/2018 School Year - Available after approval of school calendar

Independence Day	July 3 & 4, 2017 (Monday & Tuesday)
Labor Day	September 4, 2017 (Monday)
Thanksgiving Day & After	November 23 & 24, 2017 (Thursday & Friday)
Christmas Eve	December 25, 2017 (Monday)
Christmas Day	December 26, 2017 (Tuesday)
New Year's Day	January 1, 2018 (Monday)
MLK Day	January 15, 2018 (Monday)
Presidents' Day	February 19, 2018 (Monday)
Good Friday	March 30, 2018 (Friday)
Memorial Day	May 28, 2018 (Monday)

2018/2019 - Available after approval of school calendar

Independence Day	July 4, 2018 (Wednesday)
Labor Day	September 3, 2018 (Monday)
Thanksgiving Day & After	November 22 & 23, 2018 (Thursday & Friday)
Christmas Eve	December 24, 2018 (Monday)
Christmas Day	December 25, 2018 (Tuesday)
New Year's Eve	December 31, 2018 (Monday)
New Year's Day	January 1, 2019 (Tuesday)
MLK Day	January 21, 2019 (Monday)
Presidents' Day	February 18, 2019 (Monday)
Good Friday	April 19, 2019 (Friday)
Memorial Day	May 27, 2019 (Monday)

Custodians with Alternate Week Schedules should have their individual holiday schedule approved by the Building Administrator and Supervisor.

**BOARD OF EDUCATION
SCHOOL DISTRICT OF THE CHATHAMS**

By _____
Jill Critchley Weber, President

Date:

ATTEST:

Peter Daquila, Board Secretary

Date:

CUSTODIAL EMPLOYEES

By _____
Paul Cress Date

By _____
Sidney Leon Date

By _____
William Stollery Date

ATTEST:

Dr. Michael LaSusa, Superintendent

Date:

