Grinnell-Newburg CSD Phys. Plant Empl. (Blue Collar) 7/1/2006 6/30/2007

GRINNELL-NEWSBURG CSD / 06-07
PHYSICAL PLANT EMPL. (BLUE COLLAR)

2006-07

MASTER CONTRACT AGREEMENT

Between the

GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS

and the

PHYSICAL PLANT EMPLOYEES
OF THE DISTRICT

927 Fourth Avenue

Grinnell, Iowa 50112

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PREAMBLE

The Board of Education and the Physical Plant Staff of the Grinnell-Newburg Community School District jointly recognize the need for sound and well-kept buildings and grounds for the education of all the children of this community. It is also recognized that the best interest of education can be served by the mutual understanding and cooperation among the staff. This joint development of policies, practices, and general procedures of operation within the system signifies that all groups have their unique and distinctive contributions toward these common goals of highest quality education. The goals and objectives of each participating group shall be consolidated in a manner that will promote the greatest benefits for the pupils and the Grinnell-Newburg community.

ARTICLE 1

PHYSICAL PLANT EMPLOYEES MASTER CONTRACT

1.1. This agreement shall be known as the Physical Plant Employees Master Contract.

ARTICLE 2

DEFINITIONS

2.1. ***District*** refers to the Grinnell-Newburg Community School District (79-2709) as prescribed by the Iowa Department of Education.

2.2. ***Board*** refers to the duly elected and seated persons as directors of the Grinnell-Newburg Community School District.

2.3. ***P. P. E.*** refers to the Physical Plant Employees group as certified by the P.E.R.B. (Public Employee Relations Board).

2.4. ***Impasse*** means the failure of the Board and the P.P.E. in committee to reach agreement on mandatory bargaining items.

2.5. ***Mediation*** is the assistance of an impartial third party to help reconcile an impasse through interpretation, suggestion, and advice.

2.6. ***Arbitration*** is the procedure whereby the parties involved in an impasse submit their differences to a third party for a final and binding decision.

2.7. ***Seniority*** is defined as length of continuous service in the District.

2.8. ***Employee*** refers to Physical Plant employees employed at least one-half time.

2.9. ***Contracted employee*** refers to those employees who have completed their probationary period and are employed at least one-half time.

ARTICLE 3

RIGHTS OF THE EMPLOYER

3.1. The Board of Education shall have the rights, functions, and powers or authority granted by law for the administration of the district which are not specifically limited by the language of this agreement, provided however, that no such right shall be exercised so as to violate and of the provisions of this agreement.

ARTICLE 4

PHYSICAL PLANT EMPLOYEE RIGHTS

The Physical Plant Employees shall have the right to:

4.1. Organize, or form, join, or assist any employee organization.

4.2. Negotiate collectively through representatives of their own choosing.

4.3. Engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection insofar as any such activity is not prohibited by law.

4.4. Refuse to join or participate in the activities of employee organizations, including the payment of any dues, fees or assessments, or service fees of any type.

4.5. To make use of the school buildings and facilities at reasonable hours for meetings, if approved in advance by the building principal.

4.6. To post or publish notices of meetings and meeting places on employee bulletin boards.

ARTICLE 5

IMPASSE PROCEDURE

5.1. Mediation

The committee may declare an impasse from the time of one hundred twenty (120) calendar days prior to the certified budget submission date and may request a mediator.

5.1.1. The committee shall not declare impasse on any item until all items have been negotiated.

5.1.2. Once impasse has been declared by the committee they shall, within five (5) working days, endeavor to agree upon a mediator, and the parties are encouraged to continue negotiations.

5.1.2.1.When the committee selects a mediator, he/she shall establish the procedure for mediation.

5.1.2.2. If the committee has not selected a mediator within five (5) working days of the declared impasse a joint request will be filed with the P.E.R.B. requesting appointment of a mediator.

5.2. Mandatory Impasse

Should any item(s) remain at impasse by January 1 the committee shall declare that item or items to be at impasse and shall submit to mediation.

5.2.1. The selection of a mandatory mediator shall be the same as in 5.1.2.

5.3. Arbitration

If by February 1 the committee has not reached agreement on all items they shall submit those items still at impasse to binding arbitration.

5.3.1. The parties shall attempt to agree upon a single arbitrator. If agreement on the arbitrator is not reached within five (5) working days after the call for final offer arbitration, either party may request a list of three (3) arbitrators from the P.E.R.B. The parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) working days; the other party shall have one (1) additional working day to remove one of the two remaining names. The person whose name remains shall be the arbitrator.

5.3.2. Within four (4) working days of the selection of an arbitrator each party shall be prepared to submit a copy of the items of the Master Contract that are at impasse. The submission of the impasse items to the arbitrator shall be limited to those issues upon which the parties have not reached agreement. The parties may continue to negotiate all offers until an agreement is reached or a decision rendered by the arbitrator.

5.3.2.1. A final offer on each specific item at impasse shall be made to the arbitrator.

5.3.3. The arbitrator shall at no time engage in an effort to mediate or otherwise settle the dispute in any manner other than that prescribed in Article 5.

5.3.4. From the time of appointment, until such time as the arbitrator makes a final determination, there shall be no discussion by the arbitrator concerning recommendations for settlement of the dispute with any parties other than those who are direct parties to the dispute.

5.3.5. The arbitrator may hold formal or informal hearings, examine witnesses and documents, take testimony and receive evidence, require the attendance of witnesses, and the production of records to assist in making a decision or settlement.

5.3.6. The arbitrator shall consider, in addition to other relevant factors, the following:

5.3.6.1. Past agreements between the parties including the negotiation that led up to such agreements.

5.3.6.2. Comparison of wages, hours, and conditions of employment of the involved employees with those other employees doing comparable work, giving consideration to factors peculiar to the area and classification involved.

5.3.7. If the original selected arbitrator should vacate his/her position for any cause, the selection for replacement of the arbitrator shall be in the same manner and within the same time limits as the original arbitrator was chosen.

ARTICLE 6

GRIEVANCE PROCEDURE

6.1. A grievance consists of a claim or charge that a specified provision(s) of the Master Contract has been violated. The employee shall be dealt with as speedily and effectively as possible in accordance with the following procedure.

6.2. Step 1

Any employee may discuss any grievance with the Physical Plant Employee Grievance Committee or Grievance Committee Chairperson. No grievance shall be recognized unless it is in accordance with the procedures set forth in this article and filed within five (5) working days of the occurrence which caused the complaint. The Grievance Committee shall have two (2) working days from the time it was first presented to respond and answer such grievance.

6.3. Step 2

If the grievance is not settled at Step 1 the employee and/or the Grievance Committee, if they feel the grievance worthy, shall have three (3) working days from the time of the Grievance Committee's response in Step 1 to submit the grievance, in writing on a Board adopted form, to the appropriate supervisor. A meeting with the supervisor will be held within three (3) working days and he/she will have two (2) working days to give a written response.

6.4. Step 3

If the response in Step 2 is not satisfactory the employee or Grievance Committee shall, within three (3) working days of the response in Step 2, request in writing a meeting with the Assistant Superintendent. This meeting will be held within three (3) working days of receipt of the request and the Assistant Superintendent will have two (2) working days to give a written response.

6.5. Step 4

If the response in Step 3 is not satisfactory, the employee and/or Grievance Committee shall, within three (3) working days, submit the grievance to the Superintendent. The Superintendent shall have three (3) working days to give a written response.

6.6. Step 5

Grievances not resolved by the procedure in Step 4 may be appealed to arbitration within ten (10) working days following the decision rendered in Step 4. Requests for arbitration shall be made in writing to the Superintendent.

6.6.1. An impartial arbitrator shall be selected by the parties in the following manner:

6.6.1.1.The parties shall attempt to agree on a single arbitrator.

6.6.1.2. If agreement on the arbitrator is not reached within five (5) working days after the request for grievance arbitration, either party may request a list of three (3) arbitrators from the P.E.R.B.

6.6.1.3. The parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) working days, and the other party shall have one (1) additional working day to remove one of the two remaining names. The person whose name remains shall be the arbitrator.

6.6.2. The arbitrator so selected shall confer with the representatives of the Board and the P.P.E. and hold hearings promptly and shall issue a decision not later than twenty (20) calendar days from the date of the closing of the hearings or, if oral hearings have been waived, from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make decisions which require the commission of an act prohibited by law or which is in violation of the terms of this agreement. The decision of the arbitrator shall be submitted to the Board and the P. P. E. and shall be final and binding on the parties.

6.6.3. In the event that arbitrability of a grievance is at issue between parties, jurisdiction to resolve the issue shall rest solely with the arbitrator selected in accordance with the provisions of 6.6.1. of this article.

6.6.4. The costs for the services of the arbitrator, including per diem expenses, if any, and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the P.P.E. Any other expenses incurred shall be paid by the party incurring same.

ARTICLE 7

SENIORITY - PROBATION - PROMOTION - CONTRACTS - EVALUATIONS

7.1. Seniority

All contracted employees shall be entitled to the seniority provisions of this agreement.

7.2. Probation

New employees shall be regarded as probationary employees during their first ninety (90) calendar days of employment. Any time lost will extend the probationary period for the equivalent time.

7.2.1. Probationary employees are entitled to all privileges and provisions of this agreement except that wages will be paid from time sheets submitted during the probationary period. If, at the end of the probationary period, a new employee is retained by the District, the employee will be issued a contract and the monthly base wages will be prorated for the remaining pay periods in the contract year.

7.3. Seniority

Records shall be maintained by the District and shall be available to the P.P.E. President or Secretary upon reasonable request. Any protest as to the correctness of the seniority list as provided by the District shall be made in writing to the District within thirty (30) calendar days after date of publishing.

7.4. Contract

Probationary employees shall be contracted at the completion of their probationary period and the contract shall be dated to the date of employment or first day of work, whichever is later.

7.5. Contract

Any contracted employee must work at least six (6) months to be eligible or automatic annual increase or step.

7.6. Publishing

All new positions, openings, or assignment changes shall be published with the grade classification, pay grade, and hours to be worked, and shall be distributed to all present employees covered by this agreement before that position, opening, or assignment is filled. Any employee shall have the right to submit a bid for the position, opening, or assignment using a form provided with the published notice.

7.7. Bidding

Employees have five (5) working days after notification of an opening, position, or assignment to submit a bid on a form provided by the District.

7.7.1. In filling vacancies or new positions, the District shall give full consideration to seniority, ability, knowledge of the job, skill, experience, and evaluation.

7.7.2. When ability, knowledge of the job, skill, and experience of the bidder satisfy the demands of the opening or position, seniority and evaluation shall be the determining factors in filling vacancies.

7.7.3. Seniority shall be determined by 7.1. Evaluation shall be determined by 7.9. When evaluation is standard, seniority shall prevail in filling vacancies and new positions.

7.8. Transfer

When an employee is assigned to another location or position.

7.8.1. Temporary Transfer

When an opening occurs that will be for a limited time of thirty (30) calendar or less, such assignment will not be bid, but filled by transfer if possible. The temporary transfer shall not exceed thirty (30) calendar days unless mutually agreed upon.

7.8.2. Permanent Transfer

No permanent transfer shall occur until a meeting has been held between the employee and supervisor, at which time the employee will be given an opportunity to voice any objection. The supervisor will provide written reasons for the transfer.

7.8.2.1. Permanent transfers may be made when there has been no successful bidder for the assignment.

7.9. Evaluation

Evaluation of employees, as adopted by the Board (APPENDIX A), shall give all due consideration to the employees and will be used only for the purpose of upgrading the work of the employee, except as contained herein.

7.9.1. Evaluation Conferences

All employees shall have an evaluation conference with the appropriate supervisor by the end of November each year.

7.9.2. Additional Conferences

Informal evaluation conferences may be conducted by the supervisor/principal or as requested by the employee.

7.9.3. Annual Evaluation

Each employee shall be evaluated annually by the appropriated supervisor in advance of the issuance of contracts, using a Board adopted form. The written evaluation will be signed by the supervisor and the employee. A copy of the evaluation will be provided to the employee.

7.9.4. Each employee shall have the right, during business hours, to review, respond, and reproduce evaluative materials in his/her personnel file.

7.9.5. Each employee shall be evaluated only during their regularly scheduled working hours and an evaluation interview shall be held during their regularly scheduled working hours.

7.9.6. Evaluating complaints and corrections which are placed in an employee's personnel file are to be promptly brought to the employee's attention.

7.9.7. Employees receiving substandard evaluations may be held on salary step until successful evaluation is received.

Employees held on step because of substandard evaluation shall re-evaluated by both the principal and the supervisor within ninety (90) calendar days following the evaluation which was not standard. When an employee's evaluation meets the requirements the employee shall be advanced to salary step.

7.9.8. Termination

Employees shall receive written notice two (2) weeks before any termination.

7.9.9. Reduction of Staff

When transfer or termination are necessary because of reduction of staff, employees with seniority shall be given first consideration.

ARTICLE 8

PROTECTION OF EMPLOYEES

8.1. Employees working at unsafe and/or hazardous conditions which could endanger their health or well being shall not be required to perform tasks without adequate equipment and assistance as provided by the District.

8.2. The Board shall supply protective clothing and equipment to be used in the discharge of duties as required by law and the provisions of this article shall be subject to the proper use of such clothing and equipment.

ARTICLE 9

LEAVES

9.1. Sick Leave

Sick Leave will be tabulated to 1/8 day and twenty (20) days granted for each year of employment accumulative to a maximum of 120 days granted for all contracted employees.

9.1.1. Sick Leave will be granted for illness of an employee; it may not be used because of illness of another member of the employee's family. Any illness exceeding five (5) consecutive working days will require a doctor's release before the employee returns to work.

9.1.2. When an employee is unable to report for work he/she is required to notify his/her supervisor as early as possible before his/her scheduled time to work.

9.1.3. Upon reaching maximum accumulation of Sick Leave (120 days), credit to be applied which would otherwise be lost to the employee will be paid as a bonus at the rate of five (5) dollars for each such day.

9.2. Funeral Leave

Each employee is entitled to leave with full salary (up to three days) to attend the funeral services of a member of the employee's *close* immediate family. Funeral arrangements and travel time are included within the three days.

Each employee is entitled to leave with full salary (up to one day) to attend the funeral services of a member of the employee's *extended* immediate family.

If requested, unpaid leave may be granted for additional time, or to attend the funeral services of a close personal friend or other relative.

Close immediate family member is defined as:
parent, spouse, child, brother or sister of the employee

Extended immediate family member is defined as:
parent-in-law, brother-in-law, sister-in-law, step-child, son-in-law, daughter-in-law, guardian, ward, foster parent, foster brother, foster

sister, foster child, step-parent, step-brother, step-sister, grandparent, grandchild, aunt, or uncle of the employee.

9.3. Family Illness Leave

9.3.1. Each employee is entitled to a total of three (3) days leave with full salary each school year:
1. To be with a member of the employee's household due to illness.
2. To be with other immediate family members who are in grave medical condition or have medical circumstances requiring the employee's presence.

9.3.2. Applications for Family Illness Leave shall be made in advance whenever possible, clearly detailing the need for use of a contract day. Family illness leave must be approved by the superintendent or designee.

9.3.3. Unused Family Illness Leave shall be carried forward, but the accumulation, including current credit, cannot exceed ten (10) days.

9.4. Professional Leave

Professional Leave may be granted by the supervisor without loss of salary for attendance at area, state, regional, or professional meetings in an individual's professional field.

9.5. Personal Leave

9.5.1. Each employee is entitled to one (1) day Personal Leave each year with full salary.

9.5.2. Applications for Personal Leave shall be made at least twenty four (24) hours in advance, except in cases of emergency, and must be approved by the appropriate supervisor.

9.5.3. Unused Personal Leave shall be carried forward, but the accumulation, including current credit, cannot exceed five (5) days.

9.6. Leaves of Absence for the following:

1. Military Service (mandatory)
2. Political Office
3. Jury Duty (with pay)
4. State Organizational Office
5. Extended Illness (with doctor's recommendation)

6. Accident (with doctor's recommendation)
7. Extended illness or injury to immediate family which requires employee's care.
8. Other reason or cause to be considered upon request to the superintendent.

9.7. Maternity and/or Adoption Leave

Maternity and/or Adoption Leave shall be granted without loss of seniority and with the right to return to the same position or equal under the following conditions:

The person may remain in employment as long as health and welfare of the mother and baby are not impaired and the Board shall have the right to require certification from the attending medical doctor. The employee shall return to work by the beginning of the seventh (7) week after birth, except that period may be extended by certification from the attending medical doctor.

Sick Leave may be used during the period of confinement as certified by the attending medical doctor. Sick leave may be used to the extent of that accumulated.

9.8. All leaves must be requested in advance, allowing sufficient time for replacement or substitute to be assigned.

9.9. Leaves of absence may be granted to all employees under this agreement and upon completion of such leaves the employee shall be permitted to resume his/her duties. Such leaves shall be applied for through the supervisor and extensions can be applied for.

ARTICLE 10

VACATIONS - HOLIDAYS

10.1. Vacation granted with pay: two (2) weeks after the first year; three (3) weeks end of the seventh (7) contract year; four (4) weeks end of the twelfth (12) contract year for contracted employees.

10.1.1. Pro-rated for twelve (12) month contracted employees employed for less than one full year, unless dismissed for cause or employee quits without being released from contract.

10.2. Paid holiday shall be Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, winter holidays (December 25 and January 1), President's Day, spring holiday, and Memorial Day. If the holiday fall on a day school is in session another day shall be designated.

10.3. One extra holiday will be granted in the following manner; one-half (1/2) day December 24 and one-half (1/2) day December 31, or as mutually agreed. In those contract years containing not more than 260 contract days an additional one-half (1/2) paid holiday will be paid on December 24 and one-half (1/2) paid holiday will be paid on December 31.

ARTICLE 11

RECORD OF TIME

11.1. All hours submitted for payment are to be recorded as to date, hour, purpose, and place (building and building site) and signed by the employee performing the work and by the appropriate supervisor. Forms provided by the District shall be filled out daily and when completed shall be presented promptly to the Business Office.

ARTICLE 12

HOURS OF WORK - OVERTIME

12.1. The normal work week shall be forty (40) hours, exclusive of an unpaid, duty free period of thirty (30) minutes each day. Such work week shall include two (2) fifteen minute paid breaks daily; such breaks shall be taken approximately two hours after the start of the work day and two hours prior to the end of the work day.

12.2. Periodic building inspection during the weekend and recess, subject to approval, shall be paid at the rate of one (1) hour per inspection.

12.3. If assigned, an employee will check heating systems and buildings a minimum of once each day on weekends, holidays, and other recess periods when personnel are not on regular duty.

12.4. Personnel will not be responsible for their buildings beyond assigned duty hours (does not include building inspection time).

12.5. Emergency conditions shall require the approval of the appropriate supervisor.

12.5.1. Any call out for emergency shall be paid at the rate of one (1) hour minimum. Time beyond the minimum will be compensated as actual time worked, figured to the nearest quarter hour.

12.6. Approved overtime will be paid at the rate of time and one-half for all hours earned over forty (40) hours in any week.

ARTICLE 13

INSURANCE

13.1. Employees may elect to receive the District's group term life insurance, subject to provisions of the policy in force. The following is a summary only of coverage benefits; specific details are contained in the issued policy. The amount shall be $10,000, with the premium paid by the District.

13.1.1. If eligible, employees may opt for additional coverage of $15,000 or $40,000 through salary reduction.

13.1.2. Subject to policy limitations, employees may opt to add dependent group term life coverage as a payroll deduction. Such election is subject to provisions of 13.1.3.

13.1.3. New employees may elect any life option without being subject to carrier underwriting; continuing employees may change their election to a lower coverage without being subject to carrier underwriting; continuing employees seeking to add a life option or increase coverage are subject to carrier underwriting.

13.2. Employees may elect to receive the District's group disability insurance, subject to provisions of the policy in force. The following is a summary only of coverage benefits; specific details are contained in the issued policy. The benefit amount shall be 50%, with the premium paid by the District.

13.2.1. Employees may opt for 70% coverage through salary reduction.

13.2.2. New employees may elect any LTD option without being subject to carrier underwriting; continuing employees may change their election to a lower coverage without being subject to carrier underwriting; continuing employees seeking to add a LTD option or increase coverage are subject to carrier underwriting.

13.3. Employees may elect to receive the District's group medical insurance, subject to provisions of the policy in force. The following is a summary only of coverage benefits; specific details are contained in the issued policy.

13.3.1. Employees electing group medical insurance coverage shall have an amount equal to the $500 deductible single premium paid by the District.

13.3.2. Employees may opt for $750 deductible or $1000 deductible and could also add full family coverage to their $500 deductible, $750 deductible, or $1000 deductible single coverage election through salary reduction.

13.3.3. Full-time employees, electing single medical insurance, have the option of reducing coverage to $750 deductible and receiving $120 per year ($10 per month) cash benefit or reducing coverage to $1000 deductible and receiving $240 per year ($20 per month) cash benefit.

13.3.4. New employees may elect any medical option without being subject to carrier underwriting; continuing employees may change their election to a lower coverage without being subject to carrier underwriting; continuing employees seeking to add a medical option or increase coverage are subject to carrier underwriting.

13.4. Eligible employees may elect other insurance offerings adopted by the District, at their own expense, through salary reduction (dependent life option must be payroll deduction). All such options are subject to provisions of the policies in force.

13.5. Prior to 2001-02 each employee was provided $600 per year ($50 per month) in Cafeteria Benefit "Fringe Dollars". Beginning in 2001-02 "Fringe Dollars" have been incorporated into the salary schedule.

13.6. The District's contribution to benefits elected under provisions of 13.1., 13.3., and/or 13.4. for an employee working less than full time will be directly proportional to the Benefit Entitlement stated on the employee's contract. Employees working less than 17.5 hours per week are not eligible for benefits under provisions of 13.1., 13.2., 13.3., and 13.4.

13.7. Rates and options offered shall be available at least one month prior to any rate change(s) or enrollment date(s).

ARTICLE 14

SALARY DEDUCTION/REDUCTION

14.1. Each employee will be able to specify salary deductions as follows:

P.P.E. Dues
District Group Insurance
United Way
Grinnell 2000
Others as approved by the Board

14.1.1. A request for dues deduction must be made each year (except P.P.E. dues).

14.1.2. The P.P.E. will be responsible for distributing and collecting dues check off forms from P. P. E. members.

14.1.2.1.Pursuant to a dues deduction authorization, the District shall deduct one-twelfth (1/12) of the total dues from the regular salary check of the employee each month for twelve (12) months, beginning in July.

14.1.2.2. Employees who are hired after July 31 shall have the total dues prorated on the basis of the remaining months of employment through June.

14.1.3. The deduction form to be used shall be determined by the Board. The remittance of deducted funds to the P.P.E. shall be ten (10) school business days following the date of each payroll.

14.2. Each employee will be able to specify salary reductions as follows:

Tax Sheltered Annuities
Approved cafeteria benefits

14.2.1. A request for salary reduction must be made each year.

14.3. The P.P.E. agrees to hold harmless the District and its employees against any and all claims, costs, suits, or other forms of liability and all court costs arising out of the application of the provisions for dues deduction and/or salary reduction.

ARTICLE 15

WAGES, RATES, AND PAYMENT

15.1. Rates of pay will be determined by the schedule in Article 15.7. and contracts will be based upon actual work days in the fiscal year.

15.2. Any person employed in the Grinnell-Newburg Physical Plant staff shall be subject to the provisions of this agreement and no other agreement or salary may be used.

15.3. An employee permanently transferred to a classification in a higher pay grade shall receive the hourly rate of the classification to which transferred except that a training period, if required, may require the employee to stay on pay grade until such training period is completed.

15.3.1. An employee assuming temporary duties for a higher classification shall receive the hourly rate of the higher classification for all hours exceeding eight (8) consecutive hours in the higher classification.

15.4. Pay Day

Employees shall receive contract pay in twelve (12) equal payments, payable on the last working day of the month except December, which will be payable on the first working day in January.

15.4.1.Non-contract hours will be paid in the pay period in which occurred.

15.5. When an employee is assigned to work between the hours of 5:00 P.M. and 6:00 A.M. that employee shall be paid a Night Hours differential for all such hours.

15.6. If more than one (1) employee is assigned to Maintenance, one shall be designated "Head Maintenance" and shall receive a Head Maintenance pay differential.

15.7. Physical Plant Salary Schedule • **Grinnell-Newburg Schools • 2006-07**

Index/Sub Pay: $ 10.19

	Step 1	Step 2	Step 3	Step 4	Step 5
	1.120	*1.175*	*1.230*	*1.285*	*1.340*
Grade I	**$11.41**	**$11.97**	**$12.53**	**$13.09**	**$13.65**
	1.190	*1.245*	*1.300*	*1.355*	*1.410*
Grade II (10 Mo.)	**$12.13**	**$12.69**	**$13.25**	**$13.81**	**$14.37**
	1.220	*1.275*	*1.330*	*1.385*	*1.440*
Grade II (12 Mo.)	**$12.43**	**$12.99**	**$13.55**	**$14.11**	**$14.67**
	1.270	*1.325*	*1.380*	*1.435*	*1.490*
Grade III	**$12.94**	**$13.50**	**$14.06**	**$14.62**	**$15.18**
	1.34	*1.395*	*1.45*	*1.505*	*1.56*
Grade IV	**$13.65**	**$14.22**	**$14.78**	**$15.34**	**$15.90**
	2.360	*2.415*	*2.47*	*2.525*	*2.580*
Grade V	**$24.05**	**$24.61**	**$25.17**	**$25.73**	**$26.29**

Career Bonus:

	0.0175		*0.033*
10 Years	**$0.18**	Night Hours:	**$0.34**
	0.0225		*0.010*
15 Years	**$0.23**	Night Lead (HS/MS):	**$0.10**
	0.0285		*0.0225*
20 Years	**$0.29**	Head Maintenance:	**$0.23**
	0.0345		
25 Years	**$0.35**		

ARTICLE 16

GRADE CLASSIFICATION AND RESPONSIBILITIES

Employees in all grade levels will be expected to perform their duties in a safe and professional manner. Building security, reporting of damage and repairs, location and operation of fire extinguishers, proper use and care of equipment, and neat appearance are also expected.

Grade I Housekeeper

A Housekeeper will be responsible to the Head Custodian

A Housekeeper will be responsible for maintaining cleanliness and sanitary environment in the assigned area of the building, including:

- Dust mopping, vacuuming, spot mopping of floors
- Dusting, cleaning surface areas
- Clean glass areas, lockers, drinking fountains
- Clean, sanitize, service rest rooms
- Launder uniforms, towels, etc.
- Empty waste baskets
- Set up meeting rooms
- Related duties, as assigned

Grade II Custodian

A Custodian will be responsible to the Head Custodian

A Custodian will be responsible for maintaining cleanliness and sanitary environment in the assigned area of the building, including those associated with Grade I. Additional responsibilities include:

- Replace light bulbs and fluorescent tubes
- Load and unload supplies and equipment
- Perform minor repairs of short duration
- Maintain walks and entryways
- Operate floor care equipment
- Related duties, as assigned

Grade II Maintenance Helper

A Maintenance Helper will be responsible to the senior Maintenance person

A Maintenance Helper will be responsible for assisting with the care and maintenance of buildings and grounds. He/she will also be capable of

assuming responsibilities of Grades I and II. Additional responsibilities include:

- Operate mowing and snow removal equipment
- Transport equipment between buildings
- Complete maintenance and repairs of equipment
- Painting and refinishing
- Related duties, as assigned

Grade III Head Custodian

A Head Custodian will be responsible to the Building Administrator(s) and the Maintenance Supervisor. A Head Custodian will be responsible for ensuring that the building and grounds are maintained in a clean, safe, and attractive manner. A Head Custodian will be capable of performing the duties of Grades I and II, with additional responsibilities that include:

- Sets work assignments for employees under his/her supervision
- Plans summer work schedules
- Requisition of supplies
- Ensures cooperation between Physical Plant Employees, staff, and students
- Coordinates maintenance and repair needs with the Maintenance staff
- Arranges for physical needs of special events and activities
- Building inspection, weekend checks
- Operates the heating/ventilation system
- Maintains the plumbing and lighting systems
- Care of grounds and playground equipment
- Related duties, as assigned

Grade III Maintenance Assistant

A Maintenance Assistant will be responsible to the senior Maintenance person

A Maintenance Assistant will be responsible for the care and maintenance of buildings and grounds. He/she will also be capable of assuming responsibilities of Grade I, Grade II, and Grade III - Head Custodian.

Additional responsibilities include:

- Building and grounds repairs
- Mowing, snow removal
- Maintain warehouse in orderly fashion
- Deliver supplies
- Assist in planning of maintenance and repairs
- Related duties, as assigned

Grade IV Senior Maintenance

The Senior Maintenance person will be responsible to the Building Administrators and to the Superintendent

The Senior Maintenance person will be responsible for directing the maintenance and repairs of the District's buildings and grounds. He/she will be capable of performing the duties of Grades I, II, and III. Additional responsibilities include:

Care and repair of heating and ventilating systems
Repair of plumbing and electrical systems
Care and repair of equipment
Maintains inventory of supplies
Assists Assistant Superintendent in planning major maintenance and repair projects
Directs maintenance and repair work schedules
Makes recommendations for equipment replacement
Directs summer work schedules
Related duties, as assigned

Grade V Maintenance Technician

The Maintenance Technician will be responsible to the building administrators and to the superintendent, and work collaboratively with the Director of Maintenance. The Maintenance Technician will be responsible for directing the maintenance and repairs of the school district's HVAC, refrigeration, electrical, plumbing, and boiler systems. Additional responsibilities include:

- Recommends improvement, construction, and maintenance programs for all physical facilities.
- Keeps records of work done, repair parts, and inventory and cost of equipment, and repair manuals.
- Provide on-call emergency assistance for building and grounds needs.
- Develop and implement a Preventive Maintenance Program.
- Assist in maintaining a district equipment inventory.
- Maintain appropriate certification in all areas of training.
- Maintain and repair HVAC system for B.G.M. School District.
- Complete general maintenance on file on alarm systems and elevator operations.
- Provide direction to the district to assist in energy efficiency initiatives.

ARTICLE 17

FINALITY AND EFFECT OF AGREEMENT

17.1. This agreement supersedes and cancels all previous agreements between the District and the P.P.E. or any employee in the bargaining unit, unless expressly stated to the contrary herein.

17.2. Should editing or clarification of an intent of this agreement be necessary, such editing or clarification will be carried out by the Superintendent and the P.P.E. President. Such editing or clarification will require mutual consent of the two persons.

17.3. Parts of this agreement found to be contrary to the Code of Iowa shall be declared null and void. All other parts of this agreement shall continue in force as ratified by the Board and the P.P.E.

17.4. Notices

Whenever and notice is required to be given by either of the parties to this agreement to the other, pursuant to the provisions of this agreement, either party shall do so by letter to the following designated persons or to such other persons as may be designated.

17.4.1. If by the P.P.E., to the Superintendent

17.4.2. If by the Board, to the P.P.E. President

This agreement shall be in force from July 1, 2006 through June 30, 2007, or until replaced by a new agreement.

Signing for the Grinnell-Newburg Board of Education	Signing for the Grinnell-Newburg Physical Plant Employees
Board President	P.P.E. President
Chief Negotiator	Chief Negotiator

Signed and dated this 11th day of May, 2006 .

Appendix A

GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT

Support Staff Evaluation

(Adopted 07/01/93)

The Grinnell-Newburg Community School District system of evaluation has been developed on the premise that all school support staff employees are evaluated. Regardless of how formal the system for evaluation is, what evidence is collected or analyzed, or how often formal reports are written, school support staff employees are evaluated and they are evaluated often. Students, parents, teachers, administrators, peers, and the general public all evaluate school employees.

The adopted system of formal evaluation for support staff personnel, including aides, secretaries, food service employees, physical plant employees, and transportation employees, establishes District standards expected of all support personnel and uses those standards and employee *Assignment Descriptions* to judge individual performance. Evaluation procedures will identify areas of employee strengths and weaknesses and utilize those areas to establish goals to be reached for the subsequent evaluation period.

Each support staff employee will be evaluated twice each contract year by the appropriate supervisor(s), administrator(s), or designee(s). An initial, informal evaluation will be conducted prior to December 1 to assess current year progress and to change or modify goals for the year. The evaluator may, or may not, use the adopted evaluation instrument for this evaluation. A formal evaluation will be held prior to the issuance of contracts for the subsequent year, at which time the employee's performance will be assessed using the adopted *Evaluation Form*, and goals for the subsequent year will be established. At the beginning of the contract year the employee will be given a copy to the adopted *Evaluation Form* and appropriate *Assignment Description* and notified of who will be conducting his/her evaluation.

GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT

General Assessment District Standards

(Adopted 07/01/93)

Appearance

Employees are expected to maintain a neat and clean appearance and dress appropriately for their work assignments.

Punctuality

Employees are expected to begin work at their assigned time, limit breaks and lunch to prescribed times, and work until the end of their assigned time.

Dependability

Employees are expected to report to work on a regular basis, mindful of the days for which they have contracted to work, being absent only when necessary.

Loyalty

Employees are expected to be supportive of the District's mission and of other employees.

Confidentiality

Employees are expected to maintain maximum confidentiality related to their work assignment.

Attitude

Employees are expected to maintain a positive, friendly attitude toward their work assignment and toward students, other employees, and the public.

Productivity

Employees are expected to work efficiently, using their work time wisely.

Work Quality

Employees are expected to maintain a high standard of work ethics and quality in fulfilling their work assignments.

Organization

Employees are expected to organize their work and their work station in an efficient, orderly manner.

Initiative

Employees are expected to use initiative, within the scope of their work assignment, to enhance the effectiveness of their work.

Communication

Employees are expected to communicate in a productive, appropriate manner with students, other employees, and the public.

Safety

Employees are to perform their work assignments in a safe manner and observe safety requirements at their work station.

Judgment

Employees are expected to use sound judgment when making decisions related to their work assignments and when dealing with students, other employees, and the public.

Resource Management

Employees are expected to respect the District's investment in resources and not be wasteful of time, materials, or equipment.