

**SCHOOL DISTRICT OF WHITEFISH BAY  
1200 EAST FAIRMOUNT AVENUE  
WHITEFISH BAY, WISCONSIN 53217**

**The Whitefish Bay School District**



**An Exceptional Place To Learn**

**CUSTODIAL AND MAINTENANCE EMPLOYEE  
EMPLOYMENT PROVISIONS**

**Effective July 1, 2016**

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## **I. INTRODUCTION**

The School District of Whitefish Bay's Custodial and Maintenance Employee Employment Provisions Handbook ("handbook") has been prepared for informational purposes only. It is not a contract. It is intended to provide custodial and maintenance employees with information about wages and benefits, along with certain policies, procedures, rules and regulations.

None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefit, or a contract of employment, expressed or implied. All of the employees are employed "at-will," and employment is not for any definite period unless otherwise provided. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the School District or the employee or as otherwise provided.

The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by the School Board at its sole discretion with or without notice. This handbook supersedes any and all previous handbooks, statements, policies, procedures, rules or regulations given to custodial and maintenance employees, whether verbal or written. It is the responsibility of the employee to become familiar with the provisions set forth in this handbook as well as all applicable Board policies.

## **II. EQUAL OPPORTUNITY EMPLOYMENT**

In accordance with School Board Policy 511, the School District of Whitefish Bay does not discriminate on the basis of age, sex, national origin, ancestry, creed, religion, marital status, sexual orientation, disability, race, color, arrest record or conviction record, or for any other reason prohibited by state and federal laws.

## **III. HOURS OF WORK AND BENEFIT ENTITLEMENT**

True Time (Payroll Time & Attendance Module through Skyward). Federal and state laws require us to keep accurate records of hours worked by hourly (nonexempt) employees. You should clock in no more than seven minutes ahead of time and clock out no later than seven minutes after your shift ending time. Every hourly (nonexempt) employee is required to enter his or her hours worked accurately through the True Time system.

Do not complete payroll information for any other employee or request that they

do so for you. Please be sure to indicate your days off. Any changes to your time card must be approved by your supervisor. Time cards are to be submitted through the True Time at the end of every workweek. A workweek is defined as the period beginning Sunday and ending Saturday.

Falsification of time records or recording time will result in discipline, up to and including termination of employment.

Definition of Work Week, Summer Hours, Call In Pay. Except as otherwise provided, custodial and maintenance employees shall be on a forty (40) hour week consisting of five (5) consecutive eight (8) hour work shifts, Monday through Friday.

Except for employees working in the Lydell Community Center, the schedule for summer hours (from the close of school to the first day of school, winter and spring break and other non-school days when no night activities are scheduled) shall be 6:30 a.m. to 3:00 p.m., five (5) consecutive days per week.

There will be a guaranteed call-in time of two hours. This approval will exclude building checks and will be for emergency call-in only. Assignment for two hours shall be at the discretion of the Director of Buildings and Grounds. Call-in refers strictly to time when employees are physically called in to work. It does not apply when employees receive calls at home.

Definition of Work Week and Hours at Field house and Swimming Pool. One employee (either new or transferred) assigned to the high school/Field house area shall be on a forty (40) hour week consisting of five (5) consecutive days, eight (8) hour work shifts, Monday through Friday. One employee shall be assigned to work an eight (8) hour work shift on Saturday and Sunday. At the Field house, the hours of work Monday through Friday shall be 3:00 p.m. to 11:30 p.m. and on Saturday and Sunday from 8:00 am. to 4:30 p.m. The schedule for summer hours stated above does not apply.

Premium Pay. Time and one-half the regular rate shall be paid for any hours over forty (40) in a week. Twice the regular rate shall be paid for any hours of work performed on legal holidays.

Payment of Overtime. Overtime is paid twice a month according to time slips which must be filled out and turned in by the employee each week. If the time slips are not filed promptly, they will be included in the next pay period.

Hours of Employment. High School custodians/maintenance employees will work from 6:30 a.m. - 3:00 p.m. with one-half hour unpaid break. Elementary night custodians, Middle School night custodians and High School night custodians will work from 3:00 p.m. until 11:30 p.m. with one-half hour unpaid break. Hours of work at the Field house are covered above.

The shifts for the custodians at the Lydell Community Center will be:

- (a) 6:30 a.m. - 3:00 p.m., Monday - Friday.
  - (b) 3:00 p.m. - 10:00 p.m., Monday - Thursday (includes one-half hour paid break). 9:00 a.m. - 1:00 p.m., Saturday
- "B" positions shall be available to perform regular custodial duties, building checks, maintenance helper duties, and other assigned duties within the District.

Overtime Distribution. Elementary school overtime is to be equally divided among elementary school custodians. Only when elementary school custodians are unable or unwilling to accept an overtime assignment should such overtime be distributed equally among maintenance employees and custodians from the high school. An employee shall not reject reasonable overtime during a snow emergency.

Overtime involving snow plowing, salting, sanding, track and all outside sports or work which comes under maintenance will be equally divided among maintenance employees. Only when maintenance employees are unable or unwilling to accept an overtime assignment should the overtime then be distributed equally among custodians from all schools.

All overtime in the high school which comes under the heading of custodial work, no matter which department requests the work to be done, will be equally divided among the high school custodians. Only when the high school custodians are unable or unwilling to accept an overtime assignment should this overtime then be distributed equally among the maintenance employees or elementary custodians.

The Director of Buildings and Grounds will compile a list of all school custodians and maintenance employees who wish to work overtime and a list of those who do not wish to work overtime. The list for overtime will be according to seniority from the top down. In this process, overtime will be distributed equally in a rotating fashion.

Duties for overtime work will be scheduled by the Director of Buildings and Grounds where overtime occurs under the supervision of the Head Custodian of each building. If overtime is required, a full work load must be maintained.

Performance of duties as assigned by the Director of Buildings and Grounds is a requisite for reassignment to any of the overtime jobs available.

Shift Differential. A shift differential of twenty cents (\$.20) per hour shall be granted to all regularly scheduled second shift workers after 3:00 p.m., weekend premium of fifteen cents (\$.15) per hour for all scheduled hours worked on Saturday, and twenty-five cents (\$.25) per hour for all scheduled hours worked on Sunday.

Overtime pay shall not apply to premium or shift differential pay.

Premium pay will not be paid for overtime.

Snow Emergency/School Closing. All Custodial and Maintenance employees shall report to work in the event that schools are closed due to weather conditions unless the District Administrator or his/her designee determines that conditions are unsafe for employees to report to work. Any custodial and maintenance employee who chooses not to report to work will have the option of using available vacation time, personal day, or taking a non-compensated day. If a custodial or maintenance employee is off on a leave of absence prior to the school closing, the leave of absence will take precedence over the school closing designation.

Compensatory Time. Employees may request of the Director of Buildings and Grounds or designee, to take compensatory time, at time and one-half, in lieu of overtime pay as provided herein. Employees shall be allowed to accumulate up to twenty-four (24) hours of rolling compensatory time. Scheduling of compensatory time off shall be mutually agreeable between the employee and the Director of Buildings and Grounds; such approval not to be unreasonably denied. Prior to overtime being worked, the method of compensation will be mutually

agreed upon by both parties; i.e. to take compensatory time at time and one-half or double time where applicable in lieu of overtime pay or cash.

The compensatory time off must be scheduled at a time mutually convenient to the employee and the district. Compensatory time shall not be used in increments of less than two (2) hours.

Vacation requests will take priority over compensatory time requests. Vacation rules shall apply with a three (3) day notice of requesting compensatory time. Compensatory time is to be used by Oct. 1st of the following school year. Time not taken will be paid out in the pay period immediately following the Oct. 1st deadline.

Vacation: Employees hired prior to June 30, 2006 shall be entitled to and shall be granted vacations in accordance with the following schedule:

- Two (2) weeks after one (1) year of service.
- Three (3) weeks after five (5) years of service.
- Four (4) weeks after ten (10) years of service.
- Five (5) weeks after fifteen (15) years of service.

Employees hired on or after June 30, 2006 shall be entitled to and shall be granted vacations in accordance with the following schedule:

- Two (2) weeks after one (1) year of service.
- Three (3) weeks after five (5) years of service.
- Four (4) weeks after ten (10) years of service.

Vacation time may not be taken the last two weeks of employment unless pre-approved.

Payment Upon Death. In the case of the death of any employees of the Board, the unused vacation allowances of such employees shall be paid to such person in the manner provided in Section 103.39(2), Wisconsin Statutes.

Vacation Entitlement at Termination. Whenever an employee's employment with the Board is terminated, he/she shall be entitled to vacation with pay proportionate to the number of months he/she has worked.

New Hires. In the first year of employment, every new employee shall earn (1) day of vacation for each month of satisfactory work performance.

Permanent Part Time. Permanent employees employed on a part-time basis shall be granted a proportionate amount of the vacation granted to full-time employees.

Employees serving on a temporary or provisional basis shall not be granted vacation with pay unless they fulfill the requirements of the Wisconsin Retirement System (800 hours).

Vacation Rules and Selection. All custodial and maintenance employees shall have the right to schedule vacations during the school year and when school is not in session. Vacation selections shall be subject to approval by the Director of Business Services.

Vacation selection shall be based on seniority, with the most senior employee being granted vacation over a less senior employee, provided that the request and approval for a vacation has not been made by the less senior employee prior to the request by the more senior employee. Employees requesting vacation not previously scheduled must submit the request at least three (3) working days prior to the day requested. Failure to provide such notice may result in denial of the request. Exceptions to this requirement may be granted with the approval of the Director of Business Services.

No more than five (5) custodians from the high school, two (2) custodians from the middle school, one (1) custodian from the elementary schools and two (2) maintenance employees may be on vacation at any one time when school is not in session. One custodian in any classification from a non-high school, one custodian in any classification, per shift, from the high school, and one maintenance employee may be on vacation at any one time when school is in session. Exceptions to the above limitations on vacation may be granted subject to the approval of the Director of Business Services.

The driver position shall be included in the high school vacation selection list.

When school is not in session, the position of head custodian and field house supervisor will not be considered as one classification, therefore, both can take vacation simultaneously.

Non-school days are those times when kindergarten - 12th grade students are not in attendance.

Vacation may be scheduled in increments of two (2) hours or more at any one time. Partial days (one quarter) will not affect other employee full day vacation requests.

Double vacations, resulting from combining vacation time earned in two (2) consecutive years, are prohibited unless approved by the Director of Business Services.

A week of vacation shall be understood to mean a period of seven (7) days including Saturdays, Sundays and holidays.

Holidays occurring during the vacation period of an employee shall not be charged against his/her vacation allowance.

Sick Leave. Sick leave is to compensate an employee who is unable to report to work due to the employee's legitimate illness or due to a serious illness in the employee's immediately family. When an employee is capable of performing the duties of his position, it is expected that the employee will report to work.

All employees shall be allowed sick leave absence annually with full pay, according to the following schedule:

1. Twelve (12) days cumulative to ninety (90) days.
2. In the first year of employment, employees shall be allowed one (1) day for each month of satisfactory service. All unused days will be added to the total accumulation.
3. Permanent employees employed on a part-time basis shall be granted a proportionate amount of sick leave granted to full-time employees.
4. No sick leave allowance will be granted to employees who will work less than 800 hours in a year.

When sick leave is used, the definition of immediate family includes legal spouse, children, mother, father, mother-in-law and father-in-law.

Sick Leave Allowance After Maximum Accumulation. Once the maximum cumulative days is reached, or if, at the beginning of a school year, an employee's annual sick leave allotment would permit accumulation above the maximum, the employee's annual allotment will be the greater of:

1. The number of days difference between the current total of cumulative days and the maximum cumulative days set forth herein;  
or
2. Five (5) days per year.

In the event an employee is eligible for long term disability benefits, all sick leave payments shall cease immediately.

Health Care Provider's Certificate Required. At the end of three (3) consecutive days of sick leave, certification of illness by a Health Care Provider may be required. An employee who is absent more than three (3) work days must submit documentation indicating the anticipated date of return. If the anticipated date of return is altered, the employee shall immediately notify the Director of Buildings and Grounds. Whenever an employee is absent for more than five (5) work days, the Director of Buildings and Grounds may require the employee to periodically submit a medical certificate explaining the employee's status and anticipated date of return. All employees shall notify the Director of Buildings and Grounds of their absence daily.

Funeral/Bereavement Leave. In accordance with School Board Policy 532.34, an employee shall be permitted a leave, not to exceed three (3) paid days, for attending a funeral when a death occurs to a member of the immediate family. For funeral/bereavement leave purposes immediate family will include legal spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents and grandchildren.

An additional two (2) paid days may be granted for travel to a funeral outside the Milwaukee metropolitan area, which shall be charged to regular sick leave.

Additional use of regular sick leave for deaths in the immediate family may be granted at the discretion of the District Administrator or his/her designee.

To attend the funeral of non-immediate family members and/or friends, an employee should use available Personal Days and/or request unpaid time off.

Jury Duty. See Board Policy 532.31/542.31 Jury Duty/Court Appearances. Employees shall be granted time off with pay for reporting for jury duty or for jury service upon presentation of satisfactory evidence relating to this duty or service. Compensation received for such duty or service (exclusive of travel pay for jury duty on off-duty days) shall be immediately paid over to the Board. If a first shift worker is released from jury duty on or before 12:00 noon, the worker is expected to return to work to finish his/her regular work day. If a second shift worker is released from jury duty on or before 12:00 noon, the worker is expected to report for work at the regularly scheduled time and the reimbursement for jury duty belongs to the employee. If the second shift worker is released from jury duty after 12:00 noon, he/she need not report to work for his/her normal work day, but must return to the District any reimbursement which is received for such duty. If the second shift worker is released from jury duty after 12:00 noon, he/she may report for work at the regular time and may keep any reimbursement.

Reserve Military Duty. Any employee required to take periods of training for the purpose of retaining status as members in the organized units of enlisted reserve corps of the Army, Naval Reserve, Marine Corps Reserve, Coast Guard Reserve and National Guard, and who are ordered to active duty, may be granted leaves with pay for a period not in excess of 15 days annually upon submission of evidence of receipt of competent orders. Pay from the School Board for this period shall consist of the difference between the military base pay as determined from the employee's military record and the employee's normal pay.

Full Military Duty. Any employee who is inducted or who enlists in the Armed Forces or the Nurses' Corps of the Federal Government at a time when the United States is engaged in war, or who has enlisted in any of said services while a conscription law was in effect, is hereby granted a leave of absence during the period of such service, and thereupon Section 17.035 of the Statutes shall apply to all increments which have accrued during such period of absence.

Notification of Illness. No sick leave with pay shall be taken by an employee unless due notice of inability to be present has been given to the Director of Buildings and Grounds on or before the start of the absence.

Any time an employee is sick, ill or disabled and/or unable to report to work, the employee must call the Director of Buildings and Grounds, or his designee, and notify him of that fact no later than one-half (1/2) hour after the start of the first shift, if a first shift employee, or no later than two (2) hours prior to the start of the

second shift if a second shift employee. In emergency situations the notice shall be provided as soon as possible.

Terminal Pay. Any employee who retires in accordance with any of the provisions of the Wisconsin Retirement Fund shall receive his/her unused, accumulated sick leave calculated value towards post-employment health insurance premium at the time of his/her retirement. There is no provision for monetary compensation distribution. This benefit is only available to employees with over twenty (20) years of experience, and eligible to retire within five (5) years, as of July 1, 2012.

Minimum Time. All accrued payable leaves of absence shall only be taken in minimum time periods of one-half (1/2) day unless the employer's designee gives prior approval; however, sick leave and compensatory time shall be taken according to other applicable procedures, if any.

#### **IV. EMPLOYEE NOTIFICATION TO HUMAN RESOURCES**

**Change in Employee Information:** It is the employee's responsibility to update information or notify the Human Resources Department and/or Business Office of changes that should be made to records to keep them accurate and up-to-date. Examples of changes that must be reported would be: name, address, telephone number, or emergency contact.

The Business Office should be notified if you have a change in marital status, number of exemptions for tax withholding, bank information for direct deposit or changes to insurance coverage including dependent information.

**Employee Notification Responsibility:** Any report of a Federal, State or municipal law, rule or regulation violation may only be used in making employment decisions if the violation is related to job or assigned activity. Employees shall notify the District's Human Resources Manager immediately upon an arrest, pending charges, or conviction situation change.

## V. LOST TIME DUE TO WORK RELATED INJURY

In relation to Board Policy 532.38 (Lost Time Due to Work Related Injury), if you are injured while working, witness an incident while working, or become ill from something in your work area, report it to Building Administrator or designee immediately – *even if no medical attention is required*. The incident should also be reported within 24 hours. Incident reports are used to document emergency or other abnormal situations on campus. These reports assist with the investigation of potential safety and/or health hazards and ensure that steps are taken to prevent any recurrence in the future.

Eligibility for worker's compensation can only be determined after an investigation of the circumstances surrounding a reported injury or illness. Failure to report the incident in a timely manner may result in a reduction or loss of worker's compensation benefits.

## VI. HOLIDAYS

Employees will receive the following holidays with pay:

1. Independence Day (July 4)
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Christmas Eve (December 24)
6. Christmas Day (December 25)
7. New Year's Eve (December 31)
8. New Year's Day (January 1)
9. Good Friday (Spring Day)
10. Easter Sunday--but only for the employees regularly scheduled to work.
11. Memorial Day

Holiday Rule. When a holiday falls on a Saturday, Friday shall be the designated day off. When a holiday falls on a Sunday, except Easter Sunday, Monday shall be the designated day off. The Field house will be closed on Easter Sunday. The above rule applies to all holidays except when the last normal work day before Christmas or the last normal work day of the year falls on a Friday, and school is

in session. The Friday that would normally be given off as the holiday may be given off some other time of the year with the preference of the employee taken into consideration.

## **VII. PERSONAL DAY & RELIGIOUS OBSERVANCE**

Upon approval of the District Administrator, or his/her designee, a custodial and maintenance employee will be allowed to be absent for personal reasons one (1) full day per year without loss of pay. Personal days may be taken in half (1/2) day increments.

Such a day will be granted on a first come, first serve basis with a cap of one custodial or maintenance employee per building using any one day. Personal days are not to be used before or after vacation, holiday, recess, break, or sick leave day except in extreme emergencies. The request for a personal day must be received one week prior to the anticipated date except in extreme emergencies. Personal days may be taken consecutively; however may not be carried over to the next school year.

When a personal day is used, the day will be deducted from the custodial and maintenance employee's sick leave balance.

To attend the funeral of non-immediate family members and/or friends, an employee should use available Personal Days and/or request unpaid time off.

Upon approval of the District Administrator, or his/her designee, any custodial and maintenance employee desiring time off for personal religious observances may utilize a maximum of one (1) personal day and two (2) sick days per school year for such purpose. Days used for personal religious observances will be deducted from the custodial or maintenance employee's personal day account followed, if necessary, from their sick leave account.

## **VIII. INSURANCE**

For all benefits, the Board may from time to time change the insurance carrier and plan design if it elects to do so.

Health Insurance. The Board will provide health insurance for single employees, and employees with families, with the employee paying 8% of the applicable premium. The payment for regular part-time employees shall be pro-rated according to the number of hours worked. Open enrollment for health insurance as required under ACA regulations occurs every spring.

Cash in Lieu of Health Insurance. If an eligible employee has a legal spouse whose health insurance coverage includes the employee, that employee may elect to receive cash in lieu of health insurance under the terms of the District's Section 125 plan. The amount will be the same as the District contributes toward a single premium per month, or \$726.06 per month, whichever is less.

Section 125 Plan. The Board shall implement and make available to all employees a Section 125 Plan. The Plan shall cover (a) employee premium contributions for health insurance and dental insurance; (b) deductibles, co-payments and other non-covered medical expenses eligible for coverage; and (c) child and dependent care expenses

Long Term Disability. The Board shall provide and pay the full premium for long term disability insurance for all full-time and part-time employees covered by this handbook. The long term disability insurance program shall provide for ninety percent (90%) payment of covered salary to age 65 with an offset for Social Security, Workers' Compensation and State retirement. The long term disability insurance program shall provide for a sixty (60) calendar day waiting program.

Dental Insurance. The Board shall provide on a voluntary basis either a family or single dental insurance program. The Board shall pay 80% of the premium for the full-time personnel and pro-rated premium for part-time personnel. The premium payments for part-time personnel shall be pro-rated according to the number of hours worked by the part-time personnel. Employees who withdraw from the dental insurance program may re-enroll in the program subject to the procedures established by the insurance carrier. Open enrollment for dental insurance as indicated in plan document occurs every spring.

Vision Insurance. The Board will provide, on an optional basis, a voluntary Vision Insurance Program at either family or single coverage. The employee will be responsible for the entire cost (100%) of the premium. Open enrollment for vision insurance as indicated in plan document occurs every spring.

Life Insurance. Employees are eligible to participate in the State of Wisconsin group life insurance program upon completion of a six (6) month membership in the Wisconsin Retirement Fund. Employees who elect not to participate must file a waiver not less than thirty (30) days prior to the end of the six (6) month period. The District shall pay the full premium for basic life insurance.

Pensions. Employees shall be covered under the State of Wisconsin Retirement Fund, in accordance with Section 66.90 of the Wisconsin Statutes. The Board pays the employer's contribution and the employee is responsible for the employee's contribution to the Wisconsin Retirement Fund.

Retirement. Any employee hired prior to July 1, 2006 must complete a minimum of fifteen (15) years of full-time service with the Whitefish Bay School System and attain an age of at least 57 years to be eligible for post-employment group health insurance. The District will provide group health insurance to eligible retirees, with the employee responsible for 8% of the premium, provided that the dollar amount of the premium to be paid by the employer on the employee's behalf shall not exceed the dollar amount paid by the employer on the employee's behalf during the 2011-12 school year.

Any employee hired after July 1, 2006 must complete a minimum of twenty (20) years of full-time service with the Whitefish Bay School System and attain an age of at least 59 years to be eligible for post-employment group health insurance. The District will provide group health insurance to eligible retirees, with the employee responsible for 8% of the premium, provided that the dollar amount of the premium to be paid by the employer on the employee's behalf shall not exceed the dollar amount paid by the employer on the employee's behalf during the 2011-12 school year.

Any employee hired after July 1, 2011 will be ineligible for post-employment group health insurance.

## **IX. WORKING CONDITIONS**

Uniforms. The District will provide all custodial and maintenance employees with a standard uniform.

Safety Glasses. Safety glasses will be provided for all custodial and maintenance men/women and shall be worn at all times when needed. If a question should arise, the person in charge shall decide the need.

Low Pressure Boiler Certificate. All permanent Custodian III-Facility Head Custodians and the permanent Custodian IV- High School Custodian will be required to possess a low pressure boiler certificate. The District shall pay for this class and the annual license fee.

The District will reimburse all Custodian III - Facility Head Custodians and the Custodian VI - High School Custodian for the certificate renewal fee for the low pressure boiler certificate.

Commercial Driver's License. All currently employed Maintenance Worker VI - General Employees must possess a valid commercial driver's license. All other

Maintenance Worker VI - General Employees who are employed in a permanent position in said classification shall obtain a valid commercial driver's license within sixty (60) calendar days of assuming said position.

All such employees will have reasonable time off to take the written and road test, the District will pay any fees for the test, the District will provide all necessary certification and/or test vehicles for the test, and the District will pay for the initial license and license renewal fees.

Certified Pool Operator. All currently employed and/or new high school Head Custodian, Night Supervisor, Field House Supervisor (days), Field House Custodian II and Field House Custodian II (weekends) must possess a valid and current Certified Pool Operator license.

New hires and current employees shall be allowed three (3) attempts within a six (6) month period to obtain a Certified Pool Operator license.

The District will pay for the certification, licensing, mileage and all other approved travel expenses incurred to achieve such licensing for two (2) attempts. If the employee does not successfully pass the certification during this time, then the District will be responsible for payment of the certification and/or licensing only for additional attempts. The District will also pay for license renewal fees.

Longevity Pay. Eligible employees, who met the criteria listed below prior to July 1, 2011, shall be entitled to longevity pay according to the following formula:

1. Twenty-five cents (\$0.25) per hour after ten (10) years of full-time continuous service.
2. Thirty-five cents (\$0.35) per hour after twenty (20) years of full-time continuous service.

## APPENDIX A

The High School Head Custodian shall receive \$0.20 per hour additional compensation in consideration of responsibilities associated with the position.

### **CUSTODIAL & MAINTENANCE BASE SALARY RANGE**

The following salary range shall be established beginning with the 2016-17 school year.

The salary range may be adjusted/ modified from time to time by the School Board at its sole discretion.

	<b>Minimum</b>	<b>Maximum</b>
<b>Custodian I</b>	\$13.00	\$21.08
<b>Custodian II</b>	\$13.00	\$24.41
<b>Custodian III</b>	\$16.25	\$25.69
<b>Maintenance</b>	\$17.42	\$25.92

At the time of hire, determination of hourly rate takes into consideration years of experience, education and professional development, other qualifications, and specific job assignment.

The Custodial and Maintenance employees' hourly rate may be adjusted annually for indexed allocations.

No pay increase shall be provided for employees on a plan of improvement. Employees whose individual hourly rate is at the maximum will not receive an increase.

Newly hired employees are not eligible for pay increase in initial fiscal year of employment (Fiscal year runs July 1 - June 30).