

***STOREY COUNTY SCHOOL DISTRICT  
AND***

***STOREY COUNTY  
CHAPTER 11***

**OF THE**

**NCSEAPWA, AFT/PSRP LOCAL 6181, AFL-CIO**

***NEGOTIATED AGREEMENT  
2013-2015***

## TABLE OF CONTENTS

Preamble	1
No Strike Agreement	2
Article I Definitions	3
Article II Recognition and Description of Bargaining Unit	6
Article III Dues Deduction	7
Article IV Grievance Procedure	8
Article V Assignment Out of Classification	12
Article VI Procedure for Filling Vacancies	13
Article VII Reduction in Force	14
Article VIII Non-Discrimination	15
Article IX Suspension, Demotion, and Discharge	16
Article X Leave	17
Article XI Holidays	21
Article XII Use of Private Vehicles	22
Article XIII Transportation	23
Article XIV Overtime and Compensatory Time	24
Article XV Compensation	25
Article XVI Insurance	26
Article XVII Public Employees Retirement Fund	27
Article XVIII Evaluation	28
Article XIX General Savings Clause	30
Article XX Negotiations Ground Rules	31
Article XXI Term of Agreement	33
Article XXII Request for Job Reclassification	34
Appendix A Salary Schedule	35
Appendix B Grievance Report Form	37
Appendix B-1 Level One Disposition Form	38
Appendix B-2 Level Two Disposition Form	39
Appendix B-3 Level Three Disposition Form	40
Appendix B-4 Level Four Disposition Form	41
Appendix C Non Supervisory Bargaining Unit/Evaluations	42
Appendix D Reopeners	46
Signature Page	47

**PREAMBLE**

This agreement is made and entered into by and between the Storey County School District, State of Nevada, hereinafter referred to as the District” and the Nevada Classified School Employees and Public Workers Association, **AFT/PSRP Local 6181, AFL-CIO**, Storey County Chapter #11, hereinafter referred to as the “Association” this 23<sup>rd</sup> day of July.

**Whereas**, a free and open exchange of views is desirable and necessary between the parties hereto in their efforts to negotiate in good faith and compliance with NRS 288.150 and

**Whereas**, it is the right of every local government employee, subject to the limitation provided in subsection 3 of NRS 288.140, to join any employee organization of his choice or to refrain from joining any employee organization.

NOW THEREFORE IT IS AGREED.....

## NO STRIKE AGREEMENT

The Association recognizes the public policy as expressed in NRS 288.230 in which the Nevada Legislature declared:

That the services provided by the School District as an employer are of such nature that they are not and cannot be duplicated from other sources and are essential to the health, safety and welfare of the people.

That the continuity of such services is likewise essential and their disruption incompatible with the responsibility to the people; and

It is the public policy of the State of Nevada that a strike against the school district as a Local Government Employer is illegal.

The Association agrees to act and conduct its affairs in accordance with this policy. The Association, its officers and agents, agree further that they shall not support any strike against the Storey County School District nor shall they engage in or support any action to impair the rendering of such essential services by the District.

**ARTICLE I**  
**DEFINITIONS**

1. **Agreement** - Refers to the name of this document, being the "Negotiated Agreement" between Storey County School District and Nevada Classified School Employees and Public Workers Association, AFT/PSRP Local 6181, AFL-CIO, Storey County Chapter #11.
2. **Association** - Shall mean the Nevada Classified School Employees and Public Workers Association, AFT/PSRP Local 6181 AFL-CIO, Storey County Chapter #11, known as the Employee Organization in NRS 288.
3. **Calendar** - Shall mean that period of time defined as the school year. The superintendent shall submit to the School Board each year prior to April 15. Association recommendations for the school calendar shall be submitted to the superintendent by March 15.
4. **Confidential Employee** - Shall mean an employee who is privileged to decisions of management affecting employee relations.
5. **Days** - Shall mean any day the District Office is open.
6. **Employee** - Shall mean a classified employee holding a position on the classified salary schedule which is not temporary and, who are regularly scheduled to work:
  - Full-time** - Shall mean an employee that is regularly scheduled to work thirty-five (35) hours, excluding an unpaid thirty (30) minute lunch period, for each seven (7) day period for the length of their contract. (see health insurance)
  - Three-quarter time** - Shall mean an employee that is regularly scheduled to work thirty (30) hours but less than thirty-five (35) excluding an unpaid thirty (30) minute lunch period, for each seven (7) day period for the length of their contract. (see health insurance)
  - Half-time** - Shall mean a classified employee holding a position on the classified salary schedule which is not temporary and is regularly scheduled to work at least twenty (20) hours but less than thirty (30) hours per seven (7) day work period.
  - Part-time** - Shall mean a classified employee holding a position on the classified salary schedule, which is not temporary and is regularly scheduled to work less than twenty (20) hours per seven (7) day work period.
7. **EMRB (Board)** - Shall mean the Local Government Employee Management Relations Board, as provided in NRS 288.
8. **NRS 288** - As used in the Agreement, shall refer to the statutes of Nevada as revised by the Nevada Legislature, also known as the Local Government Employee Management Relations Act.
9. **Overtime** - Shall mean that time worked in excess of eight (8) hours in a day or forty (40) hours (unless 4-10 hour days), in any seven (7) day work period.
10. **Post Probationary Employee** - Shall mean an employee who has successfully completed the first one hundred twenty (120) days of employment and has demonstrated an acceptable level of proficiency in the duties assigned, as evidenced by a satisfactory evaluation.

11. **Probationary Employee** - Shall mean an employee who has not completed the first one hundred twenty (120) days of employment in which his/her competency in assigned duties is evaluated. (Excluding all breaks such as but not limited to: summer, spring, Christmas.) Probationary employees are not covered by this agreement.
12. **School Board** - Shall mean the members of the Storey County School Board of Trustees.
13. **School District** - Shall mean the Storey County School District.
14. **Superintendent** - Shall mean the Superintendent of Schools of the Storey County School District or the designated representative.
15. **Supervisory Employee** - Shall mean an employee whose major responsibility is managing classified employees in the interest of the employer, to recommend applicant for: hiring, evaluating, transferring, suspension, reducing force, recalling, promotion, demoting, disciplining, discharging, assigning, or rewarding other employees.
16. **Temporary Employee** - Shall mean a person employed for specific duties for an amount of time not to exceed fifteen (15) consecutive weeks and who are not eligible for fringe benefits. All temporary hires require approval of the Superintendent.
17. **Workday** - Shall mean that period of time in which employees are required to perform everyday duties as assigned according to their job description, exclusive of an unpaid thirty (30) minute lunch period, for each seven (7) day work period. Assignment of work schedules shall be the responsibility of the site administrator, with the exclusion of split shifts which need to be agreed upon by both the site administrator and employee to be put in place.
  - A. All employees working at least 6 hours per day are required to take a daily thirty (30) minute lunch period
  - B. All employees working at least (6) hours a day shall be granted two (2) ten (10) minute breaks per day. It shall be the employees responsibility to find the time to take said breaks. No compensation shall be given for missed breaks as referred to in NRS 608.019, #2. Lunch schedules will be determined and set in writing for employees by their immediate supervisors by September 15 each school year. Schedules may be revised at the request of either party.
18. **Year** - Shall mean fiscal year (July 1 through June 30), not a calendar year (January 1 through December 31).
19. **Work Year** – Shall mean those hours listed in Appendix A, FTE.
20. **Just Cause** – as defined by the Seven Key Aspects of Just Cause.
21. **Classification Families shall be:**
  - Foodservice-Shall consist of all foodservice positions within the bargaining unit.
  - Aides-Shall consist of all aide positions within the bargaining unit.
  - Transportation-Shall consist of all transportation positions within the bargaining unit.
  - Secretarial-Shall consist of all secretarial and clerk positions and SAIN Coordinator position within the bargaining unit.

Nursing-Shall consist of all nursing position within the bargaining unit.

Custodial/Maintenance-Shall consist of all custodial, and maintenance positions or any combination thereof within the bargaining unit.

**ARTICLE II**  
**RECOGNITION AND DESCRIPTION OF BARGAINING UNIT**

- A. The Board of Trustees recognizes the Nevada Classified School Employees and Public Workers Association, AFT/PSRP Local 6181, AFL-CIO, Storey County Chapter #11, as the exclusive negotiating representative of the classified employees of the Storey County School District, subject to the provisions of NRS 288.
- B. Exclusive recognition shall entitle the Association to the following rights:
1. Organizational use of designated bulletin boards located in conspicuous areas within each District facility.
  2. Payroll deduction of membership dues.
  3. Use of facilities in accordance with District Policy.
- C. The Association recognizes that the School Trustees, as representative of the electorate, have the final responsibility for establishing policies for the school district.
- D. The purpose of this recognition is the mutual agreement of all parties to negotiate in good faith in regard to all negotiable items as set forth in Chapter 288.150 of the Nevada Revised Statutes.
- E. Classified Bargaining Unit
1. The bargaining unit shall be composed of all employees in positions listed in Appendix E and any new classified positions created and agreed to by both parties during this agreement.
  2. Employees in the following confidential positions shall be excluded from the unit. Confidential positions as defined by NRS 288.170, (6) (as used in this section, "confidential employee" means an employee who is involved in the decisions of management affecting collective bargaining) include the following positions: They are further defined by "definitions" Article I #4 of this contract.
    - a. Business Manager
    - b. Human Resource Specialist
    - c. Secretary to the Board and Superintendent
    - d. Transportation Directorand are not considered classified positions.
  3. Temporary employees are not covered by this agreement.
  4. The Storey County School District will notify the President of the NCSEAPWA/AFT/PSRP Local 6181, AFL-CIO, STOREY COUNTY CHAPTER AND THE NCSEAPWA/AFT/PSRP LOCAL 6181, AFL-CIO State Office of each classified employee hired with the number of hours worked per day, their job classification and work site. In addition, the District agrees to provide the same notification for any employee who is terminated, self-terminates, transfers to another position (into or out of the classified bargaining unit) or transfers to another work location. This notification will be provided within 30 days of taking place.
  - 5.

**ARTICLE III**  
**DUES DEDUCTION**

- A. Upon appropriate written authorization from the employee, the District shall make monthly Association dues deductions from the salary of the employee and make appropriate remittance to the Association.
- B. No later than October 15th each year, the Association will provide the District with a list of those employees who have voluntarily authorized the District to deduct Association dues and the amount to be withheld for each employee. The Association will notify the District monthly, in writing, of any changes in said list. Changes in the amount to be withheld must be submitted in writing at least ten (10) working days prior to the date the change is to be effective. Any employee desiring to have the District discontinue deductions he/she has previously authorized, must notify the District and the Association in writing during September.
- C. Each employee for whom dues are to be deducted shall complete and submit a dues authorization form to the payroll clerk.
- D. Upon termination of an employee the current month's dues will be deducted from the final check.
- E. The District agrees not to honor any check-off authorizations or dues deduction authorizations executed by an employee in the bargaining unit in favor of any other labor organization representing employees for the purpose of negotiations.
- F. In case of an employee who is in non-pay status during part of the pay period, and/or whose wages are not sufficient to cover the full withholding, no Association dues deduction shall be made. In this connection, all other required deductions have priority over Association dues.
- G. The Association agrees to indemnify, defend, and hold the District harmless against any and all claims or suits that may arise out of or by reason of action taken by the District in reliance upon any authorization cards submitted by the Association to the District.
- H. The Association agrees, to refund the District any excess amounts, paid to it in error, on account of the payroll deductions provisions, upon presentation of proper evidence of the error/mistake, within ninety (90) days of said error, after which the Association will not be liable for accounting errors made by the District Office.

**ARTICLE IV**  
**GRIEVANCE PROCEDURE**

A. **Purpose** - The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which arise. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of the procedure.

B. **Definitions:**

1. A "grievance" is a complaint by an employee, group of employees, or the Association based upon an alleged violation, misinterpretation, or inequitable application of a specific provision of this Agreement.
2. An "aggrieved person" is an employee, a group of employees, or the Association, asserting a grievance.
3. A "party in interest" is any person or persons who might be required to take action, or against whom action might be taken, in order to resolve the problem.
4. The term "days" when used in the Article shall, except where otherwise indicated, mean those days that the District Office is open.

C. **Time Limits:**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process.
2. If an employee, or group of employees, or the Association does not file a grievance, or continuing grievance, in writing as provided herein within ten (10) working days after the employee, group of employees, or Association knew of or should have known of the act or condition on which the grievance is based, then the grievance shall be waived.
3. Failure at any level in this procedure to appeal a grievance in writing, within the required time limits, by the "aggrieved", shall cause the decision at the level at which the grievance was adjudicated to be upheld. Failure to respond within the stated time limits, by "management", shall deem the grievance automatically referred to the next level.
4. When a grievance is taken to arbitration, no new evidence will be submitted by either party.

D. **Procedures:**

1. If an employee feels that they have a grievance, they shall first discuss the matter informally with the supervisor to whom they are directly responsible, and may request the presence of the Association's representative. The supervisor responsible for the informal discussion shall also have the right to have a representative present.
2. *Level One - Building Administrator*

- a) Aggrieved person shall submit his claim as a formal grievance in writing to his/her building administrator and to the Association's president or grievance representative within five (5) days after the employee, group of employees, or Association knew of or should have known of the act or condition on which the grievance is based. Any granting of a grievance at Level One shall be subject to the approval of the Superintendent.
  - b) The Building Administrator shall, within five (5) days, render a decision and the reasons therefore, in writing on the prescribed form to the aggrieved, with a copy to the Association's representative and to the Superintendent.
3. *Level Two - Superintendent*
- a) If the aggrieved is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, he/she shall file the written grievance with the Superintendent within five (5) working days after the decision was rendered or was due at Level One.
  - b) The Superintendent of Schools (or his representative) shall act for administration at Level Two of the grievance procedure. Within seven (7) days after receipt of the written appeal of a hearing, the Superintendent or his representative shall meet with the aggrieved person for the purpose of resolving the grievance. When requested by either party, electronic minutes shall be prepared and the cost, if any, shared by both parties.
  - c) Notification of Level Two grievance hearings shall be mailed, return receipt requested, to the grievant at least five (5) days prior to the hearing.
  - d) The Superintendent within five (5) days of hearing, shall render his decision and the reasons therefore, in writing on the prescribed form to the aggrieved, with a copy to the Association's representative and the Superintendent.
4. *Level Three - Board of Trustees*
- a) Should the grievant be unwilling to accept the decisions of the Superintendent as specified above, said grievant may, within five (5) days of receipt of said decision, forward the grievance to the School Trustees, the Trustees shall within fifteen (15) days of receipt of the written grievance, schedule a hearing on the matter at either a special meeting with the School Trustees but in no event, later than the next regularly scheduled meeting of the Trustees.
  - b) Within seven (7) days from the conclusion of said hearing, the Trustees shall submit a decision, in writing, on the prescribed grievance form, to the grievant and the Association. Said decision shall contain supporting reasons and rationale. A copy will be given to the Association's representative and the Superintendent.
5. *Level Four - Arbitration*
- a) If the aggrieved is not satisfied with the disposition of the grievance at Level Three, the Association may, within five (5) days after the decision was rendered or was due at Level Three, notify the Superintendent in writing that it wishes to take the grievance to arbitration.

- b) Within five (5) days after written notice of submission to arbitration, the Superintendent and the Association shall agree upon a mutually acceptable arbitrator who is experienced, impartial, disinterested and of recognized competence. If the parties are unable to agree upon an arbitrator, a request for a list of arbitrators shall be made to the Federal Mediation Conciliation Board and the selection made following the procedures contained in NRS 288.200.
- c) The arbitrator's recommendation shall be submitted in writing to the aggrieved and the Superintendent, School Trustees and the Association only, and shall set forth his findings of fact, reasons, and recommendations on the specific issue(s) submitted. The arbitrator's recommendations shall be binding and shall be consistent with the law and with the terms of this Agreement. The arbitrator shall have no power to alter or amend or substitute his/her judgment for any provisions of this negotiated agreement.
- d) The costs of the services of the arbitrator shall be borne by the party that has not prevailed. Each party agrees to bear its own costs, fees and expenses in the preparation, presentation and participation in the case before the arbitrator.
- e) In cases involving discharge, in the event an arbitrator cannot be mutually agreed upon, the parties agree to utilize and be bound by the Rules for Expedited Arbitration of the American Arbitration Association. The parties agree to obtain a list from the American Arbitration Association of five (5) arbitrators participating in expedited arbitrations from which an arbitrator will be selected following the procedures contained in NRS 288.200

**E. Rights of Employees to Participate**

1. No reprisals of any kind shall be taken by either party against any party in interest, any school representative, or any other participant in the grievance procedure by reason of such participation.
2. Any party in interest may be represented at any level of the formal grievance procedure by a person of his/her own choosing.

**F. Miscellaneous**

1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance may begin at Level Two. If the Superintendent determines the matter can be resolved at Level One, he may require the grievance start at Level One.
2. Appeals and decisions rendered at all levels of the formal grievance procedure shall be in writing on or attached to the appropriate form, and shall set forth the decisions and reasons therefore.
3. All documents, communications and records dealing with the processing of the grievance shall be filed separately from the personnel files of the participants.
4. Forms for filing and processing grievances, and other necessary documents shall be jointly prepared by the parties and distributed by the Association. Prescribed forms are available at each school site and from the Association's president.

5. A grievance may be withdrawn at any level by the aggrieved without prejudice, when the aggrieved party has strictly adhered to the time lines. This paragraph will sunset at the end of this contract.
6. The remedy available for any alleged breach of the Agreement or any alleged violation of rights hereunder granted shall be according to the grievance procedure.
7. In the event there is a question as to whether a specific grievance is arbitratable, no further consideration of the grievance shall be allowed. If the arbitrator finds the issue arbitratable, he/she shall proceed to hear the grievance. If the arbitrator is unable to make such a determination at that time, then he may proceed to hear the grievance even though no decision will be rendered on the grievance if he subsequently determines the issue is not arbitratable.
8. Any and all time limitations as set forth in this section may be extended by agreement of the parties.
9. A "continuing grievance" is a grievance based on an act or condition, which actively reoccurs on a periodic basis. For example, the District underpays an employee by \$10.00 on each paycheck. A grievance based upon this act by the School District would be a continuing grievance.
10. Arbitration awards that involve retroactivity shall not be made retroactive more than ten (10) days prior to the date of filing of the grievance or continuing grievance.
11. The administration will cooperate with the Association in its investigation of any grievance and further, will furnish the Association with such information, as requested, in writing, by the Association, pertinent and available as is required for the processing of the same grievance.

**G. Policy and Administrative Regulation - Complaint Procedure**

1. The policy and Administrative Regulations have been established by the School Board to help carry out their responsibilities. Both parties agree that policies and Administrative Regulations are not a part of this Agreement and, as such, are completely outside the scope of this Agreement.
2. The parties hereby recognize the existence of policies and Administrative Regulation of the District (to which the employees covered by the Agreement are bound, which are subject matters covered by the provisions of this Agreement). The parties agree that any dispute arising under this application and/or administration of such policies or regulations relating to subject matter not covered by the provisions of this Agreement shall be processed by each party within ten (10) days in accordance with the School Board regulations.

**ARTICLE V**  
**ASSIGNMENT OUT OF CLASSIFICATION**

- A. Any employee who is officially assigned to perform the majority of the responsibilities of a full-time position in a higher range by a responsible authority because of the absence of a regular employee for a short duration shall, after five (5) consecutive work days, be granted retroactively the salary of the classification filled, at the employee who is upgrading, current pay step.
  
- B. Use of classified employees as substitutes for a certified position shall be done only in accordance with NRS. When classified employees are used as substitutes for certified positions for more than 50% of a standard workday, said employee will be compensated at said employee's overtime rate of pay for all hours worked as a substitute.

**ARTICLE VI**  
**PROCEDURE FOR FILLING VACANCIES**

- A. When the District determines a vacant classified position will be filled, a vacancy announcement shall be posted in each department by the hiring authority, on bulletin boards provided by the Board of Trustees and all classified staff will be notified by mail during the summer break.
- B. The Association shall be provided a copy of each vacancy announcement and each announcement shall remain open for a period for five (5) working days.
- C. Employees interested in being considered for the position shall submit an application to the administrator responsible for filling the vacancy.
- D. Persons presently employed by the District, excluding temps, and applying for vacant positions shall first be considered in determining who is best qualified for the position. In the event two (2) or more employees are deemed equally qualified for a position, the employee with the most District seniority shall be selected for the position.

Factors to be considered in making the selection will include appropriate education, training, experience, past performance, and the result of an oral interview.

In the event a District employee is selected to fill a vacant or newly authorized/created position that is the same classification family as the employee's current position, the district employee will be placed on the salary schedule of the new position at the same step as the employee's current step.

In the event a District employee is selected to fill a vacant or newly authorized/created position that is a higher classification family than the employee's current position, the District employee will be placed on the salary schedule at the hourly rate of the higher position that is the nearest dollar above the employee's current hourly rate. The filling of the position will not affect the leave or seniority of the employee.

Employees transferring to a position that is of lower salary range whether it be within a classification family or outside their classification family, shall be placed on the salary step of the new position that is nearest to their current hourly rate of pay, not to exceed the maximum step of their position. Said employees shall remain on said step until years of service equals said employees seniority within the District.

The above language pre-supposes that employees are going from a 9-9 month position, 10-10 month position, 12-12 month position.

- E. District classified employees have the right to transfer within the same classification before any vacancy can be offered outside the District.
- F. The district may post the vacancy concurrently in house and to the general public. If, however, a classified employee applies and is qualified, the process stops there.
- G. All employees will be advised of the outcome of their application and reasons for non-selection in writing before the position is filled.
- H. The Administrator/Supervisor, with the approval of the Superintendent, will, based on need, call in a temporary employee to help with classified work, for no longer than is stated in Article I.

**ARTICLE VII**  
**REDUCTION IN FORCE**

**A. Seniority Date and Qualifications**

1. In the event the District determines that the classified employee staff must be reduced, the "seniority" with Storey County School District shall determine the order in which members shall be reduced. No employee shall be replaced by another employee not qualified for such classification.
2. "Seniority Date" shall mean the most recent date of employment with Storey County School District. "Seniority" shall be based on the total time worked or in paid leave status from the seniority date.
3. In the event two or more employees have the same seniority, then seniority shall be determined by a lottery in which employees having the same seniority shall draw lots in accordance with a predetermined procedure.
4. In the event of a reduction in force, existing vacancies will be utilized to the maximum extent possible to place permanent employees in continuing positions, in addition, the RIF'd employees would be entitled to the same salary step they had at the time of the reduction in force.
5. All permanent employees terminated by a reduction in force shall be placed on a re-employment priority list for all positions for which they are qualified and available. All such employees must be given preference for re-hiring in permanent positions for which they are qualified. Names shall remain on the re-employment priority list for one (1) year. However, refusal of a comparable permanent position shall result in removal from the re-employment priority list.
6. Any resignation or termination of employment shall constitute a "break" in seniority, unless the termination was a result of a reduction in force, in which case, the employee will be allowed to keep his/her reduction in force eligibility, and seniority date.
7. Leaves of absence without pay shall not change the employee's seniority date, but shall not count toward seniority.
8. All other conditions being equal, the seniority shall prevail as the determining factor for purposes of reductions in force and first right to rehire.
9. Any employee reduced in regular assigned time may exercise his/her "bumping rights". If the employee accepts reduction voluntarily, there is no need to exercise "bumping rights".
10. An employee will first "bump" within his/her current family classification. If this is not possible, an employee may "bump" into any classification for which they are qualified, as long as he/she is as equally qualified as the person they are bumping and has seniority within Storey County School District.

**ARTICLE VIII**  
**NON-DISCRIMINATION**

- A. The District and the Association agree not to discriminate, as set forth in federal or state law, against its employees or its members based upon race, creed, color, national origin, sex, sexual orientation, age, or physical handicap.

**ARTICLE IX**  
**SUSPENSION, DEMOTION AND DISCHARGE**

**A. Disciplinary Actions**

1. The District shall not suspend a permanent employee without pay, or demote or discharge a permanent employee as a disciplinary action without just cause. The disciplinary measure shall become effective upon receipt of written notice of the discipline by the employee after just cause for the discipline is proven.

**B. Appeals**

1. Post-probationary employees who are suspended without pay, who are demoted or discharged as a disciplinary measure, may appeal such action through the grievance procedure.
2. In the event the appeal reaches Level Four (arbitration), the sole issue upon which the arbitrator is to render an opinion shall be whether or not there was just cause for the District to take the specific disciplinary action. The arbitrator can only affirm or reverse the disciplinary action.
3. The provisions of this article shall not be available to probationary employees.
  - a) The probationary period of an individual employee may be extended by the School Board.
  - b) A probationary employee may request, in writing, to his/her supervisor that the Superintendent reduce the probationary period.

C. The continued employment of a worker is dependent upon satisfactory performance of assigned duties. Should an employee's work habits, overall attitude, adherence to rules, conduct, or demeanor become unsatisfactory, the supervisor will first attempt to counsel and assist the employee in identifying and remediating those behavioral and/or performance problems.

D. **WRITTEN WARNING** - A written warning will be placed in the personnel file stating that the employee had received previous counsel from the supervisor regarding unacceptable behavior and/or performance, that the counseling has been unsuccessful, and that should the unacceptable behavior and/or performance continue, more stringent disciplinary action will follow.

E. **SUSPENSION** - A written notification outlining the previous efforts in remediating the unacceptable behavior and/or performance with a recommendation to suspend without pay subject to review by the Superintendent. Prior to suspension, a meeting will be held including the employee, supervisor, Superintendent and a union representative of the employees choice.

F. **SUBSEQUENT OFFENSES** - Should the employee continue to violate, disregard, or show indifferent to acceptable behavioral and/or performance standards, the supervisor may recommend termination subject to review by the Superintendent.

G. **IMMEDIATE TERMINATION** - Should an employee ever demonstrate through either actions or omission of action, a serious disregard for safety, or just cause, the supervisor may recommend immediate dismissal in lieu of graduated disciplinary procedures.

A. Coverage

1. All employees who are on twelve (12) month contracts will receive fringe benefits. Employees scheduled to work less than twelve (12) months shall receive fringe benefits in proportion to their contract length. Employees scheduled to work less than twenty (20) hours per week receive no benefits.

B. Sick Leave

1. Each employee shall earn sick leave at the rate of one and one-fourth days per month worked, for a total of fifteen (15) days per year. Sick leave may be accumulated up to a total of one hundred eighty-five (185) days.
2. Sick leave shall be allowed for:
  - a) Illness or death of an immediate family member of employee. Immediate family member is defined as; husband; wife; children; parents; sister; brother; mother-in-law; father-in-law; son-in-law; daughter-in-law; step parents; half brothers; half sisters; adopted children; grandparents; grandchildren or any relative living in the immediate household.
  - b) Other death or serious illness with recommendation of the immediate supervisor and approval of the Superintendent.
  - c) An employee's beneficiary shall, if he or she dies while employed by the District, receive payment for accumulated sick leave.
  - d) An employee may be required, by the District, to take sick leave if it is determined; based upon reasonable medical information, provided to both the employee and school district, and if authorized by the employee to the Association; to be in the best interest of the employee, his/her co-workers, students, and teachers.
    - 1) The employee will be granted paid release time, and all incurred medical expenses for said evaluation will be paid for by the school district.
    - 2) Employee will be allowed to return to work upon presentation of a release by the attending physician.
  - e) In cases of extended absences, or when a pattern of chronic or repeated absences occur, the superintendent may require the employee to furnish written verification from an attending physician attesting to an illness or medical condition for, which the sick leave is being taken or has been taken.
3. Sick leave may be advanced at the discretion of the Superintendent. Sick leave deductions shall be made in half day increments based upon the employee's normal work day
4. Classified employees may donate portions of their sick leave or annual leave to a sick leave bank. Classified employees may request leave from the bank once (1) a school year. Additional requests may be approved by a vote of the membership. Donations to the bank may only be made twice (2) in a school year. Extra

donations may be made twice a year with the approval of the Superintendent. Donated days will remain in the sick leave bank and will not be returned.

**C. Reimbursement for Accumulated Sick Leave**

1. An employee leaving the employment of Storey County School District shall be reimbursed sixty dollars (60) per day for unused sick leave up to one hundred fifty (150) days, provided the employee has five (5) consecutive years of continuous employment with the District.

**D. Vacation (Annual Leave)**

1. Employees will be granted the following leave to be used for vacations or other personal business of the employee.
  - a) Accrual of vacation time shall commence with the employees 1<sup>st</sup> day of employment with the District. This leave will be available following the employee's successful completion of the probationary period, as evidenced by a satisfactory evaluation.
  - b) If employee terminates before probationary period ends, this leave is forfeited.
2. A maximum of five (5) unused vacation days will be allowed to carry over to the next school year. Excess vacation leave must be taken prior to June 30<sup>th</sup>. An employee who has accrued vacation leave, and who, through no fault of his/her own, as verified by their supervisor or the superintendent, is unable to use such excess vacation leave, shall be paid for said vacation leave.
  - a) The taking of vacation leave requires the approval of the immediate supervisor.
  - b) Employees are encouraged to take their vacations during the Christmas break, Spring break and during the month of June prior to the 30<sup>th</sup>. Those on annualized pay may also take vacation during the same periods and be paid. Vacation leave taken during these periods will be paid at Step One (1) of their current Pay Schedule. Vacation leave may not be used during the first two weeks or the last two weeks of the work year or to extend Christmas or Spring breaks. In extenuating circumstances the Site Administrator and or the Superintendent may grant such leave.
3. Employees shall be paid accumulated annual leave upon termination provided that he/she has completed twelve (12) months of continuous service.
4. An employee's beneficiary shall, if he/she dies while employed by the District, receive payment for accumulated vacation leave.
5. Accrual rates:
  - a) Employees with one (1) to five (5) years of service: ten (10) working days per year.
  - b) Employees with over five (5) years, up to and including ten (10) years of service: fifteen (15) working days per year.
  - c) Employees with over ten (10) years of service: twenty (20) working days per year.

6. After June 30, 2000 employees new to the school district will not receive annual leave unless on eleven (11) or twelve (12) month contracts.

**E. Personal Leave**

1. a. All classified employees hired prior to July 1, 2000 shall be granted two (2) days of personal leave per year for full time employees without salary deduction. All half-time employees shall be granted two (2) days of personal leave at half-day hours per year without salary deduction. Except in cases of emergency, one (1) day's notice, in writing, shall be given.  
b. New employees after June 30, 2000 will be allowed 3 days of personal leave per year and may carry and accumulate up to 5 personal leave days.
2. If the District refuses to grant personal leave to an employee during the school year, the employee shall be paid one day's pay according to the hours normally worked.
3. If the employee does not request personal leave, the District shall not be required to pay for said leave.
4. Personal leave may be accrued up to five (5) days.
5. Personal leave may not be used during the first or last two weeks of the work year nor may personal leave be used to extend the Christmas or spring breaks. In extenuating circumstances the site administrator or superintendent may grant such leave.

**F. Professional Leave**

1. Professional leave without loss of pay or other benefits may be granted to an employee of the District if such leave:
  - a) is requested five (5) working days in advance; and
  - b) is deemed appropriate for professional growth; and
  - c) does not interfere with the ongoing programs of the school; and
  - d) is not scheduled for the first or last day of instruction or the day prior to the beginning of a holiday or vacation period.
2. Payment of expenses for reimbursement incurred for professional leave will be at the discretion of the Administration and contingent upon appropriated or available funds.
3. Upon returning from professional leave employees shall be required to provide training or reports to appropriate staff.

**G. Jury Leave/Subpoenas**

1. An employee who serves as a member of a jury or subpoena as a witness shall not have a loss in pay or benefits nor will time be counted against his/her accumulated sick leave due to such service. However, any jury or subpoena pay received by the employee shall be turned in to the District Office.

**H. Leave Without Pay**

1. Requests for leave without pay may be submitted, in writing, to the Superintendent at least ten (10) days in advance. The Superintendent may

authorize leave without pay up to thirty (30) days. Leave without pay beyond thirty (30) days must be approved by the Board. Leave without pay may be granted for reasons of health and other reasons mutually agreed upon by the employee and Superintendent.

2. Leaves of absence for any purpose may not exceed twelve (12) months. Employees granted leave without pay longer than six months must submit to the District, in writing, their intent to return no later than ninety days prior to the expiration of the leave. Failure to notify the District shall be interpreted as an indication of the employee's decision not to return to work.

#### **I. Child Rearing and Adoption Leave**

1. Upon written verification from her physician that she is unable to perform her duties due to disabilities caused or attributed to pregnancy, miscarriage, childbirth, or recovery therefrom, an employee may have the option of charging such period of disability to her accrued sick leave.
2. An employee shall be granted a child-rearing leave without pay not to exceed twelve (12) calendar months upon written application to the Board of Trustees submitted at least six weeks prior to the commencement of the requested leave. Such request must be accompanied by a birth certificate or adoption certificate, if applicable. A leave shall commence no later than 9 months after the birth or adoption of the child. Three months prior to the expiration of the leave, the employee shall notify the School District whether he/she plans to return to work. Failure to notify the District shall be interpreted as an indication of non-return to work.
3. No benefits shall accrue to the employee while on a child-rearing leave, except that the employee shall be credited with one (1) year of service for salary advancement if he/she worked the major portion of the school year at the time such leave commenced. Upon return, the employee shall be credited with any accumulated unused sick leave.
4. In the event a female employee is on child-rearing leave and becomes unable to perform her duties due to such disabilities, caused by or attributed to childbirth as verified in writing by her physician, she may have the option of charging such period of time to her accrued sick leave. Upon termination of such disability, the employee may continue her child-rearing leave.

#### **J. Association Leave**

1. Beginning each school year, the Association shall be credited with ten (10) days aggregate leave to be used for Association business. Such leave is not accumulative.
2. Said leave shall be requested by the Association president or his/her designee not less than three (3) days prior to the commencement of said leave.
3. Employees using said leave do so without loss of pay or benefits.

#### **K. Bereavement Leave**

1. Bereavement leave shall consist of a maximum of five (5) days and will be allowed for under the same provisions in Section 2A, immediate family member, as defined.

**ARTICLE XI**  
**HOLIDAYS**

- A. All holidays as declared by the Governor or recognized by the School District shall be granted to all employees. Employees shall be paid for the hours they would have been scheduled to work had it not been for the holiday.
- B. If a holiday is observed while an employee is on sick leave, annual, or paid leave status, he/she will receive the holiday pay. The day will not be charged against sick, annual, or other paid leave credits.

**ARTICLE XII**  
**USE OF PRIVATE VEHICLES**

- A. Other than for his/her regular assignment and pursuant to the order of the Superintendent, in the event an employee covered hereunder is required to use his/her private transportation for School District business, an allowance equal to the present State rate will be paid by the District.

**ARTICLE XIII**  
**TRANSPORTATION**

- A. **The District shall follow the Storey County Transportation Handbook.**
1. On out-of-town driving assignments for activity and athletic trips, drivers will be entitled to a breakfast, if they depart before 6:00 a.m., a lunch if they depart before 11:30 a.m., or arrive back after 1:00 p.m. and a dinner if they depart before 6:00 p.m. Lodging will be paid by the District. Reimbursement for food and lodging will follow the School District Per Diem Policy rates.
  2. Call-out is defined as an unscheduled request to drive for the District. A call-out must be initiated by the Transportation Coordinator or the Superintendent. A minimum of three (3) hours will be granted for each call-out.
  3. If trips are not canceled within two (2) hours of such trips, bus drivers shall be paid a minimum of two (2) hours at the regular scheduled rate of pay, except in the event of severe weather, and or unusual conditions.
  4. After a bus driver has paid for their first two (2) required physicals, the District shall pay for the next and all succeeding required physicals while the driver is employed by the District. All physical exams will be performed at such medical facility as the District shall designate. The bill for such exam must be sent directly to the District. Bus drivers choosing to have their physical exam performed elsewhere will be responsible for the entire cost of the exam.
  5. Drivers of handicapped students will be paid at one (1) step above their current step.
  6. All employees will be compensated according to the overtime and compensatory time schedule if called in early on days of inclement weather.
  7. When an opening for a driver becomes necessary, the position will go out to the public at the same time it goes to the classified staff.
  8. All field trips and event trips sponsored by the school district will be PERS compensated up to a maximum of forty (40) hours in a work week.
  9. A driver that is required to leave his/her regular route to do a field trip shall first have their regular hours paid and PERS credited and then will remain on regular rate of pay.

**ARTICLE XIV**  
**OVERTIME AND COMPENSATORY TIME**

- A. All overtime must be approved by the employee's building principal or if the employee is not supervised by the building principal, the Superintendent or the Superintendent's designee prior to the overtime work. No employee shall receive overtime compensation for work which was not approved. The employee and his/her building principal or the Superintendent's designee will determine the amount of time necessary to complete the tasks, will complete a "Request to Work Overtime" form and have the building principal or Superintendent sign off on the form. The "Request to Work Overtime" form will be forwarded to the District Office to be logged in the employee's personnel file.
- B. Any employee who is called back to work after completion of his/her regular shift with less than twelve (12) hours notice shall be paid for all the time worked plus two (2) additional hours. The employee shall be compensated at his/her regular rate of pay.
  - 1. Any employee called into work on a day in which the school district has been declared closed for any reason will be compensated at the overtime rate of pay for all hours worked that day.
- C. Overtime will be paid for all hours worked in excess of eight (8) hours in a day or forty (40) hours in any seven (7) day work period. Employees will have holidays counted as days "worked" for the purposes of computing overtime. Sick leave days will be counted as days "worked" for the purposes of computing overtime. Overtime shall be compensated with compensatory hours given at a rate of 1.5 hours for each hour worked. The employee has the right to choose to be paid or to take the time off as CTO hours.
- D. Accrued compensatory (CTO) time will be used or paid by June 30. CTO may not be used during the first two weeks or the last two weeks of the work year or to extend Christmas or Spring breaks. In extenuating circumstances the site administrator and or the superintendent may grant such leave. Compensations shall be paid for such credited time at the employee's straight time hourly rate in effect at the time the CTO was earned.
- E. Employees will be compensated at the Regular Hourly Rate of the Compensation Schedule appropriate for their position.
- F. Should the employee choose to be paid, the overtime will be paid on the employees next pay period.

ARTICLE XV  
COMPENSATION

- A. Effective July 1, 2003, Storey County School District proposes the Regular Hourly Rate Compensation Schedule.
1. Employees will be compensated as per the Regular Hourly Rate Compensation Schedule in Appendix A. In the event of a minimum day, teacher aides will be assigned other duties or be given relevant training or cross-training.
  2. All new employees will be placed on Step 1 of the appropriate schedule except those who qualify under number six (6) of this article.
  3. Steps on the salary schedule correspond to years of continuous service in the position except where an employee is promoted to fill a higher position pursuant to Article VI, (D), or when an employee qualified to start above Step 1 as per number six (6) of this article.
  4. The District retains the right to create and/or eliminate positions, under NRS 288.150. In case the District creates a position in which the employee qualifies to be a member of the classified bargaining unit, the position will be listed on the salary schedule of the following school year.
  5. NCSEA requests salary parity with SCEA.
  6. Up to three (3) years of comparable experience will be allowed for outside of Storey County School District experience. It is the responsibility of the district office to advise all new hires of the existence of this possible compensation at the time of hiring. Comparable experience will be determined by the Superintendent (for current employees – past experience will be added 1 year at a time in 03-04, 04-05, 05-06).
  7. All classified employees shall be reimbursed for up to three (3) college credits per year, not to exceed the current per credit cost at UNR. To be eligible for the reimbursement the following criteria must be met:
    - a) Is directly related to or enhances the position for which the classified employee is currently employed;
    - b) Is prior approved by immediate supervisor and superintendent; with superintendent having final refusal rights;
    - c) The reimbursement request is accompanied with a passing (“C” or better) grade report or transcript and proof of payment.
  8. Any reimbursement received for tuition of college credits during the school year shall be deducted from the employees final payroll check should the employee fail to complete one full year of employment after completion of credits for which the employee was reimbursed.

ARTICLE XVI  
INSURANCE

- A. A health, hospitalization, dental and vision (comprehensive major medical) policy will be provided to employees. The District will contribute one hundred percent (100%) per month of the cost of the policy for all full-time employees for the full twelve-month period.
- B. The District will contribute one hundred percent (100%) of the cost for all employees regularly scheduled to work (30) thirty or more hours per week during this agreement.
- If, however, during the second year of this agreement the cost of insurance rises above the amount appropriated by the DSA, either party may request to reopen this Article to negotiate the payment for such increases.
- C. The District will contribute up to fifty percent (50%) of the cost of all employees regularly scheduled to work twenty to twenty-nine (20-29) hours per week contingent upon the employee paying the difference.
1. Employees regularly schedule to work nineteen (19) hours or less per week shall not be entitled to insurance coverage at the expense of the District.
- D. Employees will bear the entire cost of their dependent insurance coverage via automatic payroll deduction.
- E. In the event additional, more expensive health plans are made available to employees, the District agrees to pay that portion of the alternative plan equal in amount to the health insurance premium offered by the District. The employee shall be responsible for payment of the difference. Employees will bear the full cost of their dependents' coverage.
- F. Representatives of the classified association will be included as members of any advisory committee to make recommendations to the School Board of Trustees regarding health insurance programs as allowed in NRS 288.150.

**ARTICLE XVII**  
**PUBLIC EMPLOYEES RETIREMENT FUND**

- A. The Storey County School District will pay one hundred percent (100%) of the retirement contribution for those employees who qualify for membership under the Retirement System, as defined by policy of the Nevada State Retirement System.
- B. It is understood that ARTICLE XVII can be changed to comply with any statutes, laws, rules or regulations enacted or adopted by either the Federal Government or the Public Employees Retirement Board.

ARTICLE XVIII  
EVALUATION

- A. The Board of Trustees and the Nevada Classified School Employees Association believe that a continual system of classified evaluation is necessary to the operation of an effective school district. We believe that the major goal of the classified evaluation system is the professional growth of those who participate. Through this participation, all parties will share the responsibility for growth and work in a cooperative manner.
- B. The process of evaluation focuses on, but is not limited to, the performance of each classified employee. It correlates with the job description in District policy and focuses on the important components of effective performance.
- C. Evaluation is an individualized process and therefore, each classified employee must be evaluated on his/her specific strengths and needs. The Board and Association believe that the evaluation system should improve job performance rather than be merely judgmental; therefore, the evaluators of the classified employees performance are expected to have adequate training and expertise in the process of supervision and evaluation.
- D. The District will maintain complete documentation of all evaluation activities. Timely written documentation is instrumental to an effective evaluation system. This documentation is designed to allow for a continual record of performance and will provide the opportunity for classified employees to dissent from the evaluator's evaluation as provided in ARTICLE IV.
- E. **Time lines**
1. The performance evaluation for each classified employee shall be done once every twelve (12) months. The classified employee's supervisor shall complete the "Classified Employee's Performance Evaluation" form (Appendix C, (1)), and meet with the employee between March 1 and April 15 of each year for the purpose of evaluation.
  2. On or before April 15, each classified employee shall be formally evaluated according to the items listed in the District Adopted Performance Indicators. If an incident occurs which is unsatisfactory, the employee will be notified, in writing, within ten (10) days of its occurrence. A conference to discuss the employee's performance on said performance indicators as amended, shall be held and a plan for improvement with time lines and a plan of assistance, if necessary, shall be developed. All employees shall be given written notice ten (10) days prior to the evaluation.
  3. On or before a regular June Board of Trustees Meeting, each classified employee's supervisor shall hold a summative evaluation conference with each employee. At this conference the supervisor and employee shall discuss the supervisor's overall perception of the employee's performance on District adopted indicators. At this meeting the supervisor shall inform the classified employee of his/her intention with respect to employment status for the following year.
- F. Evaluation – The Union and the District agree to form a joint committee for the purpose of reviewing the employee evaluation definitions, evaluation performance indicators and the performance evaluation form.

This committee will consist of four (4) members from the Classified Bargaining Unit and four (4) members of the District management. Management will select their members and the Storey Chapter President will select the members of the Union team, with the

approval of the Storey Chapter Board. Members of the committee may be replaced by their respective party at any time.

This committee will meet at the request of either party, and will meet at least once every five (5) years beginning with the 2003-04 school year, and the decision of the committee for changes, if any, will be binding on both parties.

**ARTICLE XIX**  
**GENERAL SAVINGS CLAUSE**

- A. It is not the intent of either party hereto to violate any laws of the State of Nevada or of the United States. The parties agree that in the event any provision of this Agreement is held by a court of competent jurisdiction to be in contravention of any such laws, they will enter into negotiation thereon at a time and date agreeable to both parties. The remainder of the Agreement shall remain in full force and effect.

ARTICLE XX  
NEGOTIATION GROUND RULES

- A. Storey County Chapter #11, Nevada Classified School Employees and Public Workers Association, AFT/PSRP Local 6181, AFL-CIO, and Storey County School District Board of Trustees do hereby agree to the following Ground Rules..
1. Place of Meeting: Gallagher Elementary School Library or at other locations upon mutual consent.
  2. The day and time of meetings shall be set upon mutual agreement.
  3. The Nevada Classified School Employees and Public Workers Association, AFT/PSRP Local 6181, AFL-CIO, Storey County Chapter #11 is the bargaining unit representing the employees, subject to the provisions of NRS 288.
  4. All sessions shall be closed except by mutual agreement to the contrary.
  5. Each team shall have the right to representation at the bargaining table, and shall have the right to change those representatives as deemed necessary. This does not preclude either party from including the presence of resource persons to assist in the negotiation process.
  6. During the course of negotiations, each team shall have the right to call for caucuses at any time during the session.
  7. Initial proposals will be presented in writing at the first meeting. No new proposals, either in writing or orally, will be placed on the table by either party after the third meeting.
  8. Counter responses shall be specific to the initial proposals. These responses shall be submitted in writing within two (2) weeks of receipt of the initial proposals.
  9. An agenda for the next meeting will be discussed at the close of each session.
  10. A tentative agreement to an article shall be signed by the chairperson of each team. The signatures will represent team acceptance of said article.
  11. Each team retains the right to report progress to their membership.
  12. Either team may, at any time, withdraw an item from their list of proposals to be negotiated, provided that item is not on the other party's list of proposals to be negotiated.
  13. Each team shall be responsible for its own minutes of any negotiations session. Each team shall have the right to record sessions in any manner appropriate including audio recordings but excluding video recordings.
  14. Requests for information pertaining to negotiations shall be submitted in writing by the spokesperson of each team. Fulfillment date for the request shall be determined at the time of the request, if possible.
  15. News releases shall be issued in writing by mutual agreement of both teams. Only formal written statements shall be released.
  16. A target date for completion of the negotiation process will be set at the first meeting.

17. The spirit of these ground rules is in compliance with NRS 288 and all time lines therein.
18. These rules may be amended by mutual agreement of the negotiating parties.

**ARTICLE XXI**  
**TERM OF AGREEMENT**

- A. Storey County School District agrees that for the 2013-2014 and 2014-2015 contract, the district will provide a 4% increase for each of these years. This agreement shall be effective as of the 1st day of July, 2013, and shall remain in effect until the 30th day of June, 2015, and shall continue from year to year thereafter unless either of the signatories hereto shall give written notice to the other as required by Nevada Revised Statutes, of a desire to change wages, hours and conditions of employment hereof.
  
- B. On or before February 1, the Association shall, in accordance with provisions of NRS 288, submit a letter of intent to the School Board of Trustees to open negotiations during term of contract.

**ARTICLE XXII**  
**REQUEST FOR JOB RECLASSIFICATION**

- A. Any classified employee may request a job reclassification. All requests must be submitted no later than March 1<sup>st</sup> of each year. The request shall be in writing to the employee's Site Administrator with a copy to the Superintendent. The justification for the request shall be documented in writing and accompany the written request for reclassification.
- B. Upon receiving the request, the Superintendent and the Site Administrator shall meet and discuss the request with the employee. The employee shall have the right to union representation at any such meeting.
- C. After the meeting, the Superintendent and the Site Administrator shall submit the request with their comments and/or recommendations, to the Board of Trustees for their determination at the next regularly scheduled Board of Trustees meeting.
- D. The decision of the Board of Trustees shall be final and not subject to the grievance procedure.

**APPENDIX A**  
**EMPLOYEE SALARY SCHEDULE**

A. The District will pay for the PERS increase. If this money is rebated by the State in future years it will revert back to the District

B. Beginning July 1, 2005 the Storey County School District agrees to add the following positions to the Regular Hourly Rate Compensation Schedule.

Teacher Aide II; starting salary \$1.00 per hour above the teacher aide starting salary.

Teacher Aide III; starting salary \$2.00 per hour above the Teacher Aide starting salary.

Media Aide II; starting salary \$1.00 per hour above the Media Aide starting salary.

Media Aide III; starting salary \$2.00 per hour above the Media Aide starting salary.



APPENDIX A

STOREY COUNTY SCHOOL DISTRICT

CLASSIFIED COMPENSATION SCHEDULE FOR FY 14/15 with 4% increase

POSITION Continuous years of service	STEPS																			
	1	2	3	4	5	6	7	8	9	10	12	14	16	18	20					
BUS DRIVER	13.88	14.37	14.87	15.39	15.93	16.49	17.06	17.66	18.28	18.92	19.58	20.26	20.97	21.71	22.4					
CENTRAL OFFICE CLERK	13.29	13.75	14.24	14.73	15.25	15.78	16.34	16.91	17.50	18.11	18.75	19.40	20.08	20.78	21.4					
CUSTODIAN	13.97	14.46	14.97	15.49	16.04	16.60	17.18	17.78	18.40	19.05	19.71	20.40	21.12	21.85	22.62					
CUSTODIAN/MAINTENANCE	15.60	16.15	16.71	17.30	17.90	18.53	19.18	19.85	20.54	21.26	22.01	22.78	23.57	24.40	25.28					
FOOD SERVICE AIDE	10.39	10.75	11.13	11.52	11.92	12.34	12.77	13.21	13.68	14.16	14.65	15.16	15.69	16.24	16.8					
FOOD SERVICE AIDE II	13.24	13.70	14.18	14.67	15.19	15.72	16.27	16.84	17.43	18.04	18.67	19.32	20.00	20.70	21.42					
MAINTENANCE COORD	19.77	20.46	21.17	21.91	22.68	23.48	24.30	25.15	26.03	26.94	27.88	28.86	29.87	30.91	32.00					
MAINTENANCE WORKER	17.19	17.79	18.41	19.05	19.72	20.41	21.13	21.86	22.63	23.42	24.24	25.09	25.97	26.88	27.82					
GROUNDSKPR/MAINT	15.60	16.15	16.71	17.30	17.90	18.53	19.18	19.85	20.54	21.26	22.00	22.78	23.57	24.40	25.28					
MEDIA AIDE	11.90	12.32	12.75	13.20	13.66	14.14	14.63	15.15	15.68	16.23	16.79	17.38	17.99	18.62	19.27					
MEDIA AIDE II	13.10	13.56	14.04	14.53	15.03	15.56	16.11	16.67	17.25	17.86	18.48	19.13	19.80	20.49	21.21					
MEDIA AIDE III	14.30	14.80	15.31	15.85	16.40	16.98	17.57	18.19	18.82	19.48	20.16	20.87	21.60	22.36	23.14					
PAYROLL/ACCT CLERK	15.29	15.82	16.37	16.95	17.54	18.15	18.79	19.45	20.13	20.83	21.56	22.32	23.10	23.91	24.74					
SCHOOL NURSE	16.52	17.10	17.70	18.32	18.96	19.62	20.31	21.02	21.76	22.52	23.31	24.12	24.97	25.84	26					
SCHOOL OFFICE CLERK	13.29	13.75	14.24	14.73	15.25	15.78	16.34	16.91	17.50	18.11	18.75	19.40	20.08	20.78	21.4					
SCHOOL SECRETARY	17.12	17.72	18.34	18.98	19.64	20.33	21.04	21.78	22.54	23.33	24.15	24.99	25.87	26.77	27.71					
STU ACCT SYS CLERK	18.83	19.49	20.17	20.88	21.61	22.37	23.15	23.96	24.80	25.67	26.56	27.49	28.46	29.45	30.48					
SAIN COORD	24.41	25.14	25.90	26.67	27.47	28.30	29.15	30.02	30.92	31.85	32.80	33.79	34.80	35.85	36.92					
TEACHER AIDE	11.46	11.41	11.81	12.22	12.65	13.09	13.55	14.02	14.51	15.02	15.55	16.09	16.65	17.24	17.84					
TEACHER AIDE II	12.66	13.10	13.56	14.04	14.53	15.04	15.56	16.11	16.67	17.25	17.86	18.48	19.13	19.80	20.49					
TEACHER AIDE III	13.85	14.34	14.84	15.36	15.90	16.45	17.03	17.63	18.24	18.88	19.54	20.23	20.93	21.67	22.42					
TRANS COORD/DRVR	18.36	19.00	19.67	20.36	21.07	21.81	22.57	23.36	24.18	25.02	25.90	26.81	27.75	28.72	29.72					

\* WITH ADOPTION OF THIS SCHEDULE, NO EMPLOYEE WILL LOSE CURRENT COMPENSATION

\* DRIVERS OF HANDICAPPED STUDENTS WILL BE COMPENSATED AT ONE STEP ABOVE THEIR CURRENT STEP

\*BUS RUNS MAY EXCEED NUMBER OF FTE HOURS LISTED

**APPENDIX B**  
**STOREY CHAPTER #11, NEVADA CLASSIFIED SCHOOL EMPLOYEES**  
**ASSOCIATION AND STOREY COUNTY SCHOOL DISTRICT**

**GRIEVANCE REPORT FORM**

Grievance # _____	Distribution of Form
Aggrieved _____	1. Aggrieved
Assignment _____	2. Association
Location _____	3. Building Administrator
Date Filed _____	4. Superintendent

**LEVEL ONE**

- A. I have \_\_\_\_\_ have not \_\_\_\_\_ discussed this matter informally with my principal or supervisor.
- B. STATEMENT OF GRIEVANCE: (Please site the contract section you feel has been violated, misinterpreted, or inequitable applied)

1. Relief Sought:

\_\_\_\_\_  
Grievant Signature

Date

\_\_\_\_\_  
Association Signature

Date

**LEVEL ONE**  
**DISPOSITION OF GRIEVANCE BY BUILDING ADMINISTRATOR**

\_\_\_\_\_ Building Administrator Signature

Date

Position of Grievant and/or Association

\_\_\_\_\_ I accept the decision of the Building Administrator

\_\_\_\_\_ I do not accept the decision of the Building Administrator and hereby file this grievance with the Superintendent

\_\_\_\_\_ Grievant Signature

Date

This grievance is moved to a LEVEL TWO grievance.

Date received by the Superintendent or his designee:

Date

**LEVEL TWO**  
**DISPOSITION OF GRIEVANCE BY SUPERINTENDENT**

\_\_\_\_\_  
Superintendent Signature

Date

Position of Grievant and/or Association

\_\_\_\_\_ I accept the decision of the Superintendent

\_\_\_\_\_ I do not accept the decision of the Superintendent and hereby file this grievance with the Board of Trustees.

\_\_\_\_\_  
Grievant Signature

Date

This grievance is moved to a LEVEL THREE grievance.

Date received by the Superintendent or his designee:

Date

LEVEL THREE  
DISPOSITION OF GRIEVANCE BY BOARD OF TRUSTEES

\_\_\_\_\_

President, Board of Trustees

Date

Position of Grievant and/or Association

\_\_\_ I accept the decision of the Board of Trustees

\_\_\_ I do not accept the decision of the Board of Trustees and request this grievance be brought to arbitration

\_\_\_\_\_

Grievant Signature

Date

This grievance is moved to a LEVEL FOUR grievance.

Date received by the Superintendent or his designee:

Date

**LEVEL FOUR**  
**ARBITRATION**

A. The Association hereby notifies the Superintendent of the intent to arbitrate this grievance.

\_\_\_\_\_

Month

\_\_\_\_\_

Day

Year

B. Disposition and award of Arbitrator (Decision Attached)

\_\_\_\_\_

Representing Storey County School District

Date

\_\_\_\_\_

Representing Storey Chapter #11, NCSEA

Date

\_\_\_\_\_

Grievant's Signature

Date

**APPENDIX C**  
**NON-SUPERVISORY BARGAINING UNIT**

STOREY CHAPTER #11, NEVADA CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION  
AND STOREY COUNTY SCHOOL DISTRICT

Bus Driver  
Central Office Clerk  
Custodian  
Custodian/Maintenance  
Food Service Aide  
Food Service Aide II  
Maintenance Worker  
Maintenance Coordinator  
Media Aide  
Media Aide II  
Media Aide III  
School Office Clerk  
Secretary II  
Teacher Aide  
Teacher Aide II  
Teacher Aide III  
Nurse  
Transportation Coordinator  
SAIN Coordinator  
Payroll Accounting Clerk  
Student Account Systems Clerk

**APPENDIX C (1)**  
**EVALUATION PERFORMANCE INDICATORS**

**A. Performance General and Job Description Responsibilities**

1. Is punctual
2. Uses time effectively
3. Works independently with a minimum of supervision
4. Follows directions and completes tasks
5. Demonstrates a positive attitude toward evaluation and self improvement
6. Works in a manner that promotes safety for self and others
7. Recognizes and supports building and District policies and procedures
8. When appropriate, assists in addressing and solving District-wide problems
9. Exemplifies a team attitude
10. Fulfills all requirements outlined in job description

**B. Interpersonal Relations/Communications**

1. Works cooperatively with individuals and groups
2. Exhibits poise and self-confidence when faced with stressful and unpleasant situations
3. Writes and speaks clearly within parameters of responsibility
4. Establishes positive communications and relationships with staff, students, parents, peers, and supervisors by:
  - a) showing courtesy, cooperation, understanding and patience
  - b) seeking input; valuing contributions; listening; providing feedback
  - c) being accessible
  - d) modeling and enforcing the use of "chain of command"
5. Treats personnel with respect and impartiality

**C. Community Relations**

1. Communicates with community members when necessary
2. Cooperates with community agencies
3. Is sensitive and responds appropriately to community needs and conditions

**D. Pupil Personnel**

1. Treats all students equitably
2. Demonstrates genuine concern for students

**E. Personal Qualities**

1. Exhibits professional judgment and honesty in all matters
2. Maintains a high level of ethics, morality, and integrity
3. Continually respects confidential material and conversations

**APPENDIX C (1)**  
**CLASSIFIED EMPLOYEE'S PERFORMANCE EVALUATION**

Performance Factors

Satisfactory  
A B C

Needs to Improve

Areas of Concern  
If C=, list deficiencies and  
Time lines for improvement

Performance Factors	A	B	C	Areas of Concern
1. Follows direction and completes tasks				
2. Completes work in a timely manner				
3. Follows established procedures				
4. Job Knowledge				
5. Is punctual				
6. Relates well with others				
7. Safety conscious				
8. Fulfills all requirements outlined in job description				
9. Treats all students equitably				
10. Treats personnel with respect and impartiality				
11. Respects confidential material and conversations				
12. Follows chain of command				

Assessment Rankings  
Area of Concern

A=Exceeds Expectations

B=Satisfactory

C=Needs Improvement/

\*\*\*Report concerns, ideas and problems to superior in the following order:

1. Site supervisor (if applicable)
2. Site administrator
3. Superintendent
4. Board of Trustees

CLASSIFIED EMPLOYEE'S PERFORMANCE EVALUATION

Recommendations:

Comments and/or Commendations:

Needs to Improve/Areas of Concern:  
(Time line, expectations, assistance necessary, progress)

\_\_\_\_\_  
Supervisor/Title

\_\_\_\_\_  
Date

\_\_\_\_\_ I have discussed the above evaluation with the employee.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ I have received and reviewed this evaluation, and it has been discussed with me.

\_\_\_\_\_ I do not agree with this evaluation and wish to attach a statement, with reasons, to this evaluation.

**APPENDIX D**  
**REOPENERS**

THIS PAGE INTENTIONALLY LEFT BLANK.

**SIGNATURE PAGE**

This Agreement is agreed to, continued and ratified by the Storey County Chapter #11 of the Nevada Classified School Employees Association on the 23 day of August 2013

  
\_\_\_\_\_  
Peter Thomas NCSEAPWA/AFT #6181 Chapter #11  
Storey Chapter President

  
\_\_\_\_\_  
Member at Large, NCSEAPWA/AFT #6181 Chapter #11

This Agreement is agreed to and ratified by the Storey County School District Board of School Trustees on this 23 day of July 2013

  
\_\_\_\_\_  
President, Board of Trustees

24 July 13  
\_\_\_\_\_  
Date