

COMPREHENSIVE AGREEMENT

BETWEEN THE

CARSON CITY SCHOOL DISTRICT

AND THE

CARSON EDUCATIONAL SUPPORT ASSOCIATION

2016 – 2018

TABLE OF CONTENTS

	<u>PAGE</u>
ARTICLE 1--AGREEMENT	5
ARTICLE 2--PREAMBLE	
2.1 Preamble	5
2.2 Non-Discrimination Clause	5
ARTICLE 3--CLASSIFIED EMPLOYEE ADVISORY COUNCIL	5,6
ARTICLE 4--DEFINITIONS	6
4.1 NRS 288	7
4.2 Employee	7
4.3 Supervisory	7
4.4 Association	7
4.5 Superintendent	7
4.6 District	7
4.7 School Board	7
4.8 Days	7
4.9 Temporary Employees	7
4.10 Substitute Employees	7
4.11 Part-Time Employees	7
ARTICLE 5--RECOGNITION	7-10
ARTICLE 6--NO STRIKE AGREEMENT	10
ARTICLE 7--GRIEVANCE PROCEDURE	11
7.1 Purposes	11
7.2 Definitions	
7.2-1 Grievance	11
7.2-2 Continuing Grievance	11
7.2-3 Aggrieved Person	11
7.2-4 Party of Interest	11
7.2-5 Days	11
7.3 Time Limits	11
7.4 Procedures	11
7.4-1 Level One - Supervisors	11
7.4-2 Level Two – Superintendent of Schools	12
7.4-3 Level Three - Arbitration	12,13
7.5 Rights of Employees to Participation	13
7.6 Miscellaneous	14
7.7 Policies and Administrative Regulations--Complaint Procedure	14,15

ARTICLE 8--SUSPENSION, WARNING NOTICES, DEMOTION AND DISCHARGE	15
8.1 Disciplinary Actions	15
8.2 Appeals	15
8.3 Progressive Discipline	15
ARTICLE 9--LEAVE OF ABSENCE	16
9.1 Annual Leave	16
9.1-1 Newly Hired Employees	16
9.1-2 To Use Vacation Time	16
9.1-3 Accrual of Annual Leave	16,17
9.1-4 Payment of Annual Leave	18
9.2 Jury Leave	18
9.3 Sick Leave	18
9.3-1 Accrual of Sick Leave	18,19
9.3-2 Sick Leave Usage	19
9.3-3 Payment of Accumulated Unused Sick Leave	20
9.4 Maternity Leave and Child Adoption Leave	20,21
9.5 Military Leave	21
9.6 Personal Business	21,22
9.7 Leave without Pay	22
9.8 Sick Leave Bank: Long-Term Disability	22,23
9.9 Sick Leave Bank: Catastrophic Illness	23,24
ARTICLE 10--PERSONNEL INFORMATION AND RECORDS	25
ARTICLE 11--COMPENSATION	26
11.1 Salary Schedule	Appendix A&B
11.2 Overtime	29,30
11.3 Paid Holidays	30
11.4 Longevity Pay	31
11.5 Retirement	32
11.6 Job-Related Expenses	33
11.7 Insurance	33,34
11.8 Industrial Compensation	34
11.9 President's Time	34,35
11.10 Temporary Assignment	35
11.11 Supplemental Contracts	35
11.12 Probationary Employees	35,36
11.13 Reclassification	36,37
11.14 Field Trips	37
11.15 Annualized Classified Employees	37,38

ARTICLE 12--POSITION OPENINGS AND EXAMINATIONS	38
ARTICLE 13--SAFETY PROGRAM	38,39
ARTICLE 14--REDUCTION IN FORCE	39
14.1 Seniority Date and Qualifications	39,40
14.2 Occupational Series	40
ARTICLE 15-- EMPLOYEE EVALUATIONS	44
ARTICLE 16--PAYROLL DEDUCTIONS	44,45
ARTICLE 17--BILINGUAL SERVICES PROGRAM	45,46
ARTICLE 18--USE OF FACILITIES	46
ARTICLE 19--CALENDAR	46
ARTICLE 20--GENERAL SAVINGS CLAUSE	46
ARTICLE 21--TENTATIVE AGREEMENT PROCEDURE	46,47
ARTICLE 22--TERMS OF AGREEMENT	47
SIGNATURE PAGE	48
APPENDIX A – 2016-2017 SALARY SCHEDULE	49
APPENDIX B – 2017-2018 SALARY SCHEDULE	50
APPENDIX C – DISTRICT REGULATION 420 (AS AMENDED)	51
APPENDIX D – MEMORANDUM OF UNDERSTANDING - CUSTODIAL STUDY	- 52

**COMPREHENSIVE AGREEMENT
BETWEEN THE
CARSON CITY SCHOOL DISTRICT
AND THE
CARSON EDUCATIONAL SUPPORT ASSOCIATION**

2016 - 2018

ARTICLE 1--AGREEMENT

- 1.1 This Agreement is made and entered into this 1st day of July 2016, by and between the Board of School Trustees, hereinafter referred to as the "School Board" and Carson Educational Support Association, herein referred to as the "Association".
- 1.2 This Agreement does not apply to confidential employees.

ARTICLE 2--PREAMBLE

- 2.1 Whereas, the parties recognize that the Board of Trustees is charged by law with the duty and responsibility of operating a public school system; and whereas, wages, hours and other terms and conditions of employment of classified school employees are matters of mutual concern to the Board of Trustees and the Association; and whereas, members of the classified employees in the District have the right to join, or not join, any organization for their professional or economic improvements; therefore, it is the intent and purpose of this Agreement to assure sound and mutually beneficial economic and employment relations between the parties hereto: to attempt to provide an orderly and peaceful means of conducting negotiations and resolving any misunderstandings or grievances; and to set forth here in article form to agreements between parties as set forth in Nevada Revised Statutes Chapter 288.

2.2 Non-Discrimination Clause

The District and the Association agree not to discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups.

ARTICLE 3--CLASSIFIED EMPLOYEE ADVISORY COUNCIL

- 3.1 A Classified Employee Advisory Council shall be established to consist of representatives from one or more occupational series in the District. Employee members of the Council shall be elected by vote of the personnel of each occupational series defined in Article 3, paragraph B of the Employee Advisory Council at the commencement of each school year. Elections will be held in December of each year by groups listed in paragraph B for a two year term with one half being elected on the even year and one half being elected on the uneven year. Only in September of 1997, members will draw for the one-year term to set up the process. If, during the course of the school year, a member of the Employee Advisory Council resigns, that member shall be replaced by appointment of the President of the Association.

3.2 Membership of the Employee Advisory Council shall consist of Association members only as follows:

<u>Employee Class</u>	<u># Members</u>	<u>Year</u>
1. Custodians/Building/Grounds/Maintenance/Warehouse/Technology and Related Classes	One (1)	Odd
2. Accounting/Clerical/Secretaries and Related Classes	One (1)	Odd
3. Food Services and Related Classes	One (1)	Even
4. Transportation and Related Classes	One (1)	Odd
5. Instructional Support and Related Classes	One (1)	Even

3.3 The Employee Advisory Council shall meet from time to time during the school year in a manner mutually agreeable to the members. The Council shall seek the following objectives:

3.3-1 To gather information and make recommendations to the superintendent and to the Board of Trustees relating to the establishment of a fair, effective and uniform method of accomplishing employee evaluations, including evaluation forms, criteria and procedures.

3.3-2 To improve the morale of the District classified staff.

3.3-3 To apprise a principal, the superintendent, or the Board of Trustees, as the case may be of actual or potential problems involving the classified staff at any area.

3.3-4 To secure the maximum involvement of all members of the classified staff is the primary goal of the District.

3.3-5 To improve communications between school administration and members of the classified staff.

3.4 To accomplish the objectives established for the Employee Advisory Council, the Council shall meet to discuss school operations, may meet with the superintendent or his/her designated representative, and attend any meeting of the Board of Trustees, upon advance notice of their desire to do so.

3.5 Nothing contained herein shall be construed, or is intended, to require involvement of the Employee Advisory Council in the discussion or arbitration of grievances, as that procedure is outlined elsewhere in this Agreement. However, the recommendations or findings of the Council may be made available to any party in connection with such grievance procedures.

ARTICLE 4--DEFINITIONS

4.1 The term "**NRS 288**" as used in the Agreement shall refer to Chapter 288 of the Nevada Revised Statutes, also known as the Local Government Employee-Management Relations Act.

4.2 The term "**employee**" as used in this Agreement shall refer to all Carson City School District classified employees included in the bargaining units covered by Article 4 of this

Agreement and who are regularly scheduled to work at least four hours per day or twenty hours per week.

"Employees" are covered by this Agreement unless otherwise noted.

- 4.3 The term "**supervisory**" shall mean any individual having authority in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, evaluate, or discipline other employees.
- 4.4 The term "**Association**" as used in this Agreement shall mean the Carson Educational Support Association.
- 4.5 The term "**superintendent**" as used in this Agreement shall mean the superintendent of schools of the Carson City School District or his/her designated representatives.
- 4.6 The term "**District**" as used in this Agreement shall mean the Carson City School District.
- 4.7 The term "**School Board**" as used in this Agreement shall mean the Board of School Trustees of the Carson City School District.
- 4.8 The term "**days**" as used in this Agreement shall mean working days, rather than calendar days, unless otherwise indicated.
- 4.9 The term "**temporary employee**" as used in this Agreement is a person hired on a temporary basis for completion of a special project or task, an emergency, satisfying abnormal workloads or for seasonal needs. Temporary employees may not work for more than 20 consecutive weeks out of 52 weeks per year.

Temporary employees are not covered by the terms of this Agreement.

- 4.10 The term "**substitute employee**" as used in this Agreement means any person hired to fill in for an absence. A substitute may hold such position only until the absent employee returns to work.

Substitute employees are not covered by the terms of this Agreement.

- 4.11 The term "**part time employee**" as used in this Agreement is a person who is regularly scheduled to work less than four hours per day or less than twenty hours per week. Part time employees are not covered by the terms of this Agreement.

ARTICLE 5--RECOGNITION

- 5.1 The School Board recognizes the Association as the exclusive bargaining agent as defined in NRS 288.027 for the bargaining unit of all classified employees, supervisory and non-supervisory personnel of the District as fully set forth as "CLASSIFIED EMPLOYEE UNITS" in this Article and acknowledges the receipt of: a) a copy of its constitution and by-laws, b) a roster of its representatives and officers, c) a pledge not to strike as required in NRS 288, and d) a verified membership list.

- 5.2 All rights and privileges granted to the Association under the terms and provisions of this Agreement shall be for the exclusive use of the Association.
- 5.3 Recognition shall entitle the Association to payroll deductions of membership dues as outlined in Article 14.
- 5.4 Nothing in this Agreement shall limit the authority of the District to classify positions.
- 5.5 The District shall consult with the Association as to the appropriateness of inclusion in one of the bargaining units of any new classification(s) added to the classified salary schedule during the term of this Agreement in accordance with NRS 288.170.

5.6 Classified Employee Units:

5.6-1 Supervisory Bargaining Unit:

- Accountant
- Administrative Assistant
- Administrative Secretary
- Administrative Secretary (CMS/EVMS/Adult Ed. – DAC)
- Administrative Secretary II
- Administrative Secretary III
- Building Maintenance Supervisor
- Cafeteria Manager
- Cafeteria Manager - CHS
- Central Kitchen Manager
- Coordinator of Nutrition Services
- Custodial Coordinator
- DHH (Deaf and Hard of Hearing) Interpreter Specialist
- Director of Nutrition Services
- Fleet and Equipment Maintenance Coordinator
- Grounds Supervisor
- Lead Custodian I
- Lead Custodian II
- Lead Custodian III
- Lead School Safety Officer
- Library Media Technician
- Material Services Supervisor
- Office Manager
- Office Manager – (Elementary DAC)
- Operations Coordinator
- Senior Account Technician
- System Administrator and Security Officer – Fiscal Services
- Transportation Bus Driver Trainer
- Transportation Department Supervisor
- Transportation Route/Driver Coordinator
- Warehouse Coordinator
- Warehouse/Purchasing Supervisor

5.6-2 Non-Supervisory Bargaining Unit:

- Account Clerk II
- Account Clerk III

Account Clerk IV
Account Technician
Administration Office Specialist
Administration Office Specialist (Transportation/Nutrition Services – DAC)
After-School Program Coordinator
Attendance Office Specialist
Automotive Service Worker
Building Maintenance Worker
Bus Attendant, Disabled Students
Bus Driver
Clerical Assistant
Clerk Secretary
Cook/Baker
Cook/Baker II
Cook/Baker III
Communications/PC Technician
Computer Network Support Technician
Custodian
DHH Interpreter: Apprentice
DHH Interpreter: Intermediate
DHH Interpreter: Advanced
Disabled Students' Bus Driver
Distance Education Assistant
Distance Education Coordinator
Equipment Mechanic
Groundskeeper
Head Custodian
High Tech Center Coordinator
Home Advocate
Human Resources Clerk Specialist
Instructional Assistant I
Instructional Assistant II
Instructional Assistant III
Instructional Assistant IV
Insurance Benefits Coordinator
Inventory Specialist - Nutrition Services
Inventory Specialist - Material Services
Inventory Specialist II - Material Services
JAG (Jobs for America's Graduates) Specialist
Library Media Clerk
Library Media Clerk – CHS
Library Media Clerk/Senior Project Coordinator – CHS
Mail Delivery Driver
Medicaid Analyst
Office Specialist
ParaProfessional I
ParaProfessional II - Kindergarten
ParaProfessional III
ParaProfessional IV
ParaProfessional Bilingual Parent Engagement Coordinator
ParaProfessional – ESL

ParaProfessional Home Advocate
Registrar
RTI/IC Liaison
School Safety Officer
Senior Groundskeeper
Senior Office Specialist
Senior Office Specialist II
Senior Office Specialist II (CHS/Pioneer – DAC)
Senior Office Specialist II – IEP Data Facilitator
Site Technology Technician
Skilled Building Maintenance
Skilled Building Maintenance Cabinet Maker
Special Instructional Assistant – ESL
Substitute Bus Driver
Transition Employment Specialist
Transition Employment Specialist Assistant
Truancy and Dropout Prevention Specialist
Typist Clerk I
Typist Clerk II
Utility Custodian
Warehouse/Delivery Driver
Warehouse Specialist

***In 2005 certain positions within the Clerical and Secretarial Class were given Pay Grade increases due to increased responsibilities. The added responsibilities are directly associated with being a Distributive Accountability Center (DAC) Manager.**

ARTICLE 6--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 Carson City School District nor shall they engage in or support any action to impair the rendering of such essential services by the District.

ARTICLE 7--GRIEVANCE PROCEDURE

7.1 Purposes

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.

7.2 Definitions

7.2-1 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.

7.2-2 A "**continuing grievance**" is a grievance based on an act or condition, which actively recurs 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.

7.2-3 An "**aggrieved person**" is an employee, a group of employees of the Association, asserting a grievance.

7.2-4 A "**party of 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.

7.2-5 The term "**days**" when used in this Article shall, except where otherwise indicated, mean working days rather than calendar days.

7.3 Time Limits

7.3-1 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. However, the parties, by mutual agreement, may extend the number of days at any level to a specific date.

7.3-2 If an employee, group of employees, or the Association does not file a grievance or a continuing grievance in writing as provided herein within ten (10) working days after the employee, group of employees, or the Association knew of or should have known of the act or condition on which the grievance is based, then the grievance shall be considered waived.

7.3-3 Failure at any level in this procedure to appeal a grievance in writing within the required time limits shall be deemed as withdrawn.

7.3-4 When a grievance is taken to arbitration, no new evidence will be submitted by either party.

7.4 Procedures

7.4-1 Level One - Supervisor

7.4-1-1 If an employee feels that he has a grievance, he shall first discuss the matter informally with the supervisor to whom he is directly responsible and may request the presence of the school's grievance representative.

7.4-1-2 If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures, he shall submit his/her claim as a formal grievance in writing to his supervisor and to the Association's school grievance representative, and to the superintendent 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.

7.4-1-3 The supervisor shall, within ten (10) working days, render his/her decision and the reasons therefore, in writing on the prescribed form to the aggrieved, with a copy to the Association's school grievance representative and to the superintendent.

7.4-2 Level Two - Superintendent of Schools

7.4-2-1 If the aggrieved is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within ten (10) working days after presentation of the grievance in writing, he shall file the written grievance with the superintendent within ten (10) working days after the decision was rendered or was due at Level One.

7.4-2-2 The superintendent of schools or his/her representative shall act for the administration at Level Two of the grievance procedure. Within ten (10) working days after receipt of the written appeal of a hearing, the superintendent or his/her representative shall meet with the aggrieved person for the purpose of resolving the grievance. When requested by either party a full transcript shall be prepared and the cost shared by both parties.

The superintendent shall, within ten (10) working days after the hearing, render his decision and reasons therefore in writing to the aggrieved person, supervisor, or appropriate administrator and the Association.

7.4-2-3 Notification of step two grievance hearings shall be mailed to the grievant at least five (5) working days prior to the hearing.

7.4-3 Level Three - Arbitration

7.4-3-1 If the aggrieved is not satisfied with the disposition of the grievance at Level Two, the Association may, within ten (10) working days after the decision was rendered or should have been rendered by the Superintendent, notify the District in writing that it wishes to take the grievance to binding arbitration.

7.4-3-2 Within ten (10) working 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 American Arbitration

Association and the selection made following the procedures contained in NRS 288.200.

7.4-3-3 The arbitrator's recommendations shall be submitted in writing to the aggrieved, the Superintendent 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.

7.4-3-4 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.

7.4-3-5 If the arbitrator's award would cost the District in excess of 1/4 (one-quarter) cent of the tax rate for any one specific grievance, or 1/2 (one-half) cent of the tax rate in the aggregate (more than one grievance) during the term of the Agreement, then the School Board shall have final authority.

At the next meeting of the School Board, the decision of the arbitrator and any other information shall be presented to the School Board for consideration and both parties shall have the opportunity to present their positions before the School Board takes final action on the grievance.

7.4-3-6 Arbitration awards on dismissal cases for employees with three years of full-time, continuous employment with the District, shall be binding (refer to Article 8).

7.4-3-7 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, except and provided, however, each party reserves the right by either party, 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.

7.5 Rights of Employees to Participation

7.5-1 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.

7.5-2 Any party in interest may be represented at any level of the formal grievance procedure by a person of his own choosing.

7.5-3 The Association has a right to be present during the resolution of a grievance even though the employee did not request the Association's presence. Grievances resolved between the District and the employee shall not be used for precedential value against the Association if the Association did not participate in the resolution.

7.6 Miscellaneous

7.6-1 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.

7.6-2 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.

7.6-3 All documents, communications and records dealing with the processing of grievance shall be filed separately from the personnel files of the participants.

7.6-4 Forms for filing and processing grievances, and other necessary documents shall be jointly prepared by the parties and distributed by the Association. If forms are not available at the time, a grievance may be presented in letterform.

7.6-5 A grievance may be withdrawn at any level by the aggrieved without prejudice.

7.6-6 The remedy available for any alleged breach of this Agreement or any alleged violation of rights hereunder granted, shall be pursuant to the foregoing grievance procedure provided, however, that nothing contained herein shall deprive any party of any legal right.

7.6-7 In the event there is a question as to whether a specific grievance is arbitrable, such a threshold issue shall be considered first in the arbitration hearing and no evidence shall be given as to the merits of the grievance. If the arbitrator finds the issue not arbitrable, no further consideration of the grievance shall be allowed. If the arbitrator finds the issue arbitrable, he 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 arbitrable.

7.6-8 Any and all time limitations as set forth in this section may be extended by agreement of the parties.

7.6-9 Arbitration awards that involve retroactivity shall not be made retroactive more than ten (10) working days prior to the date of filing of the grievance or continuing grievance.

7.6-10 The administration will cooperate with the Association in its investigation of any grievance and further, will furnish the Association with such information pertinent and available as is required for the processing of the same grievance.

7.7 Policies and Administrative Regulations--Complaint Procedure

7.7-1 The Policies and Administrative Regulations have been established by the School Board to help carry out its responsibilities. Both parties agree that Policies and Administrative Regulations are not a part of the Agreement and as such are completely outside the scope of this Agreement.

7.7-2 The parties hereby recognize the existence of Policies and Administrative Regulations of the District (to which the employees covered by the Agreement are bound, which are subject to change by the School Board and related to subject matter not covered by the provisions of this Agreement). The parties agree that any dispute arising under the application and/or administration of such policies or regulations relating to subject matter not covered by the provisions of this Agreement shall be processed in accordance with the School Board Regulations.

ARTICLE 8--SUSPENSION, WARNING NOTICES, DEMOTION AND DISCHARGE

8.1 Disciplinary Actions

The District shall not suspend a permanent employee without pay, or demote or discharge a permanent employee as a disciplinary action without just cause.

8.2 Appeals

8.2-1 Permanent employees who are suspended without pay, who are demoted or discharged as a disciplinary measure may appeal such action through the grievance procedure (see Article 7).

8.2-2 In the event the appeal reaches Level Three (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 which was taken. The arbitrator can only affirm or reverse the disciplinary action.

8.2-3 The provisions of this Article shall not be available to probationary employees. A probationary employee is one who has not completed twelve months of full-time regular and continuous employment with the District.

The probationary period of an individual employee may be extended for no more than three months by his/her immediate supervisor/administrator.

A probationary employee may request, in writing, to his/her supervisor/administrator that the superintendent reduce or extend the probationary period.

8.3 Progressive Discipline

The parties agree that the general principles of progressive discipline are to be used when considering disciplinary action. To that end the District has developed, in conjunction with the Association, a disciplinary manual titled "Classified Procedure Manual, Progressive Employee Discipline". The District agrees to follow the disciplinary procedures outlined in that manual and further agrees not to modify the manual without first obtaining written approval from the Association.

8.3-1 On an annual basis, the District and the Association shall update the Classified Procedure Manual, Progressive Employee Discipline. The manual shall be reviewed periodically and updated as needed.

8.3-2 All classified supervisors shall be trained in the correct procedure of the updated Classified Procedure Manual, Progressive Employee Discipline. All classified

supervisors shall be trained in the 2009-2010 school year with continuing training every two years.

- 8.3-3 All Classified Employees shall receive a copy of the current updated Classified Procedure Manual, Progressive Employee Discipline. All new classified employees, after they have successfully reached their one year probationary period, shall receive a copy of the manual. Training for all supervisory level classified employees shall receive training every two years. CESA and the District will collaborate in the planning, preparation and training of classified staff.

ARTICLE 9--LEAVE OF ABSENCE

9.1 Annual Leave

9.1-1 Newly hired employees who earn benefits:

9.1-1-1 Begin earning vacation time the first month.

9.1-1-2 May not take vacation until satisfactory completion of the first six months continuous service.

9.1-1-3 May not be issued vacation pay if terminated before completion of the first six months continuous service.

9.1-2 To use vacation time:

9.1-2-1 Obtain supervisor's approval in advance-on the "Personal Leave or Annual Leave Request" form provided by the District.

9.1-3 Accrual of annual leave:

9.1-3-1 Full-time classified employees (who work an 8 hour day) accrue annual leave as follows:

- a. employees who have one (1) year but less than four (4) years of service will receive ten (10) days;
- b. employees who have four (4) years but less than eleven (11) years of service will receive fifteen (15) days;
- c. employees who have eleven (11) years or more of service will receive twenty (20) days.

9.1-3-2 Employees hired prior to July 1, 1989 will continue to accrue annual leave as follows:

- a. employees who have one (1) year of service will receive ten (10) days;

- b. employees who have completed one (1) year but less than eleven (11) years of service will receive fifteen (15) days. Employees who have eleven (11) years of service will receive the number of days of annual leave provided in Section 9.1-3-1-c above.

9.1-3-3 The rate of annual leave accrual shall be based on the number of workdays each year as follows:

WORK DAYS PER YEAR	10 DAYS (80 HRS/YR)	15 DAYS (120 HRS/YR)	20 DAYS (160 HRS/YR)
260 (2,080 hrs.)	.0384615/hr.	.0576924/hr.	.0769231/hr.
261 (2,088 hrs.)	.0383142/hr.	.0574713/hr.	.0766284/hr.
262 (2,096 hrs.)	.0381679/hr.	.0572520/hr.	.0763359/hr.

9.1-3-4 Employees must work at least half-time (4 hours a day) to accrue annual leave. Employees who work less than full-time accrue annual leave on a pro-rated basis.

9.1-3-5 Employees accrue annual leave for regular hours the employee works or is in paid leave status. Employees do not accrue annual leave for overtime hours.

9.1-3-6 Maximum accumulation of annual leave shall not exceed 30 days (240 hours) as of June 30 annually.

9.1-3-7 Annual leave is credited to the employee's annual leave account:

- a. At the end of each month worked.
- b. Fractional hours are converted to the nearest quarter-hour for annual leave purposes.

9.1-3-8 Twelve-month employees will receive their annual leave accrual rates for the school year on July 1 of each year.

9.1-3-9 Except as provided in section 9.1-3-10 Twelve month employees who exceed the 30 day/240 hour limit for annual leave by June 30th of each year will forfeit all hours which exceed this limit.

9.1-3-10 Any annual leave in excess of the 30 days/240 hours on June 30th, which the employee had previously requested on the District provided leave form between October 1st and March 1st, and used on or before June 1st in the year in which the excess occurs, shall be paid to the employee if the employee is not otherwise able to use the excess annual leave prior to June 1st. The maximum payoff is 5 days/ 40 hours. To request payment, by June 1st of each year the employee must submit in writing a request for payment of the annual leave in excess of the 30 days/ 240 hours which meets this criteria, along with proof of usage denial for any reason. Payment for unused annual leave will be made in full in the first full pay period following July 1st of each year.

9.1-4 Payment of annual leave:

9.1-4-1 Employees shall be paid accumulated annual leave upon termination provided he/she has completed six (6) months continuous service.

9.1-4-2 Employees who work less than a twelve (12) month assignment are paid accumulated annual leave in their annualized salary.

9.2 Jury Leave

9.2-1 An employee called for jury duty:

9.2-1-1 Shall be entitled to authorized leave with pay.

9.2-1-2 Reports daily to immediate supervisor as to the jury's schedule for the following workday.

9.2-1-3 When excused from jury duty, reports back to work.

9.2-1-4 May retain any pay given by the court.

9.2-2 Leave with pay will be granted for required court appearances which are the result of legal actions directly arising from the interpretation or application of this contract or which are the result of the performance of official and legal duties as employees of the District. Such leave will not be counted against any paid leave due the employee.

Employees who are absent from work due to a required court appearance that is not related to their official duties as an employee of the District as set forth above will be allowed to use their annual leave, personal leave days or earned compensatory time off for the absence. If the employee does not have such paid leave they will be granted leave without pay.

9.3 Sick Leave

9.3-1 Accrual of sick leave:

9.3-1-1 Full-time classified employees (who work an 8 hour day) accrue three weeks (15 days) per year.

9.3-1-2 Twelve-month employees will receive their sick leave accrual rates for the school year on July 1st of each year.

9.3-1-3 Each year, a classified employee with more than 165 accumulated sick leave days may convert a maximum of 15 sick leave days to one (1) personal leave day. This is equal to or greater than 150 days in order to be able to convert sick leave days to one (1) personal leave day must notify the District by September 30th on a form provided by District Finance.

9.3-1-4 The rate of sick leave accrual shall be based on the number of workdays each year as follows:

<u>WORK DAYS PER YEAR</u>	<u>15 DAYS (120 HRS/YR)</u>
260 (2,080 hrs.)	.0576924/hr.
261 (2,088 hrs.)	.0574713/hr.
262 (2,096 hrs.)	.0572520/hr.

9.3-1-5 Employees must work at least half-time (4 hours a day) to accrue sick leave. Employees who work less than full-time accrue sick leave on a pro-rated basis.

9.3-1-6 Employees accrue sick leave for regular hours the employee works or is in paid leave status. Employees do not accrue sick leave for overtime hours or field trips.

9.3-1-7 There shall be no limit as to the accumulation of sick leave if service is continuous.

9.3-1-8 Sick leave is credited to the employee's sick leave account:

- a. At the beginning of the school year.
- b. Fractional hours are converted to the nearest quarter-hour for sick leave purposes.

9.3-1-9 Sick leave earned in any other school district or place of employment may not be transferred to this District.

9.3-1-10 Termination of employment automatically erases any sick leave benefits unless payment is provided elsewhere in this Agreement. Reemployment after termination begins another term in the accumulation of sick leave.

9.3-2 Sick leave usage:

9.3-2-1 Sick leave shall be granted for absence caused by the employee's physical disability due to illness or accident. Any such absence longer than ten work days duration must be verified by a physician's certification, except that the employee's immediate supervisor may, at his/her discretion, require physician's certification for an absence of shorter duration.

9.3-2-2 Accumulated sick leave not to exceed fifteen (15) days in any calendar year may be used for giving care or help to a family member or friend who is ill or injured, or for bereavement leave for the death of a family member or friend, or for making arrangements for or the attendance at a funeral for such a person. Verification of the circumstances of the use of the leave must be given if requested by the supervisor.

9.3-3 Payment of accumulated unused sick leave:

9.3-3-1 The value of a classified employee's unused sick leave shall be paid to the estate of any classified employee who dies while in the employment of the District at the rate of said employee's daily wage at time of death, for a maximum of sixty (60) sick leave days.

9.3-3-2 Payment for unused sick leave will be granted upon voluntary termination from the Carson City School District on the following conditions:

a. Employees must have completed ten or more continuous years of service with the School District.

b. Accumulated sick leave will be paid at the following specified percentages of the classified employee's hourly rate of pay based on grade and step at time of termination, for a maximum of 200 days for any one individual:

1) For classified employees with more than ten, but less than fifteen years of service, the rate will be 45% of the hourly rate of pay.

2) For classified employees with more than fifteen, but less than twenty years of service, the rate will be 50% of the hourly rate of pay.

3) For classified employees with twenty or more years of service, the rate will be 60% of the hourly rate of pay.

c. The maximum payment any classified employee may receive cannot exceed the specified percentage of the substitute teacher daily rate of pay for 200 days.

d. To qualify for payment of unused sick leave a classified employee must give notification of intent to terminate at least three weeks before the effective date of termination.

9.4 Maternity Leave and Child Adoption Leave

9.4-1 Pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom and any temporary disability resulting therefrom shall be treated as any other temporary disability for all job related purposes under the provisions of sick leave. An employee is able to use accumulated sick leave up to a maximum of six (6) weeks for maternity leave. Maternity leave beyond six (6) weeks may be granted based on a physician's excuse if the employee has accrued sick leave to cover the extension or as unpaid leave under the provisions and subject to the requirements of the FMLA. FMLA leave will be concurrent with any maternity leave.

9.4-2 An employee is entitled to use accumulated sick leave for adoption purposes under the following guidelines:

9.4-2-1 A maximum of six (6) weeks adoption leave will be permitted to either the mother or father, but not simultaneously. Adoption leave must be taken immediately upon receiving child or as provided by the FMLA. Leave beyond six (6) weeks may be granted under the provisions of and subject to the requirements of the FMLA. FMLA leave will be concurrent with any adoption leave.

9.4-2-2 Adoption leave will be granted only for children who are between the ages of birth to six (6) years of age at the time of adoption or under age requirements provided by the FMLA if FMLA leave is used.

9.4-2-3 The employee should notify his or her supervisor at least ten (10) days in advance of his or her desire to use adoption leave. In cases where ten (10) days advance notice is not possible, the employee should give as much advance notice as possible.

9.5 Military Leave

9.5-1 Service in the military forces will constitute authorized leave with pay, in accordance with Nevada Revised Statutes 281.145.

9.5-2 A copy of orders from the employee's commanding officer is to be submitted to the personnel department.

9.6 Personal Business

9.6-1 All permanent classified employees who earn benefits will be entitled to two (2) days of personal leave. District paid classified employees may accumulate unlimited personal leave days.

9.6-2 Employees eligible for personal leave shall request approval from their supervisor to use personal leave at least five (5) working days in advance, except in case of personal emergency in which case less advance notice may be given. If the emergency is such that advance notice is not possible then the supervisor must be notified as soon as possible as to the emergency and expected date of return. Absences without prior approval must be submitted to the superintendent, who may approve the leave, grant leave without pay or take other appropriate action. Personal leave may be used in full-day and half-day increments.

9.6-3 When an employee is hired after the beginning of a school year, he/she will be credited with personal leave for that first year as follows:

9.6-3-1 A full-time employee must serve the District one-half or more of the school year to be credited with two days personal leave.

9.6-3-2 A full-time employee who serves the District more than one-fourth but less than one-half of the school year will be credited with one personal leave day.

9.6-3-3 Employees hired after July 1, 1991, cannot use personal leave during their first six months of employment.

9.6-3-4 * Effective June 30, 2003-Employees who voluntarily leave employment will be eligible for pay for unused personal leave held at the time of termination. Accumulated personal leave will be paid at the following specified percentage of his/her contractual daily rate of pay after July 1, 2003.

- a. For classified employees with ten, but less than fifteen years of service, at 35% of the base hourly rate of pay;
- b. For classified employees with fifteen, but less than twenty years of service, at 40% of the base hourly rate of pay;
- c. For classified employees with twenty or more years of service, at 45% of the base hourly rate of pay.

9.7 Leave Without Pay

9.7-1 Requests for leave without pay must 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, child rearing, service in and for the armed forces of the United States and other reasons deemed appropriate and for the good of the employee and/or the Carson City School District.

9.7-2 Leave of absence without pay for an extended period of time not to exceed one year may be granted by the School Board to classified employees who have completed at least three continuous years of service with the School District for such reasons as the Board may deem appropriate. Requests must be submitted in writing at least 60 days in advance of the requested leave. In cases of emergency, the 60 days may be waived. The School Board will only approve up to one leave of absence without pay per department.

All classified employees who are on leave of absence without pay must notify the personnel office, in writing, of their intent of return at least 60 calendar days before the scheduled date of return. Failure to comply will terminate the re-employment agreement.

In the event that the original request for leave has not been complied with, the employee must submit in writing the reasons for non-compliance. In the event of non-compliance the School Board, at its discretion, may terminate the agreement to re-employ.

Classified employees granted a leave of absence will return to the same grade and step on the classified salary schedule. The employee shall also be credited with the unused sick leave accumulated at the time the leave of absence was granted.

9.8 Sick Leave Bank: Long-Term Disability

Under this agreement, classified employees who chose to be members of the Sick Leave Bank shall contribute a mandatory one (1) sick leave day each year. A second mandatory withdrawal of one (1) sick leave day (for a maximum of two (2) sick leave days in any one year) shall be

done in accordance with Article 9.8-7 for the establishment and operation of a sick leave bank. This will become effective for the 2010-2011 school year. This bank is strictly designed for use of the members of the sick leave bank and cannot be utilized for the care of immediate family members or relatives. All information provided to the CESA Advisory Committee shall be kept confidential.

- 9.8-1 Only individuals who have contributed to the bank are eligible for benefits.
- 9.8-2 Benefits are available only to members of the sick leave bank who have been employed by the Carson City School District for a minimum of three years of continuous service.
- 9.8-3 The maximum cumulative number of days which any one person can be granted from the bank during his/her period of employment with the Carson City School District is sixty (60) sick leave days.
- 9.8-4 Applicants for benefits from the sick leave bank must submit an application to the Classified Advisory Committee of the School District. Sick Leave Bank Application form may be picked up from District Human Resources or the Advisory Committee Chair or may be downloaded from the District website. The Classified Advisory Committee in turn will make a recommendation to the Board of Trustees. The decision of the Board is final.
- 9.8-5 At the beginning of each school year there will be a nine-week open enrollment period. Eligible classified employees must notify the personnel office in writing of their desire to participate in the bank.
- 9.8-6 Those employees previously enrolled in the bank will continue their participation from year to year unless they notify the personnel office in writing of intent to withdraw. Such withdrawal from the bank must occur during the enrollment period and will not result in reinstatement of the time contributed to the bank.
- 9.8-7 When the total number of hours in the sick leave bank is reduced to less than 480 hours, the Classified Advisory Committee will inform the bank membership and the personnel department that a mandatory contribution of one sick leave day per member will be made to reimburse the bank.
- 9.8-8 Employees who retire or leave employment with the District may donate unused sick leave hours to the bank. This donation is limited to eight hours and must come from the hours for which the employee would be paid. This donation is in addition to any other hours contributed during the year.
- 9.8-9 Employees who use this Article of the contract shall allow the Employee Advisory Committee review of sick leave hours and usage and review of annual leave hours when applying for long term disability.
- 9.8-10 Employees must exhaust all their paid leave status days (sick leave, annual leave, personal leave or C.T.O.) before this long-term disability can be used.

9.9 Sick Leave Bank: Catastrophic Illness

When the regular Sick Leave Bank reaches a threshold of three thousand (3,000) hours, all additional hours in the regular Sick Leave Bank shall flow into a Catastrophic Sick Leave Bank (CSLB). Classified employees who are members of the regular sick leave

bank are also entitled to membership in the CSLB. The purpose of this Bank is to provide additional sick leave days to only members of the CSLB in the event of an unexpected extended critical illness, surgery, or a temporary disability due to an injury after having exhausted all regular sick leave, personal leave, annual leave, compensatory time and the maximum allowed hours in the regular sick leave bank. The CSLB is strictly designated for the use of the members of the CSLB and cannot be utilized for the care of immediate family members or relatives.

- 9.9-1 Catastrophic illness is defined as an illness or injury of a very serious nature and which necessitates an absence from work for five (5) or more consecutive days. It is life threatening. Example of conditions that could be considered catastrophic include but are not limited to:
- Cancer with aggressive treatment
 - Organ transplant
 - Major surgery
 - Severe injuries due to a vehicle accident
 - Broken bones
 - Other debilitating diseases
 - Deliveries, either normal or Caesarean, only provided if serious medical complications occur
- 9.9-2 Only individuals who are members of the regular sick leave bank are eligible for benefits.
- 9.9-3 Benefits are available only to members of the CSLB who have been employees of the Carson City School District for a minimum of three years continuous service.
- 9.9-4 The maximum cumulative number of days which any one person can be granted from the bank CSLB during his/her employment with the Carson City School District is thirty (30) days.
- 9.9-5 Employees must exhaust all other paid leave status days (sick leave, annual leave, personal leave, compensatory time off, regular sick leave bank hours) before the CSLB can be used.
- 9.9-6 Applicants for benefits from the CSLB may pick up the application form from District Human Resources or the Advisory Committee Chair or may be downloaded from the District's website, fill out and submit the application to the Classified Advisory Committee, attaching all requested documentation. After a review process, the Classified Advisory Committee shall submit the CSLB application to the Carson City School District School Board of Trustees for their approval, modification or denial. The decision of the Board of Trustees is final.
- 9.9-7 All requests must include the reasons for the request and written verification from the employee's health care professional indicating the specific nature and severity of the illness or health care problems including the projected recovery date.
- 9.9-8 Employees who use this Article of the contract shall allow the Classified Advisory Committee to review all leave history and usage in order determine if an employee's CSLB application is eligible for approval.

- 9.9-9 In case an employee's illness prevents him/her from personally applying for the CSLB, his/her designated representative or a member of his/her family on his/her behalf may submit his/her application to the Classified Advisory Committee.
- 9.9-10 The application for the CSLB should be submitted to the Classified Advisory Committee as far in advance as possible. In extreme cases, the application may be considered if submitted after the need for the CSLB has commenced. Sole determination for acceptance of the late application will be the responsibility of the Classified Advisory Committee.

ARTICLE 10--PERSONNEL INFORMATION AND RECORDS

- 10.1** An employee shall on his/her request and by appointment be permitted to examine his/her personnel file which shall be kept in the personnel department. This information, whether positive or negative, shall be maintained in this file, and not in a separate file that can be presented later. An employee may be given a copy of any material in his/her file if it is to be used in connection with a grievance or a personnel hearing.
- 10.2** No material derogatory to an employee shall hereafter be placed in his/her personnel file unless a copy of same is provided to the employee. The employee shall be given an opportunity to submit explanatory remarks for the record.
- 10.3** The original Level 1 and 2 progressive discipline documents shall be forwarded to the Human Resources Department and placed in the employee's official personnel file.
- 10.4** Letters, reports and warning notices that are negative or critical in nature of an employee's conduct, service or character shall be removed from the employee's personnel file under the following conditions:
- 10.4-1 After one (1) year from the date of the document upon written request from the employee.
- 10.4-2 Documents will not be removed if a second document is entered for the same offense within one (1) year from the date of the original offense. The expiration date of the original document would then be the expiration of the second document.
- 10.5** Letters of reprimand that are negative or critical in nature of an employee's conduct, service or character shall be removed from the employee's personnel file under the following conditions:
- 10.5-1 After three (3) years from the date of the document upon written request by the employee.
- 10.5-2 Documents will not be removed if a second document is entered for the same offense within three (3) years from the date of the original offense. The expiration date of the original document would then be the expiration date of the second document.
- 10.6** Evaluations are not included in documents that may be removed under the conditions set forth in paragraphs 4 and 5 above.

ARTICLE 11 -- COMPENSATION

ARTICLE 11.1 - Salary Schedules – see Appendix A & B

*Note

1. Beginning July 1, 2013 all Classified employees who work less than 261 days will work an additional 1 (one) day as part of their regular assignment.
2. FY 2017: 1.25%* salary increase to the 2015-2016 salary tables calculated as in prior years effective the first full pay period of the contracted 2016-2017 school year, i.e. July 15, 2016 for 12 month employees and September 15, 2016 for 10 and 11 month employees. (*not exceeding 1.5% and reduced by annual costing for Paraprofessional reclassification and increase to work day for Cafeteria Managers)

FY 2018: 1.25%* salary increase to the 2016-2017 salary tables calculated as in prior years effective the first full pay period of the contracted 2017-2018 school year, i.e. July 15, 2017 for 12 month employees and September 15, 2017 for 10 and 11 month employees. (*not exceeding 1.5% and reduced by annual costing for Paraprofessional reclassification and increase to work day for Cafeteria Managers)
3. Paraprofessional I's assigned to Kindergarten will be reclassified to Paraprofessional II (Kinder), pay range 17 effective for 2016-2017 school year.
4. Cafeteria Managers actually working 7.5 hour work day and less than 8.0 hour work day will have their work day increased 30 minutes effective for 2016-2017 school year. This change does not apply to the Carson High School Cafeteria Manager.

11.1-1 Educational Compensation – Educational Increment

Educational Degrees: Employees will be paid an annual increment of a maximum of \$1,000.00 for an Associate of Arts Degree(s), or an annual increment of a maximum \$1,500.00 for a Bachelor of Arts or Bachelor of Science degree(s) from an accredited institution approved by the Associate Superintendent of Human Resources. This annual increment will be prorated for the number of months that the employee has the degree. There is a maximum of one increment paid under this section no matter how many degrees an employee has. If an employee has an AA degree(s) and a BA/BS degree(s), the employee will only be paid for one BA/BS degree for a maximum of \$1,500.00 per year. This increment cannot be combined with the increment in Article 11.1-2.

- 11.1-2 **Professional Certification:** Employees will be paid an annual increment of a maximum of \$500.00 for professional certification such as welding, air-conditioning, certified professional secretary which are job related and approved by the Associate Superintendent of Human Resources. There is a maximum of one increment paid under this section no matter how many professional certifications an employee has. This increment cannot be combined with the increment in Article 11.1-1.

- 11.1-3 The above salary increments are not subject to PERS contributions and will be paid separately each pay period or a prorated amount through the remainder of the year if the degree or certification is earned during the year.

11.1-4 Supervisory Bargaining Unit:

Pay ranges shown below are the classifications included in the supervisory bargaining unit. See attached salary schedule on which the following pay ranges are based:

<u>PAY RANGE</u>	<u>CLASSIFICATION</u>
26	Accountant
23	Administrative Secretary
24*	Administrative Secretary (CMS/EVMS/Adult Ed. – DAC)
25	Administrative Secretary II
26	Administrative Secretary III
28	Building Maintenance Supervisor
20	Cafeteria Manager
21	Cafeteria Manager - CHS
21	Central Kitchen Manager
26	Coordinator of Nutrition Services
21	Custodial Coordinator
28	DHH (Deaf and Hard of Hearing) Interpreter Specialist
28	Director of Nutrition Services
28	Fleet and Equipment Maintenance Coordinator
26	Grounds Supervisor
20	Lead Custodian I
22	Lead Custodian II
24	Lead Custodian III
23	Lead School Safety Officer
20	Library Media Technician
28	Material Services Supervisor
22	Office Manager
23*	Office Manager (Elementary – DAC)
24	Operations Coordinator
25	Senior Account Technician
28	System Administrator and Security Officer – Fiscal Services
23	Transportation Bus Driver Trainer
28	Transportation Department Supervisor
26	Transportation Route/Driver Coordinator
23	Warehouse Coordinator
28	Warehouse/Purchasing Supervisor

11.1-5 Non-Supervisory Bargaining Unit:

Pay ranges shown below are the classifications included in the non-supervisory bargaining unit. See attached salary schedule on which the following pay ranges are based:

<u>PAY RANGE</u>	<u>CLASSIFICATION</u>
20	Account Clerk II
22	Account Clerk III
23	Account Clerk IV

24	Account Technician
22	Administration Office Specialist
23*	Administration Office Specialist (Transportation/Nutrition Services DAC)
25	After-School Program Coordinator
19	Attendance Office Specialist
19	Automotive Service Worker
21	Building Maintenance Worker
16	Bus Attendant, Disabled Students
18	Bus Driver
14	Clerk Secretary
14	Clerical Assistant
17	Cook/Baker
18	Cook/Baker II
16	Cook/Baker III
22	Communications/PC Technician
25	Computer Network Support Tech
17	Custodian
23	DHH Interpreter: Apprentice
24	DHH Interpreter: Intermediate
25	DHH Interpreter: Advanced
19	Disabled Students' Bus Driver
21	Distance Education Assistant
25	Distance Education Coordinator
26	Equipment Mechanic
18	Groundskeeper
17+3%	Head Custodian
24	High Tech Center Coordinator
19	Home Advocate
22	Human Resources Clerk Specialist
14	Instructional Assistant I
15	Instructional Assistant II
17	Instructional Assistant III
19	Instructional Assistant IV
26	Insurance Benefits Coordinator
19	Inventory Specialist - Food Services
19	Inventory Specialist - Material Services
20	Inventory Specialist II - Material Services
26	JAG (Jobs for America's Graduates) Specialist
17	Library Media Clerk
19	Library Media Clerk – CHS
22	Library Media Clerk/Senior Project Coordinator - CHS
19	Mail Delivery Driver
25	Medicaid Analyst
18	Office Specialist
16	ParaProfessional I
17	ParaProfessional II - Kindergarten
19	ParaProfessional III
20	ParaProfessional IV

20	ParaProfessional Bilingual Parent Engagement Coordinator
20	ParaProfessional – ESL
20	ParaProfessional Home Advocate
24	Registrar
20	RTI/IC Liaison
21	School Safety Officer
22	Senior Groundskeeper
20	Senior Office Specialist
21	Senior Office Specialist II
22*	Senior Office Specialist II (CHS/Pioneer – DAC)
22+3%	Senior Office Specialist II – IEP Data Facilitator
20	Site Technology Technician
26	Skilled Building Maintenance
26	Skilled Building Maintenance Cabinet Maker
19	Special Instructional Assistant - ESL
19	Substitute Bus Driver
23	Transition Employment Specialist
19	Transition Employment Specialist Assistant
22	Truancy and Dropout Prevention Specialist
14	Typist Clerk I
16	Typist Clerk II
19	Utility Custodian
18	Warehouse/Delivery Driver
20	Warehouse Specialist

11.2 Overtime

All time worked in excess of forty (40) hours in a work week will be paid in cash or credited as "compensatory time off" (CTO) at the rate of time and one-half (1-1/2). Overtime shall not count toward PERS (Public Employees Retirement System) retirement benefits as per NRS 286.481.

11.2-1 Definition of Overtime Pay:

“Except as it may conflict with the Nevada Revised Statutes at 284.180 and the Nevada Administrative Code at 284.250, overtime pay is defined as additional compensation earned by a member who is held over on his/her regular shift or is requested to return to duty at a time that is more than 12 hours after notice is given.”

11.2-1-1 For the purposes of this Article "time worked" will include holiday, annual, personal and sick leave for which the employee was eligible and received pay.

11.2-1-2 The first day of the week will be Sunday.

11.2-2 All overtime must be approved. No employee shall receive overtime compensation for work which was not approved. The principal method of payment shall be in cash unless (CTO) was agreed to by the supervisor and employee. If an employee chooses to be paid overtime in compensatory time off (CTO) at the rate of one and a half hours for each hour worked, it must be taken within sixty (60) days of the date the overtime was worked. This time period can be extended to ninety (90) days for the employee’s supervisor or site administrator. Anything past ninety (90) days must be

approved by the Associate Superintendent, Human Resources. It is the responsibility of the applicable site administrator or supervisor to track compensatory time off and submit a copy of days used and days available to Payroll. If an employee does not use his compensatory time off within the allotted time period, the remaining hours must be submitted to payroll within five (5) days for payment as overtime at the rate earned.

11.2-3 Employees recalled for emergency work shall be guaranteed a minimum of two (2) hours work effective January 1, 1998, in accordance with Nevada Administrative Code (NAC) 284.214.

11.2-4 Employees who are called on the telephone during off duty hours and not called back to work pursuant to paragraph 3 will be compensated for any work performed on the telephone for actual hours in quarter hour increments. Payment at the overtime rate is subject to compliance with section 11.2 and NAC 284.214.

11.2-5 Call-back time will be counted toward PERS (Public Employees Retirement System) retirement benefits as per NRS 286.025.

Definition of Call-Back Pay:

“Except as it may conflict with the Nevada Administrative Code 284.214, call-back pay is defined as compensation earned for returning to duty after a member has completed his/her regular shift, is off duty for a period of time, and is requested to return to duty with less than 12 hours notice.”

11.2-6 – E-Learning: District required e-learning will be scheduled during the employee’s professional development and/or early release days.

11.2-7 – Computer Access: Employees will be allowed reasonable access to District computers at work sites during the employee’s regular work hours to review District e-mails that are required for Classified employee review. Such access is subject to the operational requirements of the District including but not limited to not conflicting with employees assigned work and prior approval of the School site administrator or designee.

11.2-8 – Hours of Work, Rest and Lunch Periods: District Regulation 420 (as amended). Appendix C

11.3 Paid Holidays

11.3-1 Classified employees covered by this Agreement who are regularly scheduled to work four (4) or more hours per day or twenty or more hours per week for twelve months per year will be paid for these holidays:

- 1) Independence Day
- 2) Labor Day
- 3) Nevada Day
- 4) Veteran's Day
- 5) Thanksgiving Holiday (2 days)
- 6) Christmas Day (2 days)
- 7) New Year's Day (2 days)
- 8) President's Birthday
- 9) Memorial Day
- 10) Martin Luther King's Birthday
- 11) Easter Day (1 day)

11.3-2 Other classified employees who meet the minimum standards for obtaining benefits will be paid for seven (7) holidays during the school year. Minimum standards for obtaining benefits are: to work four hours per day or more on a regularly-scheduled basis, in a position scheduled for 120 consecutive work days or more. To receive holiday pay, the employee must work, or be in paid leave status, their regular scheduled work day before and after the holiday.

- 1) Nevada Day
- 2) President's Day
- 3) Memorial Day
- 4) Labor Day
- 5) Veteran's Day
- 6) Thanksgiving
- 7) Christmas Day
- 8) Martin Luther King's Birthday
- 9) New Year's Day

11.3-3 The holiday benefit is "annualized" effective November 1997. An annualized employee is one who works less than 261 days/year, has full benefits and whose salary is divided by and paid in 24 paychecks.

11.4 Longevity Payment

11.4-1 Longevity Payments shall be made on the June 30 Payroll check.

11.4-2 Employees who have completed 6-9 years of continuous service shall receive a total of \$250 in addition to his/her schedule salary.

11.4-3 Employees who have completed 10-14 years of continuous service shall receive a total of \$625 in addition to his/her schedule salary.

11.4-4 Employees who have completed 15-19 years of continuous service shall receive a total of \$1200 in addition to his/her schedule salary.

11.4-5 Employees who have completed 20+ years of continuous service shall receive a total of \$1700 in addition to his/her schedule salary.

11.4-6 If an employee resigns or retires before the first payday in June he/she will receive his/her longevity, as set forth in Article 11.4 with his/her last paycheck if he/she has completed their previous school year.

11.4-7 Termination of employment automatically erases any longevity pay benefits. Re-employment after termination begins another term in the completion of continuous service. This section does not apply to employees who terminated and were re-employed prior to July 1, 1987.

11.4-8 Longevity pay shall be paid on last paycheck in June.

11.5 Retirement

Employees with a regular work week which averages 20 hours or more will have, in addition to their salary, the current costs paid by the Carson City School District to the Public Employees Retirement System (PERS) for retirement benefits.

Employer Pay Compensation Schedule Adjustments:

11.5-1 When increases to the PERS Contribution Rate occur for regular members, the appropriate condition will begin on the effective date of the retirement contribution increase:

11.5-1-1 When regular members (employees) are not receiving a pay increase, the Classified Salary schedule will be reduced by one-half the amount of the change to the PERS Contribution Rate. (NRS 286.421 (3))

11.5-1-2 When regular members (employees) are to receive a pay increase equivalent to one-half the amount of the change to the PERS Contribution Rate there will be no change to the Classified Salary Schedule. *(The employee is paying their share of the rate increase in lieu of an equivalent pay increase.)*

11.5-1-3 When regular members (employees) are receiving a pay increase greater than one-half of the difference in the increase of the PERS Contribution Rate, the pay increase will be reduced by that one-half difference in the PERS Contribution Rate increase. *(The employee is paying their share of the rate increase by a reduced pay increase.)*

11.5-2 When reductions to the PERS Contribution Rate occur for regular members, the appropriate condition will begin on the effective date of the retirement contribution reduction:

11.5-2-1 When regular members (employees) are not receiving a pay increase, the Classified Salary schedule will be increased by one-half the amount of the change to the PERS Contribution Rate.

11.5-2-2 When regular members (employees) are to receive a pay increase equivalent to the one-half in reduction of the PERS Contribution Rate, the Classified Salary schedule will be increased by the one-half equivalent pay increase and by one-half the amount of the reduction to the PERS Contribution Rate.

11.5-2-3 When regular members (employees) are receiving a pay increase greater than one-half of the difference in the reduction of the PERS Contribution Rate, the pay increase will be increased by that one-half reduction in the PERS Contribution Rate, and by any additional pay increase. *(The employee is being paid their share of the reduction and additional pay raise.)*

11.6 Job-Related Expenses

11.6-1 The Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any classified employee of the District incurred in the course of performing services for the District, under the direction of the Board.

11.6-2 The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned or travel is authorized in advance by the employee's immediate supervisor.

11.6-3 Use of personal vehicle for approved school purposes is reimbursable to the employee at the rate currently approved for certified staff.

11.6-4 Whenever the vehicle of an employee is damaged as a result of a collision or accident occurring in the course of performing services for the District, the District shall make reimbursement for collision insurance deductible, limited to a maximum of \$200. If no collision is in force, the District will pay for the estimated damages, not to exceed \$200. The District can refuse payment if:

11.6-4-1 The employee/driver is convicted of:

- 1) Manslaughter as a result of operating a vehicle;
- 2) Driving under the influence of intoxicating liquor, controlled substance, or other drug;
- 3) Failure to stop, failure to give information or failure to render assistance in the event of an accident;
- 4) Reckless driving;
- 5) Careless or imprudent driving;
- 6) Passing a school bus while loading or unloading passengers;
- 7) Speed contest, drag racing or exhibition of speed.

11.6-4-2 The employee/driver collects full amount of damages (including any deductibles) from the party responsible for the accident.

11.6-4-3 The employee/driver was not on District business as approved by the employee's supervisor.

11.7 Insurance

11.7-1 The Carson City School District will contribute the single employee premium for all full-time classified employees on the payroll an average of twenty (20) hours or more per week. In the event that the single employee premium for said full-time classified employees should increase prior to the expiration of the period of this contract or prior to a subsequent contract being negotiated between the parties, the District shall pay any such increase in the single employee premium contribution for said full-time classified employees during such interim period.

11.7-1-1 In case change in premiums or benefits make the policy untenable, the School Board may advertise for bids from another carrier.

- 11.7-1-2 The Association will allow the District to add an additional medical plan option to the existing medical plans which may be selected by employees medical care coverage.
- 11.7-1-3 Effective July 1, 2010, the Carson City School District will contribute the single employee premium for all twelve month and less than twelve month full-time classified employees on the payroll an average of twenty (20) hours or more per week.

11.7-2 Representatives of the Association will be included as members of the Benefits Committee to make recommendations to the School Board regarding health insurance programs. As needed, the District and Association will continue to negotiate through the interest based bargaining (IBB) process facilitated by a federal mediator to mitigate future insurance costs which may include without limitation: further insurance plan design changes, capping District contributions and shift agreed upon portion of cost savings to salary matrix.

11.7-3 Tentative changes in premium shall be determined in time to be included in the final budget, if possible. The change in premium shall become effective on the date the budget, of which it becomes a part, goes into effect.

11.7-4 If available from the District indemnified insurance carrier, classified employees may have the option of purchasing high-risk insurance covering such things as intensive care, heart attacks, cancer insurance, etc.

11.7-5 IRS Section 457 Special Pay Plan – Effective July 1, 2003, employees retiring or terminating employment with compensation due in connection with unused annual leave, personal leave, sick leave or other separation payments will be paid in the form of deferred compensation through a defined 401 (A) special pay plan with a third party administrator. Employees are immediately 100% vested in all contributions to the plan.

11.8 Industrial Compensation

Classified employees of this District are covered by compensation insurance with the State Industrial Insurance System. This coverage shall be provided by the Carson City School District at no cost to the employee; premiums shall be paid by the District.

11.9 President's Time – Absence for Negotiations

Absence for Negotiations:

11.9-1 Negotiation conferences or meetings between the parties shall be held at times and locations agreed upon by the parties.

11.9-2 Up to five (5) members of the Association's negotiating team shall be released from duties to attend such negotiating meetings. The length of this leave is not to exceed fifteen (15) working days in aggregate for the five (5) members granted leave under this provision. Such release time for the Association's team shall be without pay unless the Association has made prior arrangement with the District to reimburse the School District for members' hourly rate for such time

and for the costs of any substitute(s) required to cover such absences. Such absences must be arranged with reasonable prior written notification.

11.9-3 Upon reasonable prior notification in writing, the superintendent shall grant the president of the Association up to ten (10) days leave to be used for Association business. Such time shall be without pay unless the Association has made prior arrangement with the District to reimburse the School District for the president's hourly rate for such time and for the costs of any substitute required to cover such leave. If the superintendent determines that such leave will benefit the District and is not performing duties or providing services to the Association, the costs of the leave will be borne by the District.

11.10 Temporary Assignment

Employees may be temporarily assigned to perform duties outside the scope of their regular job classification. If such assignment exceeds 15 working days duration, and if the employee is to continue in the temporary assignment he/she shall then be reclassified to the other job classification (minimum 2.5% in base hourly rate or step 1 of the grade in the higher classification, whichever is the higher rate) for the balance of such temporary assignment.

11.11 Supplemental Contracts

11.11-1 Supplemental contracts for the Carson City School District cover extra services involving time and direction of projects outside regular programs.

11.11-2 Classified employees who perform in a satisfactory manner will continue to be allowed renewal on a year-to-year basis after holding the same position for two consecutive years.

11.12 Probationary, Post-Probationary and Temporary Employees

11.12-1 Probationary Employees:

Probationary employees are defined as staff that have not completed the required twelve (12) months of service along with three (3) required evaluations with the first three (3), six (6) and twelve (12) months respectively. An extension of probation will be factored into this definition based on performance requirement

11.12-2 Post-Probationary Employees:

Post-probationary employees are defined as staff that have completed all of the probationary requirements and are recommended during the last probationary evaluation for post-probationary status.

11.12-3 **Temporary Employees**

The District will notify the Association when employing a temporary employee as described in Article 4.9 and include an estimate of the anticipated length of employment. The District does not have to notify the Association when hiring part-time employees as defined in Article 4.11.

Unless an emergency exists the temporary employee will not work more than twenty consecutive weeks out of 52 weeks per year. The District may rehire the same employee for reoccurring seasonal needs. Temporary employees are not covered by terms of this Agreement.

If a temporary position is changed to a position covered by this Agreement then the position will be advertised according to Article 12.

11.12-3-1 Temporary Employees Hired as Probationary:

Temporary or less than full time employees hired into a permanent position will serve the usual twelve (12) month probation. However, a temporary or less than full time employee hired into a permanent position in the same classification will be given the hours worked as a temporary employee as credit as time served towards his/her first merit increase in proportion to how many hours a full time employee would have to work to get a merit increase. If such temporary employee has worked more hours than the equivalent of a year of full time then the employee will be hired at the same step as if he/she had received his/her first merit increase and will be eligible for his/her next merit increase at the successful completion of the 12-month probation.

11.12-3-2 Probation of Permanent Employees After Promotion:

An employee promoted and then rejected for unsatisfactory work performance during the ensuing twelve (12) month probationary period shall have the right to assume the position from which the employee was promoted if that position or a like position is vacant.

11.13 Reclassification

11.13-1 Positions reclassified will be considered upgraded and will not be considered a new position or require a job announcement or an interview. Employees who are granted reclassification will remain in their new classified position.

11.13-1-1 A classified employee who is not on Step 11 and receives a reclassification will receive a 7.5% increase in base hourly rate or Step 1 of the new grade in that classification, whichever is the higher rate, on the first paycheck of their school year. The employee will not receive any additional increase for one year.

11.13-1-2 A classified employee who is on Step 11 and receives a reclassification will receive a 5% increase in base hourly rate or Step 1 of the new grade in that classification, whichever is the higher rate, on the first paycheck of their school year. The employee will not receive any additional increase for one year.

11.13-1-3 If at the bargaining table an entire classification of employees is reclassified, they will receive a 5% increase in base hourly rate or Step 1 of the new grade in that classification, whichever is the higher rate, on the first paycheck of their school year. The employee will not receive any additional increase for one year.

11.13-2 Reclassification Time Limits:

11.13-2-1 Employees must submit the reclassification request form to the District Personnel Office by February 28th each school year.

11.13-2-2 Employees granted reclassification will be given a pay increase (of 5% in base hourly rate or step 1 of the grade in the new classification, whichever is the higher rate), which will become effective at the beginning of the next budget school year.

11.13-2-3 If a reclassification is determined by the District to be the result of major changes to the position's job requirements it may be reclassified as soon as the request is approved by the District and the salary increase will go into effect on the approval date and need not wait for the new budget year as required in 11.13-2-2 above.

11.13-2-4 To insure stability and credibility an employee who has been denied a reclassification must wait a period of two (2) years in order to initiate another request for reclassification.

11.14 Field Trips

Bus drivers volunteering to drive for District-sponsored field trips will be paid at pay range 18 at the employee's current step. Any driver who currently exceeds the top step of pay range 18 will be paid for such field trips at the top step of pay range 18 effective on ratification and approval of the Agreement.

11.15 Annualized Classified Employees

11.15-1 An "annualized" classified employee is an employee represented by the Association who is not scheduled to work at least 261 days in 12 calendar months.

11.15-2 No benefited annualized employees will be hired after April 30 of each year. Open classified positions will be filled with temporary employees until the beginning of the new school year.

11.15-3 An annualized classified employee salary schedule is based on the annual rates set forth in Article 11.1 restated as a regular hourly rate, hours worked, holidays and annual leave accrual set forth in the CBA.

11.15-4 Annualized classified employees will receive their step and/or annual leave accrual increases in his/her first paycheck of the school year.

11.15-5 Sick leave benefits earned for the entire school year will be posted in the annualized classified employee's first paycheck of the school year.

11.15-6 If an employee resigns or retires prior to the first payday in June, the employee will receive his/her longevity payment, as set forth in Article 11.4, with his/her last paycheck, if he/she completed the previous school year.

11.15-7 If an annualized classified employee resigns or is terminated from his/her employment with the District prior to the end of a school year, his/her sick leave will be prorated for actual

time worked and the employee's final paycheck will be reduced by the prorated holidays/annual leave remaining in the school year after the effective date of the resignation or termination.

11.15-8 An annualized classified employee hired after the beginning of the school year must work a minimum of six (6) months to receive a step increase in the beginning of the succeeding school year, e.g. August/September of 2000 if hired during the 1998/99 school year and has not worked a minimum of six (6) months.

11.15-9 Overtime compensation is computed using the employee's regular hourly rate.

ARTICLE 12--POSITION OPENINGS AND EXAMINATIONS AND JOB DESCRIPTIONS

12.1 Position openings in the classified service which are announced on an open competitive or promotional basis shall be posted by the District for not less than ten (10) working days.

12.2 Public announcement of examinations shall specify the title and salary range of the position, duties to be performed, the minimum qualifications required, the final date on which applications will be accepted, the type of examination and special conditions of employment if applicable.

12.3 The District will draft and provide job descriptions for each job classification recognized under this agreement reflecting duties, title, series (if applicable) and grade. The job description will be updated by the District if there have been changes in job duties no less than once every five (5) years. Prior to implementation of any new or revised job descriptions the Association will be provided 30 calendar days to review and provide written comments to the District regarding bargaining unit job descriptions. The transportation job descriptions will be completed by June 30, 2004. The education assistant job descriptions will be completed by June 30, 2005. The secretarial/clerk job descriptions will be completed by June 30, 2006. The custodial and operations related job descriptions will be completed by June 30, 2007. The food service and all other job descriptions will be completed by June 30, 2008. Employees and the Association may request copies of the job descriptions. The contents of job descriptions are not subject to negotiations.

ARTICLE 13--SAFETY PROGRAM

13.1 The District agrees to make reasonable efforts to continue providing safety equipment, which in the opinion of the District, is necessary to protect employees from injury in accordance with the practice now prevailing in the District.

13.2 The District further agrees to continue to maintain safe and healthful conditions in accordance with applicable Nevada Revised Statutes.

13.2-1 The Superintendent may determine that weather or other emergency conditions are such that it is not appropriate for students to attend school. The superintendent may determine that it is possible for all employees to report to their work sites. Such determination will be solely the responsibility of the Superintendent or his/her designee.

In such a case all classified employees who work less than 12 months shall stay home with pay for that day and they shall make up the day at a designated time

later in the school year. All 12- month classified employees shall report to work or take annual, personal or compensatory leave.

13.2-2 The Superintendent may determine that conditions are so severe as to make it impractical for employees to report to their work site and except for determined required employees the school(s) will be closed. Such determinations will be solely the responsibility of the Superintendent or his/her designee. In such cases the following will occur:

13.2-2-1 Prior to November 1st of each school year the Superintendent will notify the Association of the designated personnel he/she determines necessary for an Emergency Response Team (ERT) of classified employees. The Superintendent may modify the ERT as necessary on a case-by-case basis.

13.2-2-2 The Superintendent or designee will activate the Emergency Response Team (ERT). When the ERT is activated all classified employees of the ERT will be expected to report to their duty sites unless excused by their supervisor. Each designated member of the ERT who reports to work during such closing of the schools will be paid time and one-half his/her hourly wage for every hour worked.

If the ERT reports to work and conditions are such they must return home early, the balance of the day will be treated as a full day worked. Pay will be time and one-half for actual hours worked and regular pay for the balance of hours.

If an employee, who is not ERT, is requested by their supervisor to report to work they will be paid time and one half for actual hours worked; and, if an employee, who is not ERT, reports to work he/she will be paid at his/her regular hourly wage for the hours worked.

13.2-2-3 All classified employees, who work less than 12 months, will be paid for such a day but will make up the day or will take annual, personal or earned compensatory leave at the discretion of the supervisor. All 12-month classified employees who are not ERT and did not work will take annual, personal or already booked earned compensatory leave at the discretion of the supervisor. Employees who are not part of ERT but who reported to work on such a day will be paid their regular daily salary and will not be required to make up the time.

13.2-2-4 The District will establish and conduct a safety program as required by NRS Chapter 618. The safety program will be administered by a responsible Administrator appointed by the District to insure compliance with all statutory requirements set forth in NRS Chapter 618.

ARTICLE 14--REDUCTION IN FORCE

14.1 Seniority Date and Qualifications

14.1-1 In the event the District determines that the classified employee staff must be reduced, the "seniority" with Carson City School District shall determine the order in which members of the two classified bargaining units shall be reduced provided, however, that no employee shall be replaced by another employee not qualified (in the

District's opinion) for such classification nor shall one employee replace another if the latter employee is at a higher salary range. An employee in one occupational series shall not "bump" an employee in another occupational series.

14.1-2 "Seniority date" shall mean the most recent date of employment with the Carson City School District. "Seniority" shall be based on the total time worked or in paid leave status from the seniority date.

14.1-3 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 pre-determined procedure.

14.1-4 In the event of a layoff, existing vacancies will be utilized to the maximum extent possible to place permanent employees in continuing positions who otherwise would be terminated from the District. All layoffs will be carried out in compliance with applicable laws and regulations.

14.1-5 All permanent employees terminated by layoff shall be placed on a re-employment priority list for all positions in their occupational series for which they are qualified and available and which positions are not a higher level than previously held. All such employees must be given preference for rehiring in permanent positions for which they are qualified. Names shall remain on the re-employment priority list for one year. However, refusal of a comparable permanent position may result in removal from the re-employment priority list.

14.1-6 Any resignation or termination of employment shall constitute a "break" in seniority, unless the termination was a result of layoff in which case the employee will be allowed to keep his/her seniority date if the employee is re-employed within the period of his/her layoff eligibility.

14.1-7 Leaves of absence without pay shall not change the employee's seniority date, but shall not count toward seniority.

14.1-8 All other conditions being equal, the seniority shall prevail as the determining factor for purposes of layoff and first right to rehire.

14.1-9 The Association will be informed of any pending reduction in force prior to the official notification of employees affected thereby at the earliest date release of said information is authorized. The Association and the District shall meet to discuss the reasons for the layoffs, the number and types of positions affected, and the approximate date the layoffs will take place. At this time, the Association may make its views and recommendations known (in writing) to the Associate Superintendent of Human Resources concerning the implementation of such layoffs.

14.2 Occupational Series

At a mutually agreed upon time and place, the Human Resources Associate Superintendent and the Association president will review each job title for accuracy and inclusion in, or possible deletion from the CBA. Any changes required after completion of the current negotiations period shall be mutually agreed upon through a Memorandum of Understanding (MOU) and incorporated into the CBA during the next open negotiations period.

Accounting:

<u>PAY RANGE</u>	<u>Title</u>
26	Accountant
20	Account Clerk II
22	Account Clerk III
23	Account Clerk IV
24	Account Technician
25	Senior Account Technician
28	System Administrator and Security Officer- Fiscal Services

Clerical, Secretarial and Related Classes:

<u>PAY RANGE</u>	<u>Title</u>
22	Administration Office Specialist
23*	Administration Office Specialist (Transportation/Nutrition Services – DAC)
23	Administrative Secretary
24*	Administrative Secretary (CMS/EVMS/Adult Ed. – DAC)
25	Administrative Secretary II
26	Administrative Secretary III
19	Attendance Office Specialist
14	Clerical Assistant
14	Clerk Secretary
24	High Tech Center Coordinator
22	Human Resources Clerk Specialist
26	Insurance Benefits Coordinator
25	Medicaid Analyst
22	Office Manager
23*	Office Manager (Elementary – DAC)
18	Office Specialist
24	Registrar
20	Senior Office Specialist
21	Senior Office Specialist II
22*	Senior Office Specialist II (CHS/Pioneer – DAC)
22+3%	Senior Office Specialist II – IEP Data Facilitator
23	Transition Employment Specialist
19	Transition Employment Specialist Assistant
14	Typist Clerk I
16	Typist Clerk II

***In 2005 certain positions within the Clerical and Secretarial Classes were given Pay Grade increases due to increased responsibilities. The added responsibilities are directly associated with being a Distributive Accountability Center (DAC) Manager.**

Custodian, Warehouse and Related Classes:

<u>PAY RANGE</u>	<u>Title</u>
21	Custodial Coordinator
17	Custodian

17+3%	Head Custodian
19	Inventory Specialist - Material Services
20	Inventory Specialist II - Material Services
20	Lead Custodian I
22	Lead Custodian II
24	Lead Custodian III
23	Lead School Safety Officer
19	Mail Delivery Driver
28	Material Services Supervisor
24	Operations Coordinator
21	School Safety Officer
19	Utility Custodian
23	Warehouse Coordinator
18	Warehouse/Delivery Driver
28	Warehouse/Purchasing Supervisor
20	Warehouse Specialist

Food Service and Related Classes:

<u>PAY RANGE</u>	<u>Title</u>
20	Cafeteria Manager
21	Cafeteria Manager - CHS
21	Central Kitchen Manager
17	Cook/Baker
18	Cook/Baker II
16	Cook/Baker III
26	Coordinator of Nutrition Services
28	Director of Nutrition Services
19	Inventory Specialist - Food Services

Grounds and Related Classes:

<u>PAY RANGE</u>	<u>Title</u>
18	Groundskeeper
26	Grounds Supervisor
22	Senior Groundskeeper

Instructional Support and Related Classes:

<u>PAY RANGE</u>	<u>Title</u>
25	After-School Program Coordinator
14	Clerical Assistant
23	DHH Interpreter: Apprentice
24	DHH Interpreter: Intermediate
25	DHH Interpreter: Advanced
28	DHH Interpreter Specialist
21	Distance Education Assistant
25	Distance Education Coordinator

19	Home Advocate
14	Instructional Assistant I
15	Instructional Assistant II
17	Instructional Assistant III
19	Instructional Assistant IV
26	JAG Specialist
17	Library Media Clerk
19	Library Media Clerk – CHS
22	Library Media Clerk/Senior Project Coordinator - CHS
20	Library Media Technician
16	ParaProfessional I
17	ParaProfessional II - Kindergarten
19	ParaProfessional III
20	ParaProfessional IV
20	ParaProfessional Bilingual Parent Engagement Coordinator
20	ParaProfessional – ESL
20	ParaProfessional Home Advocate
20	RTI/IC Liaison
19	Special Instructional Assistant – ESL
22	Truancy and Dropout Prevention Specialist

Maintenance and Related Classes:

<u>PAY RANGE</u>	<u>Title</u>
28	Building Maintenance Supervisor
21	Building Maintenance Worker
22	Communications/PC Technician
25	Computer Network Support Tech
20	Site Technology Technician
26	Skilled Building Maintenance

Transportation and Related Classes:

<u>PAY RANGE</u>	<u>Title</u>
19	Automotive Service Worker
16	Bus Attendant, Disabled Students
18	Bus Driver
19	Disabled Students' Bus Driver
26	Equipment Mechanic
28	Fleet and Equipment Maintenance Coordinator
19	Substitute Bus Driver
23	Transportation Bus Driver Trainer
28	Transportation Department Supervisor
26	Transportation Route/Driver Coordinator

Specialized and Related Classes: Discussion with CESA for appropriate designation TBD.

<u>PAY RANGE</u>	<u>Title</u>
\$49K - \$60K	Network Engineer
\$49K - \$60K	Systems Engineer

ARTICLE 15--EMPLOYEE EVALUATIONS

15.1 The employee anniversary date is the original date of hire.

15.2 Evaluation of permanent employees shall be done annually by May 31 unless this date is extended for good cause by Human Resources with written notification to the employee and site administrator as to the revised due date. The evaluation "due" date may change if a reclassification has been implemented. The next evaluation will be due twelve months from the new reclassification date. All classified employees will be evaluated on the approved evaluation form provided by the District.

15.3 Permanent employees will be evaluated once (1) during each twelve-month period, unless problems exist in which case evaluations would be made on an unscheduled basis.

15.4 If an employee receives an unsatisfactory evaluation, the employee shall be re-evaluated in three (3) months.

15.5 In cases where an employee believes that the overall performance rating or a particular rating received under a performance review is unfair, the employee may discuss his/her concerns with the supervisor in an attempt to reach a satisfactory resolution and enter any remarks deemed appropriate in the section provided on the performance evaluation form.

15.6 If the employee is not evaluated on the appropriate evaluation date, his/her merit increase shall be processed on the next pay period.

ARTICLE 16--PAYROLL DEDUCTION

16.1-1 The School Board agrees to deduct from the salaries of its classified employees dues for the Carson Educational Support Association (CESA), as classified employees individually voluntarily authorize the School Board to deduct, and to transmit the monies promptly to the CESA. Authorization will be written on forms provided by the Association.

16.1-2 The Association will certify to the School Board in writing the current rate of membership dues. The School Board will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change.

16.1-3 Deductions referred to in 16.1-1 will be made in equal installments semi-monthly during the year. Deductions will be made effective the date the membership form is signed, and the dues for the sign-up pay period shall be deducted from the following month's salary.

16.1-4 No later than October 15th of each year, the Association will provide the School Board with a list of those employees who have voluntarily authorized the School Board to deduct dues for the organization named in Section 1 above. The Association will notify the School Board monthly of any changes in said list. Any classified employee desiring to have the School District discontinue deductions he/she has previously authorized must notify the Association in

writing between July 1st and July 15th of each year for that school year's dues. Membership dues will then be discontinued as of the 1st pay period in August.

16.1-5 Upon termination of any employee, dues for the Association will end the month of termination.

16.1-6 The Association shall indemnify and save harmless the employer from any and all claims, demands, suits and costs, incurred in connection with any such claim, demand and suit, resulting from any action taken by the employer for the purpose of complying with the provisions of this Article. The School Board may designate one person to act on its behalf with respect to the accounting and administrative functions required by this Article; and may direct that such person be responsible for questions and problems regarding such accounting and administrative functions.

ARTICLE 17--BILINGUAL SERVICES PROGRAM

The District will determine the number of employees per school/work site that may be certified for bilingual skills compensation in the following categories: (1) primary bilingual skills designation and (2) secondary bi-lingual skills designation. The bi-lingual certification process includes written and oral testing as determined by the District. The District pays the cost on the initial test and employees pay for the cost of any re-tests following failure of the initial test. Employees certified by the District shall be paid in addition to their regular hourly rate, bilingual skills compensation of an increment of \$1,200 per year (prorated for based on actual number of work days following certification date) if designated by the District for primary bi-lingual skills and \$2.00 per hour if designated by the District for secondary bi-lingual skills. Such secondary bi-lingual skills work shall be documented and approved on the employee's time sheet. Such hourly work will be compensated in minimum 15 minute increments. This benefit is not applicable to employees hired by the District with foreign language skills that are a condition of continued employment, e.g. ESL (English as a Second Language) Paraprofessional. This pilot program is effective 30 calendar days following ratification and approval by the parties and not retroactive to July 1, 2011 and expires and is of no further effect after June 30, 2013 unless extended in writing by the Association and the District.

Pursuant to the identification and selection of staff that will be providing bilingual services for the Carson City School District, the following procedures are hereby established:

17.1: Bilingual Procedures:

Step 1: The District will identify primary and secondary bilingual services staff defined as:

- Primary: staff that provide interpretation and/or translation of routine documents on a daily basis. No intent to have employees translate technical manuals or documents. This task would be translated by third party company.
- Secondary: staff that provide interpretation and/or translation of routine documents on an infrequent or as-needed basis.

Step 2: The District will train bilingual services staff with regard to FERPA, IEP, confidentiality, and best practices for interpreting.

Step 3: A third party company will administer the speaking (oral) and written competency test. The results of the test will determine fluency. The first language test will be at the District's expense. Any retests will be at the employee's expense.

17.2: Compensation:

Primary bilingual services staff will receive the initial prorated \$1200 stipend. The intent of this section is to solely have one primary staff member per site. Thereafter, primary staff will receive the full stipend if certified in the beginning of the school year or a prorated portion based on number of work days if certified after the beginning of the school year. Secondary bilingual services staff will receive a \$2 per hour increment in addition to their regular hourly rate that will be noted and submitted on a time sheet. In addition, primary bilingual services staff must satisfactorily pass the speaking and written parts of the competency test to receive the \$1,200 stipend and secondary bilingual staff must pass the speaking portion of the competency test to receive the increment.

ARTICLE 18--USE OF FACILITIES

The Carson City School District Classified Employees shall have the right to use school mail boxes, email, and the inter-school mail service for organizational materials, provided that all such material is clearly identified and of a non-political nature. The Association accepts the responsibility for such material. The Association shall be allowed to use school buildings for Association meetings so long as arrangements have been made with the superintendent of schools or an authorized representative. Such meetings shall not conflict with any regular or special educational activities and such use shall not involve extra or other unusual expense to the District. Use of buildings on other than school days requires the approval of the superintendent or his representative. Any added expense resulting from Association use shall be paid by the Association.

ARTICLE 19--CALENDAR

Classified employees will be invited to provide input to the formulation of the Christmas and Easter vacations into the school calendar.

ARTICLE 20--GENERAL SAVINGS CLAUSE

It is not the intent of either party hereto to violate any laws of the State of Nevada or the United States. The parties agree that in the event any provisions of this Agreement are held by a court of competent jurisdiction to be in contravention of any such laws, they will enter into immediate negotiations thereon. The remainder of this Agreement shall remain in full force and effect.

ARTICLE 21--TENTATIVE AGREEMENT PROCEDURE

- 21.1** It is hereby agreed by and between the undersigned parties that the procedure set forth herein shall be used during the course of their collective bargaining negotiations to demonstrate tentative agreement on any provision for their collective bargaining agreement.
- 21.2** Any provision for a collective bargaining agreement tentatively agreed to in negotiations between the Association panel and the School Board panel shall be stated in writing and shall be initialed and dated by the chief negotiator for each party.
- 21.3** The subject matter of any provision for collective bargaining agreement between the Association panel and the School Board panel which has been initialed in accordance

with paragraph 20.1 above may not be reopened except by mutual agreement of both parties.

- 21.4** If the panels tentatively agree to and initial the provisions of a total agreement, the provisions of that agreement shall be subject to ratification and adoption by the members of the School Board. However, an initialed total Agreement shall commit the Association to submit the contents of that Agreement to its membership with a firm unanimous recommendation from its entire panel in favor of ratification and shall commit the School Board panel to submit the contents of that Agreement to the School Board with a firm unanimous recommendation in favor of its ratification and adoption.
- 21.5** The Association shall retain negotiations information requested and provided by District pursuant to NRS 288.180 (2) for a period of five years from receipt to avoid duplicate request in future years. Requested information available on District website will be provided by District with reference to location on District website where Association can download and print requested information.

ARTICLE 22--TERMS OF AGREEMENT

- 22.1** This Agreement, when ratified by both parties, shall become effective July 1, 2016 and shall remain in force until June 30, 2018, unless a successor agreement is ratified with an effective date prior to June 30, 2016.
- 22.2** If the parties cannot agree on any particular issue for negotiations and there has been a provision in the prior Agreement on this subject, that provision shall continue in the contract until changed by mutual agreement or by binding arbitration.
- 22.3** The Agreement will be posted on the District's website within thirty (30) days after both parties have proof read and approved and signed the final draft. The Association will provide copies of the Agreement to any current or newly hired employees who do not have internet access and who request a copy. Association President or designee may use District copying equipment during non-work hours.
- 22.4** The District may reopen the Agreement to address a "fiscal emergency" in accordance with the requirements of NRS 288.150(4).

CARSON EDUCATIONAL SUPPORT ASSOCIATION (CESA)


PRESIDENT

4/22/2016
DATE


NEGOTIATIONS CHAIRPERSON

4/22/2016
DATE

CARSON CITY BOARD OF SCHOOL TRUSTEES


PRESIDENT

6/28/2016
DATE


CLERK

6/28/16
DATE

APPENDIX A – 2016-2017 SALARY SCHEDULE

2016-2017 Classified Salary Schedule

Hourly Rate	
All Employees	
\$10.72	14-1
\$11.00	14-2
\$11.28	14-3 15-1
\$11.54	14-4 15-2
\$11.84	14-5 15-3 16-1
\$12.14	14-6 15-4 16-2
\$12.41	14-7 15-5 16-3 17-1
\$12.75	14-8 15-6 16-4 17-2
\$13.03	14-9 15-7 16-5 17-3 18-1
\$13.40	14-10 15-8 16-6 17-4 18-2
\$13.65	15-9 16-7 17-5 18-3 19-1
\$13.69	14-11
\$14.03	15-10 16-8 17-6 18-4 19-2
\$14.38	15-11 16-9 17-7 18-5 19-3 20-1
\$14.71	16-10 17-8 18-6 19-4 20-2
\$15.11	17-9 18-7 19-5 20-3 21-1
\$15.12	16-11
\$15.47	17-10 18-8 19-6 20-4 21-2
\$15.84	22-1 17-11 18-9 19-7 20-5 21-3
\$16.24	22-2 18-10 19-8 20-6 21-4
\$16.65	22-3 23-1 18-11 19-9 20-7 21-5
\$17.06	22-4 23-2 19-10 20-8 21-6
\$17.48	22-5 23-3 24-1 20-9 21-7
\$17.50	19-11
\$17.91	22-6 23-4 24-2 20-10 21-8
\$18.35	22-7 23-5 24-3 25-1 21-9
\$18.36	20-11
\$18.80	22-8 23-6 24-4 25-2 21-10
\$19.28	22-9 23-7 24-5 25-3 26-1 21-11
\$19.72	22-10 23-8 24-6 25-4 26-2
\$20.22	22-11 23-9 24-7 25-5 26-3 27-1
\$20.73	23-10 24-8 25-6 26-4 27-2
\$21.22	24-9 25-7 26-5 27-3 28-1
\$21.23	23-11
\$21.77	24-10 25-8 26-6 27-4 28-2
\$22.28	25-9 26-7 27-5 28-3
\$22.32	24-11
\$22.85	25-10 26-8 27-6 28-4
\$23.41	26-9 27-7 28-5
\$23.42	25-11
\$23.96	26-10 27-8 28-6
\$24.57	27-9 28-7
\$24.58	26-11
\$25.20	27-10 28-8
\$25.81	28-9
\$25.84	27-11
\$26.44	28-10
\$27.07	28-11

APPENDIX B – 2017-2018 SALARY SCHEDULE

2017-2018 Classified Salary Schedule

Hourly Rate All Employees

\$10.85	14-1
\$11.14	14-2
\$11.42	14-3 15-1
\$11.68	14-4 15-2
\$11.99	14-5 15-3 16-1
\$12.29	14-6 15-4 16-2
\$12.57	14-7 15-5 16-3 17-1
\$12.91	14-8 15-6 16-4 17-2
\$13.19	14-9 15-7 16-5 17-3 18-1
\$13.57	14-10 15-8 16-6 17-4 18-2
\$13.82	15-9 16-7 17-5 18-3 19-1
\$13.86	14-11
\$14.21	15-10 16-8 17-6 18-4 19-2
\$14.56	15-11 16-9 17-7 18-5 19-3 20-1
\$14.89	16-10 17-8 18-6 19-4 20-2
\$15.30	17-9 18-7 19-5 20-3 21-1
\$15.31	16-11
\$15.66	17-10 18-8 19-6 20-4 21-2
\$16.04	22-1 17-11 18-9 19-7 20-5 21-3
\$16.44	22-2 18-10 19-8 20-6 21-4
\$16.86	22-3 23-1 18-11 19-9 20-7 21-5
\$17.27	22-4 23-2 19-10 20-8 21-6
\$17.70	22-5 23-3 24-1 20-9 21-7
\$17.72	19-11
\$18.13	22-6 23-4 24-2 20-10 21-8
\$18.58	22-7 23-5 24-3 25-1 21-9
\$18.59	20-11
\$19.04	22-8 23-6 24-4 25-2 21-10
\$19.52	22-9 23-7 24-5 25-3 26-1 21-11
\$19.97	22-10 23-8 24-6 25-4 26-2
\$20.47	22-11 23-9 24-7 25-5 26-3 27-1
\$20.99	23-10 24-8 25-6 26-4 27-2
\$21.49	24-9 25-7 26-5 27-3 28-1
\$21.50	23-11
\$22.04	24-10 25-8 26-6 27-4 28-2
\$22.56	25-9 26-7 27-5 28-3
\$22.60	24-11
\$23.14	25-10 26-8 27-6 28-4
\$23.70	26-9 27-7 28-5
\$23.71	25-11
\$24.26	26-10 27-8 28-6
\$24.88	27-9 28-7
\$24.89	26-11
\$25.52	27-10 28-8
\$26.13	28-9
\$26.16	27-11
\$26.77	28-10
\$27.41	28-11

APPENDIX C – DISTRICT REGULATION 420 (AS AMENDED)

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 420
CLASSIFIED STAFF**

**WORKING
PERIODS**

The following working periods for classified employees shall apply uniformly throughout the schools of this District:

- A. Secretarial-clerical staff
 - 1. Full time employment is 8 hours per day, 5 days per week.
 - 2. Secretarial-clerical staff shall report to work when schools are closed for bad weather.

- B. Custodial-maintenance personnel
 - 1. Full time employment is 8 hours per day, 5 days per week.
 - 2. Custodial-maintenance staff shall report to work when schools are closed for bad weather.
 - 3. Starting time shall be specified by the custodial supervisor.

- C. Classified Employees Rest and Meal Periods Applicable to Full Time and Part Time Employees

All classified employees working in excess of 3 and one-half hours shall be allowed duty free work breaks of 15 minute durations for each period of 3 and one-half hours worked, at such time as may be determined by the employee's immediate supervisor or designee. All classified employees employed for at least 6 hours will be provided no less than a one-half hour duty free unpaid lunch. If the lunch is not duty free, it will be rescheduled the same day by the employee's immediate supervisor or designee or the employee will be paid for the amount of time that is not duty free.

**Adopted: April 15, 1981
Revised: July 1, 1986
July 26, 2016**

APPENDIX D – MEMORANDUM OF UNDERSTANDING - CUSTODIAL STUDY

District will prepare report through independent contract or “in-house” identifying all District buildings served by classified custodial staff and will provide level of cleanliness required for such District buildings. Such report will be considered during future budget processes in reviewing and funding levels of classified custodial staffing. Such report will be shared with the Association and is for informational purposes only and is not binding on the Board of Trustees in any of its staffing and budgetary decisions.