MASTER AGREEMENT
BETWEEN THE
ST. LOUIS BOARD OF EDUCATION

AND

UNITED STEELWORKERS
AFL-CIO·CLC
On behalf of
ST. LOUIS SUPPORT STAFF
LOCAL 2-540-3

JULY 1, 2023
Through
JUNE 30, 2026

TABLE OF CONTENTS PAGE

ARTICLE 1 – RECOGNITION....1

ARTICLE 2 – DISTRICT RIGHTS....2

ARTICLE 3 – UNION AND EMPLOYEE RIGHTS....3

ARTICLE 4 – VACANCIES....4

ARTICLE 5 – TRANSPORTATION PROVISIONS....7

ARTICLE 6 – SENIORITY....12

ARTICLE 7 – LAYOFF AND RECALL....13

ARTICLE 8 – PAID LEAVE DAYS....15

ARTICLE 9 – UNPAID LEAVES....17

ARTICLE 10 – VACATIONS....19

ARTICLE 11 – PAID HOLIDAYS....20

ARTICLE 12 – GENERAL PROVISIONS....21

ARTICLE 13 – MISCELLANEOUS....23

ARTICLE 14 – WAGE RATES AND RELATED ISSUES....25

ARTICLE 15 – INSURANCE....27

ARTICLE 16 – GRIEVANCE PROCEDURE....30

ARTICLE 17 – SUMMER SPECIAL PROJECTS LABOR POOL....34

ARTICLE 18 – DURATION AND NEGOTIATIONS PROCEDURES....35

SIGNATURE PAGE....36

APPENDIX C (Job Descriptions, Evaluation Forms, and Basic Skills Test)....37

ARTICLE 1

RECOGNITION

A. This Master Agreement is entered into between the Board of Education of the St. Louis Public Schools, hereinafter referred to as the "District" and United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union (USW) on behalf of the USW Local 2-540-3, hereinafter referred to as the "Union."

B. The District hereby recognizes the Union as the exclusive representative for all term, full-time, and regularly scheduled part-time clerical, administrative assistants, paraprofessionals, custodial and maintenance personnel, transportation, preschool workers, aides and all other support staff personnel. Excluded from the bargaining unit are the secretary(s) to the Superintendent, supervisors, substitutes, and all other employees.

C. Further excluded from the terms and conditions of the Agreement are third parties hired as subcontractors, students, volunteers, and temporary hourly help not employed on a regular basis. Temporary shall be defined as persons employed to meet seasonal needs or to fill employment demands of a particular temporary situation. Absent agreement between the parties on a longer period of time, the employment of a temporary position will not exceed sixty (60) workdays.

D. It is expressly recognized by the parties that the Transportation Supervisor, Operations Supervisor, and Director of Operations may continue to perform bargaining unit work of the same kind and nature and to the same extent as has been done in the past provided that such work will not be expanded in such a fashion as to result in the loss of hours available to another employee under the jurisdiction of the supervisor. It is understood that supervisory employees may perform bargaining unit work in circumstances such as emergency situations, when operational difficulties are encountered, in the testing of materials and equipment and in the instruction or training of employees.

E. It is further agreed that the Union will sign and execute upon demand, any required releases to utilize youth employees under the Job Training and Placement Act or similar state or federal programs.

1. Full-Time Employee: Person working at least five (5) days per week, Monday – Friday, minimum 7.5 hours per day, 1612.5 (administrative assistant, Division 2), 2000 (custodial, Division 5; and maintenance, Division 6) hours per year.

2. Term Employee: Person working 20 hours or more a week as assigned by the Board.

3. Regular Part-Time School Year Employee: Person working less than 20 hours per week during the student school year.

4. Bus Drivers: Bus Drivers are Term employees if they work two (2) or more regular routes per day.

ARTICLE 2

DISTRICT RIGHTS

The District retains all rights, powers and authority vested in it by the laws and constitution of Michigan and the United States. All policies of the Board of Education on behalf of the District as stated in Board of Education Policies, Board of Education minutes, or as set forth in any manner whatsoever, or powers which heretofore have been properly exercised by it, shall remain unaffected by this Agreement and in full force and effect, unless and until changed by the Board. Any additions thereto, subtractions there from or revisions thereof, as the same may be made by the Board from time to time, shall become and remain unaffected by this Agreement and in full force and effect unless changed by the Board.

Not by way of limitation but by way of addition, the Board reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided, however, that all of the rights set forth herein being manifestly recognized and intended to convey complete power in the Board shall nonetheless be limited but only as specifically limited by express provisions of this Agreement. Rights reserved exclusively herein by the District, which shall be exercised exclusively by the District without prior negotiations with the Union either as to the taking of action under such rights or with respect to the impact of such action and shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations, and to direct the working forces and affairs of the District.

2. Continue its rights and past practice of assignment and direction of work of all of its personnel, determine the number of shifts, hours of work, length of work year, starting and ending times, and scheduling of all the foregoing, and the right to establish, modify or change any work or business hours or days.

3. The right to direct the working forces, including the right to hire, to evaluate and determine the criteria and procedures upon which employees are evaluated, to establish and amend job descriptions, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees, determine the size of the work force and to lay off employees.

4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including the subcontracting thereof, the automation thereof or changes therein, the instruction of new and/or improved methods or changes therein.

5. Adopt and amend policies, rules and regulations.

6. Determine the qualifications of employees, including physical conditions.

7. Determine the location or relocation of its facilities and equipment, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.

8. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.

9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization.

11. Determine the policy affecting the selection, testing or training of employees. At the discretion of the supervisor, District training sessions shall take place before the start of the school year or during in-service days. A minimum of seven (7) calendar days notice will be given during the school year for required training, and a minimum of fourteen (14) calendar days notice will be given for required training during the summer.

12. An Emergency Financial Manager appointed by law may reject, modify or terminate this Agreement as provided by law.

ARTICLE 3

UNION AND EMPLOYEE RIGHTS

A. Subject to obtaining prior authorization from the Superintendent or his/her designee, the Union shall have the right to use School District facilities and office equipment (i.e. copy machine, etc.). In the event there is cost incurred through such usage or damage resulting from such use, the Union will reimburse the District for such costs.

B. Subject to obtaining prior approval of the Superintendent or his/her designee, duly authorized representatives of the Union who are not employees of the District will be permitted to transact official Union business on the District's premises.

C. The Union shall have the right to post official notices of Union activities and other correspondence in locations in each building designated by the Superintendent or his/her designee. The notices will be signed and dated by the Union official responsible for the distribution of the posting.

Subject to the rules and regulations of the postal authorities, the Union may use the inter-district mail service and mail boxes for the distribution of correspondence to bargaining unit employees.

The rights conveyed in this provision will not be used to distribute information, which is detrimental or derogatory with respect to the District, its employees or the Board of Education.

D. No employee who has completed the probationary period set forth in Article 6 shall be disciplined without just or reasonable cause.

E. Employees on the negotiation team will not lose pay for hours associated with negotiations sessions, if the parties have mutually agreed to schedule during an employees working hours.

F. The District will notify the Unit President of all employees hired into a bargaining unit position. The Unit President or their designee will be allowed to meet up to one (1) hour with new employees for Union orientation, provided that this activity shall not interfere with or interrupt normal school operations.

ARTICLE 4

VACANCIES

A. Any employee interested in applying for a vacancy may do so within five (5) working days from the date the vacancy notice is posted. A posting will occur when:

1. A new position is created by the board.

2. An existing position becomes vacant provided that the Board intends to fill the position.

3. The hours of an existing position change 1 hour or more, per day or 5 hours or more per week for a time period longer than 1 month for full year and term employees.

4. The scheduled work time changes more than 2 hours before/after the original scheduled time frame for a time period longer than 1 month for full year and term employees.

Vacancies which result from an employee being awarded a vacant position pursuant to this provision shall be posted for a period of at least three (3) working days and awarded on the same basis as the initial vacancy, and all filled vacancies will not be effective until the entire chain of changes has been determined.

An employee interested in applying for a vacancy may do so in writing, within five (5) working days from the date the vacancy is posted. The employee will have one (1) day to accept the posting once awarded the vacancy by signing and dating the "Job Posting and New Positions Award Letter".

When a vacancy occurs in the custodial department, the posting will include at a minimum a definition of the building, and area the successful bidder will be responsible for.

Basic Skills testing will be made available in the fall and spring for employees interested in pre-qualifying for positions. A list of test dates along with the appropriate supervisor will be posted in each building by September 1st and February 1st of each school year. Employees interested in testing must contact the appropriate supervisor no later than five (5) calendar days before the test date. A minimum passing score of 85% is required. If an employee fails any test, they may retest at the next scheduled testing date. (See tests in Appendix C)

B. Vacancies will be filled in the following order:

1. The employee with greater seniority within the division in which the vacancy exists shall be given preference as long as that employee satisfies all requirements contained in state and federal law, including the requirements in the No Child Left Behind Act (NCLBA), and successfully passes the basic skills test for the position, as agreed upon between the Union and the School Board (any changes to the test must be mutually agreed upon between the School Board and the Union.)

    a. Administrative Assistant vacancies will be posted internally. All interested internal candidates will need to submit a letter of interest. Candidates will complete the Administrative Assistant Skills Test and will be interviewed by a building level interview committee. Administrative Assistant candidates will be granted the position based on skill set and ability. In the event all is equal between the two candidates the position will be awarded to the person with the most seniority. If a qualified internal candidate does not exist, an external posting will occur. This language supersedes any and all bumping rights within the Administrative Assistant classification and Article 4 B1.

2. Within the bargaining unit employees, if the position wasn't filled per #1, then the most senior qualified employee shall have the right to bid on the job and be awarded the position as long as the employee satisfies all requirements contained in state and federal law, including the requirements in the NCLBA and successfully passes the basic skills test for the position.

3. Within the bargaining unit employees, if the position wasn't filled per #1 or #2, then the provisions found in Article 7, Layoff and Recall shall be applied.

4. The most highly qualified applicant (whether internal or external to the bargaining unit) that satisfies all requirements contained in state and federal law, including the requirements in the NCLBA, and successfully passes the basic skills test for the position. If a non-union member is selected, the Union Chairperson will be notified in writing three (3) working days prior to awarding the position.

5. All applicants will be notified with written response after the vacancy has been filled.

6. The results of the basic skills test are not subject to the Grievance Procedure; however, a Union representative will be present during the testing.

7. When there are multiple but separate job postings with the same dates, the awarding of positions will be done after the administration and Union representative(s) meet to determine seniority and qualifications of the applicants.

In the event a bargaining unit member is selected, the employee will be placed on a thirty (30) day work day trial period in the new position. During the trial period, the employee may be removed from the position based upon unsatisfactory performance. In such instances, the employee will be returned to a position in their formal class. This does not guarantee exact position or hours. During the trial period, the employee's former position may at the District's option be filled with substitutes, temporary employees, or students.

Any employee granted up to two (2) positions under this Article shall be prohibited from applying for another position until the following July 1st from the effective date of the assignment in the position.

C. The reassignment of bargaining unit personnel granted a position may be postponed at the District's option for fifteen (15) work days. In such instances, substitutes will be utilized to temporarily fill the position.

D. Employees interested in being notified of vacancies, which arise during the summer for the following school year, must submit a written request to the Superintendent by June 1. Interested employees must provide the school with self-addressed, stamped envelopes for notice of vacancies by the School. Such postings shall be sent at least three (3) days prior to the posting date.

E. Subject to administrative approval through the procedures set forth above and the provisions set forth below, employees may maintain two (2) separate positions:

1. The combination of hours does not exceed forty (40) hours and there is no conflict between the beginning and ending time for each position throughout the duration of the assignment.

2. If both positions involve uniform allowances, the uniform (excluding shoes) allotment shall be given for each position consistent with the provisions of Article 12, Section I.

3. At the time of appointment, the employee must designate one classification for purposes of the extra hours and overtime rotation under Article 12, Section C.

4. The accrual and use of vacation time will be governed by Article 10, Section A, and the use of vacation shall not conflict with either of the employees assignments.

5. The work hours in positions will not be combined for benefit purposes (i.e. insurance, paid leave time, etc.)

6. For purposes of future posting, the jobs will be considered as separate entities.

7. The layoff and recall provisions will be implemented independently with respect to each position held.

F. A temporary job vacancy is a vacancy, which is known to exist for at least forty-five (45) work days. Such vacancy shall be posted District-wide and filled with the highest senior qualified bidder. The District may however, post a temporary vacancy of less than forty-five (45) working days at their discretion.

There shall only be one (1) job posting per temporary vacancy, and it is mutually agreed that any subsequent temporary vacancies, will be filled with substitutes.

ARTICLE 5

TRANSPORTATION PROVISIONS

A. The District reserves the right to issue rules and regulations for the implementation of the Omnibus Transportation Employee Testing Act.

Any driver who tests positive for controlled substances or alcohol, or who refuses to submit to testing, or who acquires enough points to lose his/her license, will be subject to immediate discharge without recourse to the Grievance Procedure.

B. Route Assignments:

1. Route Selection Meeting: During the summer preceding each school year, the Transportation Supervisor, shall develop and design all necessary routes for the ensuing school year. A route selection meeting will be held during the month of August on a date set by the supervisor, for selection of regularly scheduled routes by seniority. Supervisor will notify all transportation employees ten calendar days prior to meeting date. All regularly scheduled routes in operation shall be posted for selection not later than the Friday preceding the route selection meeting. All regular routes will have a set time limit of two (2) hours, except for summer routes, which will have the exact hours of the route, rounded to the nearest quarter hour. Kindergarten runs will have a set time of one and one half (1.5) hours. All run selections will be made in writing. A bus driver can work a maximum of 8 hours of regular runs. Regular runs include regular bus routes, vocational education routes and pre-primary impaired routes. The most senior employee shall have first choice of assignment to a regular scheduled route. Selections shall continue in order of the next most senior employee until all regularly scheduled routes have been assigned.

Drivers will be paid up to three hours pay for attendance at the annual mandatory route selection meeting at the standard hourly meeting pay rate. Once a driver has selected a run, he/she may be excused by the supervisor and will sign out for pay purposes. A driver's attendance after three hours to select a route will be voluntary and without pay.

2. When a regular run becomes vacant or a newly established route is created during the school year a written notice of such vacancy will be posted for a period of at least 5 calendar days before it is filled. The most senior eligible employee applying for the route within the specified posting period shall be awarded the route for the remainder of the school year. All vacancies, which result from an employee being awarded a route change pursuant to this provision, shall be awarded using the multiple posting system. All transportation employees wishing to be considered for an open job and any jobs created by the awarding of a job shall sign the original job posting. All jobs will be awarded by highest seniority until all jobs are filled. All route changes shall not be effective until the entire chain of changes has been determined, and the initial vacancy may be filled by a substitute driver until the effective date of all route changes.

3. The Board reserves the right to make any changes in routes, stops, length and number of runs and routes as necessary, for the efficient operations of the transportation system in order to meet requirements and/or needs of the District. In the event of an elimination of a vocational run, the affected driver/drivers may bump the driver with the lowest seniority, with a vocational run that fits into their schedule. In no case will any rearranging of the driver's schedule be allowed to fit in a lost run.

4. In an emergency, the Transportation Supervisor may place an employee on temporary assignment of up to 30 working days in a vacant or newly established route. In the event that is not mutually agreeable to extend the temporary assignment, the employees shall revert to their former route.

5. Any driver who is unable to attend the route selection meeting may execute a written authorization or power of attorney to any person to act on their behalf in the selection of routes. Should no one be empowered to act on the employee's behalf, the absent employee shall be assigned the last route available at the route selection meeting. The employee must notify management by the second business day after the route selection meeting or the employee will be considered to abandon their rights for a position. Employees, who are not assigned a route in the route selection meeting because they choose not to bid, may be assigned available routes by the Employer.

6. When a route becomes available for less than forty-five (45) days it will be assigned to a full-time driver the same way extra trips are assigned in Article 5, D so long as it is not in conflict with Article 5, H.

C. Drivers are responsible for pre-trip and post-trip responsibilities as directed by the Transportation Supervisor and said time will be included in the hours for payment of the extra trip.

D. Extra Trip Assignments

1. The following procedures and provisions apply to extra trips between the period of the first student day in the fall and the last student day in the spring. (The Transportation Supervisor shall contact each driver individually to report to his/her office in rotational order and shall oversee the proper signing by each driver of all trips in a timely order.)

   a. In addition to drivers' regular runs, additional wages can be earned by driving for extra trips between the period of the first student day in the fall and the last student day in the spring. Whenever possible, extra trips will be posted on Tuesday, 2:30 p.m. the week prior to when jobs will be performed for the drivers to choose based on the seniority list on a rotational basis. Once a trip is selected, no changing or swapping of trips is allowed. If a trip comes in after Tuesday, 2:30 p.m. it will be posted immediately after the Tuesday list of jobs are awarded. The next driver on the list following the last driver awarded a job will be notified by the Transportation Supervisor that a job is posted and it is their turn and shall continue in rotation until job or jobs are awarded. A substitute driver may be used if no regular driver is available or if no regular driver accepts the job. When selecting trips, drivers may not accumulate more than forty (40) hours per week. An employee may be bypassed for a trip assignment if the trip would cause the bus driver to exceed 40 hours in the same work week, unless overtime rates would otherwise be paid regardless of exceeded 40 hours in the work week. The Transportation Supervisor will maintain a roster for this purpose.

      After a driver selects a trip, he/she will sign their name to the job selected. If they choose not to accept the trip, they will write no on that trip. If a driver chooses to not accept any job when multiple jobs are posted, they will write no on all jobs and they will not be eligible to sign said jobs. If the 40-hour rate causes a driver to be unable to sign the job but they would work if overtime is implemented the driver must write the word "hours" on the job posting for that job and they will be eligible to sign if their turn comes up. If a person is "not available" when their turn comes up do to an absence for illness, personal day, bereavement day, or a day off, "N/A" will be placed by their name by the Transportation Director and the next driver on the trip list will be notified by the Transportation director. The Transportation Director will place his/her initials next to the "N/A".

      Drivers must sign the trip list as soon as possible after being notified by the Transportation Supervisor. If a driver does not report as soon as possible to the office when told by Transportation Supervisor to do so, N/A will be placed by their name by the Transportation Supervisor and they shall lose their turn to the next driver. It is the individual driver's responsibility to report to the Transportation Supervisor's office and to be prepared to sign job posting sheet as directed. The Transportation Supervisor shall bypass any driver that fails to report to his office as directed and that driver shall lose their turn.

If a driver cancels any trip, said trip will be posted immediately following the awarding of all jobs on the Wednesday list by the Transportation Supervisor and the next driver following the last driver to be awarded a job will be notified by the Transportation Supervisor that they are next to sign on the trip sheet. The not over 40 hours in one week rule shall apply. If a driver's trip is canceled by administration, that driver will be first on the next trip posted. The administration shall make every effort to minimize the canceling of trips and the timely posting of all jobs. The rotation will then continue down the list as scheduled until awarded. The finalized list for the next week will be posted after all jobs are awarded.

All drivers of extra trips will remain at the site for the entire duration of the trip, except drivers will be allowed to leave for meal breaks. Violation of this provision will result in 1). First offense – written warning, 2). Second offense – 1 day off without pay, 3). Third offense – ineligible for extra trips the remaining of the school year.

b. In the event no driver volunteers, the Transportation Supervisor reserves the right to assign the least senior driver to perform the work, or assign the work to a substitute.

c. In the event the trip is canceled without at least four (4) hours notice prior to the scheduled starting time, the driver will be paid a cancellation fee of two (2) hours trip rate pay. If the cancellation is due to bad weather, this provision will not apply.

d. On overnight trips, the District will provide lodging at no cost to the bus driver, and shall pay for all on duty hours at the current trip rate. On duty hours shall include all hours except eight (8) hours sleep time per day or that time between being released at some time of the day until the start time the following day whichever is longer. Released means the driver is free to go and do as he/she wishes and is not on call during this timeframe and is not required to report until the next day. The driver and trip supervisor will be required to sign a release form at the end of each activity and/or day.

e. All field trips will require at least one school employee in attendance per bus, in addition to the bus driver.

f. For each four (4) hours on a trip, up to $8.00 will be reimbursed for meal allowance for the driver assigned to the trip. A maximum of three (3) meals per day will be paid to the driver. A valid, itemized receipt must be turned in to receive payment.

g. A minimum of one and one-half (1½) hours at the extra trip rate will be paid for trips. When a driver gives up their regular run to perform an extra trip due to timing conflicts, the first hour of said trip shall be paid at the regular run rate.

h. Trips that are within a ten (10) mile radius of St. Louis Public Schools will only be allowed to be split between two drivers under extreme circumstances, such as a driver or equipment shortage, overload of events on the same day, or an emergency situation. Split trips must be approved by the supervising administrator.

2. The following procedures and provisions apply to summer work, which occurs between the last day of student instruction in the spring and the first day of student instruction in the fall.

a. By June 1 each year, drivers interested in summer driving, will provide a written notice to the Transportation Supervisor of their interest which must include the weeks during which he/she is available and the time of day and phone number at which the driver can be reached.

b. Summer work will be offered on a seniority-based rotation from the list of those drivers who provided the required written notice to the Transportation Supervisor and subject to the following conditions:

1. Drivers declining such work will be charged for the time as if he/she performed the work.

2. In the event no driver elects the summer work, the District reserves the right to assign the work to the least senior driver who provided the required written notice to the Transportation Supervisor.

3. Once a trip is accepted, the driver is obligated to perform the work unless good cause can be shown by the driver that he/she should be excused. The assignment will be for the entire summer, with written acceptance by the driver.

E. Drivers will be paid twelve dollars ($12.00) per hour for required meetings and state mandated tests (excluding CDL testing). This rate will also be paid for required meetings with administration and/or parents regarding the enforcement of the student code of conduct and for pre-approved time associated with route scheduling.

F. The District will reimburse bus drivers for the cost of their Commercial Driver's License. Should the driver leave the employment of the District or accept a job offer in the District in another classification prior to the expiration of the license, the driver cost associated with the unexpired term of the license will be payroll deducted from the driver's paycheck as a condition of this master Contract pursuant to the authority set forth in MCLA 408.477.

G. All school employees that are required to have a CDL license will be reimbursed for out of pocket cost of a CDL physical every year.

H. Drivers will not exceed forty (40) hours per week. It is understood that the intent is not to keep drivers from earning forty (40) hours per week, but to not exceed by more than one (1) hour. If a trip or route will create overtime it will need to be approved by a supervising administrator. Regular full-time drivers will have first right to earn forty (40) hours per week prior to a part time driver being offered a trip or route.

A substitute driver will be assigned to a trip or route if all current full-time drivers have reached forty (40) hours, declined the route or trip, or are currently assigned to another route or trip.

ARTICLE 6

SENIORITY

A. Seniority shall be defined as the length of continuous service to the District within the following Divisions from the employee's last date of hire within the Division. Seniority shall only accrue and shall only be applied within the following Divisions:

Division	Classification(s) within the Division
2	Administrative Assistant
3	Bus Drivers
4	Special Education Paraprofessional Title I Paraprofessional Library Paraprofessional Building Clerk Classroom Aides Early Childhood Aide Playground Aide
5	Custodial
6	Maintenance

The seniority list shall be posted by division and in each building by October 1 each year and whenever staff changes occur. The Union Chairperson along with Union division representatives will receive updated copies. Objections to the list shall be filed within ten (10) days of posting.

Employees accepting a position in another division and/or classification will be changed on the seniority list as of the first day of the new position.

Service provided as a substitute and prior service by employees who are rehired shall not be counted for purposes of seniority or other benefits under this Agreement.
An employee who accepts a position in another Division will have his/her seniority accrued in his/her prior Division frozen.

Employees, who are working in more than one Division at the same time, will accrue seniority on both lists for time worked in each Division.

Employees working less than twenty (20) hours per week (excluding bus drivers), for the full work year will receive one-half (1/2) year of seniority credit. Employees working twenty (20) or more hours per week for the full work year will receive a full year of seniority credit. Hours as referenced herein refer to the employees' regular schedule of hours for the year.

B. All newly hired employees shall serve a forty-five (45) calendar day probationary period. There shall be no seniority granted to probationary employees. However, upon successful completion of the probationary period, the employee's seniority date shall reflect the employee's initial date of hire as a regular employee. Any work time missed during the probationary period will serve to extend the forty-five (45) calendar day period.

Probationary employees shall not be entitled to paid leave time or holidays. However, upon completion of the probationary period, the employee will be credited with the paid leave days (excluding holidays) which he/she would have earned and vacation credit if applicable. In the event a probationary employee is absent, the probationary period shall be extended accordingly.

Probationary employees are subject to discipline and dismissal at the discretion of the District and shall have no recourse through the Grievance Procedure.

C. The bargaining committee shall head the District seniority list in their division for the purpose of lay-off and recall during their term of office providing they have the ability to perform the work required.

Upon completion of his/her full term of office, the committee member shall be returned to his/her position on the seniority list in accordance with their years of service. If their previous position does not exist, then the employee will be placed where his/her seniority places them in accordance with Article 7.

ARTICLE 7

LAYOFF AND RECALL

A. A layoff for purposes of the procedures set forth herein shall include a reduction of hours of one (1) hour or more per day or five (5) hours or more per week of the employees regularly scheduled hours.

B. 1. In the event a reduction in staff is implemented, employees in affected positions within the classification (See Article 6) shall be allowed bumping rights at the time of layoff to a position held by a lesser senior person within the classification provided the employee is qualified as stated per Article 4 B1. Employees shall be given up to forty-eight (48) hours to exercise their bumping rights. If the employee chooses not to bump into a position they are qualified for under this provision, they will be considered permanently laid-off, and the employee will not be subject to recall.

2. Provided the employee(s) are qualified, employees ineligible for bumping rights under B (1) above, shall be provided bumping rights into another classification within the Division, and in such instances shall be implemented in the same manner as under Section B (1).

3. Bumping rights to another Division shall be restricted to employees ineligible for bumping under Section B (1) and B (2). Bumping in such instances will be implemented in the same manner as under Section B (1).

4. The District will provide employees notice of layoff at least thirty (30) calendar days in advance of the layoff. In the event of a reduction of hours, the District will provide notice of at least five (5) student calendar days in advance of the reduction of hours.

5. The District will notify the Unit Union President of St. Louis support staff, in writing, of any reduction of hours or layoff at least three (3) working days in advance of employee notification.

C. Probationary employees are not eligible for recall under the provisions set forth herein. Laid off employees will be recalled in inverse order of layoff to: first, vacancies within the classification from which they were laid off; second, to classifications within a Division in which they were laid off; third, to any open job in the District for which they are qualified.

Recall rights are restricted to non-probationary employees and only for a period of twenty-four (24) months from the effective date of layoff.

No new employees shall be hired until all qualified laid off employees are recalled to what ever work is available for which they are qualified.

When a position becomes available, all eligible employees on the recall list will be notified by registered mail at the same time. The notification and testing process will be completed within ten (10) working days. Such notice will be forwarded to the employee's last known address. Failure to return as directed shall be considered a voluntary resignation and is not subject to review through the Grievance Procedure set forth herein.

ARTICLE 8

PAID LEAVE DAYS

A. 1. **Sick Days:**
Full-Time employees will receive twelve (12) sick days and will be able to accumulate a maximum of one hundred and twenty (120) days.

School Year or Term employees will receive ten (10) sicks days and can accumulate to a maximum of one hundred and twenty (120).

Any sick days will be pro-rated if an employee leaves before the end of the fiscal year.

Accumulated sick leave days may be utilized for the following reasons:

a. Illness of the employee.

b. Up to fifteen (15) days per year may be authorized for illness of any family member, which requires the employee's presence.

c. Full-Time and Term employees and bus drivers having worked for St. Louis Public Schools for at least fifteen (15) years shall be paid $45 per day for accumulated sick leave days at the time of retirement, resignation, permanent layoff, or death, to the maximum of 100 days:

For less than full-time employees the above schedule will be pro-rated based on number of hours worked per day. For the purpose of this provision, Term employees as defined in Article 1, E (2), will be considered Full-Time employees.

Employees should schedule routine doctor and dentist appointments outside of work hours.

The use of sick leave for purposes not detailed herein is prohibited.

In the event that school is dismissed early or cancelled, when a staff member has previously called in and is already at home ill, the staff member should still receive a full day (or ½ day if requested) of their paid sick time. They will not get docked if their sick time was already established.

2. Notwithstanding any other provision of this Agreement, the District reserves the right to establish restricted positions for employees with Workers' Compensation disabilities and the working conditions associated the positions.

B. **Bereavement Days:**
In the case of the death of a close relative up to three (3) days will be allowed the employee to attend the funeral. The three (3) days will be three (3) days from bereavement. If approved by supervisor or for out of state travel, two (2) additional days can be given for bereavement but must come from sick or personal time. Close relative is interpreted to mean grandparents, grandparents-in-law, grandchildren, parents, spouse, father-in-law, mother-in-law, children, brother, sister, finance', brother-in-law, sister-in-law, aunt, uncle, nephew, niece, son-in-law, daughter-in-law, step-family members, or any other member of the immediate household. Each employee shall be granted one (1) day with pay to attend a funeral of a person not in his/her immediate family as approved by the Superintendent. In the event that school is dismissed early or cancelled during a staff members' approved funeral and bereavement leave time, the employee will be paid for their cancelled hours.

C. **Personal Days:**
After the probationary period is met, Full-Time and Term employees will be given three (3) days may be authorized for personal business. Except in cases of extreme emergency or circumstances, beyond the employee's control, absences immediately before or after a holiday or vacation day will not be valid, under this Section. Prior notice of five (5) business days will be given when possible. The use of personal days shall be limited within each classification by the immediate supervisor on any given date to ensure there is not a shortage of workers within a classification. At the end of the fiscal year, unused personal business days will be added to the employee's sick leave accumulation. Your immediate supervisor must notify you within forty-eight (48) hours if your personal day has been approved or not. Term employees may use their personal days for school cancellations due to weather. Unused personal days will be paid at the end of the year or have the option to be rolled over (to a max at any one time of 6) or sick days into the next year.

D. Employees required to report for jury duty during working hours shall be released with pay provided they turn over to the District any earnings received for jury duty.

E. Any employee who misrepresents the facts pertaining to an absence (paid or unpaid) will:

1) First offense -3 days off without pay 2) Second offense - Subject to dismissal.

F. Employees may be required to supply a doctor's verification or other information to verify the reason for an absence.

G. The District reserves the right to send the employee to a District-appointed physician or other qualified medical professional if questions arise concerning an absence or fitness for continued service. The cost of the physician will be paid by the District unless the cost is covered under the employee's insurance plan.

H. Section A-D of this Article shall apply to Full-Time and Term employees and Bus Drivers.

I. Transfer of Sick Leave: Upon written authorization from the Superintendent, members of the bargaining unit can voluntarily transfer sick time to another bargaining unit employee member who has suffered a catastrophic illness or injury up to activation of long-term disability insurance. This authorization must have the signature of the employee agreeing to transfer sick hours and the specific amount they are willing to transfer. In addition, the form must be signed by the Superintendent of Schools.

J. The use of leave time will be restricted to one half (1/2) or full day increments if a substitute is required, excluding bus drivers.

ARTICLE 9

UNPAID LEAVES

A. Except as may be required under the Family and Medical Leave Act or Section B below, unpaid leaves of absence (including unpaid days off) will not be authorized under the terms of this Agreement, except for emergencies, unforeseen circumstances, or unusual situations as determined by the supervisor. If an employee takes unpaid days, they will be responsible to reimburse the District for benefit cost starting with the 3rd day without pay and any day thereafter. The cost will be deducted out of the employee's paycheck.

Notwithstanding any other provisions of this Agreement, the District reserves the right to establish procedures for the implementation of the Family and Medical Leave Act and reserves the right to exercise those rights available to it under law and the rules and regulations adopted for its implementation by the federal government.

B. All requests for paid or unpaid leaves of absence must be submitted in writing to the Superintendent accompanied by a statement indicating the specific purpose for the leave and the requested beginning and ending dates.

In the instance of leaves covered by Section 1 below, the employee must additionally submit a physician's statement in support of the leave which contains a diagnosis and date on which the employee can be expected to return.

1. An employee who is ill or disabled (including Worker's Compensation), will be granted a leave of absence following the exhaustion of accumulated sick leave (and accrued vacation time if applicable) for a period not to exceed twelve (12) months. Extension of leave may be granted by approval of the Board of Education.

   Upon return from the paid or unpaid leave on or before the approved date, the employee will be returned to his/her former position. If the employee's position no longer exists, the employee will be placed in a position in accordance with Article 7, for which the employee is qualified.

For purposes of illustration in implementing Section B (1), a custodian with twenty (20) days of accumulated vacation and fifty (50) days of sick leave accumulation who becomes disabled, will be granted an unpaid leave for up to twelve (12) months after the use of the sick leave and vacation days. While sick leave and vacation time are used and during the twelve (12) months of unpaid leave, the employee has the right to return to his/her former position provided it has not been eliminated through layoff. If the employee is unable to return after the twelve (12) months of unpaid leave, the employee's status will be recall eligible under the provisions of Article 7 for a period of an additional two (2) years after the twelve (12) month unpaid leave.

2. Authorization for other leaves of absence of up to twelve (12) months for other reasons is at the discretion of the Board of Education and will be reviewed on a case-by-case basis. All leaves under this provision except for an unforeseen family medical situation must be submitted by April 17 for the next school year. The granting of such leaves will not be precedent setting.

   Employees returning from such leaves will be returned to where his/her seniority places them in his/her former classification for which he/she qualified. If the employee has low seniority, the employee will be considered as recall eligible under the conditions and limitations set forth in Article 7 for a period of two (2) years at which time further employment rights shall terminate.

   Unpaid leaves of absence under the Family Medical Leave Act shall be granted without loss of seniority. Extension of leave may be granted by approval of the Board of Education. Upon returning from such leaves, employees will be eligible to receive any and all increases in wages and/or benefits that occurred during their leave of absence.

C. During an authorized leave of absence, the District reserves the right to fill the position of the absent regular employee with a substitute.

   Alternatively, the District reserves the right to reassign a bargaining unit employee to the position of an employee absent on approved unpaid leave of no more than thirty (30) work days, subject to the following conditions:

   1. An employee who voluntarily accepts such a temporary transfer shall receive the rate of pay of the classification to which he/she is temporarily assigned.

   2. An employee, who is temporarily assigned on an involuntary basis, will receive the rate of pay of his/her regular assignment or the temporary assignment, whichever is higher.

D. Subject to the approval of the Superintendent, elected Union officials will be granted day(s) off without pay to attend Union conferences and training activities. Requests for such day(s) must be submitted in writing to the Superintendent at least seven (7) calendar days in advance of the activity unless good cause can be shown that such notice was not possible. The request must identify the dates and/or times and the individuals request to be released.

ARTICLE 10

VACATIONS

A. For Custodial and Maintenance employees working a minimum of 215 days and Administrative Assistants, except as set forth in Appendix A, the following paid leave will be applied to bargaining unit positions during the following fiscal years.

Vacation Schedule

1. 0-1 years and after the completion of probationary period, the employee shall receive 5 days paid vacation.

2. 2-10 years, the employee shall receive 10 days paid vacation with not more than 5 to be taken when school is in session and upon prior supervisory approval and notice of at least 14 days.

3. 11+ years, the employee shall receive 15 days paid vacation with not more than 5 to be taken when school is in session and upon prior supervisory approval and notice of at least 14 days.

4. Vacation days will be prorated upon separation of employment.

5. Unused vacation days do not carry over into the next year. Unused vacation days are paid at the termination of service excluding terminations for misconduct.

B. Vacation time will be prorated based on the start date of employment to June 30th (fiscal year).

No vacations shall be authorized during the two (2) weeks prior to the start of school in the fall.

C. In the event of a layoff or termination of employment, employees will be paid for vacation days accrued through the day of layoff or termination. Vacation will be received on a pro-rated allowance based upon one twelfth (1/12th) of the vacation pay for each month or major fraction thereof between the employee's anniversary date of hire and his or her layoff or termination date.

D. All Administrative Assistants will be considered as full-time employees for purposes of this provision. Up to one half (½) of accrued vacation time may be used during the school year, upon approval from their immediate supervisor.

ARTICLE 11

PAID HOLIDAYS

A. 1. For purposes of this Article, the term "day" shall be defined as the number of hours the employee is regularly scheduled to work per day.

2. An employee must work the entire last regularly scheduled workday preceding and following the holiday in order to receive holiday pay unless absent on an approved paid leave time.

3. Probationary employees shall not be eligible for paid holidays.

4. In the event a holiday falls during an approved vacation, the employee will receive holiday pay.

5. In the event a holiday falls on a weekend, a day during that workweek or the workweek contiguous to that week will be designated as the holiday.

6. The number of paid holidays each fiscal year for employees will be as follows:

Full-Time Employees	Term Employees
July 4	*Labor Day (Only if school is in session
July 5	prior to Labor Day)
Friday before Labor Day	Thanksgiving Day
Labor Day	Day After Thanksgiving
Thanksgiving Day	Christmas Eve Day
Day After Thanksgiving	Christmas Day
Christmas Eve Day	New Year's Eve Day
Christmas Day	New Year's Day
New Year's Eve Day	Good Friday
New Year's Day	Memorial Day
Good Friday	
Memorial Day	

The Friday before Labor Day is a holiday for employees regularly scheduled to work two hundred and fifteen (215) days or more.

In the event Good Friday is scheduled as a student instructional day, an alternate holiday will be established on a non-instructional day.

ARTICLE 12

GENERAL PROVISIONS

A. With the exception of bus drivers, administrative assistants and maintenance employees scheduled to work at least five (5) hours per day may receive a thirty (30) minute unpaid lunch period. Administrative assistants and maintenance employees working the required hours as set forth herein may receive a sixty (60) minute unpaid lunch period. Subject to the approval of supervision, the lunch period may be reduced to thirty (30) minutes during the summer months. All lunch periods shall be assigned by the employees' immediate supervisor.

B. With the exception of bus drivers, employees shall receive one (1) fifteen (15) minute break for each four (4) hours worked.

C. 1. Custodial overtime shall be rotated within the building in which the overtime is scheduled. Overtime shall be rotated within the classification according to seniority if it goes outside of the building.

Maintenance overtime will be rotated within the classification District-wide.

The parties agree that an assignment requiring a shift extension immediately preceding or following an employee's shift on their regular assignment shall constitute a bona fide exception to the rotation system.

2. Absent a sufficient number of qualified volunteers within the classification in which the overtime or extra hours are scheduled, the District reserves the right to assign the least senior employee within the classification or a substitute.

3. Employees shall receive pay at the rate of time and one-half for all hours worked in excess of forty (40) hours in a workweek. Paid time off (except holidays, sick days, personal business and paid vacations), shall not be counted for purposes of computing overtime pay. Work on Sunday and holidays will be paid at double time.

D. The normal work week for payroll purposes will begin at 12:01 a.m. on Monday and will run for seven (7) consecutive twenty-four (24) hour periods, unless otherwise notified.

E. A minimum of three (3) hours pay at the straight time rate per day, will be paid to bargaining unit employees required to perform weekend and holiday building checks authorized by the District.

F. Employees called in to work outside of his/her regularly scheduled work time will receive a minimum of two (2) hours pay or the actual hours worked, whichever is greater. Voluntary work outside of an employee's regularly scheduled work time will be paid on an hourly basis rounded to the nearest quarter hour.

G. Any over payment in wages or benefits under this Agreement may be payroll deducted as a condition of this Agreement pursuant to the authority set forth in MCLA 408.477.

H. **Inclement Weather Days:**

1. Custodians, Maintenance Personnel, and Administrative Assistants, are required to report to work on days on which school has been closed due to inclement weather. In the event that any such employee is unable to report, he/she may utilize accrued vacation time, accrued personal time, or forego time missed without pay. With Building Administrator approval, administrative assistants will be allowed to work from 7:30 a.m. – 12:00 noon on school cancelled days and be released for the remainder of the day with 7.5 hours paid, up to two (2) per school year.

2. In the case of inclement weather, (paraprofessionals, library, clerks and bus drivers), shall be given the option to use banked sick leave days or personal days up to the number of inclement weather days forgiven by the state per school. Bus drivers that choose to use a banked sick day will not be eligible to drive a trip for that day unless the trip is 100% outside of the normal daily route/voce d run time. On half days, upon approval of supervisor (Maintenance Director), custodians may come in earlier and work a straight shift.

3. In the event school is canceled less than thirty (30) minutes from the employees scheduled starting time and the employee is not notified, the employee will receive a cancellation fee of $20.00 per day. Notice by the District to the radio station(s), television stations, phone call or Powerschool alert shall be deemed sufficient notice under this paragraph.

4. At the discretion of the maintenance supervisor, custodial and maintenance employees may alter work schedules on snow days, providing there are no scheduled events in the building including athletic practices and extracurricular activities that extend beyond the altered time.

I. The District will provide the allowances set forth for approved (color and quality) uniforms and shoes:

Classification	Description	Amount/Year
Custodians	Shoes/Uniforms	$147.50
Maintenance	Shoes/Uniforms	$160.00
Drivers	1 Jacket	$60.00

Maintenance and custodial uniform allowance reimbursement will be limited to the following: Shirts to be polo or seat type in the following color choices: red, white, gray or black. Shirts to be embroidered at a location designated by the District with the following: St. Louis Public Schools Staff. Embroidering cost to be paid for by St. Louis Public Schools. Samples of shirts are available in the maintenance office. Uniform pants are to be worn that are color coordinated with the above shirts. St. Louis Public Schools will do a group purchase in August each year, to save on shipping and taxes. Shirts and pants will be

purchased from a vendor designated by the District. Maintenance shoes shall be full leather hiking or work type steel toe. Custodial shoes shall be full leather work or hiking type. Winter coats, vests, jackets, and windbreaker shirts may be purchased with the allotted reimbursement for uniforms. Coats can be ordered from a vendor designated by the District. All items will have the same embroidering as shirts.

Employees must turn in valid receipts showing items were purchased, in order to be reimbursed.

Bus drivers may purchase one coat per year, individually or in multiple groups. The coats may be of differing styles or colors as long as they meet the following criteria:

1. The coat must be red, black, gray, white, or a combination of those colors.
2. The coat must have St. Louis Public Schools embroidered on front left chest area.
3. The name of the driver is optional on the right front chest area.

The driver must turn in to the Transportation Director a receipt with the description of the coat and a receipt for the embroidering, and will be reimbursed up to $60.00 total for the cost of the coat.

Exceptions will be made to the above referenced amounts per year due to special circumstances relative to clothing or shoe size.

The cleaning and maintenance of uniforms and shoes are the responsibility of the employee. Employees who are provided with uniforms must wear them at all times on the job.

J. With the exception of employees holding two (2) positions under Article 4, Section E, employees will receive reimbursement for authorized miles on the employee's personal vehicle at the per mile rate established by Board Policy.

K. In the event of any errors in relationship to the administration of the overtime, extra hours, extra trip or similar provisions of this Agreement, the employee who the parties verify as having been improperly bypassed, will be paid as if time worked.

L. Custodial staff will receive a building use form three (3) working days in advance notifying them of any events taking place in their building outside of the regular school day.

ARTICLE 13

MISCELLANEOUS

A. If any provisions of the Agreement or any application of the Agreement to any employee shall be found contrary to law, then such provision or application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect;

furthermore, the provisions of such law shall supersede, to the extent of the conflict, the provisions of this Agreement and govern the relation of the parties hereunder.

B. The Union and District recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Union, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify, or condone, nor shall any employee take part in any strike, slowdown or stoppage of work, boycott, picketing, or other interruption of activities in the school system. It is expressly recognized that such activity, if taken in support of another employee group within the District or a group employed by another employer, is prohibited under this Agreement. Failure or refusal on the part of any employee to comply with the provisions of this Article shall be cause for whatever disciplinary action is deemed necessary by the District.

C. This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the Union. This Agreement is subject to amendment, alteration or additions, only by a subsequent written agreement between, and executed by, the District and the Union. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

D. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity is set forth in this Agreement. Therefore, the District and the Union, for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

E. The parties mutually agree that the use of tobacco products in District buildings, on school property, in District vehicles, and at or during District sponsored events is prohibited.

F. The parties mutually recognize the importance of maintaining an educational and work environment free of controlled substances and alcohol that is both safe and orderly for students and employees and maintains the public trust and confidence. To this end, the parties agree that being under the influence of, the sale, possession, or use of alcohol or controlled substances while on District premises, in District vehicles, or while attending to job related responsibilities away from the work site is prohibited.

The parties further agree that this principle applies regardless of the amount of controlled substances or alcohol involved and that infractions of this provision will subject the employee to discharge.

Relative to the enforcement of this Section, the parties further agree that lockers, desks, storage areas, District vehicles, and other areas where employees may store items are the property of the District and as such may be searched where reasonable cause exists to believe an employee has violated this Section.

G. A three-ring notebook will be placed at every school which will contain the seniority list, Contract, and job descriptions.

H. Should the District decide to reduce the current calendar, the Superintendent and the Union Chairperson agree to meet to discuss possible work alternatives for support staff.

ARTICLE 14

Wage Rates and Related Issues

2023-2024

Classification	**Years of Experience in the Classification**				
Title					
Administrative Assistant	$ 15.45	$ 16.07	$ 16.56	$ 17.05	$ 17.56
Maintenance	$ 16.01	$ 16.73	$ 17.53	$ 18.34	$ 19.18
Custodial	$ 13.39	$ 14.17	$ 14.94	$ 15.71	$ 16.48
Aides	$ 12.36	$ 12.86	$ 13.24	$ 13.64	$ 14.05
Library Paraprofessional	$ 12.36	$ 12.86	$ 13.24	$ 13.64	$ 14.05
Clerks	$ 12.36	$ 12.86	$ 13.24	$ 13.64	$ 14.05

Transportation Department: 2023-2024

Regular Runs	$ 19.65
Extra Trips	$ 14.88
Voc Ed Runs	$ 16.84

2023-2024

Doug Knauf	$ 14.51

**** Doug Knauf to be grandfathered into the Contract with previous Library Paraprofessional wages.**

2023-2024 School Year

Each employee eligible for a step will receive a step for the 2023-2024 school year. Effective the date of a ratified Agreement.

A 2 % increase on the wage schedule will be given in addition to the step, with the exception of Doug Knauf who will receive a 1% increase. Effective the date of a ratified Agreement.

2024-2025

a. If the audited fund balance for the 2023-2024 school year is greater than 12%, a step for all eligible employees will be given for the 2024-2025 school year.
b. If the audited fund balance for the 2023-2024 school year is greater than 13%, a 2% increase on the wage scale will be given in addition to the step listed in (a) above. With the exception of Doug Knauf who will receive a 1% increase.

2025-2026

a. If the audited fund balance for the 2024-2025 school year is greater than 12%, a step for all eligible employees will be given for the 2025-2026 school year.
b. If the audited fund balance for the 2024-2025 school year is greater than 13%, a 2% increase on the wage scale will be given in addition to the step listed in (a) above. With the exception of Doug Knauf who will receive a 1% increase.

C. Years of service, as set forth above, refer to the years of service in the St. Louis Schools. In addition, wage rates will be based on years of service in the St. Louis Schools for wage progression only.

Increments will be issued on July 1. Person hired or in position prior to January 15 will have an anniversary date of July 1 of the current school year. Person hired or in position January 15 or later, will have an anniversary date of June 30 of the following year. In order to advance on the increment schedule, the employee must have physically worked (exclusive of authorized vacation and paid leave) for at least 170 days in the preceding fiscal year.

D. Custodians who are assigned to a split shift and custodians who are assigned to a shift, which incorporates work hours beyond 8:00 p.m., will receive a shift differential of fifty cents (.50) per hour.

E. Any aide, who is required to perform duties beyond their normal responsibilities, as a result of a medical fragile child, or children, shall be compensated an additional one dollar ($1.00) per hour for any days, or part thereof, that these duties are required. Medically fragile will be defined by the student's I.E.P. and/or by a signed physician's statement.

F. Summer work hours:

8 hour day - 7:00 a.m. - 3:30 p.m. (1/2 hour lunch)

To avoid lack of building coverage, summer hours and days must be approved by the immediate supervisor.

G. With the exception of substitute assignments covered by Article 9 (c), the following provisions will apply to payments made for substitute work:

1. Hours within the employees' classification will be paid at the employees' regular rate of pay.

2. Hours outside of the employees' classification that are outside of the employees' regular schedule of work hours will be paid at the substitute rate for the classification where the work is performed.

3. Hours outside of the employees' classification that overlap the employees regular schedule of hours, will be paid for the overlapping hours at the higher of the employees regular rate of pay or the step one rate in the classification where the work is performed.

H. Any required maintenance certification/license/accreditation will be open for negotiations if certification/license/accreditation comes up during the course of this Contract.

ARTICLE 15

INSURANCE

A. General Provisions:

1. The District reserves the right to select or change insurance administrators and/or underwriters during the term of this Agreement without prior bargaining with the Union. The determination to change insurance administrators and/or underwriters is not subject to the Grievance Procedure provided reasonably similar coverage is maintained in the conversion.

2. All claims submitted are subject to the terms set forth by the various insurance administrators and underwriters. As such, any claims and disputes are, therefore, not subject to the Grievance Procedure.

3. Eligible employees as set forth herein are responsible for the completion of all necessary enrollment forms and for fulfilling any requirements established by the insurance administrators or underwriters.

4. The District's sole responsibility under this Article is to pay insurance premiums on behalf of eligible employees and their eligible dependents.

5. Eligible dependents shall be the spouse of the insured employee, unless legally separated, and all unmarried dependent children from birth to age 25 if authorized by the underwriters. Dependency shall be determined within the meaning of the United

States Internal Revenue Code. Premium payments for eligible dependents shall be provided through December 31 of the year in which the dependent becomes age 25.

Double coverage is prohibited. An employee eligible for health or other insurance benefits as defined herein shall not be eligible to enroll for District paid premiums for an insurance benefit if he/she is enrolled under another plan with the District (e.g. enrolled under spouse's plan) or is enrolled in a plan through another employer where the enrollment is voluntary with the other employer.

6. Any amounts in excess of the District's premium contributions shall be payroll deducted as a condition of this Agreement pursuant to the authority set forth in MCLA 408.477.

7. New employees and employees who become eligible for insurance benefit contributions will begin to receive insurance premium contributions the first of the month following the initial date of eligibility. Eligibility will start on the first day of employment.

8. a. All custodial/maintenance personnel eligible for medical insurance benefits under this Agreement will be responsible for all deductibles and co-pays associated with the agreed upon medical and prescription drug plan found in Appendix B. The District will continue to research for a cost savings policy. Any new policy must be mutually agreed on before the new insurance is changed. For the term of this Agreement, the Employer shall be obligated to pay not more than the total sum of the hard cap limitation on all medical insurance premiums inclusive of all taxes, fees, and assessments applicable to the medical insurance premiums. All other medical insurance premium costs shall be paid by the employee utilizing payroll deduction, at the discretion of the Board.

b. All administrative assistant personnel eligible for medical insurance and prescription drug benefits under this Agreement will be responsible for all deductibles and co-pays associated with the agreed upon medical and prescription drug plan found in Appendix B. The District will continue to research for a cost savings policy. Any new policy must be mutually agreed on before the new insurance is changed. For the term of this Agreement, the Employer shall be obligated to pay not more than the total sum of the hard cap limitation on all hospital/medical insurance premiums inclusive of all taxes, fees, and assessments applicable to the medical insurance premiums. All other medical insurance premium costs shall be paid by the employee utilizing payroll deduction, at the discretion of the Board.

c. All para-professionals eligible for medical/prescription drug insurance benefits under this Agreement will be responsible for all deductibles and co-pays associated with the agreed upon medical/prescription drug plan found in Appendix C. For the term of this Agreement, the Employer shall be obligated to pay not more than the total sum of the hard cap limitation on all

medical/prescription drug insurance premiums inclusive of all taxes, fees, and assessments applicable to the medical/prescription drug insurance premiums. All other medical insurance premium costs shall be paid by the employee utilizing payroll deduction, at the discretion of the Board. For the term of this Agreement, the Employer shall be obligated to pay no more than what is required under the Affordable Care Act.

d. All clerks eligible for medical/prescription drug insurance benefits under this Agreement will be responsible for all deductibles and co-pays associated with the agreed upon medical/prescription drug plan found in Appendix C. For the term of this Agreement, the Employer shall be obligated to pay not more than the total sum of the hard cap limitation on all hospital/medical insurance premiums inclusive of all taxes, fees, and assessments applicable to the medical insurance premiums. All other medical insurance premium costs shall be paid by the employee utilizing payroll deduction, at the discretion of the Board. For the term of this Agreement, the Employer shall be obligated to pay no more than what is required under the Affordable Care Act.

e. All bus drivers eligible for medical/prescription drug insurance benefits under this Agreement will be responsible for all deductibles and co-pays associated with the agreed upon medical/prescription drug found in Appendix C. For the term of this Agreement, the Employer shall be obligated to pay not more than the total sum of the hard cap limitation on all medical/prescription drug insurance premiums inclusive of all taxes, fees, and assessments applicable to the medical/prescription drug insurance premiums. All other medical insurance premium costs shall be paid by the employee utilizing payroll deduction, at the discretion of the Board. For the term of this Agreement, the Employer shall be obligated to pay no more than what is required under the Affordable Care Act.

B. Custodial and maintenance personnel regularly scheduled to work at least two thousand (2000) hours per year will be entitled to dental, vision, and disability insurance benefits.

1. The disability provisions may be provided through an insurer of the District's choice or self-insured. The plan structure will generally provide for the following:

a. An employee must fulfill a one hundred twenty (120) consecutive calendar day waiting period due to the same illness/disability which will be measured from the first day of absence due to the disability and the employee must have exhausted all his/her accumulated sick leave.

b. The plan will provide for coverage up to 60% of the employees' regular wages up to a maximum of $1,500 per month.

c. Workers' Compensation disabilities and disabilities due to nervous/ mental and drug/alcohol are excluded from the plan.

d. The plan will provide for payments for a maximum period of two (2) calendar years from the first day of absence from work.

2. Administrative Assistants regularly scheduled to work at least 1612.5 hours per year will be entitled to dental, vision, and disability insurance benefits."

3. All Term Employees and Bus Drivers as defined in Article 1 will receive premium payments toward $18,500 in group term life insurance. All Full-Time Employees will receive premium payments toward $36,000 in group term life insurance.

C. District insurance premium contributions shall cease to be paid on the effective date of severance from employment, upon the effective date of layoff and on unpaid leaves authorized under Article 9, unless further payments are required under the Family and Medical Leave Act.

D. Employees who are placed on Workers' Compensation shall have the portion of the medical insurance premium paid by the School District continued to be paid for a period of one and a half (1½) years from the date the employee is placed on Workers' Compensation. Any additional District-paid premiums beyond one and a half (1½) years will be at the discretion of the Board of Education.

E. Any full-time employee as per Article 1 and those employees regularly scheduled to work 215 days or more per school year who are eligible for District premium contributions but elects not to receive the health benefits package shall receive $84 per month for a total of $1,000 per calendar year.

ARTICLE 16

GRIEVANCE PROCEDURE

A. A grievance shall be defined as an alleged violation, misapplication or misinterpretation of the expressed terms and conditions of this Contract.

The following issues will not be subject to review through the procedures set forth in this Article:

1. Any matter barred from the scope of the Grievance Procedure (i.e. the discipline of probationary employees, etc.).

2. Any matter involving the content of employee evaluations. All employee evaluations shall be reviewed together by the supervisor and the employee at a time to be determined by the supervisor during the month of April each year.

B. The Union shall designate one Steward per building to handle grievances at Step 1.

C. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants;

2. It shall contain a synopsis of the facts giving rise to the alleged violation;

3. It shall cite the Section of subsections of this Contract alleged to have been violated;

4. It shall contain the date of the alleged violation;

5. It shall specify the relief requested.

Any written grievance not submitted in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

(STEP I)

D. A grievance must be presented by the aggrieved employee through the employee's department Steward to the employee's immediate supervisor within five (5) work days from the time the grievant first learned or should have learned of the alleged violation in order to be a proper matter for the Grievance Procedure.

E. At the first conference with the immediate supervisor, if this grievance is resolved either by withdrawal of the same by the employee or by agreement of the parties, a written resolution, and the Union and the Board shall each have a copy of said record including the date of this alleged violation and the date of disposition. The immediate supervisor would have five (5) work days in which to respond.

(STEP II)

F. In the event the matter is not resolved informally, the grievance shall be submitted in writing, by the Chairperson of the Bargaining committee, to the immediate supervisor within ten (10) work days following the supervisor's informal response. Such written grievance shall be on a form to be agreed upon by the Union and the Board and it shall contain the items as specified in above paragraph C.

G. Within five (5) work days after receiving the grievance, the immediate supervisor shall state the decision in writing, together with supporting reasons, and shall furnish a copy to the Chairperson of the Bargaining Committee.

(STEP III)

H. Should the decision of the immediate supervisor be unsatisfactory to the aggrieved employee, or the Union Steward acting in his behalf, such grievant shall, within five (5) workdays of the decision of the immediate supervisor, notify the Superintendent of the Union's desire to meet and discuss the grievance. Such meeting shall be held within ten (10) workdays of receipt of such notice. At such meeting, the Superintendent and/or his representative, the Union Committee and/or the representative of the Union, shall discuss the grievance. The decision of the Superintendent shall be given in writing within five (5) workdays after the meeting.

(STEP IV)

I. In the event that an adjustment or disposition of the grievance satisfactory to the employee and/or the Union is not obtained under the above procedures, the Union shall, within thirty (30) calendar days after rendition of the Superintendent's decision, appeal the same by serving written notice thereof upon the Superintendent. The Board and the Union shall, within five (5) calendar days thereafter, select an arbitrator or, in the event they cannot agree upon such person, they shall then apply to the Director of Federal Mediation and Conciliation Service to furnish a list of a panel of seven (7) impartial arbitrators from which the representative from the St. Louis Public Schools and the representative of the Union shall select through a striking process an arbitrator to hear the case. Striking process from the list of seven (7) arbitrators, the representatives of St. Louis Public Schools and USW shall alternately strike the name of an arbitrator until one is left. The arbitrator left shall hear the case. The USW representative shall strike first.

J. 1. The arbitrator shall make a judgment based upon the express terms of this Agreement and shall have no authority to add to or subtract from any of the terms of this Agreement.

2. The expenses of the arbitrator shall be shared equally between the Board and the Union.

In all steps of the Grievance Procedures, when it becomes necessary for individuals to be involved during working hours, they shall be excused with pay for that purpose.

K. No employee at any stage of the Grievance Procedure shall be required to meet with any administrator without Union representation by the Steward or his/her designee. Individual grievant may not pursue arbitration without the authorization of the Local Union.

L. General Arbitration Provisions and Limits on the Arbitrators Authority:

1. The arbitration proceedings shall be conducted in accordance with the rules and procedures of the Federal Mediation and Conciliation Service.

2. It is expressly understood that no grievance arising subsequent to the expiration date of this Agreement shall be arbitrated absent mutual agreement between the parties.

3. The parties may mutually agree to an arbitrator outside of the list provided above.

4. The cost of the arbitrator shall be shared equally by the parties.

5. An award in any one case will not require retroactive adjustment in any other instances not in dispute in the case at hand.

6. The decision of the arbitrator shall be final and binding subject to review in accordance with the applicable standards for judicial review.

7. The arbitrator shall have no power to:

   a. Rule on an issue previously barred from the scope of the Grievance Procedure.

   b. Add to, subtract from, or otherwise modify the expressed terms and conditions of this Agreement.

   c. Award punitive damages.

   d. Issue a back pay award for any amount in excess of lost hourly pay rates nor for a period to exceed twenty (20) days prior to the date the grievance was filed.

   e. Establish wage schedules.

   f. Interpret the law or issue a ruling on a subject where there is a procedure prescribed under law for seeking relief (e.g. Wage and Hour, E.E.O., M.E.R.C., etc.).

M. The Union shall have no right to initiate a grievance involving the right of an employee or group of employees without his or their express approval in writing thereon. This provision will not be deemed to require the Union when filing a grievance on behalf of a classification(s) of employees to acquire the signature of all affected employees.

N. All preparation, filing, presentation or consideration of grievances shall be held at time other than when an employee or a participating Union representative is to be at their assigned duty stations except as may be agreed by the parties. In such instances employees will suffer no loss of pay.

O. The time limit provided in this Article shall be strictly observed but may be extended by written agreement of the parties.

P. Notwithstanding the expiration of the Agreement, any claim or grievance arising there under prior to the expiration of this Agreement may be processed through the Grievance Procedure until resolution. Subsequent to the expiration date of this Agreement, grievances are subject to the restrictions detailed in Section L (2).

ARTICLE 17

SUMMER SPECIAL PROJECTS LABOR POOL

A. Term employees who have an interest in working on special projects during the summer may sign up on the summer work rosters at the Superintendent's office between May 1 and May 15 on any given year.

B. Subsequent to May 15, the District will align the list of employees according to seniority within the employees' current and former Division(s). Available work for which the District elects to utilize the summer work rosters will be rotated starting at the top of the list. It is expressly recognized the District will not be required to utilize an employee in rotation who is incapable of demonstrating he/she is qualified to perform the work in question. An employee may only perform one (1) summer position at a time.

Offers of summer work may range from less than a full day to a number of consecutive workdays. Employees offered such work must either accept or reject the complete assignment as offered. If rejected, the next person in rotation will be offered the work.

Any employee rejecting more than two (2) summer work assignments will be removed from the list for the balance of the summer. An employee electing such work who misses any scheduled work time (with the exception of time missed due to illness or disability of the employee) will be removed from the assignment. Removal from assignments on more than two (2) occasions will result in the removal of the employee from the list for the balance of the summer.

C. Term employees performing summer work will be paid sub rate. Term employees will not receive, accrue or be eligible to utilize any other benefits. Summer work as defined in Article 17 B will be filled first by support staff personnel.

D. The following matters relating to the summer work pool are not subject to the Grievance Procedure:

1. The determination of the District not to utilize the pool for certain special projects or work.

2. The removal of an employee from the roster as provided in Section B.

3. Any claim of benefit due or accrued other than a claim for wages due under Section C.

4. Any claim by a fifty-two (52) week employee involving a loss of overtime or extra hour of work.

ARTICLE 18

DURATION AND NEGOTIATIONS PROCEDURES

This three-year Agreement shall be in effect from **July 1, 2023**, through **June 30, 2026**, and may only be extended by mutual written consent of both parties.

A. In the event the District restructures existing positions and/or creates a new classification, which falls within the bargaining unit, the District will notify the Union President in writing accompanied by a job description, rate of pay and other applicable working conditions. Thereafter, the Union will notify the Superintendent of the acceptance of the terms in writing within ten (10) calendar days or alternatively, request a meeting to discuss and/or resolve any concerns or differences with respect to the wages and working conditions.

B. Copies of the master Agreement will be produced by the District and distributed to all employees within the bargaining unit. Ten (10) additional copies of the Agreement will be forwarded to the Local Union President.

Association members required attending a staff meeting and/or E.R.T. meeting held outside their regular scheduled work day will be paid at their current hourly rate of pay.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives as of the day and year first above written.

ST. LOUIS BOARD OF EDUCATION
St. Louis, MI

President

Vice President

Secretary

Treasurer

Board Trustee

Board Trustee

Board Trustee

UNITED STEELWORKERS,
AFL-CIO·CLC

D. R. McCall, Int'l President

John E. Shinn, Int'l Secretary-Treasurer

, Int'l Vice President (Admin)

Kevin J. Mapp, Int'l Vice President (Human Affairs)

Donald E. Blatt, District 1 Director

Michael E. Bilodeau, Staff Representative

LOCAL UNION # 2-540-3

Tom Naessens, Unit President, LU 2-540-3

Calvin Bigelow, Bargaining Committee

Deb Donley, President, LU 2-540

APPENDIX C

Appendix C will include Job Descriptions - Evaluation Forms - and Basic Skills Tests.

ST. LOUIS SUPPORT STAFF
UNITED STEELWORKERS
LOCAL 2-540-3
CONTRACT
2023-2024, 2024-2025, 2025-2026

USW
LOCAL 2-540

JOB DESCRIPTIONS

EVALUATION FORMS

BASIC SKILLS TESTS

INDEX

	PAGE
ADMINISTRATIVE ASSISTANT JOB DESCRIPTION	1
AIDE/PARAPROFESSIONAL JOB DESCRIPTION	3
QUALIFICATION FOR MICHIGAN SCHOOL READINESS	5
BUS DRIVER JOB DESCRIPTION	6
BUS DRIVER REQUIREMENTS	10
CLERK JOB DESCRIPTIONS	12
CUSTODIAL JOB DESCRIPTIONS	14
MAINTENANCE	17
ADMINISTRATIVE ASSITANT EVALUATION	19
AIDE/PARAPROFESSIONAL EVALUATION	22
BUS DRIVER EVALUATION	24
CLERK EVALUATION	27
CUSTODIAL EVALUATION	29
MAINTENANCE EVALUATION	31
ADMINISTRATIVE ASSISTANT BASIC SKILLS TEST	33
AIDE/PARAPROFESSIONAL BASIC SKILLS TEST	35
CLERK BASIC SKILLS TEST	37
CUSTODIAL BASIC SKILLS TEST	39

LIBRARY PARAPROFESSIONAL BASIC SKILLS TEST 40

MAINTENANCE BASIC SKILLS TEST 42

MAINTENANCE/JOURNEYMAN PLUMBER BASIC SKILLS TEST 44

ADMINISTRATIVE ASSISTANT

JOB GOAL:

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized, and to relieve the building administrator of clerical details so that he/she may devote his/her time to the proper operation of the school.

REPORTS TO: Building Administrator

MUST PASS A BASIC SKILLS TEST

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High school graduate with experience in data processing/business application skills.
2. Excellent English, grammar, spelling, and punctuation.
3. Ability to type and skill in operating personal computers, data terminals and peripheral equipment.
4. Ability to communicate clearly and concisely in English, both orally and in writing, including clear, polite telephone communication skills.
5. Ability to work effectively under minimum supervision.
6. Ability to exercise tact, patience, good judgment, and initiative in dealing with students, faculty and the general public.
7. Two (2) years secretarial experience and/or clerk.
8. Neat appearance, good health, pleasant and mature personality.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Job responsibilities, duties and assignments will vary among school building administrative assistant positions. The individual needs of each building will be slightly different. The St. Louis Public Schools will treat everyone in a positive, fair and orderly manner.
2. Be willing to accept responsibility and perform other related miscellaneous duties as may be assigned by the building administrator.
3. Be prompt, courteous and polite at all times to students, parents and school employees.
4. Complete the work assigned by the building administrator in a prompt courteous positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools.
5. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
6. Receives and routes incoming calls, places calls, records messages, and maintains a schedule of appointments and makes arrangements for conferences and interviews.

7. Types correspondence, reports, notices, recommendations and various other forms as may be essential to the operation of the school.
8. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
9. Welcomes visitors and arranges for their comfort.
10. Supervises and assists in the copying of instruction materials.
11. Is responsible for receiving and distributing incoming mail and instructional supplies.
12. Under the direction of the building administrator, orders, maintains, and distributes instructional supplies.
13. Is responsible for recording the grades for all students at the end of each semester and the permanent recording of the complete and accurate academic records for all graduates.
14. Handles confidential information concerning students, teachers, parents, and other school employees with care and discretion.
15. Is responsible for processing work permits for minors who request them.
16. Schedules and assigns students lockers.
17. Responsible for providing proper training and office etiquette to our student office aides.
18. Administers first aid.
19. Keeps immunization records and compiles reports.
20. Keeps records on incoming and transfer students and handles the "request for" and "transfer of" student records.
21. Coordinates and schedules parent-teacher conferences from data obtained from the parents.
22. Helps secure substitutes for teachers and support staff when notified in advance.

TERMS OF EMPLOYMENT:

52 Week Employee
Hourly Pay
Subject to master agreement between St. Louis Board of Education and US Local 2-540

EVALUATION: Building Administrator

AIDE/PARAPROFESSIONAL

JOB GOAL:

To work in whatever capacity is assigned to the job title that includes but is not limited to the following: library, classroom, gym, Title I, and special education.

REPORTS TO: Building Administrator

MUST PASS A BASIC SKILLS TEST

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High School graduate. For buildings that receive federal funding, must also have passed the three work keys tests or complete at least 60 credit hours at an accredited institute of high education.
2. Some knowledge of child/adolescent growth and development and the goals and organization of public schools.
3. Patience and ability to work and interact with children, young adults and parents.
4. Ability to work harmoniously with and provide a broad range of support to instructional staff.
5. Ability to assist in the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior, including outdoor activity areas, gymnasiums, etc.
6. Ability to learn new behavior and classroom management techniques and to perform all required tasks.
7. Certain assignments, such as kindergarten assistant, require sufficient dexterity to demonstrate activities and monitor activities at floor level of young children.
8. Ability to communicate clearly and concisely, in English, both orally and in writing.
9. Ability to follow written and oral instructions.
10. Computer literacy/awareness basic word processing/keyboard skills/excel.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Job responsibilities, duties and assignments will vary among school aide positions. The individual needs of each building will be slightly different. The St. Louis Public Schools will treat everyone in a positive, fair and orderly manner.
2. Aides are expected to be willing to perform various assignments within the school day.
3. Be willing to accept responsibility and perform other related duties as indicated by the building administrator.

4. Be prompt, courteous and polite at all times to students, parents and school employees.
5. Complete the work assigned by the building administrator in a prompt, courteous, positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.
6. Working with small groups and one-on-one, under the direct supervision of the administrator, special education teacher, teacher, and Title I teacher.
7. Be familiar and able to operate audio-visual and computer equipment.
8. Library/media center aides are responsible for a neat, orderly, well organized library/media center and make available to teachers and students, material contained within the library/media center. Work directly with the building administrator in proper procedure for ordering materials and supplies. Also, to do yearly inventory.
9. Title I paraprofessionals are supervised by the program administrator even though they are assigned to several teachers and/or several tasks during the day as indicated by the program administrator.
10. Classroom aides may also be assigned to various teachers and/or jobs during the school day but are under the supervision of the building administrator.
11. Work in a safe and orderly manner reporting all injuries to the building administrator and filling out an accident report within 24 hours.
12. Report and discuss problems to the building administrator so he/she is informed on issues and circumstances that are considered to be important with the daily operation of the school.
13. Use proper etiquette in answering and responding on the telephone. If in doubt, take name and number, call back with information promptly.

TERMS OF EMPLOYMENT:

School Year
Hourly Pay
Subject to Master agreement between St. Louis Board of Education and USW Local 2-540.

EVALUATION: Building Administrator or Program Administrator

QUALIFICATIONS FOR PARAPORFESSIONALS IN THE MICHIGAN SCHOOL READINESS PROGRAM

The standards of Quality and Curriculum Guidelines for Preschool Programs for Four Year Olds includes the mandated training requirement for staff members for the Michigan School Readiness Program. Quality Indicator R.2.1 a refers to the training of the early childhood paraprofessional or associate teacher, who should have: "An associate's degree in early childhood/preschool education, child development, child care, or Child Development Associate (CDA) credential or equivalent continuing education experience, as approved by the State Board of Education."

All paraprofessionals or Associate Teachers not "grand parented: must complete one of the three options. Newly hired paraprofessionals or Associate Teachers have two years from the date of hire in a Michigan School Readiness Program to complete one of the following.

1. An associate's degree in early childhood/preschool education, child development, or child care or equivalent;

OR

2. A child Development Associate (CDA) credential or other equivalent nationally-recognized credential;

OR

3. One hundred twenty clock hours of documented formal child care education offered by approved training organizations, with no fewer than ten hours in each of the following content areas (from the CDA requirements):
   "(a) Planning a safe, healthy environment to invite learning
   (b) Steps to advance children's physical and intellectual development
   (c) Positive ways to support children's social and emotional development
   (d) Strategies to establish productive relationships with families
   (e) Strategies to manage an effective program operation
   (f) Maintaining a commitment to professionalism
   (g) Observing and recording children's behavior
   (h) Principles of child growth and development"

Check with your local colleges, universities, community colleges, Head Start Agencies or Intermediate School Districts for more information.

BUS DRIVER

JOB GOAL:

To provide safe and efficient transportation for all eligible recipients in the school district.

REPORTS TO: Director of Transportation

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Possession of or ability to obtain an appropriate valid automotive operator's license to drive a school bus with a Michigan CDL license with air brake and P endorsements and an excellent driving record in compliance with school board standards.

2. Driving record must comply with state school law.

3. Must remain in compliance with state, county and school district laws and regulation regarding use of controlled substances and alcohol, as applied to school bus drivers.

4. Bus drivers must have a physical each year per state laws.

5. Successful completion of school district's bus driver's training course which is required to achieve permanent employment status. Periodic retraining may also be required.

6. Have at least five (5) years of driving experience.

7. Knowledge of safe, proper and courteous operation of automobiles and buses.

8. Knowledge of the local street and road systems.

9. Knowledge of state regulations and laws pertaining to the operation of school buses.

10. Some knowledge of first aid.

11. Ability to understand and carry out oral and written instructions.

12. Interest in and liking for children and young adults.

13. Ability to maintain effective control over groups of students and to ensure student behavior is not distractive to safe driving.

14. Sufficient strength, agility, dexterity and oculomotor reaction time to operate a school bus at all times including emergency situations.

15. Sufficient vision and visual acuity to operate a bus during assigned periods.

16. Ability to distinguish colors of red, green, and amber on a vehicular control lights

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Be willing to accept responsibility and perform other related duties as indicated by the Director of Transportation.

2. Be prompt, courteous and polite at all times to students, parents and school employees.

3. Complete the work assignment in a prompt courteous positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.

4. Drivers are to report early enough to perform a complete CDL pre-trip inspection before every route and fill out a CDL check list for every route and turn into the Director of Transportation at the end of the day.

5. Keep your bus swept out and the trash box empty. Also, keep your door and windows closed when the bus is parked for the night.

6. Drivers are to keep the turn signals, blinker lights, back windows, windshields and the driver side window clean at all times.

7. Drivers are to keep necessary supplies on their bus including paper towels, window cleaner, flashlight and first aid supplies.

8. Drivers are responsible for keeping fuel in their bus and in the winter adding fuel additive. A fuel slip must be filled out at each fueling.

9. Drivers must conduct three evacuation drills per year.

10. Drivers must conduct a radio check every Monday morning.

11. Drivers must report any mechanical problems or repairs needed as soon as they become aware of the problem.

12. Drivers are to report any accident immediately to the Director of Transportation regardless of how minor it may be and fill out any written reports requested.

13. The bus is to be plugged in each night during cold weather.

14. Students are never to operate the radio, light controls, door or any other part f the bus operation at any time. The driver shall have full control of these operations at all times.

15. Passengers will never be left unattended on a bus while the engine is running. When leaving the bus always take the keys.

16. During the summer the Director of Transportation locates the families in the rural areas that will have eligible students attending school in the fall. From this information student pickup points are located and maps established.

17. In August, when route assignments are made, each driver is given the map and they familiarize themselves with the route. This is usually done by driving a car over the route. When the driver is familiar with the route a time schedule is established. This is done by driving a bus over the route and making the necessary stops as though students were actually riding the bus and noting the time of each stop. After the time schedule has been established the bus driver will contact the family of the students to inform them of the time schedule for the coming school year.

18. Drivers will make out a current map of their routes with student names to be left on the bus.

19. Authority is delegated to the driver to assign seats for any or all students if necessary.

20. Drivers are responsible to supervise the activities of passengers leaving the bus until they have passed safely in front of the bus when exiting and crossing the highway or are otherwise not subject to hazards.

21. Drivers are responsible for contacting parents when there is a problem with a student either in writing or by phone. Meetings with parents and/or administrators may be necessary.

22. A daily log should be kept of activities on the bus to assist when informing parents of a problem.

TERMS OF EMPLOYMENT:

School year

Hourly pay

Subject to master agreement between St. Louis Board of Education and USW 2-540

EVALUATION: Director of Transportation

ST. LOUIS PUBLIC SCHOOLS

BUS DRIVER REQUIREMENTS CDL (COMMERCIAL DRIVERS LICENSE)

GROUP B WITH P (PASSENGER) – S (SCHOOL BUS) & AIR BRAKE ENDORSEMENTS

CURRENT EMPLOYEE OR PROSPECTIVE NEW HIRE SHALL REPORT TO BUS DIRECTOR AND INFORM HIM OF YOUR DESIRE TO BECOME A BUS DRIVER

1. The current employee or prospective new hire shall report to Michigan Secretary of State Office and request a records check to see if they are eligible for a CDL based on their past driving record. You will be told immediately if you are or are not eligible based on your driving record.

2. If you are eligible you should request a CDL Manual. Upon receiving the manual you should take it home and study the material contained in it and prepare for your written tests.

3. When you are ready you shall report to Michigan Secretary of State Office and request to take the knowledge tests. Group B Test, Passenger Test, School Bus Test, and Air Brake Test.

4. Upon passing all of the knowledge tests you will be given a Temporary Instruction Permit. This allows you to practice driving under supervision of a driver who has a CDL for the type of vehicle you will be operating.

5. Upon passing knowledge tests and you have a temporary instruction permit report to Bus Director.

6. Bus Director will send you to Occupational Health to be given a CDL physical and a CDL drug test.

THE PREVIOUS 6 STEPS MUST BE COMPLETED BEFORE ANY CURRENT EMPLOYEE OR NEW HIRE SHALL BE AWARDED A BUS DRIVER JOB. THE REMAINING STEPS SHALL BE COMPLETED WITH 15 WORKING DAYS

1. Upon passing the CDL physical and drug test the Bus Director will schedule you for practice driving time with a licensed CDL bus driver.
2. When you have completed your practice driving time the Bus Director will schedule you for a driver skills test. Vehicle safety check – Off street basic control skills test – On-street driving test.

3. Upon successful passage of the driver skills test you will be given a Test Certificate from the testing official. You shall take the Test certificate to the Secretary of State Office to receive your full privilege CDL.

CLERK

JOB GOAL:

To assure the smooth operation of the office and assist the administrator, administrative assistant and teachers of clerical details.

REPORTS TO: Building Administrator

MUST PASS A BASIC SKILLS TEST

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High school graduate with data-processing/business background.
2. Knowledge of business office procedures, practices, equipment and software.
3. Ability to type and operate personal computers/data terminals.
4. Ability to communicate clearly and concisely, in English, both orally and in writing.
5. Have the desire and ability to relate to and direct students.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Job responsibilities, duties and assignment will vary among clerk positions. The individual needs of each building will be slightly different. The St. Louis Public Schools will treat everyone in a positive, fair and orderly manner.
2. Be prompt, courteous and polite at all times to students, parents and school employees.
3. Be willing to accept responsibility and complete the work assigned by the building administrator in a prompt, courteous positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.
4. Answers telephone, greets visitors, receives and delivers phone messages.
5. Assists with the operation of the breakfast and lunch program if directed by administrator.
6. Types, word processing, duplicates and files as requested by teachers and administrators.
7. Sorts and distributes mail and instructional materials for the building
8. Sees that injured and ill students are made comfortable; contacts building administrator or other school administrator and assists in administering first aid.
9. Fills out student accident report forms and assists in keeping building health records current.
10. Input daily attendance into computer.
11. Calls on absent students.
12. Provide attendance reports to students and teachers.

13. Input data into computer to generate reports for Vocational Education program, (high school).

TERMS OF EMLOYMENT:

School Year
Hourly pay
Subject to master agreement between St. Louis Board of Education and USW 2-540.

EVALUATION: Building Administrator

CUSTODIAL

JOB GOAL:

To provide the physical conditions most conducive to carrying out the educational program of the schools.

REPORTS TO: Director of Maintenance

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High School graduate.
2. Shall have custodial training and/or experience
3. Knowledge of the methods, materials, and equipment used in custodial work.
4. Knowledge of the operation of various parts of heating equipment.
5. Ability to observe and report needs for maintenance and supplies.
6. Ability to understand and carry out written and oral instructions.
7. Ability to get along well with students, officials and the general public.
8. Sufficient strength, agility and dexterity to perform all typical tasks as described below.
9. Ability to work out-of-doors in a variety of temperatures and climate conditions.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Be prompt, courteous and polite at all times to students, parents and school employees.
2. Complete the work assignments in a prompt, courteous and positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.
3. Keep the building clean and in sanitary condition by sweeping, scrubbing, stripping, waxing, mopping – wet or dry and vacuuming and cleaning carpets.
4. Clean windows, walls, marker boards, furniture and unit heaters.

5. Keep wastebaskets, pencil sharpeners emptied.

6. Care for the lawn, shrubs flowers and playgrounds, including the daily pick-up of paper, trash, rubbish, and debris.

7. Keep the sidewalks free of snow and ice.

8. Paint, stain and varnish surfaces as required and also refinish gym floors.

9. Unloading deliveries, pick up and deliver supplies.

10. Unlock and making sure the building entrances and window latches are secure.

11. Change light bulbs and ballasts as needed (except emergency back up ballast)

12. Make minor repairs to the building, equipment, furnishings, and grounds and report any major repairs needed to the Director of Maintenance.

13. See that the flag is flown each day school is in session.

14. Clean areas of responsibility daily, dusting to be maintained on a rotating basis.

15. Toilet rooms and drinking fountains shall receive special attention.

16. Prepare lunchroom for breakfast and lunch and cleanup after meals. This includes wiping off tables and taking out trash.

17. Prepare building for events and clean up after such events.

18. Carry on such other activities as requested in order to create the best possible conditions for the education of the children.

19. Be willing to accept responsibility and follow such schedules and directions as are given by the Director of Maintenance, Superintendent, Administrator, or designee of the Superintendent.

20. Perform crossing guard duty.

21. Plumbing items shall be limited to turning off stop valves other than replacing flush valve and faucet cartridges.

22. Working height off a finished elevation shall be limited to 6 feet by any means of elevating or lifting the worker except stairs and elevators.

23. Maintain salt in the water softener.

24. Change locker combinations and locks including door pins.

TERMS OF EMPLOYMENT:

12 month employee
Hourly pay
Subject to master agreement between St. Louis Board of Education and USW Local 2-540.

EVALUATION: Director of Maintenance

MAINTENANCE

JOB GOAL:

To provide the physical conditions most conducive to carrying out the educational program of the schools.

REPORTS TO: Director of Maintenance

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High School graduate with experience in maintenance.
2. Ability to do electrical, plumbing, heating, boiler and carpentry work.
3. Knowledge of the methods, materials and equipment used in maintenance work.
4. Knowledge of the operation of various parts of heating equipment and boilers.
5. Ability to observe and report needs for maintenance and supplies.
6. Ability to understand and carry out written and oral instructions.
7. Ability to get along well with students, officials and the general public.
8. Sufficient strength, agility and dexterity to perform all typical tasks as described below.
9. Ability to work out-of-doors in a variety of temperatures and climate conditions.

TYPICAL TASKS (ILLUSTRATIVE ONLY):

1. Be prompt, courteous and polite at all times to students, parents and school employees.
2. Complete work assignments in a prompt, courteous and positive manner. Be optimistic about the St. Louis Public Schools and the students who attend our schools. We do not want negative complaining employees.
3. Assemble and repair furniture and do minor carpentry.
4. Perform minor plastering, cement work, floor tile repairs and maintenance.

5. Electrical work such as repairing and installing outlets, light switches, light ballasts.

6. Change light bulbs and ballast as needed.

7. Make plumbing repairs and clean sewer lines.

8. Welding when necessary.

9. Maintain the boilers and keep the heating system and unit vents in good working order.

10. Replace and/or repair windows and doors as necessary.

11. Perform outdoor maintenance including snow plowing.

12. Prepare athletic fields for events.

13. Keep maintenance vehicles, tractors and tools in good and safe working order.

14. Fill in for the Director of Maintenance in the event of his absence.

15. Be willing to accept responsibility and follow such schedules and directions as are given by the Director of Maintenance, Superintendent, Administrator or designee of Superintendent.

16. Repair and maintain hallway and locker room lockers as needed.

17. No working height limits enforced.

18. Replacement of all emergency lighting ballast and batteries.

TERMS OF EMPLOYMENT:

12 month employee
Hourly pay
Subject to master agreement between St. Louis Board of Education and USW 2-540

EVALUATION: Director of Maintenance

SLPS ADMINISTRATIVE ASSISTANT EVALUATION FORM

Employee name:_____

Position/Building:_____

Rating Scale:

U: Unsatisfactory N: Needs Improvement P: Proficient E: Excellent N/A: Not Applicable

Job Knowledge and Skills	**U**	**N**	**P**	**E**	**N/A**
1. Keeps current on job duties					
2. Requires minimal supervision					
3. Performs various duties as assigned					
4. Completes work assignment according to the job description					
5. Plans ahead and organizes time wisely					
6. Willingness to accept new responsibilities					
7. Offers assistance when not specifically requested					
8. Accurately maintains and updates student records					
Comments					

Communication Skills	**U**	**N**	**P**	**E**	**N/A**
9. Displays a positive attitude towards the students, staff, and the public					
10. Expresses thoughts and ideas openly					
11. Promotes good staff morale					
12. Exhibits good listening and comprehension skills					
13. Answers the telephone in a professional courteous manner					
14. Demonstrates professional integrity and confidentiality					
Comments					

Safety	U	N	P	E	N/A
15. Keeps work area clean and orderly					
16. Follows established safety procedures					
17. Maintains strict confidentiality of all office, school, and personnel information					
18. Reports any problems or safety concerns immediately					
Comments					

Attendance & Punctuality	U	N	P	E	N/A
19. Reports to work on time					
20. Is prepared to work at the start of shift					
21. Is dependable and reliable (rarely absent without notice)					
22. Uses sick leave and unpaid leave appropriately					
23. Clocks in and out every day					
Comments					

Adaptability & Teamwork	U	N	P	E	N/A
24. Follows instructions and responds to management directions					
25. Works as a team player, offers assistance and support to co-workers					
26. Is committed to doing the best job possible, working to resolve any conflicts					
27. Ability to adjust to last minute deadlines and/or work changes					
28. Accepts feedback and takes responsibility for own actions					
29. Treats co-workers with respect					
30. Displays positive outlook and pleasant manner					
31. Avoids unprofessional behavior while on school property					
32. Accurately processes record requests to/from schools					
Comments					

Final Evaluation Rating	U	N	P	E
Overall Rating				

Evaluator Comments

Employee Comments

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____

Administrator Signature _____ Date _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

RATINGS:

Unsatisfactory: Does not meet job requirements
Needs Improvement: Progressing toward job requirements
Proficient: Meets job requirements
Excellent: Exceeds job requirements

SLPS PARAEDUCATOR EVALUATION FORM

Paraeducator: _____ Evaluator: _____

Date: _____Paraeducator's assignment:_____

The paraeducator's performance is rated on each of the items based on the following scale:

E - Excels (Consistently met to an outstanding level.)
P - Performs well (Consistently met to an acceptable and satisfactory degree.) Meets expectations.
D - Developing (Shows evidence of developing to an acceptable or satisfactory level.)
N - Needs improvement (Requires improvement if performance is to become acceptable or satisfactory.)
U - Unsatisfactory (Requires immediate improvement)
X - Not observed (Does not apply to this specific assignment.)

Rating	Criteria	Comments

Communication

_____1. Uses appropriate and clear language
_____2. Responds appropriately to difficulties and seeks help from appropriate individuals.
_____3. Communicates student needs or concerns to appropriate persons.
_____4. Respects confidentiality and demonstrates discretion.
_____5. Maintains clear and accurate records.
_____6. Communicates appropriately and respectfully with students.
_____7. Communicates appropriately and respectfully with co-workers.

Responsiveness to Student Needs

_____1. Adjusts management style in response to student needs, ability levels, and maturity levels.
_____2. Responds appropriately to difficulties and seeks help from appropriate individuals.
_____3. Assists in adapting instructional activities and materials according to learner needs and individualized program.
_____4. Recognizes strengths and abilities of students
_____5. Fosters student independence, socialization, and self-esteem accepts & respects students.
_____6. Suggests relevant ideas or changes to student support when appropriate.
_____7. Demonstrates interest and enthusiasm.
_____8. Demonstrates initiative.
_____9. Demonstrates the ability to work independently.
_____10. Demonstrates effective strategies for management of student behavior.

Working Relationships

_____1. Follows written or oral plans and instructions, seeking clarification as needed.
_____2. Demonstrates flexibility to changes in schedules, plans, assignments, and so forth.
_____3. Participates effectively as a team member.
_____4. Responds appropriately to input and direction from teachers and other team members.
_____5. Contributes to staff or team meetings (if requested to attend).
_____6. Maintains composure under pressure.
_____7. Demonstrates proficiency in academic skills, including oral and written communication.

Responsibility

_____1. Follows through on directions and student program requirements.
_____2. Responds appropriately to, and acts on, constructive feedback.
_____3. Adheres to classroom, school, and district policies and procedures.
_____4. Demonstrates punctuality and regular attendance.

Overall rating: Circle one.

EXCELS	PERFORMS WELL	DEVELOPING	NEEDS IMPROVEMENT	UNSATISFACTORY

Comments:

Plan for improvement:

Paraeducator response:

Evaluator's signature: _____ Date: _____

Paraeducator's signature: _____ Date: _____

The paraeducator's signature indicates that this evaluation was reviewed and does not necessarily imply agreement with the evaluation.

Adapted from: "The Classroom Teacher's Guide for Working with Paraeducators", Master Teacher, 2000.

ST. LOUIS PUBLIC SCHOOLS - BUS DRIVER EVALUATION

NAME_____ DATE_____

❒ Annual Evaluation

1. Job Performance

		Low 1	2	3	4	High 5
A.	Pre-check of bus					
B.	Driving record					
C.	Driving habits					
D.	Ability to control students while driving					
E.	Use of two-way radio					
F.	Proper use of warning lights					
G.	Proper procedures at railroad crossings					
H.	Loading, unloading of bus					
I.	Observe speed limits					
J.	Shows patience when driving					
K.	Ability to control bus					
L.	Care of bus					
M	Record keeping					

2. Personal Characteristic

		Low 1	2	3	4	High 5
A.	Sensitivity to and good judgment with pupil needs					
B.	Sensitivity to and good judgment with staff					
C.	Sensitivity to and good judgment with parents					
D.	Accepts responsibility					
E.	Dependable/carries out assignments					
F.	Ability to work under pressure					
G.	Performs duties willingly					
H.	Maintains appropriate confidentiality					

3. Conclusions and Recommendations:

Overall Evaluation: ❒ Exceeds Expectations ❒ Meets Expectations
❒ Improving ❒ Needs Improvement ❒ Unsatisfactory

Improvement Plan:

Employee_____ Date_____

Evaluator_____ Date_____

SLPS CLERICAL EVALUATION FORM

Name: **Title:**

School/Department: **Date:**

KEY: **4** Exceeds Expectations **3** Meets Expectations **2** Needs Improvement **1** Unsatisfactory **N/A** Not applicable

	1	2	3	4	NA
1. Is punctual and reliable in attendance.	☐	☐	☐	☐	☐
2. Demonstrates knowledge of job responsibilities and office procedures.	☐	☐	☐	☐	☐
3. Performs job responsibilities in an organized, efficient manner.	☐	☐	☐	☐	☐
4. Maintains and updates files and records in a timely, accurate and organized manner, with attention to ease of retrieval, and appropriate use of technology and software applications.	☐	☐	☐	☐	☐
5. Follows policies and procedures in performing job responsibilities.	☐	☐	☐	☐	☐
6. Completes assigned tasks in a timely and accurate manner.	☐	☐	☐	☐	☐
7. Prepares and submits reports in an accurate and timely manner, if applicable.	☐	☐	☐	☐	☐
8. Handles and responds to work related correspondence, calls, and other communications courteously. Is competent in the use of office technology and job-related software.	☐	☐	☐	☐	☐
9. Is professional and courteous in interactions. Relates positively with others, including staff, parents, community members, and external parties.	☐	☐	☐	☐	☐
10. Responds promptly and cooperatively to requests for information or assistance.	☐	☐	☐	☐	☐

	1	2	3	4	N/A
11. Displays attention to detail, avoids errors, and strives to assure accuracy.	☐	☐	☐	☐	☐
12. Demonstrates initiative and resourcefulness Accepts guidance and suggestions.	☐	☐	☐	☐	☐
13. Volunteers for projects beyond the normal scope of duties.	☐	☐	☐	☐	☐
14. Seeks opportunities for professional growth and development, including enrollment in courses, workshops, and other staff development.	☐	☐	☐	☐	☐

Evaluator's Comments:

Employee's Comments:

(Use additional pages if necessary)

Evaluator Signature: _____ **Date:**_____

Employee Signature: _____ **Date:** _____

(The employee's signature indicates that he/she and the evaluator have discussed this evaluation and does not necessarily indicate agreement with the evaluation)

St Louis Public Schools Facilities
Custodial & Maintenance
Annual Performance Appraisal Form

St Louis Public Schools' performance appraisal and development program seeks to serve the best interests of the individual and the organization. The objectives of the program include promoting ongoing communication between employees and their supervisor, providing the opportunity for the supervisor to evaluate performance, and facilitating the growth and development of the employee. The completion of the appraisal form and subsequent discussion between supervisor and employee are an important part of this program.

Employee Name: **Position:**

Appraisal Period From: **To:**

I. Job Performance: (Supervisor: Please circle a rating for each factor based on how well this employee performs the tasks outlined in the job description. Add comments to support the rating, and give examples. Since the form can be completed electronically, feel free to expand any area to accommodate your written remarks).

A. Quantity of work performed:

Needs improvement Meets expectations Exceeds expectations

Comments:

B. Quality of work performed:

Needs improvement Meets expectations Exceeds expectations

Comments:

C. Teamwork and ability to get along with others:

Needs improvement Meets expectations Exceeds expectations

Comments:

D. Punctuality and attendance:

Needs improvement Meets expectations Exceeds expectations

Comments:

E. Performing tasks in a safe manner.

Needs improvement Meets expectations Exceeds expectations

Comments:

F. Skills and job knowledge:

Needs improvement Meets expectations Exceeds expectations

Comments:

G. Work ethic, attitude, willingness to go above and beyond what is routinely expected:

Needs improvement Meets expectations Exceeds expectations

Comments:

H. Supervisory skills (if applicable), such as communicating and mentoring:

Needs improvement Meets expectations Exceeds expectations

Comments:

II. Areas for Growth: (Supervisor: Completion of this section is required if the "needs improvement" rating is circled in any of the above factors. Please describe how future improvement will be measured, what will constitute evidence of improvement, and how you as a supervisor will help the employee to improve. Completion of this section is optional for other employees, but you are encouraged to provide this information for all).

III. Goals for the next appraisal period, and how achievement will be measured.

IV: Employee's comments following the appraisal discussion. (Attach additional pages if needed).

Signatures: The employee's signature on this form acknowledges that it has been explained and discussed, and that he/she has been invited to provide comments following the appraisal discussion. The date following the supervisor's signature indicated the date the appraisal was discussed with the employee.

Signature of employee _____ Date_____

Signature of evaluating Supervisor _____ Date _____

Signature of Director _____ Date_____

Form revised 5/23

ST. LOUIS PUBLIC SCHOOLS

ADMINISTRATIVE ASSISTANT BASIC SKILLS TEST

1. Basic Communication Skills:
   Have you passed the following WorkKeys Tests: (21 pts.)

Math	_____Yes	_____No	_____Not Taken
Reading	_____Yes	_____No	_____Not Taken
Writing	_____Yes	_____No	_____Not Taken

2. Technology:
   Word Document – Time limit – 10 minutes
   a. Type a short letter of at least five sentences to a parent in regard to a lost library book. (3 pts.)
   b. Save the letter. (2 pts.)
   c. Print the letter. (2 pts.)
   d. E-mail the letter to _____ (2 pts.)

   Excel Document (4 pts.) – Time limit – 15 minutes:
   Create a basic spreadsheet from the data provided and print.

3. Phone Skills – Time limit – 10 minutes:
   a. Transfer calls to teachers (2 pts.)
   b. Transfer calls to voice mail (2 pts.)
   c. Written examples of courteous phone dialogue. (3 pts.)

4. Copying Skills – Time limit – 5 minutes: (2 pts.)
   a. Copy a one-sided document to two-sided and collate.

5. Office Machines – Time limit – 10 minutes: (2 pts. ea.)
   a. Using an adding machine, calculate a column of numbers.
   b. Fax a document to _____.

ADDITIONAL SKILLS TO BE ADEQUATELY MASTERED WITHIN FIFTEEN (15) WORK DAYS:

1. Using the CIMS Student Software Program:
   a. Input weekly student attendance information.
   b. Add new student information.
   c. Drop exiting students.
   d. Provide reports and track information for student counts

2. Using the CIMS Financial Software Program:
   a. Input and process a purchase order.
   b. Look up account activity.

3. Navigate within the student immunization program for state reporting.

4. Specific for High School and Middle School Administrative Assistant:
   a. Maintain student information within the Thinkwave software program.
   b. Knowledge of trimester scheduling.

Total testing score 45 pts. Passing 75% or 34 pts.

Applicant _____

Evaluator _____

Test Results: _____Pass _____Fail _____Score

_____ _____
Evaluator Signature Date

_____ _____
Applicant Signature Date

_____ _____
Union Representative Date

ST. LOUIS PUBLIC SCHOOLS

AIDE/PARAPROFESSIONAL BASIC SKILLS TEST

1. Basic Communication Skills:
   Have you passed the following WorkKeys Tests: (21 pts.)

Math	_____ Yes	_____ No	_____ Not Taken
Reading	_____ Yes	_____ No	_____ Not Taken
Writing	_____ Yes	_____ No	_____ Not Taken

2. Technology:
   Word Document - Time limit - 15 minutes
   a. Type a short letter of at least five sentences to a parent in regard to a lost book. (3 pts.)
   b. Save the letter. (2 pts.)
   c. Print the letter. (2 pts.)
   d. E-mail the letter to _____. (2 pts.)

   Excel Document: (2 pts.)
   a. What is an excel document used for?

      _____

      _____

   b. Can you navigate within an excel document _____ Yes _____ No

3. Phone skills – Time limit – 15 minutes (2 pts. ea.)
   a. Transfer calls to teachers
   b. Transfer calls to voice mail
   c. Written examples of courteous phone dialogue

4. Copying Skills – Time limit – 10 minutes: (2 pts.)
   a. Copy a one-sided document to two-sided and collate.

ADDITION SKILLS TO BE ADEQUATERLY MASTERED WITHIN FIFTEEN (15) DAYS:

1. Navigate within an excel spreadsheet and create new spreadsheets with limited information

Total testing score 36 pts. Passing 75% or 27 pts.

Applicant _____

Evaluator_____

Test Results: _____Pass _____Fail _____Score

_____ _____
Evaluator Signature Date

_____ _____
Applicant Signature Date

_____ _____
Union Representative Date

ST. LOUIS PUBLIC SCHOOLS

CLERK BASIC SILLS TEST

1. Basic Communication Skills:
   Have you passed the following WorkKeys Tests: (21 pts)

Math	_____ Yes	_____ No	_____ Not Taken
Reading	_____ Yes	_____ No	_____ Not Taken
Writing	_____ Yes	_____ No	_____ Not Taken

2. Technology:
   Word document – Time limit – 15 minutes
   a. Type a short letter of at least five sentences to a parent in regard to a lost library book. (3 pts.)
   b. Save the letter. (2 pts.)
   c. Print the letter. (2 pts.)
   d. E-mail the letter to _____ (2 pts.)

   Excel Document: (2 pts.)
   a. What is and excel document used for?

   _____

   _____

   b. Can you navigate within an excel document _____ Yes _____ No

3. Phone Skills – Time limit – 15 minutes:
   a. Transfer calls to teachers (2 pts.)
   b. Transfer calls to voice mail (2 pts.)
   c. Written examples of courteous phone dialogue. (3 pts.)

4. Copying Skills – Time limit – 10 minutes: (2 pts.)
   a. Copy a one-sided document to two-sided and collate.

5. Office Machines – Time limit – 10 minutes: (2 pts. Ea.)
   a. Using an adding machine, calculate a column of numbers.
   b. Fax a document to _____.

ADDITIONAL SKILLS TO BE ADEQUATELY MASTERED WITHIN FIFTEEN (15) WORK DAYS:

1. Using the CIMS Student Software Program:
   a. Input weekly student attendance information.
   b. Add new student information.
   c. Drop exiting students.

2. Navigate within an Excel spreadsheet, and create new spreadsheets with limited information.
3. Specific for High School Clerk:
   a. Maintain student information within the CTEIS (Vocational Education) software program.
   b. Maintain student information within the Thinkwave software program.

Total testing score 43 pts. Passing 75% or 32 pts.

Applicant _____

Evaluator _____

Test Results: _____Pass _____Fail _____Score

_____ _____
Evaluator Signature Date

_____ _____
Applicant Signature Date

_____ _____
Union Representative Date

ST. LOUIS PUBLIC SCHOOLS
CUSTODIAL BASIC SKILLS TEST

In addition to having a high school diploma, all applicants will be asked to do the following within a reasonable amount of time to complete each task (5 pts. each): (Materials will be available on site).

1. Operate Floor buffer – 5 minutes
2. Install pencil sharpener using electric tools – 10 minutes or 20 minutes if drilling new holes.
3. Load 50 lbs. of salt into salt spreader and operate – 10 minutes
4. Unplug toilet – 10 minutes
5. Replace desk top – 10 minutes if new or 20 minutes if drilling new holes.
6. Take down and put up lunchroom table – 5 minutes
7. Operate snow blower – 10 minutes
8. Clean Air vent – 5 minutes to dust or 10 minutes to wash
9. Change florescent lamp – 10 minutes

Do you have any current allergies to cleaning chemicals? _____ Yes _____ No

ADDITIONAL SKILLS REQUIRED TO BE MASTERED WITHIN 15 WORKING DAYS:

1. Observe supply needs and report to supervisor.
2. Operate auto scrubber
3. Ability to change locker combinations.
4. Ability to replace unit vent filter.
5. Ability to install sloan flush value replacement kit.
6. Ability to change ballast.

Total testing score 45 pts. Passing 75% or 34 pts.

Applicant _____

Evaluator _____

Test Results: _____Pass _____Fail _____Score

_____ _____
Evaluator Signature Date

_____ _____
Applicant Signature Date

_____ _____
Union Representative Date

ST. LOUIS PUBLIC SCHOOLS
LIBRARY PARAPROFESSIONAL BASIC SKILLS TEST

1. Basic Communication Skills:
   Have you passed the following WorkKeys Tests: (21 pts.)

Math	_____ Yes	_____ No	_____ Not Taken
Reading	_____ Yes	_____ No	_____ Not Taken
Writing	_____ Yes	_____ No	_____ Not Taken

2. Technology:
   Word Document – Time limit – 15 minutes
   a. Type a short letter of at least five sentences to a parent in regard to a lost library book. (3 pts.)
   b. Save the letter. (2 pts.)
   c. Print the letter. (2 pts.)
   d. E-mail the letter to _____ (2 pts.)

   Excel Document: (2 pts.)
   a. What is an excel document used for?

   _____

   _____

   b. Can navigate within an excel document _____ Yes _____ No

3. Phone Skills – Time limit – 15 minutes: (2 pts. ea.)
   a. Transfer calls to teachers
   b. Transfer calls to voice mail
   c. Written examples of courteous phone dialogue.

4. Copying Skills – Time limit – 10 minutes: (2 pts.)
   a. Copy a one-sided document to two-sided and collate.

ADDITIONAL SKILLS TO BE ADEQUATELY MASTERED WITHIN FIFTEEN (15) WORK DAYS:

1. Maintain Audio Video Equipment and Printers:
   a. Change print cartridges.
   b. Load paper.
   c. Replace bulbs.
   d. Arrange for equipment repairs.

2. Navigate within an Excel spreadsheet, and create new spreadsheets with limited information.
3. Use Follett Library Management Program to:
   a. Add and delete students.

b. Check out books.

4. Specific for Elementary and Middle School:
   a. Become familiar with the Renaissance Place Software Program.

Total testing score 36 pts. Passing 75% or 27 pts.

Applicant _____

Evaluator _____

Test Results: _____Pass _____Fail _____Score

_____ _____
Evaluator Signature Date

_____ _____
Applicant Signature Date

_____ _____
Union Representative Date

ST. LOUIS PUBLIC SCHOOLS
MAINTENANCE BASIC SKILLS TEST

1. Lift and carry 100 pounds 100 feet. 2 minutes
2. Remove and replace a mortise latch assembly with cylinder from a classroom door. 10 minutes
3. Trouble shoot a hot water heating boiler,
   A. Fire eye scanner dirty. 3 minutes
   B. Low water cut off tripped. 3 minutes
4. Prepare a 3/4" M copper pipe manifold using soldered and screwed fittings to be air tested at 60 PSI to fit a provided three hole jig using (1) length 3/4" copper pipe (1) schraider valve, (1) threaded bushing, (1) female adapter, (3) tees, (2) elbows, and (4) caps. Soldered joints to wiped and cleaned of solder flux. 60 minutes
   Leak test _____ Pass _____ Fail Appearance and fit the jig test _____ Pass _____ Fail
5. Remove and replace a urinal. 30 minutes
6. Wire (2) three way (1) four way switch with (1) photo cell control to control a lamp on a test board. 15 minutes
7. Bend (1) ten foot piece of 1/2 " conduit into a U shape with a offset on each end. When completed U shape to be of equal lengths and lay flat on the floor. 5 minutes
8. Replace a fluorescent lamp ballast from a 10 foot step ladder. 20 minutes
9. Remove and replace a 220 volt circuit breaker from a load center. 5 minutes
10. Weld together two pieces of 1/8" flat stock 12 " long, testing will be by strength testing at weld by bending and appearance. 5 minutes
    Strength test _____ Pass _____ Fail Appearance test _____ Pass _____ Fail

Do you have any allergies to cleaning chemicals? _____ Yes _____ No

Do you have any issues with working on high ladders or man lifts?
_____ Yes _____ No
Will you be available evenings and early mornings for a flexible work schedule?
_____ Yes _____ No

Additional skills to be mastered within 15 working days:
1. Observe supply needs and report to supervisor.
2. Attach and remove snowplow from pickup, demonstrate operation.
3. Remove and reinstall a 3 way HVAC valve from a classroom unit vent, replace valve packing and operator, place back in operation and test function.
4. Operate tractor, compact tractor, and large area mower.
5. Adjust door closer.
6. Prepare a baseball, softball field or football field for play depending on season.
7. Demonstrate the ability to read and understand blue prints.

Total testing score 100 points Passing score of 75% or 75 points

Applicant _____

Evaluator _____

Test Results: _____Pass _____ Fail _____ Score

_____ _____
Evaluator Signature Date

_____ _____
Applicant Signature Date

_____ _____
Union Representative Date

ST. LOUIS PUBLIC SCHOOLS
MAINTENANCE/JOURNEYMAN PLUMBER BASIC SKILLS TEST

Must hold a State of Michigan Journeyman Plumber License in addition to passing the following test.

1. Lift and carry 100 pounds 100 feet. 2 minutes
2. Remove and replace a mortise latch assembly with cylinder from a classroom door. 10 minutes
3. Trouble shoot a hot water heating boiler,
   A. Fire eye scanner dirty. 3 minutes
   B. Low water cut off tripped. 3 minutes
4. Prepare a 3/4" M copper pipe manifold using soldered and screwed fittings to be air tested at 60 PSI to fit a provided three hole jig using (1) length 3/4" copper pipe (1) schraider valve, (1) threaded bushing, (1) female adapter, (3) tees, (2) elbows, and (4) caps. Soldered joints to wiped and cleaned of solder flux. 60 minutes
   Leak test _____ Pass _____ Fail Appearance and fit the jig test _____ Pass _____ Fail
5. Remove and replace a urinal. 30 minutes
6. Wire (2) three way (1) four way switch with (1) photo cell control to control a lamp on a test board. 15 minutes
7. Bend (1) ten foot piece of 1/2 " conduit into a U shape with a offset on each end. When completed U shape to be of equal lengths and lay flat on the floor. 5 minutes
8. Replace a fluorescent lamp ballast from a 10 foot step ladder. 20 minutes
9. Remove and replace a 220 volt circuit breaker from a load center. 5 minutes
10. Weld together two pieces of 1/8" flat stock 12 " long, testing will be by strength testing at weld by bending and appearance. 5 minutes
    Strength test _____ Pass _____ Fail Appearance test _____ Pass _____ Fail

Do you have any allergies to cleaning chemicals? _____ Yes _____ No

Do you have any issues with working on high ladders or man lifts?
_____ Yes _____ No
Will you be available evenings and early mornings for a flexible work schedule?
_____ Yes _____ No

Additional skills to be mastered within 15 working days:
1. Observe supply needs and report to supervisor.
2. Attach and remove snowplow from pickup, demonstrate operation.
3. Remove and reinstall a 3 way HVAC valve from a classroom unit vent, replace valve packing and operator, place back in operation and test function.
4. Operate tractor, compact tractor, and large area mower.
5. Adjust door closer.
6. Prepare a baseball, softball field or football field for play depending on season.
7. Demonstrate the ability to read and understand blue prints.

Total testing score 100 points Passing score of 75% or 75 points

Applicant _____

Evaluator _____

Test Results: _____Pass _____ Fail _____ Score

_____ _____
Evaluator Signature Date

_____ _____
Applicant Signature Date

_____ _____
Union Representative Date