

Comprehensive Contract

Between

Regional School Unit #19

**Regional School Unit #19
Education Association/MEA/NEA**

For

Educational Support Staff

(2021-2024)

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ARTICLE I

RECOGNITION

1. The RSU #19 Board of Directors hereinafter referred to as the "Board", recognizes the RSU #19 Education Association/MEA/NEA, hereinafter referred to as the "Association", as the sole and exclusive bargaining agent, as defined in 26 M.R.S.A. 962, of a unit consisting of all Secretaries, Educational Technicians I, II, III, Job Coaches, Tutors, Food Service Personnel, Custodians, Maintenance Workers, Groundskeeper/Custodian, Custodial Services Director and Head Maintenance Workers and excluding those employees employed less than six (6) months, Hot Lunch Supervisor, Transportation/Buildings and Grounds Director, Superintendent's Office Staff, Teachers, Administrators, Bus Drivers, Mechanics and all other employees of RSU #19.
2. Unless otherwise indicated, the terms "Educational Support Employee" and "Employee", where used hereinafter in the Agreement, shall refer to all full and part time employees represented by the Association in the bargaining as above defined. Whenever the singular is used it is to include the plural. When the plural is used, it is to include the singular.

ARTICLE II

MANAGEMENT RIGHTS

1. Except as explicitly limited by a specific written provision of the Agreement, the Board shall continue to have all rights, functions, powers, duties, or authority available to it under law. A failure to exercise any function reserved to the Board shall not be deemed a waiver of its right to exercise such function at a later time.
2. The Association acknowledges the right of the Board to make such rules and regulations governing the conduct of its employees in accord with the Agreement as the Board deems necessary.

ARTICLE III

PROBATIONARY PERIOD

All newly-hired employees shall serve a probationary period of six (6) months of accumulated work time, as defined by law.

ARTICLE IV

ASSOCIATION RIGHTS

1. Representatives of the Association shall be permitted to meet with individual employees to investigate and discuss grievances, workplace-related complaints, and other workplace issues, to post Association notices and participate during work hours in negotiations or grievance proceedings mutually scheduled with administration without loss of pay. The Association shall have the right to meet with newly hired employees in accordance with 26 MRSA §975.
2. The Association and its representatives shall be permitted to conduct meetings with employees during lunch and other breaks, before and after the workday, and may use school buildings at reasonable hours for meetings so long as the meeting does not interfere with the normal operation of the school. The principal shall permit the holding of such meetings except in cases when previously scheduled for another event. At the conclusion of the meeting, the Association shall leave the facilities in the condition in which it found them.
3. Representatives of the Association, the Maine Education Association, and the National Education Association shall be permitted to transact official Association business on school property, provided that this shall not interfere with any employee's normal duties nor interrupt normal school operations.
4. The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards and may use school facilities and equipment, on school property at reasonable times. The Association shall also be permitted to use employee mailboxes, district email and the interoffice and interschool mail for communications with employees on bargaining unit matters or legal Association business. The Association shall pay for the cost of all materials and supplies incidental to such use and will be responsible for the damage of facilities and equipment used beyond normal wear and tear, resulting from such use.
5. The RSU #19 Education Association MEA/NEA agrees that under no circumstances will it or any of its members authorize, sanction, condone or acquiesce in, nor will any member of the bargaining unit take part in, any strike or work stoppage of any kind or nature. Strikes and work stoppages shall be deemed to include, but are not limited to: Slowdowns, sit-ins, concerted mass sickness, or any curtailment of work or interferences with the operation of the school district.
6. The Board shall provide to the Association personal information about bargaining unit members in accordance with 26 MRSA §975.

ARTICLE V

JOB DESCRIPTIONS

1. Each employee shall be provided with a current written job description which accurately describes his/her job responsibilities no later than thirty (30) days after this Agreement becomes effective. Each job description will include a description of the employee's reporting and supervisory responsibilities, if any. The Association President shall be provided with a copy of the current job descriptions of the employees in the bargaining unit. Each new employee will receive a copy of his/her job description upon hire.
2. Whenever changes in an employee's job responsibilities occur, the employee's job description shall be revised to reflect the change(s). As job descriptions are created and/or revised, affected employees and the Association shall be notified and provided an opportunity for input prior to the finalization of said job description.
3. All newly created job descriptions and/or changes to existing job description shall be approved by the Board prior to becoming final.

ARTICLE VI

EVALUATIONS

1. Employees shall be evaluated annually by their designated administrator or supervisor and/or the Superintendent or designee in accordance with the Board's support staff evaluation policy. All evaluations will be conducted openly and with the knowledge of the employee and shall be based on the employee's job description and District work rules. Teachers may contribute information to the administrator's evaluation of ed techs but the administrator shall prepare and be responsible for the evaluation. It is understood that the person who has the primary responsibility for the written evaluation of an employee shall not be a part of this bargaining unit.
2. At the beginning of the year all employees shall receive a copy of the evaluation criteria and form to be utilized prior to being evaluated.
3. Employees shall have the right to a conference with their evaluator to discuss the evaluation. An employee shall be given a copy of any evaluation report prepared by his/her evaluator upon completion and prior to any meeting to discuss the evaluation. No evaluation shall be placed in the employee's file or otherwise acted upon unless the employee has received a copy.
4. Any formal written complaint made against an employee to the administration or any complaint which is used in an evaluation shall be brought to the attention of the employee.

5. Any evaluation should note any specific deficiencies found in which an employee's performance does not meet applicable state standards, fails to achieve specified goals, or falls below specified standards. Any evaluation that notes deficiencies shall include specific recommendations for improvement and a timeline during which the improvement should occur.
6. An employee shall have the right to attach written response to any material, including evaluations, being placed in his/her file.
7. No employee shall be required to sign a blank or incomplete evaluation. No material may be added to an evaluation after the employee has signed it, without an additional meeting and a second signature.

ARTICLE VII

PERSONNEL FILE

1. The Board shall maintain, for official purposes, one (1) personnel file for each employee. This file shall be kept under conditions required by statute and shall contain copies of personnel forms, official correspondence to and/or from the employee, written evaluations and other material relating to the individual employment.
2. Employees shall be sent a copy of all material henceforth placed in the file, at the same time the material is placed in the file. Anonymous or unattributed material shall not be placed in the file. An employee shall have the right to submit a written response to any material placed in the personnel file. This written response shall then be filed with the appropriate material.
3. Employees and/or their designated representative shall, upon requesting an appointment, have the right to examine their file in the presence of the file's custodian, or that individual's designee, during the normal business hours of the office in which the file is kept.
4. The employee may, by appointment, obtain a copy of any material in the personnel file at the Board's expense during the normal business hours of the office in which the file is kept. Additional copies may be obtained at a cost to the employee.

ARTICLE VIII

PROFESSIONAL DEVELOPMENT

1. a. Should the Board or its agent require an employee to enroll in a specific course the Board shall reimburse the employee, upon successful completion of the course, for actual costs of tuition, books, fees, and travel at the State rate.

- b. The employee shall be paid for the actual class time of any such course and the difference in travel time compared to their regular commute.
2. Employees are responsible for meeting the minimum state and/or federal requirements to hold certification for the current position. Employees may request reimbursement for courses necessary to meet those requirements under the section below.
 3. Employees who receive a written approval from the Superintendent prior to enrollment in a course that is directly related to his/her present position, shall, upon successful completion, be reimbursed from the actual costs of tuition only, not to exceed the University of Maine (Orono) graduate rate per credit hour. Such reimbursement shall be limited to six credit hours per year and the district will provide 3rd party billing.

Employees who receive prior written approval of the Superintendent shall, upon successful completion, be reimbursed for courses, workshops, and similar educational experiences that may or may not have formal credits attached, but which relate directly to job performance.

4. Employees shall be notified and allowed to participate in any professional development opportunities provided within the District. If such professional development occurs outside of an employee's normal work hours and the District requires the employee attend that specific professional development opportunity, the employee will be paid for the actual time involved.

ARTICLE IX

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of the procedure is to secure, at the lowest possible level, equitable solutions to disputes over the meaning, interpretation, and application of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential and may be appropriate at any level of the procedure.
2. Nothing herein contained shall be constructed as limiting the right of any employee to discuss any matter informally with any Supervisor, and having grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

B. Definitions

1. A "grievance" shall mean a complaint by an employee or the Association (1) that there has been as to the employee or it a violation or inequitable application of any of the provisions of this contract; or (2) that the employee or it has been treated inequitably by reason of any act or condition which is contrary to established School Board policy or practice governing or effecting employees, except that the term "grievance" shall not apply to any matter as to which the School Board is without authority to act.
2. An "aggrieved person" is the employee or employees making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. "Days" shall mean Monday through Friday excluding legal holidays.
5. "Supervisor" shall mean the principal, Hot Lunch Supervisor, or Transportation/Buildings and Grounds Director to whom the employee reports.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every reasonable effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. A grievance will be deemed waived unless submitted in writing within thirty (30) days after the aggrieved person first knew of the events or conditions constituting the alleged grievance.

D. Informal Procedures

1. If an employee feels that he/she may have a grievance, the employee may first discuss the matter with the supervisor in an effort to resolve the problem informally.
2. If the employee is not satisfied with such disposition of the matter, the employee shall have the right to have assistance of an Association representative in further efforts to resolve the problem informally with the supervisor.

E. Formal Procedures

1. Level One - Supervisor

- (a) If an aggrieved person is not satisfied with the outcome of the informal procedure, or has elected not to utilize it, the aggrieved person may within thirty (30) days of the alleged occurrence, present the claim as a formal grievance in writing to the supervisor or the grievance will be deemed waived.
- (b) The supervisor shall, within ten (10) days after receipt of the written grievance, meet with the grievant and representative(s) of the Association in an effort to resolve the grievance. Then the supervisor will, within ten (10) days, render a decision and the reason (s) therefore in writing to the aggrieved person, with a copy to the Association.

2. Level Two - Superintendent of Schools

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level One, the aggrieved person may, within ten (10) days after the decision, file the written grievance with the Superintendent of Schools.
- (b) The Superintendent shall, within ten (10) days after receipt of the grievance, meet with the aggrieved person and with representative (s) of the Association for the purpose of resolving the grievance.
- (c) The Superintendent shall, within ten (10) days after the meeting, render the decision and the reason(s) therefore in writing to the aggrieved person, with a copy to the Association.

3. Level Three - Board of Directors

- (a) If the aggrieved person or the Association is not satisfied with the disposition of the grievance at Level Two, either may, within ten (10) days after the decision, file the grievance with the Board of Directors.
- (b) The Board of Directors shall, at its next regularly scheduled meeting or within thirty (30) days after receipt of the appeal, meet with the aggrieved person and with representative(s) of the Association for the purpose of reviewing the grievance.
- (c) The Board shall, within ten (10) days after hearing the grievance, render its decision and the reason(s) therefore in writing to the aggrieved person, with a copy to the Association.

4. Level Four - Impartial Arbitration

- (a) If the Association is not satisfied with the disposition of the grievance at Level Three, it may, within ten (10) days after receipt of the decision, submit the grievance to arbitration by so notifying the Board in writing. The

representatives of the Board and the Association shall, within (10) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within ten (10) days, the American Arbitration Association shall immediately be called upon to select one.

- (b) The arbitrator selected shall confer promptly with the representatives of the Board and the Association, shall review the record of the prior meetings with the aggrieved person and other parties in interest and hold hearings as the arbitrator shall deem requisite.
- (c) The arbitrator shall render a decision in writing to all parties in interest, setting forth his findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall have no power to add to, subtract from, or modify the provisions of this Agreement, and shall confine any decision to the meaning of the specific written provision of this Agreement which gave rise to the dispute. The arbitrator shall be without power to make any decision which is contrary to law, or violates the terms of this Agreement. The Arbitrator's decision will be binding, subject to judicial review.

F. Miscellaneous

- 1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
- 2. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 3. Forms for filing and processing grievances, and other necessary documents, shall be prepared by the Superintendent with the approval of the Association, and made available through the Association representatives, so as to facilitate operation of the grievance procedure.
- 4. Meetings and hearings under this procedure shall be conducted in executive session and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this grievance procedure.

ARTICLE X

HEALTH AND SAFETY

1. When employees are required to work under conditions which they believe pose a hazard to their health and/or safety, they shall call said condition(s) to the attention of their immediate supervisor. The supervisor shall investigate the condition(s) and cause to be corrected any condition(s) which are hazardous and/or provide appropriate personal protective equipment (PPE) and training in its use for the employee. If no hazardous conditions are found to exist, the employee shall be so informed.
2. Any employees who wish to be vaccinated against hepatitis B shall be provided such vaccinations, the cost of which shall be paid by the Board after the employee utilizes their health insurance at no cost to the employee.

ARTICLE XI

EMPLOYEE RIGHTS

1. After completion of the probationary period referred to in Article III - Probationary Period, no employee shall be subjected to loss of pay, suspension without pay, or termination of employment without just cause.
2. When a complaint is brought to the employee's supervisor or to the Superintendent, they will take a statement from the complainant and log any evidence offered. The supervisor or Superintendent will make a decision as to the severity of the complaint and if sufficient evidence exists to initiate an investigation. If the nature of the complaint is severe, an employee may be suspended with pay pending the outcome of the investigation.
3. The employee will be notified that a complaint has been filed and of the nature of the complaint. The formal investigation shall be carried out by either the Superintendent or a designated administrator (not necessarily the employee's supervisor). Efforts will be made to preserve the confidentiality of both the employee and the complainant and any witnesses.
4. Further statements are collected from the complainant and from any witnesses specified by the complainant. Again, the supervisor or Superintendent may exercise judgment in continuing the investigation (for example: if witness statements were inconsistent).
5. The employee shall receive at least twenty-four (24) hours notice before being interviewed about the complaint and given their chance to tell their side of the events. The employee shall be entitled to have an Association Representative present to advise and represent the employee during the meeting. Employees are not entitled to other representation. This meeting shall occur as soon as practicable following report of or discovery of events concerning the impacted employee. The meeting may be delayed to accommodate the schedule of the Association Representative.

6. Further statements are collected from any witnesses specified by the employee.
7. Investigations will be completed within a reasonable period of time. The employee will be informed of the outcome of the investigation in writing. The employee will be informed of any discipline imposed as a result of the investigation. The employee has a right to rebut the findings in writing. Both the results of the investigation and any rebuttal become a part of the employee's record.
8. If the results of the investigation show the complaint to be unfounded, such will be noted in the investigation record, but no entry, neither of the complaint nor of the findings, shall be placed in the employee's personnel file. Neither the complaint nor the investigation may be used in any other disciplinary action or evaluation. A record of the complaint (including the results of the investigation) will be kept in the Superintendent's records for review by DOE as required.

ARTICLE XII POSITION VACANCIES

1. Whenever a job opening occurs for a position within the bargaining unit, it shall be posted internally at least three (3) days prior to being advertised externally. Such posting shall be accomplished by placing notices on designated bulletin boards accessible to all employees and/or via email to all employees in the bargaining unit and to the Association. School year employees who desire to be notified of vacancies occurring during the summer months in specific classifications who do not have access to email shall notify the Superintendent's office in writing in June and provide stamped addressed envelopes for notification of any such vacancies.
2. Employees who wish to apply for an internal transfer to such vacancies may do so by following the procedure stated in the posting.
3. Except when there are qualified employees on layoff, qualified current employees who wish to apply for a vacancy shall be given first consideration. Employees within the classification of the vacancy shall be considered in order of seniority. First consideration shall mean an opportunity to interview and be considered prior to considering outside applicants. First consideration shall not be a guarantee of the position, or even an absolute preference to internal applicants over external applicants.
4. External candidates will not be considered for a vacancy until the internal process is completed.
5. In the event that no internal candidate desires the position, and no external candidate may be found, then the procedure for Involuntary Transfer (Article XIII) may be invoked.

ARTICLE XIII

INVOLUNTARY TRANSFER

The RSU reserves the right to make staffing and assignment changes. Such changes may be due to program changes, district needs, student needs, employee qualifications, or to avoid reduction in force. Involuntary transfers shall be recommended by the supervisor and approved by the Superintendent.

1. In cases of emergency, employees may be immediately transferred to other buildings and/or duties. Whenever possible, at least twenty-four (24) hours notice will be provided for emergency transfer.
2. If the emergency transfer is of a continuing nature, the employee and the Association shall have the right to discuss the transfer with the Superintendent.
3. In case of a non-emergency temporary transfer, such as covering a colleague taking approved leave, the supervisor or Superintendent shall notify an employee at least five (5) days prior to the transfer. Such notification should note the expected duration of the transfer.
4. In the event of a non-emergency permanent transfer, the employee will receive thirty (30) days advance notice. The employee has the right to waive this notice period and make the transfer earlier. The employee and the Association shall have the right to discuss the need for transfer with the Superintendent.
5. When a non-emergency transfer of a continuing nature is considered, the district will ask for volunteers and assignments will be made on a voluntary basis first, provided the volunteer has the skills and qualifications to perform the duties of the position as determined by the Superintendent.

ARTICLE XIV

HEALTH CARE RESPONSIBILITIES

1. No employee shall be required to administer or dispense drugs, either prescription or nonprescription, to a student without advance written permission from the student's parent or legal guardian, or in violation of State or Federal law.
2. At the beginning of each school year and prior to any employee initial assignment to administer medication or perform any other health or personal care responsibilities, the employee's supervisor and/or school nurse shall provide the employee with a written procedure to follow and training as appropriate when assisting students with their prescription and/or medical needs.

3. Employees responsible for performing intimate personal care to students may request the presence of another employee. Such requests shall be made directly to the Special Education Director, or such person (s) whom the Special Education Director shall designate to act in the event of the Special Education Director's absence or unavailability. The Special Education Director or the designee(s) required under this section shall consider the privacy needs of the student, the psychological and educational impact on the student and the safety and psychological needs of the employee.
4. The Board shall hold harmless each employee who administers medication or performs health or personal procedures in accordance with their training and scope of practice and RSU policy. The Board will defend against any claims which arise out of any negligent act or omission occurring within the course or scope of employment under this Article to the extent of the Board's liability insurance or amounts established by the Maine Tort Claims Act, whichever is greater.

ARTICLE XV

REDUCTION IN FORCE

At such times as the Board determines that a reduction in force is necessary, the following procedures shall be utilized.

1. Position Eliminated

1. If the Board is contemplating the elimination of any bargaining unit position, the Board will notify the Association and, upon request, shall meet and consult prior to the elimination of any bargaining unit positions.
2. A decision by the Board to eliminate any bargaining unit positions shall not be subject to the grievance procedure or arbitration.
3. In the event that the Board decides to eliminate any bargaining unit positions, it shall give the Association prompt written notice of the positions to be eliminated.

2. Order of Layoff

When the Board determines that a reduction in force is necessary, the least senior employee in the applicable impact area shall be the employee who shall be laid off, provided however, that if the Superintendent and the Board determine that the least senior employee by reason of documented specialized training, qualifications or special educational services as required by law, regulations, and a student's I.E.P. is necessary to meet the needs of the District than the next more senior employee in the same impact area, the next more senior employee may be laid off. In addition, in the event a reduction in force affects a special education position, the least senior employee may be retained and the next more senior

employee laid off when the special education director determines that such retention is necessary for the effective delivery of programming.

For purposes of the Article, the following impact area in each classification shall be used:

1. Secretaries
2. Educational Technician I's
3. Educational Technician II's
4. Educational Technician III's
5. Job Coaches
6. Tutors
7. Food Service Personnel
8. Custodians, Groundskeeper/Custodian
9. Maintenance Workers

3. Length of Service

Length of service (seniority) shall be based upon continuous employment within the bargaining unit from the most recent date of hire. In the event that two or more employees have identical seniority with the same dates of hire, the criteria used to determine order of layoff shall be, in order of application:

1. Total service within the District (in any capacity).
2. Documented training applicable to the classification (for example MANDT, sign language, special L.D. training, license in trade, etc.)
3. Total work experience within job classification, including other school districts. Periods when an employee is on unpaid leave of absence or layoff shall not be considered a break in service but an employee shall not accrue additional seniority during such periods.

The retired teacher's seniority date shall be based on continuous employment in the District as of the most recent date of hire or rehire. If the retired teacher was previously employed by the District, there shall be no entitlement to any previous benefit accruals, including but not limited to, sick leave, other leaves, severance benefits, or longevity pay.

4. Seniority List

The Superintendent shall post annually, no later than September 30, and at the time of any notification of contemplated elimination of positions as described in Section 1 above, a seniority list by the impact areas listed above. This list shall also be updated for changes in employment status. The list shall be posted in each building where employees are employed and a copy shall be provided to the Association. The Association must notify

the Superintendent of any alleged discrepancies in the list no later than twenty (20) school days after receipt of the list, otherwise the list shall be deemed to be accurate.

5. Recall List

1. The Superintendent shall notify the Association of all employees who are to be laid off at the time notice is given to each employee.
2. The Superintendent shall establish a recall list by impact areas of all non-probationary employees who are layoff status. The recall list shall be provided to the Association.

6. Recall

1. A non-probationary employee shall be placed on the recall list at the time he/she is notified of layoff. An employee shall remain on the list for a period of two (2) years from the date of severance or until the employee either:
 1. Declines a recall to a job vacancy
 2. Resigns
2. When a vacancy occurs within an impact area, employees shall be recalled in reverse order of layoff to any position he/she is qualified for. Notice of recall shall be sent by certified mail, to the last known address of the employee. An employee notified of a recall vacancy shall have seven (7) days from receipt to accept or reject the offer of recall. The employee shall be responsible for keeping the Superintendent apprised of his/her current address. A full-time employee shall not have to accept a part time position.

7. Other Considerations

1. Employees on layoff shall be entitled to continue to participate in the district's health insurance coverage for a period of 18 months from the date of lay-off provided that the employee makes the entire payment for the plan he/she is enrolled. Said payment must be received by the Superintendent no later than the first day of the month for the month in which the premium is due.
2. An employee shall receive at least twenty-one (21) days written notice of layoff.
3. Employee re-employed within two (2) years of the effective date of layoff shall retain his/her seniority and all benefits accumulated prior to the layoff, including the same wage step achieved prior to layoff.

ARTICLE XVI

WORKERS' COMPENSATION

1. The Board shall provide Workers' Compensation coverage for all employees.
2. Employees injured on the job/workplace shall report to the District provider for any workplace injury and shall follow the RSU Injury Reporting Procedures. Failure to follow these procedures may result in denial of Workers' Compensation claims.
3. If an employee is eligible for Workers' Compensation benefits, employees shall receive from his/her accumulated leave with pay the difference between the employee's regular net pay and the amount received as Workers' Compensation. The difference will be charged on a pro-rata basis to the employee's accumulated leave with pay and shall cease when the employee's accumulated leave is exhausted. The combination of accumulated leave payments and Workers' Compensation benefits shall not be greater than 100% of the employee's regular net pay.

ARTICLE XVII

WORK HOURS AND WORK YEAR

1. Work Year

Employees shall generally have the following work year:

Custodians, Maintenance and year round Secretaries – 260 days.
Educational Technicians I, II and III; Job Coaches and Tutors – 180 days
Food Service – 175 days
Secretaries and Clerical Staff, except year round. Secretaries: 200 to 220 days depending on position.

The work year above includes vacations and holidays only for Custodians, Maintenance Employees and year round Secretaries.

For purposes of this Agreement, employee assigned to work 175 – 180 days will be considered "school year" employees. Employees assigned to work more than 180 days but less than 52 weeks per year shall be considered "school year plus" employees. Employees assigned to work 52 weeks per year shall be considered "year round" employees.

The parties recognized that the length of the work year for school year and school year plus employees is primarily contingent upon the number of student days within the district. The Board retains the right, under 26 M.R.S.A., et. seq. to extend or shorten the length of the student school year, subject to the Board's obligation to notify the Association and, upon request, to meet and consult with the Association prior to implementing changes in educational policy and to bargain the impact of any such changes, if so requested.

2. Work Week

The work week for each position shall be consecutive days from 12 AM Sunday to 11:59 PM the following Saturday. Each employee shall be notified in writing of his/her normal work day and work year by June 20th, for year-round employees and by August 15th for school year employees. In the event of unforeseen changes, school year employees shall be notified as soon as practicable, but no later than the start of school each year. Except in emergencies, affected employee(s) and the Association shall receive at least ten (10) days advance written notice of any increase or decrease in his/her work day or work year. In the event an employee's work hours are reduced and or work year is reduced, the employee may elect to displace the least senior employee in his/her current classification, provided that the employee is qualified to perform the work of the displaced least senior employee.

3. Work Hours

The work hours for each position (including unpaid lunch) are as follows:

Custodians	8.5 hrs. per day
Maintenance	8.5 hrs. per day
Secretaries	8.5 hrs. per day
Educational Technicians	7.5 hrs. per day
Job Coaches	7.5 hrs. per day
Food Service	Between 4-8 hrs per day depending on position
Part-time Custodians/Maintenance	Between 3-7 hrs. per day depending on position

Employees work hours shall be regularly scheduled by his/her supervisor. Employees may request a change in his/her scheduled work hours/shift. Any change must be approved by his/her immediate supervisor.

Each employee shall be entitled to an unpaid duty-free lunch period of at least thirty (30) minutes during his/her work hours. In addition to said lunch period, employees who work eight (8) hours or more shall be entitled to a fifteen (15) minute paid rest period.

When school is delayed or released early due to weather or other emergencies, employees shall suffer no loss of pay. When school is cancelled, year-round secretaries shall suffer no loss of pay or they will be provided the opportunity to work remotely.

4. Overtime

Employees who are required to work more than forty (40) hours in a week shall be compensated for such time over forty (40) at one and one-half (1 ½) their regular rate of pay for such additional hours. The time and one-half pay shall only be compensated after the employee has worked 40 hours. Hours worked shall not include hours compensated for sick, personal, vacation, and bereavement pay. Paid holiday time will count as work time for the purposes of this section. The employee may receive such compensation in the form of paid time off, which shall be granted on the basis of one and one-half (1 ½) hours

of time off for each hour of overtime worked, at the discretion of the employee. Compensatory time must be scheduled with the employees' supervisor.

All overtime work must be approved by the employee's immediate supervisor prior to performing the work.

The Board shall not unilaterally curtail the scheduled hours of work of an employee during a workweek in which the employee has previously worked hours outside of his/her regular work scheduled in order to avoid overtime pay.

5. Call Back

Any employee called to work between the end of his/her shift and the beginning of his/her next shift, or on a non-work day, shall be paid for a minimum of two (2) hours, or the actual hours worked whichever is greater. This provision does not apply to hours that are added to the beginning or end of the employee's regular shift.

Employees assigned or called in for snow removal between the hours of 12 a.m. to 6 a.m. outside of his/her regularly scheduled shift, shall be paid one and one-half (1 ½) his/her regular hourly wage for all hours worked prior to or after his/her regularly scheduled shift.

6. Substitution

When the educational technician assumes the additional responsibility for the positions of teacher or secretary, in recognition of the increased responsibility that the educational technician must assume, they will be paid at the rate of 1.25 times their regular hourly rate for all hours they worked (in one hour increments) during the teacher's absence. This increased rate of pay does not include hours during the day for regular responsibilities.

ARTICLE XVIII

DUES DEDUCTION FROM SALARY

The Board agrees to deduct from the educational support employees, money for local, state and/or national association services and programs, and to transmit the money promptly to such associations. Authorization shall be continuous unless an employee revokes such authorization in writing to the Association (with a copy to the Board) between August 15th and September 15th of any year.

The Association shall certify to the Board in writing the current rate of local, state and national member dues. In the event any association changes the rate of its membership dues, the local association shall give the Board and its membership written notice prior to the effective date of such change.

The Association shall indemnify and hold the Board, its individual members, District, its employees and the Superintendent completely harmless against any and all claims, demands, suits or liability of any nature whatsoever that may arise out of or by reason of actions taken or not taken by the District as a result of the dues deduction provisions of this Article.

ARTICLE XIX

WAGES

All currently employed educational support staff shall be placed on the wage scale attached as Appendix A according to their length of credited experience and years of service with the District based on mutual agreement beginning on July 1, 2021 and shall progress on the wage scale each year of the Agreement.

Placement on Wage Scale: For purposes of initial placement, new employees may be given year for year credit for job experience relevant to the position at the discretion of the Superintendent and shall be placed on the wage scale in accordance with Appendix B. Experience shall be calculated as: the same position may receive equal credit status; non-school related with a comparable job description no more than 50% credit; and if non-school related and comparable, no experience factor will be credited. No new employee shall be placed on the wage scale above any current employee with equal or greater work experience. When an employee transfers from one job classification to another within the bargaining unit, said employee will be granted 100% of his/her in-district experience when placed on the scale in the new classification. Upon request, the Superintendent/designee shall provide the Association with the credited experience and placement of new hires.

A retired teacher employed by the district who is receiving retirement benefits from the Maine State Retirement System will be placed on the wage scale based on relevant experience, certification, and education/training.

Mileage Reimbursement: Use of a personal vehicle for job related or assigned purposes shall be reimbursed to the employee at the current state mileage rate upon completion and approval of the required reimbursement forms.

Direct Deposit: All employees covered in this contract are required to sign up for direct deposit.

Educational Technicians assigned to work within the Functional Life Skills program shall receive a \$.50 cent per hour differential in addition to his/her regular hourly wage for "extraordinary" duties

School year employees may elect to have pay averaging in either twenty-two (22) or twenty-six (26) equal installments. Employees shall make their election at the start of the school year and may not change their election for the duration of the work year. Adjustments for additional hours beyond the employee's regular schedule or for loss of hours from the employee's regular schedule shall be made from the employee's wages for the pay period in which the additional work or loss

or work occurred. School year employees hired mid-year who elect pay averaging shall have their pay averaged in proportion to the remaining work year. If, because of mid-year termination or severance, the amount an employee receives under this pay averaging system is more than the employee has earned, such overage shall be withheld from the employee's last paycheck. If the employee receives less than the employee's paid hours times his or her rate of pay under this pay averaging system, the Board will pay such underpayment to the employee in the employee's last check.

ARTICLE XX

INSURANCE

The Board shall contribute the following percentage of the premium cost for the MEA Benefits Trust Choice Plus Plan single coverage for each employee as follows:

- 2021-22 95% Single
- 2022-23 95% Single
- 2023-24 95% Single

Employees who elect the Standard Plan (single) or dependent coverage (Choice Plus or Standard Plans) shall be responsible for any additional premium costs through payroll deduction.

The annual premium is deducted over 20 pay periods beginning in September and ending in June of the following year. All premium payments for the insurance benefits to be furnished pursuant to this Article shall be provided in a manner which qualifies under Section 125 of the Internal Revenue Code of 1986, as amended. The employee's portion of the premium cost of the benefits provided for in this Article shall be paid by payroll deduction upon receipt of all required documentation on a salary reduction (pre-tax) basis.

Employees must be normally scheduled to work at least 20 hours per week to be eligible for benefits under this Article.

Employees who are otherwise eligible for benefits but choose to opt out of the District Health Care Plan will receive a payment of \$850.00. In order to be eligible to receive payment, employees must provide documentation demonstrating that he/she is currently covered by another ACA compliant health insurance plan other than the plan provided by the Board. Employees who are not covered by another ACA compliant plan are not eligible for the opt out payment. This amount will be paid in two lump sum payments each year

Short term disability will be paid for by the district for full time employees. Employees on short term disability will not be terminated.

Full time employees may participate in the Flex Plan, dental and other insurance opportunities.

ARTICLE XXI

LEAVES

1. Sick and Family Illness

The Board shall provide the following annual leave as follows as of July 1 of each school year. Unused sick leave shall accumulate from year to year up to one hundred twenty (120) days. Sick leave may be used for personal or family illness or for medical or dental appointments.

- 12 Days: Educational Technicians, Job Coaches, Tutors, and Food Service
 - 13 Days: School Year Plus, School Secretaries, Custodians, Maintenance, Year Round Secretaries
- A. Should the Board determine that the employee is abusing sick leave, disciplinary action may result.
- B. The Board reserves the right to select its own physician at no cost to the employee. Should an employee wish to be examined by a physician of his/her choice in lieu of the Board's fully paid examination, the Board shall reimburse the employee for his/her cost, subject to the amount of the cost of the Board's fully paid examination.

In accordance with 20-1 MRSA §6555, leave used by employees who are unable to perform their duties, as determined by a physician, because of injuries sustained as a result of dangerous student behavior, shall not be deducted from the employee's accrued sick leave.

2. Earned Paid Leave

Five (5) days of the above yearly allotment (or a pro-rated number of days for employees hired after the start of the work year, based on the number of days employed) may be used; as earned paid leave for any purpose in accordance with 26 MRSA sec 637.

Notification for earned paid leave shall be submitted in writing to the employee's immediate supervisor at least three (3) days in advance of the day(s) requested except in cases of an emergency, illness, or sudden necessity in which case the employee will notify the supervisor as soon as possible.

The Superintendent/designee shall have the right to reject any non-emergency paid leave if the availability of substitutes presents an undo hardship to the District. Earned paid leave may only be used on a scheduled workday.

Staff are encouraged to use earned paid leave in blocks of time such as half day or whole day increments, due to scheduling substitutes, but may also use earned paid leave in one-hour increments.

At the end of the contract year, unused earned paid leave days shall carryover to the next year (maximum of 40 hrs.) in accordance with 26 MRSA Sec. 637. Except that, an employee may elect to convert unused earned paid leave days, or portion thereof, to accumulated sick leave, provided the employee notifies the District in writing by June 1.

3. Bereavement

Employees shall be allowed up to five (5) days leave with pay in each instance for the death of a spouse/domestic partner, child, parent, brother, sister, mother-in-law, father-in-law, grandparents and grandchildren. Employees may use other paid leave (personal, vacation) in the event of a death of other relatives.

4. Professional Leave

Professional days may be taken at the discretion of the Administration/Supervisor and the Superintendent.

5. Jury Duty

Employees shall be granted paid leave of absence anytime they are required to report for jury duty or jury service during a normal working day. Employees excused from jury duty during normal work hours shall report back to their places of employment promptly.

6. General Leaves of Absence

Additions to existing leaves and/or additional leaves of absence may be granted either with or without pay at discretion of the Board.

7. Retirement

An employee who retires in good standing after at least ten (10) years of service in the District, shall be entitled to fifteen (15) days of accumulated sick leave. Good standing is defined as the voluntary termination of employment with the District following two weeks written notice prior to the actual date of termination.

8. Family Medical Leave Act

Family Medical Leave Act will be processed by RSU #19 with the guidelines set with Federal Law.

9. Military Leave

Employees shall be granted time necessary when called into temporary active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligation cannot be fulfilled on days when school is not in session. Military leave without pay shall be granted to any employee who is enlisted in and is called to active duty in any branch of the armed forces of the United States for the period of said induction or initial enlistment. Upon return from military leave the employee shall be returned to the same position or its substantial equivalent as if continually employed.

ARTICLE XXII

VACATIONS

1. Vacation scheduling will be subject to approval by the respective principal, supervisor, and/or Superintendent. (i.e. Principal, Special Services Director; secretaries and educational technicians, - Hot Lunch Supervisor; hot lunch personnel, Building and Grounds Supervisor; maintenance and custodial personnel)
2. Employees shall be eligible for the following annual vacation schedule:
 - A. **School Year Employees: Educational Technicians I, II, III, Job Coaches, Tutors, and Food Service Staff:**

<u>Years of Continuous Service Completed</u>	<u>Vacation Time</u>
0 year	0 days
1 year	0 days
2 years	1 day
3 years	2 days
4 years	3 days
5 years	4 days
6 years	5 days
7 years	6 days
8 years and up	7 days

B. **School Year Plus, School Secretaries**

<u>Years of Continuous Service Completed</u>	<u>Vacation Time</u>
0 year	0 days
1 year	2 days
3 years	5 days
6 years	7 days
8 years	9 days
10 years	11 days
15 years and up	12 days

C. Custodians, Maintenance and Year Round Secretaries

<u>Year of Continuous Service Completed</u>	<u>Vacation Time</u>
0 year	0 days
1 year	10 days
6 years	12 days
8 years	14 days
10 years	16 days
15 - 19 years	17 days
20 years or more	20 days

3. All vacation days must be used by June 30, of the fiscal year following the year in which they are earned. Failure by an employee to use his/her vacation time from the previous year by June 30, shall result in forfeiture of any such day (use it or lose it practice), unless a request is made and approved by the Superintendent, to extend the opportunity to use vacation time. In no circumstance shall the Superintendent approve extensions beyond the first day of school in the fall when the next school year begins. This provides an employee with a twelve month period in which to take his/her vacation time.
4. Any employee who is laid off, retired, or separated from the service of the Board for any reason, prior to taking his/her vacation, shall be compensated for the unused vacation which has been accumulated at the time of separation.
5. No current employee and annual vacation amount shall be reduced from its current level as a result of implementation of the above vacation schedules.

ARTICLE XXIII

HOLIDAYS

All Support Staff shall receive the following paid holidays:

Labor Day
Indigenous People Day
Veterans' Day
Thanksgiving Day
Martin Luther King Day
Memorial Day
Christmas Day
New Year's Day
President's Day
Patriot's Day

In addition to the above listed holidays, Custodians, Maintenance Workers and Year Round Secretaries shall receive the following paid holiday(s): July 4th

ARTICLE XXIV

CONDITION OF AGREEMENT

In the determination of eligibility for placement on the wage scale and employee benefits that are related to an employee's length of service, the anniversary date of all such benefits will be July 1 of each year. Any employee who commenced employment on or before February 1 will be granted one additional year of credit towards these benefits.

ARTICLE XXV

MISCELLANEOUS PROVISIONS

1. Any individual contract between the Board and a member of this unit, hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement.
2. Whenever any notice is required to be given by either of the parties to this Agreement to the other party, pursuant to the provisions of this Agreement:
 - A. If by the Association, to the Board in care of the Superintendent.
 - B. If by the Board, to the Association in care of the Association President.

ARTICLE XXVI

SCOPE AND SEPARABILITY

Should any provision of this Agreement be found to be contrary to law, then such provision shall be deemed null and void, however, all other provisions shall continue in full force and effect.

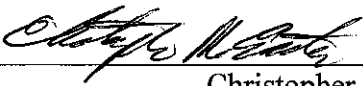
ARTICLE XXVII

DURATION

The term of this agreement shall be from July 1, 2021 to June 30, 2024, subject to the Association's right to negotiate over a successor agreement in accordance with the law.

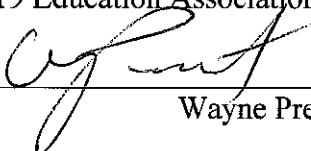
In witness whereof, the parties have caused this agreement to be executed this 17th day of August, 2021.

RSU 19 School Board Chairman:



Christopher Easton

RSU 19 Education Association /MEA/NEA President:



Wayne Prescott

APPENDIX B

CUSTODIAN	
EXP	STEP
0,1	1
2	2
3-7	3
8	4
9,10	5
11-13	6
	7
14-16	8
17-19	9
20-22	10
23-25	11
26,27	12
28,29	13
30+	14

CUSTODIAL DIRECTOR	
EXP	STEP
0,1	1
2	2
3-7	3
8	4
9,10	5
11-13	6
14-16	7
17-19	8
20-22	9
23-25	10
26,27	11
28,29	12
30+	13
	14

MAINTENANCE	
EXP	STEP
0,1	1
2	2
3-7	3
8	4
9,10	5
11-13	6
	7
14-16	8
17-19	9
20-22	10
23-25	11
26,27	12
28,29	13
30+	14

SECRETARY	
EXP	STEP
0,1	1
2	2
3-6	3
7-9	4
10	5
	6
11-14	7
15-17	8
18,19	9
20,21	10
22	11
23-25	12
	13
26+	14

ED TECH I	
EXP	STEP
0	1
1,2	2
3-6	3
7,8	4
9,10	5
11,12	6
13	7
14	8
15,16	9
17,18	10
19	11
	12
20-22	13
23+	14

ED TECH II	
EXP	STEP
0,1	1
2	2
3-7	3
8,9	4
10	5
11	6
12	7
13	8
14-16	9
17,18	10
19,20	11
21,22	12
23,24	13
25+	14

ED TECH III	
EXP	STEP
0,1	1
2	2
3-7	3
8-10	4
	5
11-13	6
	7
14-16	8
	9
17-19	10
	11
20-22	12
23,24	13
25+	14

SR. FS MANAGER	
EXP	STEP
0, 1	1
2	2
3	3
4	4
5	5
6	6
7+	7
	8
	9
	10
	11
	12
	13
	14

FS MANAGER	
EXP	STEP
0, 1	1
2	2
3	3
4	4
5	5
6	6
7+	7
	8
	9
	10
	11
	12
	13
	14

COOK	
EXP	STEP
0,1	1
2	2
3-7	3
8-10	4
11-13	5
14,15	6
16,17	7
18-22	8
23+	9
	10
	11
	12
	13
	14

CASHIER	
EXP	STEP
0,1	1
2	2
3-6	3
7-10	4
11-14	5
15-18	6
19-22	7
23-27	8
28+	9
	10
	11
	12
	13
	14

APPENDIX A

RSU 19 ESP WAGE SCALES

CUSTODIAN						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 13.14	0	\$ 13.24	0	\$ 13.37
2	2	\$ 13.59	1,2	\$ 13.69	1	\$ 13.83
3	3-7	\$ 14.05	3	\$ 14.15	2,3	\$ 14.30
4	8	\$ 14.53	4-8	\$ 14.64	4	\$ 14.78
5	9,10	\$ 15.02	9	\$ 15.13	5-9	\$ 15.28
6	11-13	\$ 15.53	10,11	\$ 15.65	10	\$ 15.80
7		\$ 16.06	12-14	\$ 16.18	11,12	\$ 16.34
8	14-16	\$ 16.61		\$ 16.73	13-15	\$ 16.90
9	17-19	\$ 17.17	15-17	\$ 17.30		\$ 17.47
10	20-22	\$ 17.76	18-20	\$ 17.89	16-18	\$ 18.07
11	23-25	\$ 18.36	21-23	\$ 18.49	19-21	\$ 18.68
12	26,27	\$ 18.98	24-26	\$ 19.12	22-24	\$ 19.31
13	28,29	\$ 19.63	27,28	\$ 19.77	25-27	\$ 19.97
14	30+	\$ 20.99	29+	\$ 21.14	28+	\$ 21.35

CUSTODIAL DIRECTOR						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 15.11	0	\$ 15.22	0	\$ 15.38
2	2	\$ 15.63	1,2	\$ 15.74	1	\$ 15.90
3	3-7	\$ 16.16	3	\$ 16.28	2,3	\$ 16.44
4	8	\$ 16.71	4-8	\$ 16.83	4	\$ 17.00
5	9,10	\$ 17.28	9	\$ 17.40	5-9	\$ 17.58
6	11-13	\$ 17.86	10,11	\$ 17.99	10	\$ 18.17
7	14-16	\$ 18.47	12-14	\$ 18.61	11,12	\$ 18.79
8	17-19	\$ 19.10	15-17	\$ 19.24	13-15	\$ 19.43
9	20-22	\$ 19.75	18-20	\$ 19.89	16-18	\$ 20.09
10	23-25	\$ 20.42	21-23	\$ 20.57	19-21	\$ 20.77
11	26,27	\$ 21.11	24-26	\$ 21.27	22-24	\$ 21.48
12	28,29	\$ 21.83	27,28	\$ 21.99	25-27	\$ 22.21
13	30+	\$ 22.57	29,30	\$ 22.74	28,29	\$ 22.97
14		\$ 24.13	31+	\$ 24.31	30+	\$ 24.55

MAINTENANCE						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 17.72	0	\$ 17.85	0	\$ 18.03
2	2	\$ 18.32	1,2	\$ 18.46	1	\$ 18.64
3	3-7	\$ 18.94	3	\$ 19.09	2,3	\$ 19.28
4	8	\$ 19.58	4-8	\$ 19.74	4	\$ 19.93
5	9,10	\$ 20.25	9	\$ 20.41	5-9	\$ 20.61
6	11-13	\$ 20.94	10,11	\$ 21.10	10	\$ 21.31
7		\$ 21.65	12-14	\$ 21.82	11,12	\$ 22.04
8	14-16	\$ 22.39		\$ 22.56	13-15	\$ 22.79
9	17-19	\$ 23.15	15-17	\$ 23.33		\$ 23.56
10	20-22	\$ 23.94	18-20	\$ 24.12	16-18	\$ 24.36
11	23-25	\$ 24.75	21-23	\$ 24.94	19-21	\$ 25.19
12	26,27	\$ 25.59	24-26	\$ 25.79	22-24	\$ 26.05
13	28,29	\$ 26.46	27,28	\$ 26.67	25-27	\$ 26.93
14	30+	\$ 28.29	29+	\$ 28.51	28+	\$ 28.80

ED TECH I						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0	\$ 12.40	0	\$ 12.49	0	\$ 12.62
2	1,2	\$ 12.82	1	\$ 12.92	1	\$ 13.05
3	3-6	\$ 13.26	2,3	\$ 13.36	2	\$ 13.49
4	7,8	\$ 13.71	4,7	\$ 13.81	3,4	\$ 13.95
5	9,10	\$ 14.18	8,9	\$ 14.28	5-8	\$ 14.42
6	11,12	\$ 14.66	10,11	\$ 14.77	9,10	\$ 14.91
7	13	\$ 15.16	12,13	\$ 15.27	11,12	\$ 15.42
8	14	\$ 15.67	14	\$ 15.79	13,14	\$ 15.95
9	15,16	\$ 16.21	15	\$ 16.32	15	\$ 16.49
10	17,18	\$ 16.76	16,17	\$ 16.88	16	\$ 17.05
11	19	\$ 17.33	18,19	\$ 17.45	17,18	\$ 17.63
12		\$ 17.92	20	\$ 18.05	19,20	\$ 18.23
13	20-22	\$ 18.52		\$ 18.66	21	\$ 18.85
14	23+	\$ 19.80	21+	\$ 19.95	22+	\$ 20.15

ED TECH II						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 13.35	0	\$ 13.45	0	\$ 13.58
2	2	\$ 13.81	1,2	\$ 13.91	1	\$ 14.05
3	3-7	\$ 14.28	3	\$ 14.38	2,3	\$ 14.52
4	8,9	\$ 14.76	4-8	\$ 14.87	4	\$ 15.02
5	10	\$ 15.27	9,10	\$ 15.37	5-9	\$ 15.53
6	11	\$ 15.78	11	\$ 15.90	10,11	\$ 16.06
7	12	\$ 16.32	12	\$ 16.44	12	\$ 16.60
8	13	\$ 16.88	13	\$ 17.00	13	\$ 17.17
9	14-16	\$ 17.45	14	\$ 17.57	14	\$ 17.75
10	17,18	\$ 18.04	15-17	\$ 18.17	15	\$ 18.35
11	19,20	\$ 18.66	18,19	\$ 18.79	16-18	\$ 18.98
12	21,22	\$ 19.29	20,21	\$ 19.43	19,20	\$ 19.62
13	23,24	\$ 19.95	22,23	\$ 20.09	21,22	\$ 20.29
14	25+	\$ 21.33	24+	\$ 21.48	23+	\$ 21.69

ED TECH III						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 14.66	0	\$ 14.77	0	\$ 14.92
2	2	\$ 15.15	1,2	\$ 15.27	1	\$ 15.42
3	3-7	\$ 15.67	3	\$ 15.79	2,3	\$ 15.95
4	8-10	\$ 16.20	4-8	\$ 16.33	4	\$ 16.49
5		\$ 16.75	9-11	\$ 16.88	5-9	\$ 17.05
6	11-13	\$ 17.32		\$ 17.46	10-12	\$ 17.63
7		\$ 17.91	12-14	\$ 18.05		\$ 18.23
8	14-16	\$ 18.52		\$ 18.66	13-15	\$ 18.85
9		\$ 19.15	15-17	\$ 19.30		\$ 19.49
10	17-19	\$ 19.80		\$ 19.96	16-18	\$ 20.16
11		\$ 20.48	18-20	\$ 20.63		\$ 20.84
12	20-22	\$ 21.17		\$ 21.34	19-21	\$ 21.55
13	23,24	\$ 21.89	21-23	\$ 22.06		\$ 22.28
14	25+	\$ 23.40	24+	\$ 23.59	22+	\$ 23.82

APPENDIX A

SECRETARY						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 13.17	0	\$ 13.27	0	\$ 13.40
2	2	\$ 13.61	1,2	\$ 13.72	1	\$ 13.86
3	3-6	\$ 14.08	3	\$ 14.19	2,3	\$ 14.33
4	7-9	\$ 14.55	4-7	\$ 14.67	4	\$ 14.82
5	10	\$ 15.05	8-10	\$ 15.17	5-8	\$ 15.32
6		\$ 15.56	11	\$ 15.68	9-11	\$ 15.84
7	11-14	\$ 16.09		\$ 16.22	12	\$ 16.38
8	15-17	\$ 16.64	12-15	\$ 16.77		\$ 16.94
9	18,19	\$ 17.20	16-18	\$ 17.34	13-16	\$ 17.51
10	20,21	\$ 17.79	19,20	\$ 17.93	17-19	\$ 18.11
11	22	\$ 18.39	21,22	\$ 18.54	20,21	\$ 18.72
12	23-25	\$ 19.02	23	\$ 19.17	22,23	\$ 19.36
13		\$ 19.67	24-26	\$ 19.82	24	\$ 20.02
14	26+	\$ 21.03	27+	\$ 21.19	25+	\$ 21.40

FOOD SERVICE MANAGER						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 14.92	0	\$ 15.03	0	\$ 15.18
2	2	\$ 15.43	1,2	\$ 15.54	1	\$ 15.70
3	3	\$ 15.95	3	\$ 16.07	2,3	\$ 16.23
4	4	\$ 16.49	4	\$ 16.62	4	\$ 16.78
5	5	\$ 17.05	5	\$ 17.18	5	\$ 17.35
6	6	\$ 17.63	6	\$ 17.77	6	\$ 17.94
7	7+	\$ 18.23	7	\$ 18.37	7	\$ 18.55
8		\$ 18.85	8+	\$ 19.00	8	\$ 19.19
9		\$ 19.49		\$ 19.64	9+	\$ 19.84
10		\$ 20.16		\$ 20.31		\$ 20.51
11		\$ 20.84		\$ 21.00		\$ 21.21
12		\$ 21.55		\$ 21.71		\$ 21.93
13		\$ 22.28		\$ 22.45		\$ 22.68
14		\$ 23.82		\$ 24.00		\$ 24.25

SENIOR FOOD SERVICE MANAGER						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 16.47	0	\$ 16.60	0	\$ 16.76
2	2	\$ 17.03	1,2	\$ 17.16	1	\$ 17.33
3	3	\$ 17.61	3	\$ 17.74	2,3	\$ 17.92
4	4	\$ 18.21	4	\$ 18.35	4	\$ 18.53
5	5	\$ 18.83	5	\$ 18.97	5	\$ 19.16
6	6	\$ 19.47	6	\$ 19.61	6	\$ 19.81
7	7+	\$ 20.13	7	\$ 20.28	7	\$ 20.48
8		\$ 20.82	8+	\$ 20.97	8	\$ 21.18
9		\$ 21.52		\$ 21.68	9+	\$ 21.90
10		\$ 22.25		\$ 22.42		\$ 22.65
11		\$ 23.01		\$ 23.18		\$ 23.42
12		\$ 23.79		\$ 23.97		\$ 24.21
13		\$ 24.60		\$ 24.79		\$ 25.04
14		\$ 26.30		\$ 26.50		\$ 26.77

COOK						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 12.97	0	\$ 13.07	0	\$ 13.20
2	2	\$ 13.41	1,2	\$ 13.51	1	\$ 13.65
3	3-7	\$ 13.87	3	\$ 13.97	2,3	\$ 14.11
4	8-10	\$ 14.34	4-8	\$ 14.45	4	\$ 14.59
5	11-13	\$ 14.83	9-11	\$ 14.94	5-9	\$ 15.09
6	14,15	\$ 15.33	12-14	\$ 15.44	10-12	\$ 15.60
7	16,17	\$ 15.86	15,16	\$ 15.97	13-15	\$ 16.13
8	18-22	\$ 16.39	17,18	\$ 16.51	16,17	\$ 16.68
9	23+	\$ 16.95	19-23	\$ 17.07	18,19	\$ 17.25
10		\$ 17.53	24+	\$ 17.66	20-24	\$ 17.83
11		\$ 18.12		\$ 18.26	25+	\$ 18.44
12		\$ 18.74		\$ 18.88		\$ 19.06
13		\$ 19.38		\$ 19.52		\$ 19.71
14		\$ 20.72		\$ 20.87		\$ 21.08

CASHIER						
Step	EXP	21-22	EXP	22-23	EXP	23-24
1	0,1	\$ 12.72	0	\$ 12.82	0	\$ 12.94
2	2	\$ 13.15	1,2	\$ 13.25	1	\$ 13.38
3	3-6	\$ 13.60	3	\$ 13.70	2,3	\$ 13.84
4	7-10	\$ 14.06	4-7	\$ 14.17	4	\$ 14.31
5	11-14	\$ 14.54	8-11	\$ 14.65	5-8	\$ 14.80
6	15-18	\$ 15.03	12-15	\$ 15.15	9-12	\$ 15.30
7	19-22	\$ 15.54	16-19	\$ 15.66	13-16	\$ 15.82
8	23-27	\$ 16.07	20-23	\$ 16.19	17-20	\$ 16.36
9	28+	\$ 16.62	24-28	\$ 16.75	21-24	\$ 16.91
10		\$ 17.18	29+	\$ 17.31	25-29	\$ 17.49
11		\$ 17.77		\$ 17.90	30+	\$ 18.08
12		\$ 18.37		\$ 18.51		\$ 18.70
13		\$ 19.00		\$ 19.14		\$ 19.33
14		\$ 20.31		\$ 20.47		\$ 20.67

TUTOR		
21-22	22-23	23-24
\$15.00	15.11	15.26