

NEGOTIATED AGREEMENT  
Between  
IDITAROD AREA SCHOOL  
DISTRICT  
AND  
IDITAROD CLASSIFIED  
EMPLOYEES  
JULY 1, 2014 – JUNE 30, 2015  
FY 14-FY15

Approved by Iditarod Area School Board in regular Meeting January 27, 2014

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Superintendent

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**IDITAROD CLASSIFIED EMPLOYEES GROUP**

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ATTACHMENT A : Job Category Definitions

ATTACHMENT B: Wage Schedule July 1, 2007 - June 30, 2007

**I DEFINITIONS**

- A. Agreement - shall mean this negotiated agreement, its attachments, and all its provisions contained herein.
- B. Alaska Law - shall mean applicable Alaska statutes and applicable regulations of Alaska agencies having regulatory powers over operations of the District.
- C. Approved Course-work - shall mean course-work approved in writing by the Superintendent.
- D. Approved Institution - shall mean a college or university accredited by the Northwest Association of Schools and Colleges (or other equivalent regional accrediting association) or an institution approved by the Superintendent.
- E. "ICE" shall mean the Iditarod Classified Employees Group composed of all classified permanent or permanent seasonal job descriptions.
- F. Association President - shall mean the Associations' President listed in Article "IE."
- G. Board - shall mean the Iditarod Area School District Board.
- H. Day - shall mean calendar day excluding holidays, except as otherwise specified in the Agreement.
- I. Day on Duty - shall mean a day on regular pay status, i.e. a day of work, a paid holiday, or a day of compensated leave.
- J. Deliver or Delivery - shall mean hand delivery of documentation or deposit of same in the U. S. Post Office, registered or certified mail, postage prepaid. The date of delivery shall mean the date of hand certified mail.
- K. District - shall mean the Iditarod Area School District.
- L. Party in Interest - shall mean the employee or employees filing a grievance, the Association, the District, any person or persons required to take action relative to a grievance, and any person or persons upon whom action might be taken in resolving a grievance.
- M. Permanent Full-time employees work 30 or more hours per week, 12 months per year.

- N. Permanent Part-Time - employees work less than 30 hours per week, 12 months per year.
- O. Permanent/Seasonal Full-time - employees work 30 hours per week, but less than 12 months per year.
- P. Permanent/Seasonal/Part-time - employees work less than 30 hours per week, and less than 12 months per year.
- Q. Receive or Receipt - shall mean the receipt of hand-delivered documentation or of registered or certified mail. The date of receipt shall mean the date of the receipt of hand-delivered documentation or of registered or certified mail.
- R. Semester Hour - shall mean a semester hour of credit, or the quarter-hour equivalent thereto, awarded by an approved institution.
- S. Seniority - shall mean the cumulative number of days on duty as a district employee and shall be based on the date the individual's employment/contract was approved by the Board or the employees first employment/contract day of continuous employment, whichever is earlier. Ties shall be broken by lot.
- T. Superintendent - shall mean the Superintendent of the Iditarod Area School District or his/her designee.
- U. Iditarod Classified Employees:
  - 1. Classified shall be:
    - a. "Classified Position" is one that does not require an employee to have or qualify for a teaching certificate to occupy the job and is not supervisory or confidential in nature.
    - b. Temporary or Short Term positions are not covered under this contract. (ICE)

## II. RECOGNITION

- A. The Board recognizes the Iditarod Classified Employees Group as the bargaining agent for the classified employees in the District.
- B. The Board may request in writing that ICE demonstrate that the classified employees have designated ICE as their bargaining agent under the provisions of PERS Title 23.40.020260.

**III. CONFORMITY TO LAW**

- A. If any article or part of this Agreement is held to be contrary to law by a court of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such court, the remainder of the Agreement shall not be affected thereby and the parties shall enter into negotiations with twenty (20) working days of notice by one party to the other for the purpose of arriving at a remedy for the contrary article or part consistent to the greatest extent possible with the intent of the original article or part.

**IV. AGREEMENT TERMS AND CONDITIONS**

- A. The parties mutually agree that the terms and conditions of this contract represent agreement between the parties hereto. This Agreement may be altered, changed, added to, deleted from or modified only through negotiations. This Agreement shall be incorporated by reference into the employee's individual employment contract and shall prevail in the event of conflict between the two.
- B. This Agreement, shall remain in effect until June 30, 2007. In the event neither party initiates negotiations per Article V, (Negotiations), this Agreement shall be extended.
- C. Within one month of the day of ratification of this Agreement the District will post a copy on its web site. The district shall maintain a signed copy of this agreement and provide a signed copy to the Association.

**V. NEGOTIATIONS PROCEDURES**

A. Inaugurating Negotiations

1. Intent to Negotiate

Either party may initiate negotiations by written notice of intent to negotiate postmarked after December 10th of the school year in which the contract is due to expire. (FY10)

2. Initial Meeting

By February 10<sup>th</sup>, the parties shall establish a satisfactory time and place for the first meeting between the respective negotiating teams. At the initial meeting the parties shall reach agreement on ground rules governing this negotiations. (FY10)

B. Reporting

When the participants reach tentative agreement on the total negotiations proposal, the negotiated agreement will be prepared and presented in writing to the Board and to the Employees, who each shall act on ratification at the next meeting. There is the intent that if a meeting cannot be held that a phone poll may be taken to determine if there is support from the Board and Employees to ratify the agreement at the next meeting.

C. Impasse Resolution

If no agreement is reached despite the best efforts of the negotiation teams, then advisory mediation and arbitration may be initiated by either party by declaring an impasse.

VI. EQUITABLE TREATMENT

- A. An employee may at his/her request have a representative of the Association present when he/she is being questioned about a matter which may lead to discipline or when he/she is being disciplined. The employee must be apprised of his/her right to request the presence of an Association representative. When a request for representation in the above circumstances is made, no action shall be taken **unless the representative is not available within 24 hours.**
- B. All employees will be treated in a manner that respects their professional viewpoints and values freedom of expression of those viewpoints without fear of reprimand.

VII. EMPLOYEE PROFESSIONAL DEVELOPMENT PLAN

- A. All classified employees will have professional development plans developed with, and approved by their supervisor after the initial evaluation/classified meeting, but prior to the end of December 12, of the current school year.
- B. Employee professional development plans that can't be met through district wide in-service programs may be met through site budget planning by the administrator along with staff member and ASB.

**VIII. PERSONNEL FILES**

- A. Permanent personnel files shall be maintained by the Business/Personnel Office/Superintendent. The personnel file is confidential and no person may inspect the employee's file except the employee, the employee's designated representative, the employee's supervisor, the superintendent and the personnel department supervisor. The permanent personnel file shall be the only official depository of information relating to a employee's employment. The employee or his/her designee may inspect the file upon request. Upon request, an employee shall be provided a copy of his/her Official Personnel File (OPF). A sign out card shall be maintained for each personnel file recording when and by whom the file is inspected.
- B. Material which is derogatory regarding an employee's conduct, service, character, or personality shall not be placed in his/her file unless the employee has had an opportunity to read such material. The employee shall acknowledge that he/she has read such material by affixing his/her signature to the actual copy to be filed. Such signature does not necessarily indicate agreement with the content of the material. If the employee refuses to sign the statement, the principal or supervisor shall so note and send the statement to the Superintendent for filing and provide a copy to the teacher. An employee shall have the right to respond to any material filed, and his/her response shall become a part of the permanent personnel file. Any material that is found by the grievance procedure to be inaccurate shall be removed from their personnel file.

**IX. LEAVES**

A. Association Leave

1. Ten (10) days of compensated leave shall be granted to the Association. The Association President authorizes the use of this leave, and shall provide written notice of that authorization to the Superintendent.

B. Classified Civic Leave

1. If an employee is elected to one or the other of the State houses of the Legislature, that employee will be entitled to leave without pay for those periods during which the State of Alaska Legislature is in session, subject to the provisions of 14.20.345.

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2. If an employee is appointed or elected to any board or Commission of the State, he/she may be granted compensated leave when meetings and travel require time during the work day.

C. Classified Disability Leave

1. An employee with the District may be granted a leave of absence for temporary disability reasons upon the recommendation of the employee's physician. The employee may return to work after the termination of temporary disability or may take a leave of absence for the remainder of the semester or the school year. The leave may be extended upon request by the employee subject to Board approval.
2. The disability leave will not take effect until the employee's accumulated sick leave, eligible sick leave bank days, and annual leave have been depleted.

D. Classified Legal Leaves

1. An employee called for jury duty or subpoenaed to give testimony before any judicial body or administrative tribunal to which the employee is not a party or determined to be a victim in a court or arbitration hearing shall receive full compensation at the daily rate. Any fee received will be remitted to the District.

E. Classified Other Leaves

1. Upon written application stating the reasons for the requested leave, the Superintendent may grant compensated leave in addition to that specified in this article above.

F. Classified Sabbatical

1. Upon written request, the Superintendent, subject to Board approval, may grant the employee with seven (7) or more consecutive years of District service a sabbatical leave for either or both semesters of a school year.



2. The Board shall consider each application on its merits and shall grant sabbaticals, taking into consideration the potential contribution of the individual to the District's goals and fiscal constraints of the District for the upcoming fiscal year.
  - a. A stipend of one-half (1/2) of the prior three year average salary shall be awarded to a classified employee approved for a sabbatical leave.
  - b. Pay the retirement contribution to the PERS of the individual during the period of the sabbatical.
  - c. The employee may choose to have their district paid health and life insurance coverage by paying half of the costs.

**X. ASSOCIATION REPRESENTATION AT BOARD MEETINGS**

- A. ICE shall designate a Yukon representative of the Association to serve as liaison to the Board when the Board meets on the Yukon side of the District. The Kuskokwim representative will serve as liaison when the Board meets on the Kuskokwim side. In the event the representative is unable to attend, the President of the Association will appoint an alternate.
- B. The Superintendent shall provide ICE with a complete agenda and information packet. The agenda and packet shall be delivered in that such information is provided to Board members.
- C. ICE will be granted a place on the Board Agenda through either a written request made in a timely manner or a verbal request made at the time of the meeting. The Association shall direct any correspondence regarding agenda items, and items to be added to the agenda, to the Superintendent and/or the Board Chairperson.
- D. The Superintendent shall grant, with prior approval, administrative leave to each Association representative selected to attend Board meetings. If necessary, the Association will pay their travel related costs.

## **XI. MANAGEMENT RESPONSIBILITIES**

The Board expressly retains all of its rights, powers, and duties to govern and manage the District except as specifically may be limited or abridged by this Agreement. Management rights does not imply that management can unilaterally change terms and conditions of employment that are otherwise mandatory subjects of bargaining without mutual agreement.

## **XII. GRIEVANCE PROCEDURES**

### **A. Purpose**

The purpose of this procedure is to secure all the lowest possible administrative level an equitable solution to the problems which may arise affecting the welfare or working conditions of classified employees. Confidentiality will be observed by both parties.

### **B. Procedures (same as IEA)**

Grievances shall be processed as rapidly as possible. All grievance hearings shall be held in closed or executive session.

#### Level One:

A grievant may initiate the procedure by filing a written statement of grievance, citing the relevant provisions of the Agreement, with the person at the lowest administrative level with authority to decide the grievance. A meeting will be held at a mutually acceptable time to discuss the grievance within five (5) days of the receipt of the written statement. The immediate supervisor shall respond in writing with reasons for his/her decision within five (5) days of the meeting. If the grievance is unresolved, the grievance may be appealed to Level Two.

#### Level Two: (same as IEA)

The written grievance will be submitted, by certified mail where available, to the District Superintendent. The Superintendent shall conduct a hearing within ten (10) days of receipt of the appeal at a mutually agreeable time and place. At this hearing, the Superintendent shall hear facts, evidence and the arguments of the representative of the decision maker and of the grievant. If the Superintendent is the decision maker at the hearing, he/she shall present the facts, evidence and argument supporting the decision made, as well as listening to the presentation of the grievant. A written decision must be made within five (5) days from the date of the hearing. If unresolved, the grievant may appeal at Level Three

Level Three:

The grievant or his/her representative may submit a written grievance by certified mail, where available, to arbitration. The arbitrator will be selected from the list of arbitrators supplied by the American Arbitration Association (AAA). He/she shall be selected using the procedures of the AAA. The arbitrator shall render his/her written decision within ten (10) days. Should the arbitrator be unable to meet the ten (10) day time frame, the parties shall consider extending the time allowed. The Alaska Uniform Arbitration Act (Chapter 43, Title 9, Alaska Statutes) is incorporated into this article by reference.

**XIII. EVALUATION**

- A. A job description will be established for all positions and be connected to job performance. The District shall develop procedures for the Evaluation of Classified Employees.
- B. Filing of Reports and Records - All evaluations will become a part of the employee's personnel file. Confidentiality of personnel files shall be maintained.
- C. All employees under this agreement will be evaluated by March 31st of each year.

**XIV. SEPARATION AND DEMOTION**

- A. Retirement  
Except as otherwise provided, a classified employee covered by the Public Employee's Retirement System is eligible for retirement as provided by the retirement system.

- B. Resignation

A permanent or permanent/seasonal employee is required to give a minimum of two weeks advance notice when resigning.

C. Demotion

The Superintendent may demote an employee for cause. The employee shall, before the action is taken, be furnished with a statement in writing, setting forth the reasons for the demotion. The employee shall be entitled to a hearing before the Superintendent as prescribed in the grievance procedure. If the employee is vindicated as a result of the hearing, he/she shall be reinstated with full back pay and benefits.

D. Resignation in Lieu of Dismissal

If an employee is permitted to resign in lieu of dismissal, the supervisor shall notify the Superintendent in writing and shall set forth the reasons why the employee would have been dismissed had they not resigned. A resignation in lieu of dismissal shall be considered a resignation not in good standing.

**XV. SENIORITY**

A. "Seniority" shall be defined as IASD months of service.

B. All Classified employee's in the district shall have a seniority ranking within each job category in which they are employed. All members will be notified of their seniority rank at the beginning of each fiscal year (or if their rank changes). Ranks shall be stated as (example): "number 2 of 5 current members in maintenance job category."

C. Members employed in more than one job will have a rank for each category in which they are employed.

**XVI. LEAVE**

A. Annual Leave is given to all classified employees who work 12 months/year. Leave is accrued based upon the number of hours worked and on the number of months the employee has worked for the school District.

1. Accrual Rate

Classified employees shall accrue annual leave at the rate of:

- a. hours or 1 day per month for a full time eight hour a day employee with less than five (5) years of service;
- b. hours or 1.5 days per month for a full time eight hour a day employee with five, but less than ten (10) years of service;
- c. hours or 1.75 days per month for a full eight hour a day employee with more than ten (10) years of service;
- d. hours or 2.0 days per month for full eight hour a day employee with more than 15 years of service.

2. Change of Accrual Rate

Change in the rate of accrual shall take place after the employee completes the prescribed period of service.

3. Scheduling of Annual Leave

- a. All classified employees should submit a leave application form for approval by their immediate supervisor at least two weeks in advance. Each District entity shall establish procedures that are necessary to assure that all employees are able to schedule and take accrued annual leave. Leave taken without notice will be taken as an "unexcused" leave.
- b. Each classified employee shall use at least five accrued annual leave days during each fiscal year.

4. Maximum Number of Days Carried Over

- a. Annual leave for classified permanent employees cannot be carried forward beyond the amount earned in one year of employment.

5. Payment of leave Balance

- a. Classified employees will be compensated for their unused annual leave in excess of one year's accumulation at their hourly rate with their last paycheck of the fiscal year.
- b. Classified employees will receive a cash payment for their unused annual leave upon resignation or termination.

6. Personal Leave (all new hires as of 7/1/05)

- a. All classified seasonal permanent employees working less than 12 months shall receive personal leave of 5 days a year at their normal hours worked per day. Maximum 10 day accrual.
- b. Classified employees will receive a cash payment for their unused personal leave upon resignation or termination.

B. Sick Leave

Classified employees who occupy any permanent or permanent part time position shall accrue sick leave based upon the number of hours worked per pay period.

1. Accrual Rate

- a. Classified employees shall accrue sick leave at the rate of .06140 or 1.33 days per calendar month.
- b. All employees who do not work a full day shall be compensated at their permanent part-time hours per day scheduled to work.

2. Availability of Sick Leave/Approved Reasons

- a. Sick leave applies when either the employee or a member of the employee's immediate family:
  - 1. is sick or injured
  - 2. has a dental or doctor appointment
  - 3. is on disability leave

- b. Sick leave may also be taken when the employee's presence on the job could jeopardize the health of fellow employees.
- c. Sick leave will not be granted to individuals who do not report to work  
Because of alcohol related reasons. Sick leave may be granted to those individuals who are obtaining treatment for alcoholism through an approved program.
- d. Employees who are absent for more than three consecutive days may be asked to submit a note by their health provider.
- e. Death in the immediate family entitles the employee to a maximum of four (4) days sick leave except if the circumstances of death in the immediate family require travel outside the state, the employee is entitled to nine (9) days leave time.
- f. Immediate family is defined as husband and wife, father and son or daughter, mother and son or daughter, brother or sister, mother-in-law or father-in-law, grandfather, grandmother, uncle, aunt, niece, nephew, or any other immediate member of the household.
- g. Employees sick leave balance as of June 30, 2005 will be grandfathered in for 50% payoff on June 30, 2005 with the remaining 50% of hours carried forward. Employees may choose to wait until resignation and will be paid at their hourly wage as of June 30, 2005. Any sick leave accrued after July 1, 2005, will not be eligible for payoff.

C. Sick Leave Bank (committee)

- 1. The Board will cooperate in the establishment of a sick leave bank. Any classified permanent or permanent/seasonal part time or full time employee is eligible to participate on a voluntary basis.
- 2. Each classified employee enrolling in the bank will contribute one day of his/her sick leave to the bank each September until the bank is built up to a minimum of one hundred (100) eight hour days.

3. Due to the different number of hours each classified employee works, the number of days contributed to the bank will be calculated at the average number of hours an employee works each day. A sick leave day is defined as the average number of hours an employee works per day.  
For example, a sick leave day for a full time employee is equal to eight hours. A sick leave day for an employee who works only 3 hours a day is equal to 3 hours.
4. Additions will be made to the bank at the beginning of each fiscal year if the bank balance has dropped below 100 days.
5. In the event that the bank depletes to 34 days during the year, each member of the bank will donate an additional day up to a maximum donation of three days per year.
6. A person withdrawing from membership in the bank will not be able to withdraw his/her contributed days.
7. Upon termination or resignation or retirement of a classified employee, he/she may donate up to five days of his/her remaining sick leave to the bank.
8. Sick leave may be withdrawn from the bank for the employee's illness only. The sick leave bank shall not be utilized for illness or injury contacted prior to joining the bank.
9. A request for withdrawal of sick leave days must be accompanied by a physician's written verification.
10. No days may be withdrawn from the bank until the employee has been absent for the same illness or injury not less than fifteen (15) continuous days. The first 15 days shall be chargeable first to accumulated sick leave, any other available leave, then to leave without pay.
11. A member may withdraw up to two times their accrued sick leave balance as of July 1 in the current fiscal year, up to a maximum of 24 days during any fiscal year.
12. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regularly contributing member of the bank.



D. Floating Holidays

All Permanent full-time employees are entitled to two “floating” holidays per year. These days may be taken at the employee’s discretion upon approval of their supervisor. Floating holidays not taken within a fiscal year are lost.

In addition to the two floating days, permanent full-time employees are entitled to one-half float day prior to Christmas and New Year’s Day.

E. Other Leaves of Absence Without Pay

The employee may be granted leave without pay, not to exceed a total of ten (10) working days in any fiscal year, for any compelling reason, at the discretion of the supervisor. The employee may be granted leave without pay in excess of ten (10) working days per fiscal year, but for not more than twelve (12) consecutive months, at the discretion of the Superintendent. To have continuous health/life insurance coverage, the employee can pay the District’s contribution

1. Sick Leave

- a. A year’s leave of absence may be granted to any permanent or permanent/seasonal employee with at least three years of service when family/personal illness requires his or her absence. No salary increment will be granted upon return.
- b. A request for approval must be made in writing to the Superintendent.

2. Educational Leave

- a. A permanent or permanent seasonal employee with three consecutive full years of service with the district may request a leave of absence without pay for the purpose of study in an approved educational program or at an accredited college or university.
- b. The employee shall apply in writing before March 1<sup>st</sup> for the summer/fall sessions, and November 1st for spring session, to the superintendent for Board approval. The employee shall retain the same position during his/her absence.
- c. Cancellation of Leaves of Absence - The Superintendent, upon prior notice to the employee, may cancel an approved leave of absence at any time that the employee is using the leave for purposes other than those specified at the time of approval.

**XVII. REDUCTION IN FORCE AND HOURS**

A. Reduction In-Force Procedures

1. The Superintendent may lay off a permanent or permanent seasonal employee for the following:
  - shortage of work or funds
  - abolition of position
2. The above reasons do not reflect discredit on the services of the employee.
3. Employees will be notified in writing thirty (30) days prior to a reduction in-Force or Reduction in Hours.
3. Reduction in Force or hours shall be based on retaining the most qualified employee. This procedure applies after all other personnel attrition has been taken into account.
4. In the event of reduction in force or reduction in hours, a RIF'd employee with seniority can move to any other position within their job category in the district, provided the employee meets all current position qualifications.

If an employee is a victim of Reduction in Force, he/she will go on unpaid leave status for one (1) year with an option to maintain health and life insurance coverage without loss of accrued sick leave nor annual/personal leave. The expense to be paid by the employee. All employees affected by a Reduction in Force will be put on a rehire list and offered (in reverse order of the Reduction in Force) vacant positions as they come open. A qualified employee may request to be evaluated for transfer or promotion to any other available position.

## **XVIII INSURANCE**

### **A. Medical Insurance**

1. The district shall provide medical, eye, audio and dental insurance for each classified employee (working 6 or more hours per day) and the employee's spouse and dependents.  
A new classified employee becomes enrolled in the group insurance plan on the first day of the month following employment.

### **B. Self-Insurance Program**

1. The District accepts full liability for the implementation of the insurance coverage negotiated with the employees. The District will assist classified employees experiencing difficulties with claims and other insurance matters.

### **C. Life Insurance**

1. The Board agrees to provide \$40,000.00 life insurance for each classified employee employed by the District enrolled in the health insurance plan.
2. The District shall provide each classified employee enrolled in the health insurance plan \$40,000.00 of accidental death and dismemberment insurance.

### **C. Other Health benefits**

1. Those employees who do not receive health benefits will receive a cash payment of \$200.00. This will occur each December 15<sup>th</sup>. 17.

**XIX. SALARY SCHEDULE**

**A. Salary Schedule**

**All permanent or permanent seasonal classified hourly positions, will have their salaries based on the classified Salary Schedule starting July 1, 2007. All previous employees based on the career ladder salary will be converted to this wage scale as of July 1, 2007. Employees will be brought to the hourly rate in their column nearest to what they would make under the career ladder regardless of years of service.**

**All new hired employees will be able to bring in all their years of previous IASD Years of Service and all other years of experience relating to the specific job they have been hired for.**

**Employees must work a minimum of 90% of their days (including paid sick leave, personal or annual leave) to be given a step increase for the following year.**

**Education college credits and workshop/training acquired while on the career ladder are converted into the new scale. All future training/workshop and college credits earned after July 1, 2007 will be used for placement on the wage scale.**

**Fifteen (15) documented training hours = 1 credit.**

## **Iditarod Classified Employees Job Category Definitions**

<b>Cook I:</b>	Has basic cooking skills and experience
<b>Cook II:</b>	Has basic cooking skills and experience; performs all cooking and paperwork functions.
<b>Custodian I:</b>	Performs only custodian responsibilities
<b>Custodian II:</b>	Performs custodian responsibilities; has maintenance skills to fill in as needed
<b>Maintenance/Custodian Or Maintenance I:</b>	Combined maintenance and custodian positions; has maintenance Skills
<b>Maintenance I:</b>	Limited skills – less than one-year maintenance experience at time of hire – new hires
<b>Maintenance II:</b>	Basic skills – less than five years experience at time of hire – new hires
<b>Maintenance III:</b>	Skills and experienced beyond basic responsibilities; more than five years
<b>Office Support Worker I:</b>	Basic Office skills – less than five years clerical experience at time of hire.
<b>Office support Worker II:</b>	Basic Office skills – More than five years secretarial skills and experience at time of hire
<b>School Secretary I:</b>	Limited skills – some office background, less than one year experience at time of hire or new hires.
<b>School Secretary II:</b>	Basic skills – more than five years clerical experience at time of hire - new hires
<b>School Secretary III:</b>	Skills and experienced beyond basic secretarial responsibilities
<b>Administrative Assistant I:</b>	Skills and experience beyond basic secretarial responsibilities – minimum supervision
<b>Administrative Assistant II:</b>	Skills and experience with five plus years experience in similar positions- Minimum supervision
<b>Business Office Assistant I:</b>	Skills and experience with specific areas of expertise – A/P, Purchasing, Cash Receipts, etc.
<b>Business office Assistant II:</b>	Skills and experience with specific areas of expertise – Payroll, Accounting, etc.
<b>Instructors:</b>	Specific Skills and experience in instruction area such as Voc Ed.