

AGREEMENT

BETWEEN

**THE CARDINAL COMMUNITY
SCHOOL DISTRICT**

AND

**THE CARDINAL SUPPORT
PERSONNEL ASSOCIATION**

2015-18

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ARTICLE I AGREEMENT

This Agreement is made by and between the Cardinal Community School District, an Iowa Public School Corporation, hereinafter referred to as “Cardinal” or occasionally referred to as “Board” or referred to as “Employer” and the Cardinal Support Employees Association, an employee organization organized pursuant to the provisions of Chapter 20 of Code of Iowa and affiliated with the Iowa State Education Association hereinafter referred as “Association” or “Union”. The parties desire to memorialize their agreement achieved through collective bargaining under the provisions of Chapter 20 of the Code of Iowa which agreement shall begin July 1, 2012 and are effective through June 30, 2015.

ARTICLE II GRIEVANCE PROCEDURE

Section A.

A grievance shall mean a complaint by any employee or the Association alleging that an employee has been adversely affected by a violation, misinterpretation or misapplication of any provision of the Agreement.

Section B.

1. The employee or the Association shall have the right to present a grievance in accordance with the procedures described hereinafter. Employees on layoff will have the right to file grievance.
2. The failure of the employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal. When an administrator fails to give a decision within the time limits provided the employee shall be permitted to proceed to the next step. The time limits, however, may be extended by mutual written agreement. The failure of the employee to pursue a grievance shall not constitute precedent for past practice and each grievance shall be determined on its own merits.
3. An employee may be represented at all pre-arbitration stages of the grievance procedure by himself/herself, or, at his/her option, by the Association. If the aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

Section C.

First Step: The affected and aggrieved employee shall attempt to resolve the grievance formally with the employee's immediate supervisor. If the informal, verbal discussion between the employee and the immediate supervisor is not successful in resolving the grievance, the grievant may proceed to the second step.

Second Step: If the grievance cannot be resolved informally, but not later than twenty (20) calendar days after the alleged violation, misinterpretation or misapplication, the employee shall file a written grievance with the employee's immediate supervisor.

The written grievance shall state the nature of the grievance, the specific article or articles of the Master Contract which are being grieved and the remedy requested. The supervisor shall make a decision on the grievance and communicate the decision and reasons for the decisions in writing to the employee and the Superintendent within ten (10) school days after the receipt of the grievance. A copy shall also be sent to the President of the Association.

Third Step: In the event the aggrieved employee so desires and in the event the grievance has not been satisfactorily resolved, the aggrieved employee shall file, within ten (10) school days of the immediate supervisor's decision, a copy of the grievance with the Superintendent; however, the employee shall proceed directly to the fourth step in the event the employee's immediate supervisor and the Superintendent are the same person. Within ten (10) school days after the grievance is filed, the aggrieved employee and the Superintendent shall meet to resolve the grievance. The Superintendent shall file a

decision within ten (10) school days of the meeting and communicate it to the employee, the Association and the employee's supervisor.

Fourth Step: If the grievance is not satisfactorily resolved at third step, the fourth step available is binding arbitration. The Association shall have the ultimate decision to proceed with a grievance to binding arbitration. If the Association decides to proceed to arbitration it or its representatives and the aggrieved employee must so request within ten (10) school days after the date of receipt of the Superintendents decision. The arbitration proceeding shall be conducted by an arbitrator selected from a list of seven (7) arbitrators submitted by the Public Employment Relations Board to the parties. The parties shall select an arbitrator by alternately striking candidates from the list of seven (7) until one arbitrator remains. The order of strike shall be determined by the flip of a coin. The decision of the arbitrator shall be binding on the parties and shall be made, if at all possible, within thirty (30) calendar days of the date of the arbitration hearing. Expenses for the arbitrator's services shall be borne equally by the parties.

ARTICLE III WAGES AND SALARIES

- A. The basic compensation of each employee shall be set forth in the Salary Schedule. There shall be no deviation from said compensation rates during the life of this agreement.

The Salary Schedule shall have four (4) lanes as follows:

Lane 1 = Years 1 – 2	(Salary -9% of Lane 4)
Lane 2 = Years 3 – 6	(Salary -6% of Lane 4)
Lane 3 = Years 7 – 10	(Salary -3% of Lane 4)
Lane 4 = Year 11 and Beyond	

However, the bus driver shuttle route, activity routes, hourly, and summer baseball/softball will be paid at the Lane 4 wage beginning on the initial date of hire.

Employees who have been issued contracts on/before September 30 will be credited with a full year of service toward lane advancement. Employees who sign contracts after September 30 will not receive partial credit toward lane advancement.

Employees who were under contract for the 2006-2007 school year who return under contract in 2007-2008 will be grandfathered to Lane 4.

- B. The following conditions shall apply to all overtime work.
1. Time and one half will be paid for all hours worked over 40 hours in one week.
 2. Overtime must be authorized by the employee's immediate supervisor prior to the hours being worked, except in an emergency.
 3. Compensatory time may be given instead of overtime pay, if mutually agreed to by the Employee and the Employer. Such compensatory time shall be at time and one-half to be taken during the pay period in which the time was earned.
 4. Custodians shall receive a minimum of one hour when called into work outside of normal contracted hours for verified reasons.
- C. Pay Periods
1. Employees shall be paid twice monthly. Each employee shall be paid on the 5th and 20th of each month. Each employee shall receive his/her check at the employee's regular building. Such pay days shall be on regular school days unless otherwise designated by the employee. During the summer, those employees not working shall have checks mailed to the employee's residence.
 2. When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive pay checks on the last previous working day.

3. Regular pay shall be made on the basis of the projected number of hours to be worked by the employee divided in 24 equal payments. Any extras by reason of shuttle routes, overtime, vacation pay or holiday pay shall be paid in the month following the month in which the extra pay was earned. At the beginning of each school year the District's business manager will prepare a payment schedule for the monthly payment of extra pay. If the business manager is unable to meet a scheduled date for payment he or she shall give notice and indicate a new date for payment.

D. Para-Educators/Associates

When students attend class and school is dismissed early:

On days where school is dismissed early due to inclement weather, the employee will suffer no loss of pay. Secretaries will suffer no loss of pay when school is dismissed and the Superintendent or his/her designee leaves early for reasons of personal safety.

When students do not attend classes and school is canceled:

When school is delayed the employee may report to work at his/her regular time. If school is later cancelled, those employees who have reported for work will be compensated for a minimum of two hours. Bus drivers shall be compensated for two hours at the hourly rate.

When students do not attend classes:

The contracts of one-on-one aides (child specific) will be modified to state that an aide will be guaranteed a minimum of two hours of work if they report for work for their assigned child. This will apply when the student's absence was not known in advance and the student is absent. Aides shall not report to work on days when the student's absence is known in advance.

Associates working in District sponsored summer programs shall be compensated at the rate of \$9.50 per hour.

E. Uniforms

The District shall provide, at the commencement of each school year, at its cost, two (2) complete sets of uniforms for the bus mechanic and the four (4) custodians. Thereafter, all replacements or additions of uniforms, to a maximum of four (4) sets per year, per employee, shall be paid one-half by the Employer and one-half by the employee. Said employee shall wear the uniforms during all work hours and the uniforms shall be in a clean and respectable appearance as determined by the Superintendent. Custodians shall, in addition to the above, be provided with overalls or appropriate protective gear for unusual work responsibilities (i.e., maintenance of the sewage lagoon).

F. Bus Drivers

Bus drivers shall receive a \$25.00 minimum if they report for a run and it is cancelled. Further, if a driver is out of town on a trip, he/she will be reimbursed up to \$8.00 per meal upon furnished the Employer with a receipt or expense voucher. The District shall reimburse bus drivers a sum equal to the difference between the cost of an operator's license and a Commercial Driver's License (CDL) upon receipt of the

payment made by the driver. The District shall also reimburse drivers for any fees associated with additional requirements for their CDL. Drivers will be compensated at \$75.00 per school year for the cost of plugging in the school vehicle during the winter months. This payment shall be included in the March 20 paycheck.

When drivers are required to attend training for renewal of their bus driving certification, they shall be compensated at the hourly rate to a maximum of three hours, payable in the pay period in which earned. The District shall reimburse new drivers to a maximum of seventeen (17) hours; fourteen (14) hours for the initial bus certification, and three (3) hours for the annual renewal at the hourly rate for bus drivers. Reimbursement will be paid at the end of the contract year in which the certification was earned.

When drivers attend mandatory meetings, they shall be compensated at the driver's hourly rate. Mandatory meetings shall include, but not be limited to meetings called by the Superintendent or the Director of Transportation.

All bus drivers shall have the opportunity to sign-up for available trips during the school year. Summer season activities according to seniority.

Bus drivers chosen to participate in the mandatory drug and/or alcohol testing program will be compensated for up to two (2) hours maximum each time they are chosen to participate in the testing. Drivers should make note of this on their individual timecard. Drivers will be compensated at the hourly rate as listed on the Salary Schedule.

**ARTICLE IV
LEAVES OF ABSENCE**

All leaves shall be credited on the first day of the contract year.

Section A. **SICK LEAVE**

Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 15th of each school year. Absence with pay will be allowed for personal illness or injury with full pay as follows:

First year of employment	11 days
Second year of employment	12 days
Third year of employment	13 days
Fourth year of employment	14 days
Fifth year of employment	15 days
Subsequent years	15 days

The above amounts shall apply only to consecutive years of employment in the same system and accumulated past sick leave and accredited current sick leave shall not be more than a total of 120 days. However, when an employee has accumulated 120 days, at the beginning of each school year, he/she shall receive the additional 15 days and if during the school year sick days are used, the deduction shall be taken from the 15 days and their total accumulation shall remain at 120 days as long as 15 or fewer days of sick leave are used during the school year. If an employee's service is interrupted by reduction in force, the employee shall retain sick leave earned prior to reduction in force and be credited with that amount at reinstatement as an employee. Upon retirement, the employee shall be remunerated for the unused leave at \$14.00 per day up to a maximum of 120 days. After June 30, 2011, no employee shall be eligible to receive a retirement payment for unused leave more than one time.

Section B. **FUNERALS**

Employees shall be granted a leave of absence at full pay for funerals in the immediate family not to exceed five (5) days per death, except in the unusual circumstances. Immediate shall mean: (a) a spouse and children; (b) father, mother, brother or sister of either spouse; (c) grandparents of either spouse; (d) grandchildren of either spouse.

Section C. **IMMEDIATE FAMILY ILLNESS LEAVE**

Employees shall be granted leave of absence at full pay for illnesses in the immediate family not to exceed five (5) days per year. Immediate family shall mean, except in unusual circumstances: (a) spouse and children; (b) father or mother; (c) brother or sister (in immediate household or seriously ill); (d) grandchildren. When the employee's five (5) days of immediate family illness leave have been used, the employee may acquire extra days of leave by exchanging two (2) days of accumulated sick leave for each additional day of immediate family illness leave. Additional days of family illness leave are at the discretion of the Superintendent.

Section D. PERSONAL LEAVE

Each employee will be granted two (2) days of personal leave annually. Requests are to be submitted to the Principal or the immediate supervisor at least two days in advance. The employee shall not be required to explain the reason for the leave. No leave will be granted during the first two weeks in the fall and the last two weeks in the spring or before or after a scheduled holiday. The employee shall be credited with two personal leave days from the first day of the contract. At the end of the school year, employees shall be paid 50% of their regular rate of pay for each unused personal leave day. This pay will be issued by June 30. This buy-back of unused days will reduce the balance to zero and there will be no carry-over or accumulation of unused days.

Section E. ASSOCIATION LEAVE

Up to six (6) days leave shall be available for representatives of the Association to attend conferences and conventions of local, state and national affiliated organizations. When a substitute is necessary, the Association shall pay for the cost of the substitute.

Section F. TECHNICAL TRAINING/PROFESSIONAL LEAVE

Upon mutual agreement between the Employer and the employee, the employee may have up to two (2) days for professional or technical training leave. Such leave shall be related to the duties the employee performs for the school district. Requests for such leave must be submitted to the employee's immediate supervisor at least one week in advance.

Section G. ABSENCE WITHOUT PAY

Absence without pay may be authorized by the Superintendent for purposes which the Superintendent considers urgent and necessary. For such absence, no pay will be received by the employee. Extra duty pay shall not be deducted if the employee's extra duty is not applicable. An employee shall make application for authorization at least ten (10) days in advance of the occurrence or if advance application is not possible, not later than ten days after the occurrence.

ARTICLE V HOLIDAYS

Members of the bargaining unit, after being employed sixty (60) workdays (excluding Labor Day), shall be entitled to the following paid holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day if school is in session, for nine (9) month employees
- Memorial Day is a paid holiday for twelve (12) month employees

All twelve (12) month employees shall be entitled to Independence Day as a paid holiday. No employee shall be required to perform duties on any of the above holidays except in an emergency.

ARTICLE VI VACATIONS

All twelve month employees shall be entitled to vacation, with pay, under the following schedule:

1. In the first year of employment, the employee will not receive any vacation.
2. At the completion of the first year of employment, the employee will receive one (1) week of vacation with pay.
3. At the completion of the second year of employment and for each full year of employment through nine (9) years, the employee will receive two (2) weeks of vacation with pay.
4. At the completion of the tenth (10th) year of employment and each full year of employment through twenty (20) years, the employee will receive three (3) weeks of vacation with pay.
5. At the completion of the twentieth (20th) year of employment and each full year of employment thereafter, the employee will receive four (4) weeks of vacation with pay. Any employee currently receiving more vacation than indicated in the above schedule will receive the paid vacation currently received, regardless of whether the employee would be entitled to less vacation under the above schedule.

For the purposes of determining when the vacation may be used, the employee's anniversary date should be the date upon which the employee signed the contract. The vacation shall be used after the completion of the year in which it was earned. Any vacation not used will be lost, unless an emergency occurs and the employee is unable to use the vacation prior to June 30. Such vacation shall be scheduled and used as approved by the employee's supervisor.

ARTICLE VII EMPLOYEE EVALUATION

PROCEDURE:

Each employee shall be evaluated annually. The evaluation shall be performed by the employee's supervisor. The evaluation shall be performed by a review of the employee's job description. The employee's performance of the tasks described in the job description shall be evaluated with areas of performance discussed.

If there are deficient areas of performance, specific suggestions for improvement will be given to the employee in writing and the employee may be re-evaluated. Any additional evaluations will be conducted no more frequently than at four-week intervals. So long as the employee demonstrates consistent improvement, specific suggestions for improvement may continue to be given to the employee in writing until his/her job performance reaches a satisfactory level as determined by the supervisor.

The employee shall have the right to respond in writing to all written evaluation reports.

All written evaluations will be kept in the employee's personnel file.

The employee shall have the right to grieve an unfair, unjust or inaccurate evaluation through the grievance procedure specified in Article II of this Agreement. However, the District shall in its sole discretion determine whether performance is satisfactory.

The performance evaluation shall be presented to the employee no later than April 30 of said school year.

ARTICLE VIII
HEALTH PROVISIONS

- A. The required annual physical for bus drivers will be paid by the District when performed by the District's designated provider.
- B. Flu shots shall be made available to all employees including those currently not taking or eligible for insurance at the District's cost.
- C. The employees agree to abide by the district policy regarding tobacco use on district property and shall not use tobacco on school grounds, but employees working six or more hours per day must be provided two opportunities per day to leave school property. Employees working less than six hours per day must be provided one opportunity to leave school property. In addition, employees shall be given the option to enroll in a tobacco cessation program at the District's expense.

ARTICLE IX TRANSFER PROCEDURES

- A. Vacancy shall be defined as any position either newly created, or present position that is not filled.
- B. All vacancies, including new or vacant bus routes, will be posted on bulletin boards in the following locations: the Superintendent's Secretary's office, the Mail Room of the Jr/Sr High building, the teachers' lounge in the Elementary building, and in the Maintenance building. These postings will remain for five (5) working days. Interested employees may apply in writing to the superintendent within five (5) working days of the posting. Employees interested in the vacancy recognize that the employee shall live within a reasonable geographic proximity of the bus route and consistent with past practice.
- C. In addition to posting, as provided in Paragraph B above, the Superintendent will notify any employee of a vacancy if the employee has given the Superintendent written notification of an interest in a position if a vacancy occurs.

When a vacancy occurs during the summer months, when school is not in regular session, each employee in that classification shall be notified by ordinary mail of such vacancy. The notification shall be mailed to the address of the employee on the payroll register and the employer shall endeavor to provide such mailed notice to the employee at the time of distribution of the payroll check.

- D. Vacancies shall be filled with the most senior applicant from within the affected classification.
- E. Postings for aide positions shall include a description of the position, including the number of hours per day, whether regular or special education, and whether the position requires physical lifting and/or providing medical assistance.
- F. Within ten (10) days after the expiration of the posting period, the Employer shall make known its decision to which applicant has been selected to fill a posted position. Each applicant shall be notified in writing with a copy provided to the Association.
- G. The parties agree that involuntary transfers of employees are to be minimized and avoided whenever possible. In all cases, involuntary transfers will be affected only for reasonable cause.

ARTICLE X STAFF REDUCTION

When the Employer is considering staff reduction, the employee shall be notified by May 1 for the following year. Staff reduction shall be defined as the elimination of a position or reduction of the hours assigned to a position in the bargaining unit.

A. PROCEDURE

1. Staff reduction shall be accomplished by classification. The classifications are as follows: bus drivers, aides, secretaries, custodians, cooks, head cook, head custodian, and bus mechanic/driver.
2. To the extent possible, staff reduction shall be accomplished by attrition.
3. If attrition is not sufficient to reduce the number of positions, the District shall reduce the least senior person in the affected classification(s).
4. If there is a reduction in the bus driver classification, the reduction shall be the least senior employee, but the reassignment of the remaining drivers shall be made as determined by the District after giving due consideration to economy and efficiency. As an example, a driver would be assigned a route in close proximity to his/her home.
5. If a reduction of staff is necessary between school years, aides will be able to bid on positions by seniority. The District will bring together all the aides or their representatives to bid on the aide positions prior to the commencement of each school year. Descriptions of the available aide positions will be provided to employees as outlined in Article IX, Section E at the time of the bidding process. The positions shall be selected no less than two weeks prior to the first day of school.
6. If a student requiring a one-on-one aide is displaced from the district or is absent for twenty (20) consecutive school days, a staff reduction will be implemented without two weeks notice or pay and the least senior aide in the effected classification shall be reduced.

B. RECALL RIGHTS

An employee whose position is reduced shall be entitled to rights of recall for two (2) years following the date of the reduction. The employee shall notify the District of the mailing address for the employee. The District, upon recall, shall offer the job to the most senior employee in the classification who is on layoff. The employee shall have ten (10) working days from the date of mailing the letter of the employee at the last notified. If an employee has worked in another classification previous to the one he/she is being reduced in, the employee shall have the right to move into that classification displacing the least senior employee in the classification. To be able to displace a less senior employee in a classification in which an employee has formerly worked, the employee must have worked in such classification within the last eight (8) years.

ARTICLE XI SENIORITY

- A. Seniority shall be defined as the length of service within the District as a member of the bargaining unit. Accumulation of seniority shall begin on the employee's day of hire or signing an employment agreement with the District. In the event that more than one individual has the same date of hire, position on the seniority list shall be determined by casting lots.
- B. Part-time employees shall accrue seniority at the same rate as full-time employees.
- C. The District shall maintain a seniority list that reflects the employee's most recent date of hire, employment in the employee's current classification as well of employment in previous classification(s). The employment classifications are: aide, bus driver, cook, custodian, secretary, head custodian, head cook, and bus mechanic/driver.
- D. The Employer shall prepare the seniority list each year by September 15, the employee shall have ten (10) days in which to make corrections. If no corrections are made, the list shall stand as printed.
- E. Seniority shall not be broken when an employee leaves employment due to a reduction of hours and/or pay and later returns to employment with the District.
- F. Seniority shall be lost by an employee upon termination, resignation, or retirement. An employee who transfers to a non-bargaining unit position shall retain accrued seniority for two (2) years.
- G. For a newly hired employee, the probationary period shall be sixty (60) days from the first working day.
- H. A full-time employee shall work 32.5 hours per week or more. The employee shall be considered a part-time employee if the employee works less than 32.5 hours per week.

ARTICLE XII INSURANCE

Section A: PAYMENTS

For full-time employees, the District will pay the cost of a long term disability plan, and group hospital, medical and major medical insurance. The District will pay the cost of the PPO 500 insurance plan. The eligible employee shall have the option of selecting the PPO 500, PPO 750, or PPO 1000 plan. The Association shall have the option of adding or dropping unlimited diagnostic x-ray and laboratory (DXL), insurance to their coverage at the time that the premium rates become known. The District will provide a long term disability plan for all personnel rated at least 60% of earnings.

Section B: COVERAGE

The group hospital, medical, and major medical insurance shall be for twelve consecutive months beginning September of the contract year and continuing through the following August.

Section C: CONTINUATION

Employees on a non-paid, Board approved, leave of one (1) month or longer, shall have the option to continue any or all of the group hospital, medical, and major medical insurance by paying the premiums themselves to the Board prior to the billing date.

Section D: SELECTION OF CARRIERS

Selection of carriers will be made by the Board provided that the current coverage will not be decreased. Insurance coverage will be equal to the plan in effect during the 1991-92 school year.

ARTICLE XIII
DUES DEDUCTION

- A. The Association shall provide the District Board Secretary with an authorized list of member names, signatures, and amount of dues to be deducted from each paycheck. The list shall be submitted on or before September 8 or twelve (12) days before the next pay date upon which the deduction is to commence or twelve (12) days from the date upon which the deduction is to cease.
- B. The District will transmit the monthly amount deducted to the Association Treasurer within ten (10) days after the pay period.
- C. The Association will resolve any disputes by employees regarding amounts deducted.

ARTICLE XIV HOURS

A. BREAKS

Employees working three consecutive hours or more per day shall receive a 10 minute duty-free paid break during each continuous three-hour period.

B. LUNCH PERIODS

1. Employees will be provided with a 25-minute lunch period.
2. Each individual employee working four or more hours per day will have the choice of two options in regard to his/her lunch period.
 - a. The lunch period will be unpaid and duty-free—in which case the employee will be required to clock out for lunch and the employee may leave the premises.
 - b. The lunch period will be paid and the employee will remain on duty. Employees selecting this option will not be required to clock out for lunch and must remain in the building.
3. Employees may select a lunch option at the start of each school year, but cannot change options during the school year.
4. Employees cannot blend the two options, i.e., eat lunch while on duty and then clock out for a 25-minute duty-free lunch period. Each employee must select one of the two options stated above.
5. Food service workers may receive a paid 20-minute lunch in lieu of the two 10-minute paid breaks.

COMPLIANCE AND DURATION

A. PRINTING AGREEMENT

Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed. The Agreement shall be given to all employees and five (5) additional copies shall be provided to the Association.

B. NOTICES

When any notice is required to be given by either party to this Agreement to the other, either party shall do so by letter to the President of the other party at the home address of said President or at such other address as may be designated by a party in written notification to the other party.

C. DURATION PERIOD

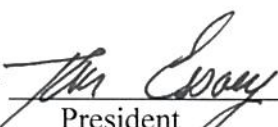
This Agreement shall be in effect from July 1, 2015, and continue in effect until June 30, 2018.

D. SIGNATURE CLAUSE

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents attested to by their respective chief negotiators, and their signatures placed thereon, on the 20th day of Apr., 2015.

CARDINAL SUPPORT
PERSONNEL ASSOCIATION

CARDINAL COMMUNITY
SCHOOL DISTRICT

By 
President

By 
President

<u>Job Classification</u>	<u>LANE 1</u> (Years 1-2)	<u>LANE 2</u> (Years 3-6)	<u>LANE 3</u> (Years 7-10)	<u>LANE 4</u> (Year 11 & Beyond)
Bus Driver	18.97	19.53	20.08	20.64
Regular Route	56.91	58.59	60.24	61.92
Shuttle Route	32.11	32.11	32.11	32.11
Activity Route (To Drop-Off Point)	17.44	17.44	17.44	17.44
Activity Route (Home Drop-Off)	29.91	29.91	29.91	29.91
Hourly	13.01	13.01	13.01	13.01
Summer Baseball/Softball	13.01	13.01	13.01	13.01
Bus Mechanic	\$39,504	\$40,663	\$41,821	\$42,980
Para-Certified Aides	18.99231	19.54952	20.10625	20.66346
Non-Certified Aides	12.40	12.74	13.08	13.42
Head Cook	13.24	13.61	13.97	14.34
Cook	12.83	13.18	13.54	13.89
Head Custodian	16.30	16.77	17.23	17.70
Custodian	15.25	15.68	16.11	16.55
Secretary	14.23	14.63	15.03	15.43

1 - Employees will change lanes at the start of the school year.

2 - New employees with three or more consecutive years of prior experience at Cardinal CSD who are hired into the same positions as previously held shall be credited with two years of service and shall therefore begin in Lane 2 (Year 3).

3 - New employees hired after November 30 will remain in Lane 1, Year 1 of the salary schedule for the following school year.

GREIVANCE FORM

Informal Level

 Aggrieved Party

 Article/Section of Agreement

 Building

 Date of Violation

 Principal/Superintendent

 Date of Conference

Formal Step I – Immediate Supervisor

A. Date Filed: _____

B. Statement of Grievance:

C. Relief Sought:

 Date

 Signature of Aggrieved

D. Disposition by Principal or Immediate Supervisor:

Date

Signature of Principal/Immediate Supervisor

Formal Step Two – Superintendent

A.

Signature of Aggrieved Person

Date Received by Superintendent
or Designee

B. Disposition by Superintendent or Designee:

Date

Signature of Superintendent or Designee

Formal Step Three – Arbitration

A. _____
Signature of Aggrieved Person

Signature of Association President

B. _____
Date Submitted to Arbitration

C. Disposition and Award of Arbitration:

Date of Decision

Arbitrator

LETTER OF UNDERSTANDING

The Cardinal Community School District (CCSD) and the Cardinal Support Personnel Association (CSPA) agree that Tom Essary may report to work one hour later than his normal starting time on days when the District has a late start for teacher in-service, except when weather or other circumstances require his presence. This applies only to Tom Essary, and will not apply to any other individual performing the position held by Mr. Essary.

This agreement will remain in effect for Mr. Essary for the duration of his employment with the District.

Cardinal Support Personnel Association
Chief Negotiator

Cardinal Community School District
Chief Negotiator

Date: _____

Date: _____