

**WORKING AGREEMENT**

**BETWEEN**

**THE PORTSMOUTH SCHOOL BOARD  
PORTSMOUTH, NEW HAMPSHIRE**

**&**

**PORTSMOUTH MUNICIPAL EMPLOYEES, LOCAL #1386**

**OF THE**

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL  
EMPLOYEES,**

**COUNCIL 93, AFL-CIO**

**SCHOOL CUSTODIAL**

**July 1, 2017 – June 30, 2020**

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## **WORKING AGREEMENT**

By this Agreement the School Board, School Administration Unit No. 52, City of Portsmouth, N.H., hereinafter called the Board, and Local #1386 of the American Federation of State, County and Municipal Employees, Council 93, AFL-CIO, hereinafter called the Union, representing all employees covered by this Agreement who are employees of the Portsmouth School District, do hereby reach agreement.

### **WITNESSETH**

Whereas the Union established itself as the exclusive representative of the custodial employees of the Portsmouth School Board who are members of the unit and on regular active duty for the Board and enrolled on the Board's payroll, now, therefore, the parties hereto contract and agree with each other as a result of collective bargaining as follows.

#### **1. Recognition**

Whenever used in the Agreement, the word "employee(s)" refers to a person or persons actively and regularly engaged in School Board work or enrolled on the regular payroll of the School Board of the City of Portsmouth, N.H. The Board hereby recognized that the Union is the sole and exclusive representative of the certified AFSCME unit. The Board agrees that it will not discriminate against, intimidate, or coerce employees in the exercise of their rights to bargain collectively through the Union because of their membership therein or their activities on behalf of the Union in accordance with the provisions of Chapter 273-A;5:A, B, C & D (PELRB).

#### **2. Exclusive Representative**

The Board hereby recognizes that the Union is the sole and exclusive representative of the permanent employees of the School Board who are members of the unit for the purpose of bargaining with respect to wages, hours of work and working conditions in accordance with the provisions of Chapter 273-A (PELRB). The Union unreservedly accepts and recognizes the necessity of the School Board to operate within the budget.

#### **3. Bargaining with Individual Employees**

The School Board agrees for itself and any of its authorized agents that it will not bargain with an individual employee on matters pertaining to wages, hours or work, working conditions, and transfers or promotions in accordance with the provisions of Chapter 273-A (PELRB). The Union agrees for itself and its members that no member individually will bargain with the School Board or any of its authorized agents on matters pertaining to wages, hours of work, working conditions, and transfers or promotions.

#### **4. Management's Rights**

It is understood that the School Board shall have the exclusive control of its operation. Nothing in this agreement shall be deemed to limit the School Board in anyway in the exercise of the regular and customary functions of management, including the direction of the working forces, the establishment or methods of operation, the establishment of plans for efficiency, the adoption and maintenance of engineering standards, and the right to select or employ supervisory employees and their assistants, except as specifically and expressly limited by any of the provisions of this agreement.

## **5. Union Rights**

It shall be the right of the Union to present and process grievances for its members whose wages, working conditions or status of employment are changed as a result of management's exercising the above mentioned rights, whenever such grievances exist in accordance with the provisions of Chapter 273-1:XII (PELRB).

## **6. Job Description**

It is understood that the School Board will have exclusive control of the writing of new job descriptions. Changes in existing job descriptions must be agreed to by both the School Board and the Union.

## **7. Dues Deduction**

Upon the presentation of a signed authorization card by the employee to the Superintendent, the School Board agrees to deduct official dues or representative fees of said Union from the wages of each employee covered by this agreement and pay the total amount of dues collected to AFSCME Council, 93, 8 Beacon Street, Boston, MA 02108, once a month, along with a statement indicating who has paid dues. If employees have no check coming to them, or if their checks are not large enough to satisfy the dues, then no deduction will be made for them. In no case will the School Board attempt to collect fines or assessments for the Union beyond the regular dues.

The Union will keep the School Board informed of the correct name and address of the Treasurer and Stewards of Local #1386, AFSCME.

## **8. Union Security**

It is recognized that the negotiations for and administration of the Agreement entail expenses, which appropriately should be shared by all employees who are beneficiaries of this Agreement. To this end, if an employee in the bargaining unit does not join the Union, such employee will as a condition of employment by the Board execute an authorization for the deduction of a "representative fee" which shall be a sum equivalent to the membership dues and assessments required to be paid by members of the Union, which sum shall be retained for a scholarship fund. The School Board agrees to forward said representation fee along with a list indicating who has paid said fee, to the Treasurer of AFSCME Local #1386. Award will be made to a graduating senior at Portsmouth High School who has matriculated in the Vocational Education Program. The Committee to award the scholarship shall be made up of two members of the Union, and one member of the "representation fee" group, and the scholarship shall be given in the name of AFSCME.

## **9. Probation Period**

Whenever the Board hires new employees, these employees shall serve a probationary period. This period will be no less than (180) one hundred and eighty calendar days, but may be extended up to two hundred and seventy (270) calendar days. Extension of these days must be made by the Facilities Director to the Business Administrator. During this period the employee shall be granted full coverage of the following benefits to which he/she is entitled, as soon as possible from his/her date of hire, carrier permitting.

\*Health Insurance  
Holidays  
Bereavement Leave

\*Dental Insurance

\*Carrier requires a two week lead time prior to the first of the month. All other contract provisions and benefits shall be given to the employee upon completion of the probationary period. Whenever re-employments or recalls are made beyond a two year period, the individual shall reserve a probationary period required of new employees. It is understood that probationary employees are employees at will and may be discharged with or without cause.

## **10. Holidays**

Regular, full-time employees shall be paid the following legal holidays. Should a holiday fall on a Sunday, it will be celebrated on Monday. Should a holiday fall on a Saturday, the preceding Friday will be considered the holiday. All regular, full-time employees shall be paid for this day. The following shall be designated as holidays.

Independence day	* ½ day before Christmas
Labor Day	Christmas Day
Veterans' Day	Day after Christmas Day
*½ day before Thanksgiving	Day before New Year's Day
Thanksgiving Day	New Year's Day
Day after Thanksgiving	Memorial Day
**Martin L. King Day	**Columbus Day

\*The School Board agrees to grant a one-half (½) day before Thanksgiving Day and Christmas Day when the School Department is in session one-half (½) day before Thanksgiving Day and Christmas Day.

\*\*Provided it is not a regular school day.

## **11. Holiday Pay**

All hours worked on a holiday shall be at the rate of time and one-half (1 ½) over and above regular hours paid for the holiday. Holiday pay shall be granted if an employee reports for work on the last regularly scheduled work day prior to the holiday and the first regularly scheduled work day after the holiday, except in the case of sick leave supported by a doctor's note.

## **12. Holiday Pay/Overtime**

All hours paid on a holiday shall be counted as hours worked when computing overtime.

## **13. Holiday Pay/While on Leave**

If a holiday occurs while an employee is on paid leave, the employee shall be granted an extra day. This day may be taken at any time during the year with sufficient notice, subject to the approval of the Facilities Director copies sent to Personnel.

## **14. Earned Time**

Length of service on the chart below will be measured as of the July 1 prior to the employee's actual date of hire. For example, an employee whose first day of work for the District was September 20, 1998 will be deemed to have completed six years of service for earned time purposes on July 1, 2004. District seniority within the building shall be the determining factor in

selection of earned time. Earned Time pay will be based on an employee's regular rate of pay using the following schedule.

All paid earned time taken shall not be counted as hours worked when computing overtime.

**EARNED TIME.** It is the intent of this policy to explain the provisions and conditions of the Earned Time Program. The program has been created to provide, as equitably as possible, paid time off, to be used at the employee's discretion, while protecting an allotment of time for disability, hospitalization or injury.

Earned time is a combination of vacation and personal absence days. A separate account per year is accumulated for disability time (six days per year).

Earned Time is an alternative approach to the traditional manner of converting absences for vacation, sick leave, interim disability, maternity leave, by combining all these plans into one program. Instead of dividing benefits into a specific number of days for each benefit, Earned Time puts these days together into a single benefit. The exact amount of Earned Time accrued each year will depend on the years of service with the Portsmouth School Department.

Effective the date of this policy, employee's vacation time will be converted to earned time. Employee's sick time balance will be converted to the Disability Bank. Employees will accrue earned time based on the following schedule:

<u>Years of Service</u>	<u>Earned Time</u>	<u>Accrual Rate</u> <u>Disability Bank</u>	<u>Total</u> <u>Combined</u>
After 6 Months	12 days (5 vacation +7 sick)	6	18
1 Year – 5 Yeas	17 days (10 vacation + 7 sick)	6	23
6 Yeas – 10 years	22 days (15 vacation + 7 sick)	6	28
11 Years – 15 Years	27 days (20 vacation +7 sick)	6	33
16 Years – 24 Years	32 days (25 vacation + 7 sick)	6	38
25 years and Beyond	37 days (30 vacation + 7 sick)	6	44

Employees Hired after 12/22/14

<u>Years of Service</u>	<u>Earned Time</u>	<u>Accrual Rate</u> <u>Disability Bank</u>	<u>Total</u> <u>Combined</u>
After 6 Months	11 days (5 vacation +6 sick)	6	17
1 Year – 5 Yeas	16 days (10 vacation + 6 sick)	6	22
6 Yeas – 10 years	21 days (15 vacation +6 sick)	6	27
11 Years – 15 Years	26 days (20 vacation +6 sick)	6	32
16 Years – Beyond	31 days (25 vacation + 6 sick)	6	37

All absences from regularly scheduled work will be charged to an employee's Earned Time. Exceptions are:



1. Administrative Leave
2. Unpaid leaves of absence
3. After absence due to personal illness/injury for more than three consecutive working days an employee may use his/her Disability Bank, if available.
4. Bereavement Leave
5. Military Leave
6. Worker's Compensation
7. Disciplinary Suspension

Applicable request forms will be completed, signed by the Custodial Supervisor and approved by Facilities Director prior to the use of earned time, whenever possible.

Employees may use their earned time as soon as it earned once they have completed their probationary period.

Accumulated Earned Time may be used for personal illness or accident, immediate family illness or accident, or compelling personal reasons.

All Earned Time payments are computed at the employee's current base rate.

Employees are responsible for the Earned Time balance reflected on their pay stubs. Any errors should be reported immediately.

At separation, any unused earned time days will be cashed out at full value.

### **Disability Bank**

In addition to the original sick leave balance that was transferred to the Disability Bank at the time this program was implemented, days will accumulate at the rate of six (6) days per year (or .5 per month).

The Disability Bank hours are to be used for extended illness, injury, disability related to pregnancy, or hospitalization only. Usage of the Disability Bank commences with the 4<sup>th</sup> consecutive day of absence from work due to illness or injury. A physician's report must accompany the request to use the Disability Bank Days. Periodic updates from the employee's physician may be required. In the event that an employee is hospitalized or has surgery (this includes day surgery procedures) for something other than a work-related problem, the Disability Bank may be used starting with the first day of hospitalization. Any disability related to pregnancy will be treated like any other medical condition.

An exception to the policy that requires the usage of three (3) Earned Time days before being permitted to access the Disability Bank when the disability is certified by a physician to be the same as for the original use or from the same cause as the original Disability Bank usage.

**Return to Work:** Following a period of absence due to illness/injury, medical documentation supporting the employee's ability to perform the essential functions of the job is required prior to returning to work.

The use of the Disability Bank for extended illness or injury requires medical documentation and may indicate the need for use of the Family Medical Leave Act and the need to contact the Human Resource Department concerning long-term disability.

Employees hired prior to January 1, 1990 may accumulate Disability Bank days without limitation. Employees hired after January 1, 1990 shall have disability leave bank accumulation limited to 150 days. Upon death of an employee while in the employment of the School Board, the School Board shall pay to his/her spouse or next of kin an amount equal to 100% of the value of his/her accumulated disability bank. Employees hired after July 1, 1996 shall receive no pay out at all for accumulated disability bank either for retirement or termination or death.

**Exhaustion of Earned Time/Disability Bank.** An employee on an approved absence who has used all Earned Time and Disability Bank days will be placed on leave without pay. If the illness/injury qualifies for FMLA leave benefits will continue for the period of the Family Medical leave. Employees will not accrue earned time while they are on a leave without pay status.

#### **15. Earned Time Accumulation**

No employee shall be permitted to accrue in excess of 1.5 times his annual earned time accrual.

#### **16. Earned Time Notification**

Earned Time may be taken at any time during the year with sufficient notice subject to the approval of the Facilities Director.

The School Board agrees to notify each employee, in writing, of accumulated earned time leave days once a year in the month of July.

#### **17. Earned Time Termination**

Upon his/her termination of employment, the School Board shall pay to the employee an amount equal to one hundred percent (100%) of earned time leave earned prior to the date of termination of employment. Upon the death of an employee while in the employment of the School Board, the School Board shall pay to that employee's estate an amount equal to one hundred percent (100%) of earned time leave.

#### **18. Changing Earned Time to Disability Leave**

Employees who are on paid Earned Time who are hospitalized for injury or illness may have their earned time changed to disability leave.

#### **19. Transfers and Postings**

The School Board reserves the right and shall have the right to make transfers primarily on the basis of ability, performance, attitude, and appearance but shall be governed by seniority when equal qualifications are present.

All employees who are successful candidates for a vacancy or new job will be given a reasonable opportunity to learn that job.

When a question arises as to the proper person having been chosen to fill any job and it cannot be resolved, it will be settled by using the grievance procedure.

All unit vacancies and new jobs that are to be filled shall be posted no later than five (5) days after the School Board has met in regular session after said vacancies or new jobs have occurred.

Custodial Supervisors will keep custodians who are supervised by them informed of any openings or transfers that occur in the Portsmouth School Department.

These vacancies and new jobs shall be posted for five (5) working days in each school to allow employees the opportunity to apply for said position. When a vacancy, as determined by the Superintendent of Schools or a designee occurs, the position will be filled as soon as practicable. After the position is awarded, the name of the person who has been awarded the position shall be posted for five (5) working days. Any candidate who has applied for the posted position may, in writing, request a meeting with the Facilities Director and Human Resources Director to discuss the reason(s) why he/she was not selected. Said meeting should take place no later than five (5) days after the written request has been requested.

The Vice-President and Shop Steward shall receive copies of all unit vacancies and new jobs. If vacancies or new jobs are not to be filled or cannot be filled, the School Board shall notify the Vice-President and the Shop Steward no later than thirty-five (35) work days after the position was posted or if the School Board, prior to posting, decides not to fill said vacancy or new position.

Job Elimination - It is understood that an employee may not bump an employee in a higher job category.

## **20. Job Posting**

Job posting shall include job specifications, job location, shift and hours, if the job is permanent with a permanent rating. All postings are to be dated, indicating month, day and year.

The above procedure shall be followed in all vacancies whether temporary or permanent.

The School Board agrees that within ten (10) working days of the expiration of the posting period, the name of the successful applicant shall be posted in all of the schools including the following information: Job Location, Shift/hours, the month, day and year of the award.

After an award has been made concerning new jobs and vacancies, the name of the person, job location, shift, and/or hours shall be posted for five (5) working days. This also applies when the School Board goes outside to fill the above-mentioned jobs.

## **21. Non-Selection**

Employees who apply for new jobs, promotions, transfers and vacancies who are not selected may request a meeting with the Facilities Director and Human Resources Director in writing to discuss reasons for the non-selection. Said meeting shall be held within five (5) working days.

## **22. Management Positions**

Vacancies in management positions shall be posted in each school to allow employees the opportunity to notify the School Board of their interest in the position.

## **23. Disciplinary Procedures**

All disciplinary actions shall be applied in a fair manner and shall be consistent with the infraction for which disciplinary action is being applied.

All suspensions and discharges must be in writing with reasons stated and a copy given to the employee and the Vice-President and the Shop Stewards at the time of suspension or discharge.

Custodians may be transferred for cause or when it is determined to be in the best interest of the district. The employee being transferred would replace the least senior person in the school that the custodian is being transferred to. The employee being bumped shall be put in the position vacated because of the transfer.

Disciplinary action shall follow this order:

- A. Verbal warning
- B. Written warning
- C. Suspension without pay (five (5) days maximum)
- D. Discharge

However, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge. An employee may be suspended or discharged without written or verbal warning for the following reasons:

- (a) Misconduct during employment
- (b) Incompetency or inefficiency
- (c) Failure to perform assigned duties
- (d) Disobedience to his superior
- (e) Failure to observe rules and regulations
- (f) Incompatibility with other employees
- (g) Unauthorized absence from duty
- (h) Being under the influence of liquor or illegal drugs while on duty
- (i) Drinking intoxicating beverages and using illegal drugs on duty
- (j) Falsifying sickness or any other cause of absence
- (k) Falsifying time cards.

## **24. Just Cause**

No employee shall be penalized, disciplined, suspended, reprimanded, adversely evaluated, reduced in rank or compensation, or deprived of any advancement without just cause.

## **25. Written Reprimand**

Written reprimands will remain in the employee's personnel file. However, after two (2) years, will not be considered as basis for future discipline.

## **26. Suspension Notices**

Suspensions will remain in the employee's personnel file. However, after three (3) years, will not be considered as basis for future discipline.

### **27. Seniority**

An employee's seniority shall commence with his/her date of hire and shall continue for as long as he/she is employed as a custodian. An employee shall not forfeit seniority for absences caused by the following:

- (a) Illness resulting in total/temporary disability due to his/her regular work with the School Board, certified by an affidavit from the worker's compensation carrier.
- (b) Illness not the result of misconduct resulting in total/temporary disability certified by a physician.
- (c) Duty with the Armed Forces.

The School Department will post a seniority list on January 1st of each year.

### **28. Layoffs, Vacations and Overtime**

Seniority alone shall be the determining factor in layoffs, vacations and overtime. A three (3) week notice by certified mail shall be sent to any employee to be laid off. Copies to be sent to the Union.

### **29. Seniority/Definition**

Seniority shall be defined as having priority over or being given preference because of continuous years of employment as a custodian. In no case will seniority be forfeited or accrued while on layoff or approved leaves of absence as a Custodian.

### **30. Seniority List/Tie Breaker**

The preparation and maintenance of the seniority list shall be the responsibility of the school district and is to be made part of this agreement as APPENDIX E. In the event two or more employees have the same date of hire, the earlier date of application shall prevail to determine seniority on the seniority list.

Once a year in the month of July the School Board shall provide the Unit Vice-President and Shop Steward with an updated seniority list. Upon (acceptance) by the Union, said seniority list shall be attached to this agreement as Appendix E.

### **31. Seniority/Forfeited**

Seniority is forfeited by voluntary resignation, discharge for just cause and retirement.

### **32. Re-employment List**

The person with the most seniority will be hired back first. All employees who have been laid off will be kept on a re-employment list for a period of two years. Qualified and available permanent employees shall be reinstated before new employees are hired. (However see limitation in Section 35 for employees hired after January 1, 1990).

## **Leaves**

### **33. Disability Leave Days/Accumulation**

Disability leave without loss of pay or fringe benefits shall be computed at the rate of (.50) days per month or six (6) days per year and may be accumulated without limitation. For employees hired after 1/1/90 accumulation to be limited to one hundred fifty (150) days. It will be credited to an employee's record only after earned.

### **34. Disability Leave/Pay Back**

The School Board agrees to pay sixty percent (60%) of the accumulated disability days (in a cash payment at their present per diem rate) to any employee who terminates employment with District provided the employee has been employed in the system for ten (10) or more years, the only exception being if an employee is discharged for just cause. .

For employees hired after January 1, 1990, accumulation is limited to one hundred and fifty (150) days for both accumulation and buy back purposes with a buy back percentage at sixty percent (60%).

Employees hired after July 1, 1996 shall not receive any disability leave payout upon termination, retirement, layoff, or death.

Upon the death of an employee while an employee of the School Board, the School Board shall pay to his/her estate an amount equal to one-hundred percent (100%) of his/her accumulated disability leave in a cash payment at his/her present per diem rate. This payment shall be made within 60 days of death.

### **35. Disability Leave Pay Back/Reduction In Force**

Should a reduction in force occur, the Portsmouth School Board agrees that employees affected who were hired prior to July 1, 1996, will be paid sixty percent (60%) of their accumulated disability days, after a similar vested interest as required by the NH State Retirement Law (ten (10) years) in a cash payment at their RIF rate of pay after being on re-call list for two years. The employees affected must remain on the re-employment list for the full duration and not be recalled.

### **36. Disability Leave/Notification**

The School Board agrees to notify each employee in writing of accumulated disability leave days once a year in the month of July.

### **37. Disability Leave/Overtime**

All paid disability leave taken shall not be counted as hours worked when computing overtime.

### **38. Call In**

All employees shall call in at least two (2) hours prior to shift starting time if they are taking any unscheduled time off.. This does not apply in cases of emergency.

### **39. Bereavement Leave**

In addition to earned leave, bereavement leave will be granted, as follows:

Up to three (3) days

brother-in-law  
sister-in-law  
grandparents  
Aunt or uncle  
Niece or nephew  
blood relative or ward residing in the same household

Up to five (5) days

parents  
sister  
brother  
parent-in-laws

Up to seven (7) days

husband or wife  
children  
Civil Union

Extensions may be granted by application and approval of the Superintendent.

### **40. Personal Days**

All employees shall be entitled to five (5) non-accumulative personal days per year. All paid personal leave taken will be counted as hours worked when computing overtime.

### **41. Personal/Disability Days Conversion**

The Portsmouth School Board will provide one (1) day of additional pay, at the custodian's present rate of pay, to any custodian who has used NO DISABILITY OR PERSONAL DAYS during the full school year. Permission to use these days is subject to the approval of the FACILITIES DIRECTOR twenty-four (24) hours prior to taking, except in the case of an emergency.

### **42. National Guard/Armed Reserves Leave**

An employee called to serve a training tour of duty or for emergency (floods, hurricanes, riots, etc, or upon the call of the Governor of the State of New Hampshire) with the National Guard or Armed Reserves will suffer no loss of pay or fringe benefits and will be paid the difference between the fee received for such service and the amount of straight time earnings lost by reason of such service. Reimbursement under this section shall not exceed four (4) weeks per employee per year.

### **43. Civil Leave for Juror or Witness Service**

Employees who are subpoenaed as witnesses in a civil or criminal case, or who are called for service on a jury, will be granted paid leave for the period of time they are unable to report to work.

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The employee shall transmit any monies received from such assignment, other than those paid for personal expenses (e.g., travel) to the School Board.

All time spent while serving on jury duty shall not be counted as hours worked.

#### **44. Leaves of Absence**

A leave of absence may be granted without pay or benefit, with the written approval of the Superintendent and the School Board after an employee has been employed for at least three years.

#### **45. Leave of Absence/Unit Vice-President**

When an employee is elected Vice-President of Local #1386 and has to do work which involves being away from his/her work with the School Board, that employee shall, at the written request of the Union, no less than fifteen (15) days in advance, be granted a leave of absence up to a maximum of three (3) work days per year with full benefits and no loss of seniority or other benefits. The Vice-President may be granted up to eight (8) additional hours of leave if requested in writing, no less than fifteen (15) days in advance, and approval by the FACILITIES DIRECTOR, a copy sent to Personnel.

#### **46. Leave of Absence/Conventions**

Employees elected as delegates to either the AFSCME International Convention, New Hampshire Employees' Council #93 Convention, or the New Hampshire State Labor Council Convention shall be allowed a leave of absence with no loss of pay not to exceed one working day per year, if requested in writing no less than fifteen (15) days in advance. This leave of absence shall be granted to only one union employee to attend the above-mentioned conference.

#### **47. Management-Labor Meetings**

Officers and members of Local #1386 shall be allowed to meet with the School Board representatives whenever necessary to carry out the contents and purpose of this Agreement and shall suffer no loss in pay or benefits in attending such meetings as provided in Chapter 273-A:11 - PELRB.

#### **48. Leave of Absence/Maternity/Adoption Leave**

Upon application of the employee to the Superintendent of Schools, a maternity leave of absence shall be granted to permanent female employees, without pay or benefits, for a period not to exceed two (2) years.

Upon application of the employee to the Superintendent of Schools, a female employee adopting a minor shall be granted a leave of absence. This leave is without pay or benefits and shall not exceed two (2) years. This leave shall commence upon the de facto custody of the said child or up to two (2) months earlier if necessary to fulfill the requirements of adoption.

An employee upon returning from the above leaves shall be offered a similar category of employment.

All benefits to which an employee was entitled to at the time of the approved maternity leave shall be restored to her or her upon returning to work.

#### **49. Family Medical Leave Act**



The parties agree that the provisions of the Family Medical Leave Act of 1993 shall apply to all bargaining unit members. The Family Medical Leave Act gives employees the right to take time away from work in the event of certain illness or injuries to the employee and/or to care for family members as defined by the Act.

**EXAMPLES:**

- A. To care for newborns or recently adopted children
- B. To care for a foster child
- C. To take time off for employees own serious health problems.
- D. To care for a spouse, parent or child with a serious health problem.

The parties recognize that the School Board in due course will adopt a policy implementing procedures for complying the FMLA.

**50. Consultation**

In the interest of fostering ongoing communication, representatives of the Union shall meet with the School Superintendent or a designee appointed by the Superintendent of Schools when requested but not too exceed more than once a month to discuss matters of concern of both the Union and the School District.

**Hours of Work**

**51. Normal Work Week**

The normal work week shall consist of any five consecutive days, Monday through Saturday. The normal work day shall consist of any eight consecutive hours within a 24 hour period, exclusive of 1/2 an hour for lunch period for the day shift and 1/2 an hour for the night shift employees.

**52. Work Schedule Change**

In the event that it is necessary to change the work schedule in effect, it may be changed provided two (2) weeks' notice is given in advance to those employees affected, stating the duration of the change. This shall not apply in an emergency situation. Any changes not covered by this section, hereof, shall be by agreement of the parties.

**53. Compensatory Time**

All employees will be paid for all hours worked according to the applicable rate set by this agreement. Compensatory time shall be granted by mutual agreement at the applicable rate. However, this compensatory time must be taken within the same pay period.

**54. Hours (Work Shifts - Posting)**

Hours of work and work shifts shall be posted on the bulletin boards at each of the schools, once a year in the month of July. (See Appendix).

**55. Evaluations**

Each year by April 1, all custodians will be evaluated by their immediate supervisor after which all employees shall have a conference. All employees covered by this agreement shall have a conference with their supervisors to explain their evaluations. After that conference, both the employee and the supervisor are to initial the evaluation and, if it is desired, either may at that time indicate and attach any substantial agreement or disagreement with that which is written. Such initials shall indicate only that the evaluation has been read and in no way indicates agreement. Upon notice, employees shall have the right to review and reproduce material in their personnel files.

#### **56. No Strike Clause**

There shall be no strikes of any kind, stoppage of work, slowdowns or any kind of interference with or interruptions of the School Board's business by the Union or its members. There shall be no lockout, partial or total, by the School Board, as provided in Chapter 273-A:3 (PELRB).

#### **57. Stability of Agreement**

Should any article, section, portion thereof of this Agreement be in violation of a State law or be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific article, section, or portion thereof directly specified in the decision; upon issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated article, section or portion thereof.

#### **58. Work Breaks**

Coffee breaks or other similar breaks shall be granted to all employees covered by this agreement for a fifteen (15) minute period during each four consecutive hours of work.

#### **59. Overtime**

All employees shall receive time and a half for all hours worked over forty in any one week.

Employees who are requested to work for non-school related work (non-school related work is when the school department will receive reimbursement from another party for the custodian's hours) will be paid at time and one half their regular hourly rate of pay.

#### **60. Overtime/Supervisors**

Custodial Supervisors will not be eligible for custodial overtime until all eligible custodians covered by this agreement are given an opportunity to work such overtime in the building where the overtime occurs.

#### **61. Overtime/Double Time**

Employees who are requested to work on Sundays for non-school related work (non-school related work is when the school department will receive reimbursement from another party for the custodians' hours) shall be paid two times their regular hourly rate of pay.

## **62. Overtime/Avoid Payment of**

The SAU agrees that the employee's normal work day or normal work week shall not be interrupted to avoid payment of overtime.

## **63. Procedure for Overtime**

All employees will be considered equally for overtime.

Overtime will be offered to custodians in the building where the overtime occurs through the process of most senior to least senior employees (temporary and probationary employees will be included after the least senior employee).

Should all building employees where the overtime occurs decline overtime, the least senior employee will be required to take the overtime; on a rotating basis.

The Union shall provide the Portsmouth School Board with a list of employees willing to perform overtime in school other than those they are currently assigned to. Such employees may be used in overtime situations at the assigning supervisors discretion, but outside employees shall not be assigned overtime until all employees in the building where the overtime occurs have declined such assignment.

The provision of this Article will not prevent management from responding outside of its provisions in an emergency.

For the purpose of the agreement, an emergency shall be defined as an unexpected event or happening.

## **64. Substitutes**

The School Department will attempt to establish and maintain a list of qualified substitute custodians as well as a list of employees desiring work beyond their regular schedules. For purposes of this provision, a substitute will mean a temporary replacement for a regular employee. Substitutes may be used for absences of one or more days. A reasonable effort will be made to find substitutes to replace members of the bargaining unit who are out of work for four (4) or more consecutive work days.

## **65. Call-In Time**

Employees who are called in to work outside their regularly scheduled working hours shall be paid a minimum of three (3) hours at time and one-half their regular hourly rate.

## **66. Safety**

The School Board shall have the right to make regulations for the safety and health of its employees during their hours of employment. Representatives of the School Board and the Union may meet once in ninety (90) days at the request of either party to discuss such regulations. The Union agrees that its members who are employees of the School Board will comply with the School Board's rules and regulations relating to safety, economy, and efficiency of services to the School Board and to the public.

## **67. Proper Care**

The Union and its members agree to exercise proper care and to be responsible for all School Board property issued or entrusted to them.

#### **68. Personnel File**

Employees may make copies of any and all material placed in their personnel file. A forty-eight (48) hour notice by the employee is required. No written material concerning an employee's conduct, service, character or personality while on the job shall be placed in the employee's personnel file unless the employee has had an opportunity to read and initial the actual copy to be filed with the understanding that such signature merely signifies that the material has been read and in no way indicates agreement.

No information contained in the personnel file of an employee will be released to an outside person or agency without prior approval of the employee, except to verify employment, duration of employment and confirmation of wages. Any documents to be placed in a custodian's personnel file shall be photocopied and sent to the custodian the same time they are placed in the personnel file. No document may be used against an individual if a copy has not been given to the individual.

#### **69. Clothing Allowance/Shoe Allowance**

Effective July 1 of each year, each full-time employee will receive an annual clothing allowance (excluding boots) of \$266 (pro-rated for part-time employees), which may be used to purchase clothing items listed below. This list may be modified by mutual agreement.

Long-sleeve shirts	Short-sleeve shirts
Pants (Carhart)	Shorts
Polo shirts	Rain gear
Jackets	Gloves
Sweatshirts	

The employee shall place an order with the Facilities Director, who will issue a voucher to pre-approved uniform distributors. The Facilities Director may require employees to use the clothing allowance to purchase particular items of clothing when in the Director's discretion this is necessary to maintain appropriate levels of appearance.

No later than 30 days after the completion of the probation period, or as soon as possible thereafter, employees will be issued new uniforms. Employees shall return to the District on an annual basis any clothing purchased by the School Board that is no longer being used by the employee. Upon termination each employee must return all uniforms. The School Department will provide one hundred dollars (\$100.00) annually for workboots/shoes/sneakers provided the requests for reimbursement are submitted to the Business Office by June 1 of each year. The School Department shall have the right to establish the specifications for boots/shoes/sneakers purchased under this section. Every effort will be made to place the uniform order so that it is received by the start of the school year.

#### **70. Special Clothing**

Special clothing will be issued upon the request of a custodian if approved by the Facilities Director, a copy sent to Personnel.

### **71. Retirement**

All employees covered by this agreement shall participate in the New Hampshire State Employee's Retirement System in accordance with its terms.

### **72. Credit Union**

As an additional service, all employees are entitled to participate in the Portsmouth Northeast Federal Credit Union.

### **73. Bulletin Boards**

The School Board shall provide space for bulletin boards for the posting of notices of the School Board addressed to the employees and notices of the Union addressed to its members.

### **74. Non-Contracting Service Clause**

The School Board agrees that work or services presently performed shall not be subcontracted, transferred, leased, assigned, or conveyed, whole or in part, to any other agency, person, private contractor, or non-unit employee, where such work or services can be performed by present employees.

### **Grievance**

#### **75. Grievance Definition**

A grievance for the purpose of this Agreement is a complaint against the employer by an employee or the Union with respect to the meaning and/or application of a provision of this Agreement.

#### **76. Grievance Time Frame**

A grievance must be filed within eight (8) working days of its occurrence or when the employee, by reasonable diligence, should have known of its occurrence. Grievances shall be processed in the following manner:

#### **77. Grievance Procedure**

- A. An employee (or the Union) who has a grievance shall discuss the grievance with his steward. An initial meeting will be held among the employee, a Union representative, and the Facilities Director for the purposes of determining if the matter can be resolved informally.
- B. If an employee is not satisfied with the informal resolution of the matter, a grievance may be filed with the Business Administrator within five (5) working days after the meeting with the Facilities Director. The grievance shall be in writing and on an official grievance form. The Business Administrator shall meet with the Facilities Director, employee, and the Union representative and render a decision in writing within five (5) days after the meeting.
- C. An unfavorable decision in Step B may be appealed in writing to the Superintendent of Schools within five (5) working days of receipt of the decision. The Superintendent of Schools shall have four (4) working days to render a decision in writing.

- D. An unfavorable decision in Step C may be appealed in writing to the School Board. The request for a hearing must be sent in writing to the School Board within ten (10) working days of Step C's unfavorable decision. The School Board will have twenty (20) working days to render a decision in writing.
- E. If the Union is not satisfied with the disposition of the grievances by the School Board, or if no decision has been rendered within the specified time limits, and prior to the submission of the grievance to arbitration, representative of the Department involved, Superintendent's office, the School Board, and the Union will meet to determine if the grievance can be settled without arbitration.
- F. If no agreement has been reached in Step E, any dispute, claim, or grievance arising out of or relating to the interpretation of the application of this Agreement may be submitted to arbitration. If the parties cannot mutually agree to an arbitrator, then the parties will select an arbitrator using the New Hampshire Public Employee Labor Relations board and its procedures. The parties further agree to accept the Arbitrator's award as final and binding. The cost of said arbitration will be shared equally.
- Should the Union wish to submit a grievance to Arbitration, it must notify the School Board in writing within thirty (30) working days following the Union's receipt of the School Board's answer in Step D or it will be considered untimely and the Union's right to arbitration shall be waived. An Arbitrator shall have no authority to change, alter or amend any provisions in this contract.
- G. By mutual agreement of the parties, the above time limits may be extended to any step and may be by passed for failure to respond.
- H. An arbitrator shall have no authority to change, alter or amend any provision of this Contract.
- J. The parties agree that any arbitration award rendered under this agreement may be subject to review as set forth in RSA:542.

#### **78. Summer School Vacation and Non-School Days**

All employees covered by this Agreement shall be given the opportunity to work days whenever possible during the summer school vacation at the discretion of their supervisors. No employee shall be required to work weekends during summer school vacation. This does not apply in cases of emergency or special functions. By mutual agreement between the principal and the employee, a work week of four 10-hour days may be implemented during the summer school vacation.

#### **79. Related to Another Employee**

No employee related to another employee shall work in the same building if one of the employees is in a supervisory capacity.

#### **80. Copy Equipment**

The School Board agrees to allow the use of its copying equipment to members of the custodial unit when the purpose is to provide notices and information to its members. This work will be

performed with prior approval by the building administrator and at a time designated by that administrator, and the materials are to be supplied by the Union. Copies of all notices shall be sent to the Principal of the building where notices are copied. Copies of all notices shall be sent to the principal of the building where the notices are copies.

#### **81. Copies**

The School Board agrees to provide 40 copies of the custodial agreement at the School Board's expense. The NEGOTIATOR/PERSONNEL DIRECTOR shall comply with this provision not later than 30 working days after the signing of this agreement or as soon as possible thereafter.

#### **82. Benefits**

Nothing in this agreement, either by inclusion or exclusion, shall be so interpreted as to limit any benefits now enjoyed by the custodians.

#### **83. Emergency Definition**

For the purpose of the agreement, an emergency shall be defined as an unexpected event or happening.

#### **84. Higher Rate Assignment**

Any employee who shall perform duties paying a higher rate shall be paid at the higher rate while performing such duties, but at no time shall an employee be paid at a lower rate than that for which he is classified. Employees designated in writing to fill in for a supervisor for a consecutive period of two weeks or more shall receive a supervisor's wage rate.

#### **85. School Buildings**

The School Board agrees that the bargaining unit and its representatives may have permission to use a designated room with sufficient prior notice, in a school building to conduct general meetings at reasonable hours.

#### **86. Bonding of Employees**

The School Board will provide employees whose duties include responsibility for handling of monies will be bonded and those employees will be rendered safe from prosecution if those monies are destroyed, stolen, damaged or lost through no fault or negligence of the employee.

#### **Insurance**

#### **87. Health Insurance**

The School Board shall provide health insurance for individual, two person, or family coverage for full-time employees. The health insurance will be SchoolCare's Yellow Plan with ChoiceFund. The School District will pay 95% of the premium, and the employees will pay 5%.

Effective July 1, 2019, the School District will pay 90% of the premium and the employees will pay 10%.

Should the parties agree in writing to establish a cafeteria style plan dealing in insurance issues during the course of this three (3) year contract – such plan would only become effective if ratified by the Union, approved by the School Board and approved by the City Council.

The Board need not provide health coverage if the employee is already covered under the same plan or a plan with equal benefits. If an employee is found to have dual coverage, the employee must pay back to the Board an amount equal to the premiums paid by the Board during this time.

The union agrees to participate in a City-wide committee to explore health insurance options.

The School Board will offer employees the option of participating in an IRS 125 Plan (premium conversion plan) so employees may pay their portion of the premium with pre-tax dollars (applicable to co-pay attributed to 95 if possible).

If at any time the total premium cost for any of the Yellow plans offered by the City exceeds the threshold level for assessment of the Affordable Care Act's Cadillac Tax, the parties will reopen the contract on the issue of health insurance only. If the parties are not able to agree on a plan that does not exceed the threshold level for assessment of the Affordable Care Act's Cadillac Tax, the Union and the City will each select a plan that does not exceed the threshold level for assessment of the Affordable Care Act's Cadillac Tax and submit each plan to a mutually agreed upon arbitrator who will then select which plan the City will then adopt. If the re-opener is triggered, the School Department will cooperate and assist the Union to obtain health insurance bids from the companies selected by the Union, to the extent possible.

#### **88. Health Insurance/Upon Retirement**

Upon notification, by eligible employees of their retirement the School District shall inform the employee of their rights under law regarding Health/Dental Insurance coverage after retirement.

#### **89. Long Term Disability**

The Board will purchase income protection insurance for each employee to begin on the ninety first (91st) day of disability in an amount equal to sixty six and two thirds percent (66 2/3%), up to four thousand dollars (\$4,000) of the monthly salary of the employee at the date of disability. Said insurance shall run until age sixty-five (65) and shall be coordinated with Social Security benefits.

#### **90. Life Insurance**

The School Board shall purchase one hundred percent (100%) of term life insurance for all employees, equal to twice the annual income of each employee.

#### **91. Dental**

The School Board agrees to provide Cigna Dental with an annual limit of One thousand, five hundred dollars (\$1,500) (Plan F - see Appendix C) or an equivalent plan and to pay one hundred percent (100%) of the premium cost for single, two-person, or family plan.

#### **92. Liability Insurance**



The School Board shall save harmless all employees from financial liability arising out of any claim suit, criminal prosecution or judgment against them because they are an employee of the School Board or because of an act taken by them in the course of their employment.

The above shall not apply in cases where an employee is guilty of gross negligence or gross irresponsibility. An employee who has been found guilty of gross negligence or gross irresponsibility by the employer may appeal such decision through the grievance procedure. Should said appeal find in favor of the employee, the employer shall make the employee whole in terms of all financial liability or loss and all costs related to the alleged negligence or irresponsibility and the subsequent appeal.

### **93. Unemployment Compensation**

All unit employees shall be covered by the State of New Hampshire Unemployment Compensation Act, as provided in Chapter 348 and all amendments thereafter.

### **94. Worker's Compensation**

Worker's Compensation benefits will be provided as specified in the New Hampshire Statutes. In cases where an employee is on total disability, the School Board shall pay to the employee the difference between the Worker's Compensation benefit and the employee's take-home pay. In accordance with past practice an employees accumulated earned time/disability leave time shall be used to pay the supplemental pay to make up the difference in the Worker's Compensation benefit and the employee's take home pay.

In no event shall such payments exceed fifty-two (52) weeks.

### **Wages**

### **95. Wages/Time Frame**

Employees shall be paid in accordance with the following schedule, the rate of pay established in accordance with the position classification, and the rates which are included in this Agreement. Wage increases and fringe benefits shall be effective as of July 1, or date designated each year according to the schedule on the next page.

#### **A. Effective July 1, 2017:**

Step A - Starting pay to completion of probationary period	\$14.38
Step B - End of probationary period to one (1) year	\$15.25
Step C - One (1) year to two (2) years	\$16.19
Step D - Over two (2) years	\$17.98
Step E - Over three (3) years	\$19.22

#### **B. COLA Adjustments**

On July 1, 2018 and July 1, 2019, a COLA adjustment percentage increase shall be computed which shall not be less than 2% nor more than 5%.

The COLA adjustment percentage shall be determined by the ten-year rolling average of the CPI-U for the Boston-Brockton-Nashua—MA-NH-ME-CT all items index as computed by the Bureau

of Labor Statistics of the U.S. Department of Labor for the most recent November to November period preceding the July 1 adjustment. . The reference base is 1982-1984 equals 100 until BLS updates the reference base at which time the parties agree to adopt the official reference based as used by BLS.

*Thus if the ten-year rolling average of the CPI-U for the Boston SMSA is 1.5% the applicable COLA adjustment would be 2%; if it is 3.5% the applicable COLA adjustment would be 3.5%; if it is 5.5% the applicable COLA adjustment would be 5%.*

**Applicability After Contract Expires:** It is clearly understood that in the event that the three year Working Agreement expires without a successor Working Agreement being settled prior to July 1, 2020, that no further COLA adjustments after July 1, 2019 will be generated under the Working Agreement even if the Working Agreement has an evergreen clause. It is further agreed that continuation of COLA adjustments are not to be deemed "status quo" as the term has been used by the PELRB in the event that a successor agreement has not been settled by July 1, 2020.

#### **96. Longevity Schedule**

Longevity will be paid in accordance with the following schedule:

	<u>August 2017</u>
After 5 years	\$ 714
After 10 years	\$ 816
After 15 years	\$ 918
After 20 years	\$1,022
After 25 years	\$1,122

Increasing by \$150.00 for each additional five years of service.

Length of service on the chart above will be measured as of the July 1 prior to the employee's actual date of hire. For example an employee whose first day of work for the District was September 20, 1999 will be deemed to have completed five years of service for longevity purposes on July 1, 2004.

Longevity will begin on the first day of hire and will be paid to the nearest payday after August 1. Longevity is based on years of employment with the School Board in any full-time capacity.

The longevity stipend will increase on July 1, 2018 and July 1, 2019 by the 10-year rolling COLA average, as described in Article 98.

#### **97. Shift Differential**

A shift differential of eighty cents (\$.80) per hour shall be paid to all employees whose work schedule is at least 6 hours after 3:00 P.M. on any work day.

#### **98. Collective Bargaining Procedure**

Any party desiring to bargain shall serve written notice of its intention on the other party at least one hundred twenty (120) days prior to May 16th.

The parties agree to enter into negotiations no later than the third week of January, if possible, to reach agreement on salaries, fringe benefits and other conditions of employment, pertinent to the provisions of N.H. RSA 273-A.

## 99. Direct Deposit

The School Board shall, upon written request and authorization from the employee forward said employee's paycheck as a direct deposit to any bank. The School Board shall not be held responsible for any delay experienced by the employees due to the transfer of funds through electronic transfer.

## 100. Mileage

Employees required or requested to use their personal vehicles in the course of their duty, shall be reimbursed based on the IRS justifiable mileage rate as set by that agency. Mileage payments shall be paid in agreement with the Business Office.

## 101. Duration of Agreement

The School Board agrees to a three (3) year contract. This agreement shall be in full force and effective from July 1, 2017 through June 30, 2020 and shall continue from year to year thereafter unless written notice of desire to cancel or terminate the Agreement is served by either party upon the other at least one hundred twenty (120) days prior to the date of expiration as provided in Chapter 273-A: 3:11.

A (PELRB). Where no such cancellation or termination notice is served, and the parties desire to continue this Agreement but also desire to negotiate changes or revisions in this Agreement, either party may serve upon the other a notice at least one hundred twenty (120) days prior to budget submission date, as provided in Chapter 273-A:3:11 (PELRB), advising that such a party desires to revise or change terms or conditions of such Agreement and specifies the articles to be renegotiated. The Agreement shall remain in full force and effect until such changes and revisions have been agreed upon.

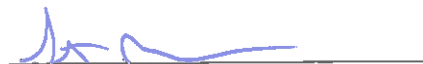
### Signatures

EXECUTED THIS DAY OF \_\_\_\_\_

FOR THE PORTSMOUTH SCHOOL BOARD

  
Leslie Stevens

School Board Chairman


  
Stephen Zadravec  
Superintendent of Schools

  
Thomas Closson  
City Negotiator

FOR LOCAL #1386 AMERICAN  
FEDERATION OF STATE,  
COUNTY MUNICIPAL  
EMPLOYEES AFL-CIO.

  
Mike Finn, President

  
AFSCME Coordinator Staff Representative

  
Unit Chair

## APPENDIX A

TITLE: Custodian  
TITLE OF IMMEDIATE SUPERVISOR: Custodian Supervisor of Facilities Director

Nature and Scope:

Job Summary:

1. Duties, that are incidental to custodial functions, in building or buildings and care of grounds assigned.
2. Performs duties as required to carry out principal's program, or programs assigned.

Accountability:

1. Accountable for cleaning and general appearance of building or buildings assigned, and surrounding grounds assigned.
2. Adjustments of heating controls when specified, perform boiler checks are requested by their building supervisors.
3. Minor repairs when necessary and possible.
4. Maintaining of security of the building or buildings during regular working hours and on special occasions as scheduled by supervisor.
5. Setting up for all special events when requested to do so.
6. Reporting to supervisor of any problem in areas assigned-custodial or maintenance.
7. Performs other related duties as required.

Work Performed:

1. Performs such duties as outlined by supervisor to maintain orderly general appearance in all assigned areas.
2. Adjustments of heating controls when specified as required by their building supervisor.
3. Perform minor maintenance repairs when possible (window replacement, lock repair, routine painting, etc.)
4. Check all doors and windows, when school is not in session or use, for security reasons, answer all alarms or other emergencies when called by the appropriate officials, report any problems to supervisor immediately when security problems exist.
5. Setting up necessary equipment for special events when requested to do so.
6. Reports any problems, custodial or other to supervisor immediately.
7. Maintains specified areas on grounds (snow removal, etc.)
8. Removes rubbish and waste paper.

9. Performs duties as required to carry out principal's program or programs as assigned.
10. Perform other related duties as required.

Special Note: Cleaning, as Defined Is:

1. Sweeping and washing as necessary; sealing and waxing, as necessary.
2. Washing and disinfecting toilet bowls, lavatories, urinals, water fountains, walls, floors, and other specified areas.
3. Dust woodwork and furniture (wash and/or polish if necessary.)
4. Vacuums and shampoos rugs.
5. Cleans windows.

Equipment Used:

Necessary equipment supplied by supervisor-tools, pails, mops, brooms, floor equipment, and other necessary supplies.

Records and Reports:

Building problems to supervisor.

JOB TITLE: School Lunch Driver, Food Services

DEPARTMENT: Custodian

TITLE OF IMMEDIATE SUPERVISOR: Facilities Director

Nature and Scope:

Job Summary:

1. Responsible for pickup and delivery of food, paper goods, custodial supplies, mail, equipment to specified areas.
2. Perform cleaning duties and other related duties, as required.

Accountability:

1. Pick up and delivery of food, paper goods, custodial supplies, mail, equipment, etc., to areas specified materials for turn-in to supervisor.
2. Cleaning of specified areas in kitchen and other areas in accordance with instructions from supervisor.
3. Cleaning of the truck and equipment used for carrying food.
4. Arranging stockroom as instructed by supervisor.
5. Performing other related duties as required.

Work Performed:

1. Pick up and delivery of food, paper goods, custodial supplies, mail, equipment, etc., to areas specified.
2. Cleaning of specified areas in kitchen and other specified areas.
3. Cleaning of trucks and equipment used.
4. Other custodial work (during summer months).
5. Arranging stock room as instructed by supervisors.
6. Performing other related duties as required.

Equipment Used:

Trucks (Food Service and other), necessary equipment supplied by supervisor for job assigned.

Records and Reports:

Making out of delivery slips for supervisors, assisting in inventory records.

## YOUR DENTAL CARE BENEFITS

*This benefit summary highlights some of the benefits available under the proposed plan. A complete description regarding the terms of coverage, exclusions and limitations, including legislated benefits, will be provided in your insurance certificate or plan description. Benefits are insured and/or administered by Cigna HealthCare.*

### SCHOOLCARE DENTAL DP2C

#### SUMMARY OF BENEFITS

Benefits outlined below are intended only as a general summary. All benefits are subject to the terms and conditions of your Dental Summary Plan Document. In the event of any inconsistency between this summary and the actual provisions of the plan, the provisions as defined in the Summary Plan Document, Amendments, and Riders will govern. All deductibles, plan maximums, and service specific maximums (dollar and occurrence) cross accumulate between in and out of network. Plan maximum refreshes on a calendar year – every January 1.

BENEFITS	Total Cigna DPPO (In Network)	Out-of-Network*
<b>CALENDAR YEAR MAXIMUM</b> (refreshes January 1) (Class I, II and III Expenses)	\$1,500	\$1,500
<b>CALENDAR YEAR DEDUCTIBLE</b> Per Individual Per Family	\$0 \$0	\$0 \$0
<b>CLASS I EXPENSES – PREVENTIVE &amp; DIAGNOSTIC CARE</b> Oral Exams Cleanings Routine X-Rays Fluoride Application Sealants Space Maintainers (limited to non-orthodontic treatment) Non-Routine X-Rays Emergency Care to Relieve Pain	100%, No Deductible	100%, No Deductible

<b>CLASS II EXPENSES – BASIC RESTORATIVE CARE</b> Fillings Oral Surgery – Simple Extractions Oral Surgery – All Except Simple Extractions Surgical Extraction of Impacted Teeth Anesthetics Major Periodontics Minor Periodontics Root Canal Therapy/Endodontics Relines, Rebases, and Adjustments Repairs – Bridges, Crowns, and Inlays Repairs – Dentures	80%, No Deductible	80%, No Deductible
<b>CLASS III EXPENSES – MAJOR RESTORATIVE CARE</b> Crowns/ Inlays/Onlays Dentures Bridges Implants Occlusal Night Guards	50%, No Deductible	50%, No Deductible
<b>CLASS IV EXPENSES – ORTHODONTIA</b>	Not Covered	Not Covered

Pretreatment review is available on a voluntary basis when extensive dental work in excess of \$200 is proposed.

Dental Oral Health Integration Program (OHIP) – All dental customers = Clinical research shows an association between oral health and overall health. The Cigna Dental Oral Health Integration Program (OHIP) is designed to provide enhanced dental coverage for customers with certain eligible medical conditions. Eligible conditions for the program include cardiovascular disease, cerebrovascular disease (stroke), diabetes, maternity, chronic kidney disease, organ transplants, and head and neck cancer radiation.

The Program provides:

- 100% coverage for certain procedures (provided the maximum has not been depleted during the calendar year) □ Guidance on behavioral issues related to oral health
- Discounts on prescription and non-prescription dental products

For more information and to see the complete list of eligible conditions, go to [www.mycigna.com](http://www.mycigna.com) or call customer service 24/7 at 1.800.CIGNA24.

\* For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Contracted Fee Schedule. For services provided by an out-of-network dentist, Cigna Dental will pay as billed.

## SCHOOLCARE DENTAL DP2C

### Cigna Dental PPO / Indemnity Exclusions and Limitations:

Procedures	Exclusions & Limitations
Exams	2 per Calendar year
Prophylaxis (Cleanings)	4 per Calendar year (routine or periodontal)
Fillings	Alternate Benefit applies to composite fillings on molar teeth
Fluoride	2 per Calendar year for people under 19
Histopathologic Exams	Various limits per Calendar year depending on specific test



X-Rays (routine)	Bitewings: 2 per Calendar year
X-Rays (non-routine)	Full mouth: 1 every 36 consecutive months. Panorex: 1 every 36 consecutive months
Sealants	Limited to posterior tooth. One treatment per tooth every three years up to age 14
Space Maintainers	Limited to non-Orthodontic treatment
Model	Payable only when in conjunction with Ortho workup and extensive Perio treatment
Minor Perio (non-surgical)	Various limitations depending on the service
Perio Surgery	Various limitations depending on the service
Relines, Rebases & Adjustments	Covered if more than 6 months after installation
Repairs – Bridges	Reviewed if more than once
Repairs – Dentures	Reviewed if more than once
Prosthesis Over Implants	1 per 60 consecutive months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth colored material on molar crowns or bridges.
Crowns and Inlays	Replacement every 5 years
Bridges	Replacement every 5 years
Dentures and Partial	Replacement every 5 years
Alternate Benefit	When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna HealthCare will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses.

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**Benefit Exclusions:**

- ❖ Services performed primarily for cosmetic reasons
- ❖ Replacement of a lost or stolen appliance
- ❖ Replacement of a bridge or denture within five years following the date of its original installation
- ❖ Replacement of a bridge or denture which can be made useable according to accepted dental standards
- ❖ Procedures, appliances or restorations, other than full dentures, whose main purpose is to change vertical dimension, diagnose or treat conditions of TMJ, stabilize periodontally involved teeth, or restore occlusion
- ❖ Veneers of porcelain or acrylic materials on crowns or pontics on or replacing the upper and lower first, second and third molars ❖ Bite registrations; precision or semi-precision attachments; splinting
- ❖ Instruction for plaque control, oral hygiene and diet
- ❖ Dental services that do not meet common dental standards
- ❖ Services that are deemed to be medical services
- ❖ Services and supplies received from a hospital
- ❖ Charges which the person is not legally required to pay
- ❖ Charges made by a hospital which performs services for the U.S. Government if the charges are directly related to a condition connected to a military service
- ❖ Experimental or investigational procedures and treatments
- ❖ Any injury resulting from, or in the course of, any employment for wage or profit
- ❖ Any sickness covered under any worker's compensation or similar law
- ❖ Charges in excess of the reasonable and customary allowances
- ❖ To the extent that payment is unlawful where the person resides when the expenses are incurred;
- ❖ Procedures performed by a Dentist who is a member of the covered person's family (covered person's family is limited to a spouse, siblings, parents, children, grandparents, and the spouse's siblings and parents);
- ❖ For charges which would not have been made if the person had no insurance;
- ❖ For charges for unnecessary care, treatment or surgery;

- ❖ To the extent that you or any of your Dependents is in any way paid or entitled to payment for those expenses by or through a public program, other than Medicaid;
- ❖ To the extent that benefits are paid or payable for those expenses under the mandatory part of any auto insurance policy written to comply with a "no-fault" insurance law or an uninsured motorist insurance law. Cigna HealthCare will take into account any adjustment option chosen under such part by you or any one of your Dependents.
- ❖ In addition, these benefits will be reduced so that the total payment will not be more than 100% of the charge made for the Dental Service if benefits are provided for that service under this plan and any medical expense plan or prepaid treatment program sponsored or made available by your Employer.

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## **CUSTODIAL SENIORITY LIST**

### **APPENDIX D**

Dale E. Durgin	06/20/88
Thomas Howe	02/01/96
Matt Dwyer	07/22/98
Florina Cole	9/19/00
Abdel Touhami	06/27/01
Edward MacPherson	09/24/01
Ralph Langer	06/02/03
Ronald Ouellette	12/6/04
Lee Nelson	9/10/07
Victor Jines	9/8/08
Tracy Pratt	9/14/09
Helena Benson	9/03/10 11/21/08 Food Service
Tracy Rolfe	3/7/11
John Maki	2/13/12
Kara Doran	1/26/15
Danial Alaniz	7/10/15
Richard Averill	1/4/16
Mouwaffak Kelleh	09/06/16
Adam Carr	10/03/16
Rickey Stubbs	6/21/17
Douglas Coty	8/28/17

<p style="text-align: center;"><b>WORKBOOT/SHOE ALLOWANCE PAYMENT REQUEST VOUCHER</b></p>
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**APPENDIX E**

Instructions: To be eligible for the allowance, the workboots/shoes must:

- Be designed and suitable work boots/shoes
- Be of substantial quality and made for long-term wear
- Have leather or suitable durable uppers with adequate toe and upper arch protection
- Have steel shank or proper reinforced arch support
- Deemed to be a “safety” shoe by the Portsmouth School Department
- Have non-slip, non-marking oil resistant soles
- Have proof of purchase after July 1, 2004

Further, the workboots/shoes may:

- Have high tops (boots) or may be of the low cut (shoe) type
- Have steel toe, although not required
- Vary in color or style
- May be of the “sneaker” type as long as they satisfy the above requirements

A copy of store receipt indicating purchasing information and workboots/shoe cost must be attached.

To the best of my knowledge the workboots/shoes purchased meet the above specifications and are eligible for the payment allowance reimbursement.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

## **CUSTODIAL RATE SCALE**

**2017 - 2018**

**2.0%**

		Day Shift	Night Shift
Step A	Starting pay to 180 days	14.38	15.18
Step B	End of 180 days to (1) year	15.25	16.05
Step C	One (1) year to two (2) years	16.19	16.99
Step D	Over two (2) years	17.98	18.78
Step E	Over three 3) years	19.22	20.02
	Night Shift Diff	.80	