

**2008 - 2011**

**Agreement between  
Rangeley Lakes Region School**

**And**

**The Rangeley Support Association  
Representing all Support Staff Employees**

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## ARTICLE 1 – PREAMBLE

Pursuant to the provision of the Municipal Employees Labor Relations Act (Title 26, MRSA 961-974, as amended), the Rangeley Board of Education, hereinafter referred to as the Board, and Rangeley Support Staff Association, hereinafter referred to as the Association, have entered into this Agreement in order to establish mutual rights, preserve proper morale and to promote effective and efficient operations.

## ARTICLE 2 – RECOGNITION

The Board hereby recognizes that the Association is the sole and exclusive representative of all support staff employees for the purpose of bargaining with respect to wages, benefits, and working conditions for all employees of the bargaining unit. (These employees are in the position of head cook/supervisor; kitchen assistant; custodian; maintenance/supervisor; bus driver; Ed. Tech I, II and III; school secretaries; and library associate.) Employees who have been employed fewer than six months, temporary, seasonal and on-call employees, are excluded.

## ARTICLE 3 – ASSOCIATION SECURITY

### **1. Association Membership**

1.1 Membership in the Association is not compulsory.

1.2 All employees who are members of the Association as of the date of this Agreement, and all employees, who hereafter become members of the Association, may maintain their membership in good standing in the Association for the duration of this Agreement. Employees who do not maintain membership shall be subject to fee for service.

### **2. Fee for Service**

2.1 If an employee elects not to be a member of the Association and requires the services of the Association for representation pertaining to any matter covered under this Agreement, the employees shall pay to the Association pursuant to its payment procedures the following hourly rates:

- |                                     |                             |
|-------------------------------------|-----------------------------|
| • Paralegal                         | \$50.00 per hour            |
| • Local Association Representation  | \$50.00 per hour            |
| • UniServ Director's Representation | \$75.00 per hour            |
| • Legal Representation              | Actual Attorney Hourly Rate |

### **3. Dues**

3.1 The Board shall deduct regular monthly dues upon receipt of a signed authorization from each employee (A copy of which is to be retained by the Board), and a certified statement from the Secretary-Treasurer of the Association as to the amount for dues. Such authorization shall be for the life of this Agreement, unless an employee notifies the Association in writing, thirty (30) days before his/her desire to revoke the authorization for checkoff.

3.2 The Board shall forward all such dues and fees so collected to the Secretary-Treasurer of the Association before the tenth (10) day of the month following the month in which deductions are made.

3.3 The Association shall indemnify, defend, and hold the Board harmless against all claims and suits which may arise by reason of any action taken in making deductions of said dues and remitting the same to the Association pursuant to this Article.

#### **4. Payroll Deductions**

4.1 The Board agrees to deduct up to six (6) designated amounts each pay period from the wages of those employees who shall have given the Board written approval to make such deductions. The amount so deducted shall be remitted to the applicable agency each month. The Board shall not make deductions and shall not be responsible for remittance to the agency for those weeks during which the employee's earnings shall be less than the amount authorized for deduction.

#### **5. Time Off for Association Activities**

5.1 The Board agrees to grant the necessary time off without discrimination, without loss of seniority rights, and without pay to any employee who is designated by the Association to attend a labor convention or to serve in any capacity on other official Association business provided a two (2) week written notice is given to the Board by the Association specifying the length of time off for Association activities which in no case shall exceed five (5) working days per year. Due consideration shall be given to the number of employees affected in order that there shall be no disruption of the Board's operations due to lack of available employees.

#### **6. Discrimination Due to Association Membership**

6.1 The employer agrees not to deny or block the rights of employees to become members of the Association. There shall be no discrimination, restraint, or coercion by the employer against any Employee because of Association membership or because of any employee activity in any official capacity on behalf of the Association.

6.2 The Association recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion in an informal manner through comprehensive discussion and understanding of the specific needs and concerns of the employees of Rangeley Lakes Regional School.

#### **7. District/Bargaining Unit Member Information**

7.1 The Board agrees to provide through the Superintendent to the President of the Association, in response to reasonable requests, the following:

- Annual school department financial report;
- The names and addresses of bargaining unit members;
- The wage and insurance data for all bargaining unit members.

7.2 The Association agrees to accept full liability for any misuse or unlawful disclosure of such information provided to it.

**8. Meetings**

- 8.1. Whenever any bargaining unit employee is required by the Board to participate during regularly scheduled working hours in grievance proceedings, conferences, negotiations sessions, or meetings, the employee shall be paid for those scheduled work hours.
- 8.2. When any bargaining unit employee is mutually scheduled by the parties to participate during regularly scheduled working hours in grievance proceedings, conferences, negotiations sessions, or meetings, every reasonable attempt will be made to provide the employee with alternate equivalent work hours.

**9. Association Business and Use of Facilities/Equipment**

- 9.1. Representatives of the Association shall be permitted to transact official Association business on school property provided such business does not interfere with the normal operation of the school or the performance of any duties of any employee. The Association shall inform the Principal or Superintendent of the time needed and individuals involved in any meeting or conference which occur during any involved employee's scheduled work hours.
- 9.2. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. This shall exclude times when school is in session for students. The Principal shall approve such use upon being notified in advance of the time and place of such planned meetings provided that such meeting does not interfere with any other scheduled activity.
- 9.3. The Association shall have the right to reasonable use of school facilities, equipment, and supplies, other than the administrative office's equipment and supplies, when such is not otherwise in use. The Association shall pay for the actual cost of all materials and supplies incident to such use and for any other related costs, i.e. repairs.
- 9.4. The Association shall have the right to reasonable use of a bulletin board in the employee lounge for official Association communications.
- 9.5. The Association shall have the right to reasonable use of the employee mailboxes for official Association business.

**10. No Strike/No Lockout**

- 10.1. The Association agrees that there shall be not strikes, slow-downs, or stoppages of work, and the Board agrees that it will not lockout employees during the term of this Agreement
- 10.2. The Association shall take every reasonable effort to induce employees to return to work during any strike, slow-down, or stoppage of work referred to in "Paragraph 10.1" above. During the first twenty-four (24) hours of such strike, slow-down, or stoppage of work, the Board shall have the sole and complete right to take reasonable disciplinary action short of discharge, and such employees shall not be entitled to, nor have recourse to, any other provision of this Agreement. After the first twenty-four (24) hour period, and if the activity continues, the Board shall have the sole and complete right to immediately discharge any employee, and such employee shall not be entitled to any recourse to any other provisions of this Agreement.

#### **ARTICLE 4 – PROBATIONARY PERIOD/NEW HIRES**

1. All new employees, except for educational technicians, shall serve a probationary period of six (6) months. Educational technicians shall serve a probationary period of nine (9) months. Employees during the probationary period shall have no seniority rights, but shall be subject to all other clauses of this agreement. The Board shall have the right to terminate the employment of any such probationary employee within the probationary period without just cause. In the case of termination/discharge of a probationary employee, the employee shall be informed of such termination/discharge both orally and in writing. New employees successfully completing the probationary period shall be known as regular employees and shall be notified of such in writing.
2. All new employees, upon date of hire, shall be provided a “new hire” packet containing a copy of the Association Contract, a copy of the job description, health plan information, 403B plan information and an Association Informational Packet. .

#### **ARTICLE 5 – DEATH IN FAMILY, TIME OFF**

1. In the event of a death occurring in the immediate family (mother, father, wife, husband, son, daughter, sister, brother, mother-in-law, father-in-law, step-children, step-siblings, grandfather, grandmother), the employee shall be granted up to four (4) days off without loss of pay in direct connection to the death and /or burial upon approval of the Superintendent.
2. Additional days off may be granted by the Superintendent, and which shall be deducted from available sick leave.
3. The Superintendent may also approve such leave for other persons such as sister-in-law, brother –in-law, niece, nephew, and which shall be deducted from available sick leave

#### **ARTICLE 6 – GRIEVANCE PROCEDURE**

##### **1. Purpose**

- 1.1 The purpose of this procedure is to provide for resolution of disputes over the meaning and application of this Agreement. Both parties agree that their proceedings will be as informal and confidential as may be appropriate at any level of the procedure. The Board and Association are committed to an effective and respected dispute resolution process. Both parties agree that they will abide by the Municipal Public Employees Labor Relations Law and refrain from engaging in any prohibited practices.
- 1.2 Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement. The employee may request an Association member to be present during these discussions.

##### **2. Definitions:**

- 2.1. A “grievance” is an alleged violation of this Agreement of any dispute with respect to its meaning or application.
- 2.2. An “aggrieved person(s): is/are the employee or employees making the claim.

2.3. A “party in interest” is the person or persons making the claim and any person who might be required to resolve the claim.

2.4. “Days” shall mean working school days.

2.5. The Association may initiate the grievance process attendant to Association rights that may have been violated.

2.6 The Association may pursue only those grievances that the grievant wishes pursued.

### **3. Time Limits:**

3.1 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.

3.2 During times when school is not in session, the time limit set forth herein shall refer to regular weekdays, Monday through Friday, excepting Legal holidays.

### **4. Informal Procedures:**

4.1 If an employee feels that s/he may have a grievance, s/he shall first discuss the matter with the person directly involved in an effort to resolve the problem informally.

4.2 To facilitate discussions, the aggrieved person may request that a member of the Association be present in a speaking capacity.

### **5. Formal Procedures:**

5.1. If the grievant is not satisfied with the outcome of the informal procedure s/he may present his/her claim as a formal grievance, in writing, to the Principal.

#### **5.2. Level One – Principal**

- A grievance will be deemed waived unless submitted in writing within ten (10) working days of the precipitating incident or action.
- The Principal shall meet with the grievant and a representative of the Association, if requested by the grievant, and shall within five (5) working days after the written grievance render a decision and the reason therefore in writing to the grievant with a copy to the President of the Association.

#### **5.3. Level Two – Superintendent**

- If the grievant is not satisfied with the resolution at Level One, or the Superintendent is the party of origin, s/he may, within ten (10) working days, present her/his grievance in writing to the Superintendent.
- A grievance will be deemed waived unless submitted in writing within ten (10) working days after receipt of the resolution from Level One.
- The Superintendent shall, within five (5) working days after receipt of the appeal, meet with the aggrieved person and with a representative of the Association, if requested by the grievant, for the purpose of reviewing the grievance with all parties having the right to speak.

- The Superintendent will, within five (5) working days after the meeting, render his/her decision and the reasons therefore in writing to the aggrieved with a copy to the Association.

#### 5.4. Level Three – Board of Education

- If the grievant is not satisfied with the resolution of the grievance at Level Two, s/he may, within five (5) working days after receiving the Superintendent’s response, request in writing a meeting on the matter with all parties before the Board at the next regular meeting.
- The Board, shall within ten (10) working days after such meeting, render its decision and the reasons therefore in writing to the aggrieved person with a copy to the Association.

#### 5.5. Level Four – Impartial Arbitration

- If the Association is not satisfied with the disposition of the grievance at Level Three, it may, within five (5) working days, submit the grievance to arbitration and notify the Board Chair and Superintendent in writing.
- The Chairperson of the Board and the President of the Association shall, within five (5) working days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within five (5) working days, they shall request the services of the American Arbitration Association.
- The arbitrator selected shall confer promptly with the representatives of the Board, representatives of the Association, and the grievant. A review of the record of prior meetings with the aggrieved person and other parties in interest shall be conducted. The arbitrator shall, as soon as practicable after his/her selection, render a decision in writing to all parties in interest setting forth findings of fact, reasoning, and conclusion on the issues submitted. The arbitrator shall be without power or authority to make any decisions which substitutes his/her judgment for that of the Board on any policy matter that is not contained in the collective bargaining agreement. The arbitrator will restrict his/her judgment to whether a violation of the specific terms of this agreement has occurred and his/her remedies to those, necessary to make the grievant whole in respect to those specific terms. The decision of the arbitrator shall be submitted to the Board and Association and shall be final and binding on the parties. The election to submit a grievance to arbitration shall automatically be a waiver of all remedies or forums which otherwise could be available.
- The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

### **6. Rights of Employees to Representation:**

6.1 No reprisals of any kind shall be taken by either party against any participant in the grievance procedure by reasons of such participation.

### **7. Filings**

7.1 All documents, communications, and records dealing with the processing of a grievance shall be filed in a grievance folder within the personnel file of grievant(s) unless otherwise specified in a grievance decision or settlement.



**8. Forms**

8.1 Forms for filing and processing grievances shall be prepared by the Superintendent with the approval of the Association and made available to the Association President so as to facilitate operation of the grievance procedure.

**9. Meetings and Hearings:**

9.1 All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated representatives heretofore referred to in this grievance procedure. Any other employee(s) who may be affected by the outcomes of the grievance shall be permitted to participate in proceedings. All decision that includes all such parties, by invitation or by their presence, will be considered binding upon all.

**ARTICLE 7– DISCHARGE AND SUSPENSION**

1. The employer shall not reprimand in writing, discharge, or suspend any regular (non-probationary) employee without just cause. In all cases involving the discharge or suspension of a regular employee, the employer must immediately notify the employee in writing of his/her discharge or suspension and the reason therefore. Such written notice shall also be mailed to the President of the Association within one (1) working day from the time of the discharge or suspension. For the purposes of clarification, written correspondence intended as a written reprimand must be so stated in the actual correspondence. Written correspondence dealing with matters that are identified as “counseling”, “instruction”, or undefined, are not written reprimands.
2. Prior to discharge or suspension of employees, except in cases of a serious violation or the cardinal violations listed below, the employer must give at least one (1) verbal warning for the first violations which may be accompanied by a written letter. For the second violation a written reprimand notice containing the specific complaint against the employee will be given with a copy to the Association.
3. Written reprimands may be removed from the employee’s personnel file, upon request, after eighteen (18) months, or automatically after twenty-four (24) months, provided the incident(s) giving rise to the reprimand(s) have not reoccurred during the eighteen (18) or twenty-four (24) month periods.
4. Disciplinary action regarding the so-called cardinal violations such as, possession, use or distribution of illegal drugs on the job; intoxication or use of alcohol on the job; theft of the employer’s property; inappropriate sexual behavior; and the willful violation of safety rules and regulations shall remain in the personnel file indefinitely.
5. Should it be proven that an injustice has been done a discharge or suspended employee, s/he shall be fully reinstated in his/her position and compensated at his/her usual rate of pay for lost work opportunity. If the Association and the employer are unable to agree as to the settlement of the case, then it may be referred to the grievance procedure as set forth in Article 6 within ten (10) working days after the above notice of appeal is given to the employer.
6. Any employee charged, excluding a written reprimand, with a violation of rules and regulations, incompetence, misconduct, negligence, insubordination, disloyalty or any other serious disciplinary infraction may request a hearing provided such request is made in writing and delivered to the Superintendent no later than five (5) days after the employee is advised of the charge against him/her. No employee shall be dismissed without first being given notice and an opportunity for a hearing whether s/he requested it or not. In the case of a employee who has been suspended, the hearing

shall, if requested by the employee, be held no more than five (5) days after the date when the suspension has begun.

7. The employee shall be informed of the exact nature of the charge and shall be given sufficient notice of the hearing date and time to allow him/her an opportunity to consult legal counsel, conduct an investigation, and prepare a defense. The hearing, which shall be before the Superintendent or his/her designee, shall be informal in nature. The employee may be accompanied by legal counsel or a representative of the Association. The employee shall have the right to confer with his/her representative at any time during the hearing and shall have the right to have his/her representative speak on his/her behalf. Any disciplinary action taken against a employee shall be subject to the grievance procedure.

#### **ARTICLE 8 – PERSONNEL FILES**

1. All personnel records are subject to the Maine State Revised Statutes as revised. All personnel records, including home address, shall be confidential and shall not be released to any person other than officials of the school department, the employee and/or the representative.
2. An employee shall have the right to inspect his/her official personnel record during regular business hours under the supervision of the employer. An employee shall have the right to have added to his/her personnel file a written refutation of any material which s/he considers detrimental.
3. No written reprimand shall be placed in an employee's personnel file unless the employee has been given the opportunity to see a copy of the reprimand. Within five (5) days thereafter, the employee may file a written reply. If the employer thereafter places the written reprimand in the employee's personnel file, the employee's reply should be included.

#### **ARTICLE 9 – LEAVES OF ABSENCE**

1. Employees shall request non-emergency leaves of absence at least thirty (30) calendar days, prior to the time such leaves shall begin. All requests for leaves shall be made in writing and filed with the supervisor where applicable. The supervisor shall recommend to the Superintendent whether to grant an employee's request for leave, and all requests must receive the final approval of the Superintendent. The Association shall be notified of any approved leaves. Emergency leaves may be granted without prior notice. Leaves with pay are subject to Board approval.
2. Employees called to jury duty shall be granted leave with pay for the actual time required for the jury duty. In consideration, any compensation for jury duty excluding any mileage reimbursement shall be remitted by the employee to the school. Failure to do so within fifteen (15) calendar days of receipt of compensation shall result in a reduction in pay for the period of the jury duty so compensated.
3. A Rangeley volunteer firefighter shall receive regular pay for any hours missed when called to a fire. He/she is expected to return to work when the firefighting responsibilities are done.

## **ARTICLE 10– MILITARY LEAVE**

The Board will comply with all federal and state laws and regulations governing military leave.

## **ARTICLE 11– MAINTENANCE OF STANDARDS**

### **1. Protection of Conditions**

1.1 The employer agrees that all conditions of employment relating to wages, hours of work, overtime differentials, and general working conditions shall be maintained at not less than the highest standards in effect at the time of the signing of this Agreement unless specifically agreed to by both parties.

### **2. Extra Contract Agreements**

2.1 The employer agrees not to enter into any agreement or contract with employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such agreement shall be null and void.

## **ARTICLE 12 - NON DISCRIMINATION**

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to sex, age, marital status, race color, creed, national origin, sexual orientation or political affiliation. The Association shall share equally with the employer the responsibility for applying this provision of the Agreement.

The Board has adopted a policy on non-discrimination and will comply with all state and federal laws concerning discrimination. In addition, the Board understands its obligations under the Municipal Public Employees Labor Relation Law (26 M.R.S.A., Sections 963 and 964) not to discriminate against employees based on their union membership or to interfere with, restrain, or coerce employees in the exercise of their union rights.

## **ARTICLE 13– INJURED ON DUTY**

1. The Board shall provide Workers' Compensation Insurance according to the Laws of Maine. Employees injured on the job in a way that may reasonably result in medical services or lost work time shall complete a first report of injury with the employer and may be examined by the Board's designated physician. As provided by law, the employee may seek the opinion of another physician after ten (10) days if they disagree with the diagnosis or treatment provided by the Board's designated physician.
2. Employees may be assigned to light duty work assignments while on a workers' compensation claim, when permitted by the employee's attending physician. The Board may seek a second opinion at the Board's expense. When the doctor's opinions conflict, the Association's and the Board's doctors shall, within thirty (30) days, together select a third doctor whose opinion shall be final.
3. Employees on a workers' compensation claim may draw from accrued sick leave, in one (1) hour increments, an amount in addition to workers' compensation benefits, to provide full net regular pay.

## **ARTICLE 14 SENIORITY AND REDUCTION IN FORCE**

1. A seniority list, by classification group, as reflected in the attached salary schedule by the following titles: head cook/supervisor; kitchen assistant; custodian; maintenance/supervisor; bus driver; Ed. Tech I, II and III; school secretaries and library associate, shall be established naming all the employees covered by this Agreement with the employee with the greatest seniority (years of service) listed first. Seniority for the purpose of this agreement shall be a major factor in all matters affecting layoff, recall, job assignments, and shift assignments.
2. All new employees shall serve a probationary period as set forth in Article 4 starting with his/her first day of employment and will be added to the seniority list at the end of said probationary period.
3. If it becomes necessary for the Board to layoff employees for any reason, employees shall be laid off in inverse order of their seniority by classification group, as reflected in the attached salary schedule, provided the remaining employees meet the qualifications to perform the remaining work. All affected employees shall receive a two (2) calendar week advance notice of layoff, and the Superintendent shall meet with the affected employees prior to the actual occurrence of layoff. Employees shall be recalled from layoff to their previous position according to their seniority, provided the employee is qualified to perform the work. The employee shall keep the Superintendent's Office up-to-date as regards address changes. Once notified, a recalled employee shall provide the Superintendent written acceptance within five (5) days. The employee waives the right to recall if he/she refuses a position. No new employees shall be hired until all employees on layoff status have been afforded recall notice. The recall period shall be for twelve (12) months from the effective date of layoff.
4. The seniority list shall be brought up to date on or before September 30<sup>th</sup> of every year and immediately posted thereafter on bulletin boards for a period of not less than thirty (30) calendar days. If no corrections are made at this time, it will stand as accepted.
5. The Superintendent will place past workers returning to service, whether full or part-time, on the seniority and wage list after considering their past service

## **ARTICLE 15 – DEFECTIVE EQUIPMENT/PROTECTION OF PROPERTY**

The employer will provide employees with safe and properly maintained equipment and vehicles. Employees shall report all defects of equipment and vehicles in writing to the employer as soon as possible.

## **ARTICLE 16– EXAMINATIONS**

1. Medical examinations required by law or the employer shall be promptly complied with by all employees and paid by the employer.
2. The employer reserves the right to select its own physician and the Association may, if it disagrees with the physician's findings, have said employee reexamined at the employee's expense. In the event of disagreement between the doctor selected by the employer and the doctor selected by the Association, the employer and the Association doctors shall together select a third (3<sup>rd</sup>) doctor within thirty (30) days, whose opinion shall be final. The expense of the third doctor shall be shared equally by the employer and the employee.

## **ARTICLE 17- COMPLAINTS FROM THE PUBLIC**

Employees shall be notified of any complaint that will be used in evaluative or disciplinary action. The employee shall be given the opportunity to respond to and/or rebut such complaint. The employee, at their request, may have an Association representative present at any meeting or conferences which they are required to attend in relation to the complaint. Employees are prohibited from interfering in the investigation of complaints. Evidence of such interference may be grounds for disciplinary action.

## **ARTICLE 18 - EMPLOYER SPONSORED 403 B**

While the Board does not provide a 403B Plan to its employees, the Board will provide a match of \$1.00 for each employee \$1.00 contribution to his/her 403B Plan up to a maximum of \$500.00 per year.

The establishment of a 403B Plan is the sole responsibility of the employee.

In order to receive the matching contribution noted above, the employee must, by March 1<sup>st</sup> of the preceding year, inform the Superintendent of his/her intent to contribute to a 403B Plan in the coming contract year. The employee must also inform the Superintendent of the amount he/she wishes to contribute to his/her 403B Plan. This amount shall be divided into either twenty-one (21) or twenty-six (26) equal deductions. Deposits to the 403B Plan shall occur monthly together with the employer's match.

It is the responsibility of the employee to provide the Superintendent with the proper details and forms needed to allow the contributions to be made as the Superintendent's Office will not be responsible for the employee's 403B Plan in any way aside from performing requested deductions and making deposits to the employee's plan.

## **ARTICLE 19 - RETIREMENT/DEATH BENEFIT**

Upon retirement from the Rangeley School Department into either the Maine State Retirement System or federal social security, or upon death, and after ten (10) years of service, each employee or his/her survivor (s) shall be paid the equivalent of twenty-five (25) days of the employee's accumulated sick leave. After fifteen (15) years of service, each employee or his/her survivor (s) shall be paid the equivalent of twenty-seven (27) days of the employee's accumulated sick leave. After twenty (20) years of service, each employee or his/her survivor (s) shall be paid the equivalent of thirty (30) days of the employee's accumulated sick leave. Written notice of intent for planned retirement must be given by January 1<sup>st</sup> of the school year prior to date of planned retirement.

## **ARTICLE 20 - ED TECH PROFESSIONAL DEVELOPMENT**

### 1. Ed Techs

- 1.1 The Board shall pay the cost of approved workshops, conferences, courses or other professional development activities needed for authorization. Beyond the professional development required for authorization, the Board may provide funds for workshops and/or conferences deemed necessary for the performance of the employee's duties. The employer will pay for the initial state test, if not already acquired.

1.2 The Board may provide tuition or training fees reimbursement for a course of study preparing the employee for an anticipated position or critical need of the school as part of a return service agreement. Within such agreement, the terms shall include, but not be limited to, the nature of the course of study, maximum credits/costs to be covered, length of the training period, and length of the return service. Penalties for failing to fulfill the return service shall be specified. Entering into such an agreement shall not bind the Board to offering a future position to the employee. Such an agreement shall not limit the Board in regards to layoff or discharge as provided elsewhere. In the case of layoff, the Board shall cover the cost of any specific course or program of in-service that the employee is attending at the time of lay off. The Board will not be responsible for any future course or program. In the case of termination/discharge, the Board's obligation to continue support, financial or otherwise, for the course of studies will end. Failure of the employee to fulfill the term of the return service agreement shall result in the employee's obligation to reimburse the Board for all costs of the agreement to that point.

2. All Other Support Staff

2.1 The Board shall pay the cost of approved workshops, conferences, courses or other professional development activities needed to remain current with the latest skills and knowledge related to the position in which that person is employed or for the purpose of licensure needed to perform the duties called for by the employees' position.

3. Mileage to and from approved workshops or conferences or to a temporary job assignment lasting no more than five days in any given work year shall be reimbursed at the current IRS rate.

**ARTICLE 21- VACATION**

1. For employees hired before 8/1/00

1.1 Vacations shall accrue to employees in the following manner.

- One (1) year of service Five (5) days annually
- Two (2) to ten (10) years of service Ten (10) days annually
- Ten (10) to sixteen (16) years of service Fifteen (15) days annually
- Sixteen or more (16+) years of service Twenty (20) days annually

2. For employees hired after 8/1/00

2.1 Vacations shall accrue to employees regularly scheduled for at least 21 hours per week and shall be based on the number of weeks employees are regularly scheduled to work:

- Less than one year no vacation time
- One (1) year One (1) day for each ten (10) weeks
- Two (2) to seven (7) years One (1) day for each seven (7) weeks
- Eight (8) to ten (10) years One (1) day for each five (5) weeks
- Eleven or more (11+) years One (1) day for each four (4) weeks

3. Employees may carry forward up to a balance of twenty-five (25) days of unused vacation leave from one leave year to the next.

4. Employees who cannot schedule their yearly vacation leave because of work requirements as approved by the Superintendent, and as such accumulate more than twenty-five (25) vacation days as noted in #3 above, shall be paid for vacation days in excess of twenty-five (25) days.
5. When a holiday falls on an employee's vacation, the employee shall receive an extra vacation day off from work with pay to compensate for the holiday.
6. For continuity of the instructional program, educational technicians shall take vacation when school is not in session. The Superintendent may approve extenuating circumstances.

**ARTICLE 22– INSURANCE**

1. The Board shall provide the employees access to current MEA Benefits Trust Health Insurance Plans (Standard or Choice Plus Plan), its successors, or comparable plans or payment of benefit to another health insurance plan of the employee's choosing. The employee must enroll in a health insurance plan and shall be required to show proof of insurance in order to qualify for the following contributions paid by the Board.
2. When direct payment to the insurer is impracticable, monthly reimbursement to the employee up to the pro-rated monthly benefit the employee is eligible for shall be provided if the employee provides proof of enrollment and proof of payment of premiums to the plan. Reimbursement shall be on a monthly basis with the monthly submission of proof of enrollment/payment being the sole responsibility of the employee. Failure to provide the proof of enrollment/payment by the end of the month covered shall result in loss of benefit for that month.
3. Effective September 1, 2008, the Board shall provide the following maximum amounts of money toward the MEA Benefits Trust Choice Plus premium for the level of coverage the employee qualifies according to family status:

3.1 Year-round hourly employees:

• 40 hours per week	\$8,759.87
• 35-39 hours per week	Single Subscription
• 30-34 hours per week	\$5,786.77
• 20-29 hours per week	\$4,379.94
• 10-19 hours per week	\$2,925.80

3.2 School-year employees:

• 40 hours per week	\$7,351.26
• 35-39 hours per week	Single Subscription
• 30-34 hours per week	\$4,895.94
• 20-29 hours per week	\$3,675.63
• 10-19 hours per week	\$2,455.32

- 3.3 The dollar amounts above shall be increased on September 1 of each successive by the percentage rate at which the MEA Benefits Trust Choice Plus premiums increase each year.
- 3.4. Any increases in the health insurance premium costs shall be shared between the employer and the employee in the following ratios:

- Aside from the single subscription which shall be at 100% Board paid for the duration of this contract, the school district will pay 70% and employee will pay 30% of any health insurance premium increases.
- 3.5. Regular bus drivers are eligible for the above coverage at their average number of hours per five day (5) week in the previous one-half school year, plus five (5) hours. For example, if a regular bus driver averaged twenty-six (26) hours in the previous one-half school year, the bus driver would be credited with another five (5) hours and be eligible as a 30-39 hour per week employee.
  - 3.6 Any change in the health insurance provider shall be mutually agreed upon by the Board and the Association.
  - 3.7 Employees who choose to make use of the Maine Care Health Care System (formerly known as Cub Care) for minor dependents' insurance shall be eligible for the adult w/child employer contribution. The difference in the cost of single subscriber Choice Plus enrollment, if any, and this Maine Care benefit shall be made available to the employee as reimbursement of the Maine Care premiums. Any remaining benefit amount shall be available to the employee for deposit in a Section 125 Plan. [Note: Section #1 of this Article allows the use of the entire benefit for Maine Health Care System enrollment or any other governmentally subsidized program if the employee (his/herself) is also eligible for enrollment.]
  - 3.8 The employer agrees to take steps necessary to provide the employees access to a Section 125 Flexible Spending Account (medical and/or dependent reimbursement) Plan. Participating employees shall bear the cost of any fees for the "Plan" and/or individual accounts.

### **ARTICLE 23 – SICK LEAVE**

1. Year-round employees who are scheduled for not less than thirty-five (35) hours per week and 52 weeks per year, shall receive twelve (12) sick leave days per year credited on September 1 of each year.
  - 1.1 School-year employees who are scheduled for not less than thirty-five (35) hours per week shall receive ten and one-fifth (10.2) sick leave days (85% of year round employees).
  - 1.2 All other employees, shall receive one (1) sick leave day for each five (5) regularly scheduled weeks worked.
  - 1.3 The maximum accumulation of sick leave shall be ninety (90) days.
2. Sick leave shall be used for personal illness. Personal illness shall be understood to include actual illness or injury which prevents the employee from attending work. Personal illness may also include, at the discretion of the Superintendent, medical appointments to address immediate medical needs but shall not include routine or elective medical appointments.
3. Unless the leave is covered by the Family and Medical Leave Act, and at the Superintendent's discretion, employees may use up to five (5) days sick leave to care for family members who require the personal attention of the employee. Family members shall be defined as parents, spouse, children, someone for whom the employee is the legal guardian. or a family member living in the employee's immediate household.



4. At the beginning of each year starting in fiscal year 2008-2009, a regular (non-probationary) employee may contribute one (1) day per year of his/her accumulated sick leave to a sick leave bank. At the beginning of each new work year, the regular employee shall be offered the opportunity to continue donating one (1) sick day to the sick leave bank. A notice shall be sent to each regular employee by July 15 of each year asking if they wish to continue contributing to the sick bank. The employee shall notify the Superintendent by August 1<sup>st</sup> of each year as to their decision regarding continuance. Those wishing not to continue shall be ineligible to use the sick bank until the next annual enrollment opportunity (July 15 of the next year).

The maximum number of sick days within the bank shall not exceed two hundred (200) days.

Once an employee has accumulated ninety (90) days and does not use the sick days allotted to him/her during the work year in which he/she is in, those days not used shall be credited to the sick bank, but at no time shall the sick bank exceed two hundred (200) days.

Regular employees shall be able to use days from the sick bank only after the employee has used all their accumulated sick days. The employee shall be eligible to use sick leave from the sick leave bank for up to 50% of their previously accumulated sick days (Ex. The regular employee has forty (40) accumulated sick days. Once these are used, the regular employee may use up to twenty (20) days from the bank).

To withdraw from the bank, the regular employee must submit a letter to the Superintendent listing the number of days to be used, outlining the reason for the request, the anticipated date of return, and a statement of justification from a physician. The decision of the Superintendent shall be final and not subject to Article 6 – Grievance Procedure.

As of July 1, 2008, the sick leave bank shall be said to have fifty (50) days accumulated. On or before October 15<sup>th</sup> of each year a report shall be provided to the Association President as to the status of the Sick Bank.

#### **ARTICLE 24 – MANAGEMENT RIGHTS**

1. The Board retains all rights and authority to manage and direct its employees except as otherwise specified in this Agreement.
2. The Board may adopt rules governing the operation of the work force and the conduct and safety of its employees providing that such rules do not conflict with any of the provisions of the Agreement.
3. This Agreement shall not be construed as delegating any of the Board's exclusive statutory rights.
4. The Board has the sole discretion to determine the number of full time and part time positions within each job description.
5. The Board may discuss matters relating to the operation of its business with employees or groups of employees. During such discussions, the Board shall not negotiate over working conditions and/or terms of this Agreement.

## ARTICLE 25 – HOURS AND OVERTIME

### 1. Overtime

- 1.1. All authorized work performed over ten (10) hours in one day or in excess of forty (40) hours in any one week shall be paid at the rate of one and one-half (1½) the base hourly rate.
- 1.2. All authorized work performed on a Sunday shall be paid at the rate of one and one-half (1½) the base hourly rate.
- 1.3. Prior authorization for overtime work shall be obtained from the Superintendent or his/her designee.
- 1.4. Employees called in to work shall be paid either a minimum of two (2) hours call-in pay or actual hours worked over the minimum.
- 1.5. Overtime/extra work hours shall be equitably distributed among all employees within each classification. Employees who normally work less than forty (40) hours/week shall be given the first opportunity for the work occurring within their classification to bring their hours up to forty (40) before other employees are offered the work.
- 1.6. Employees offered non-regularly scheduled work assignments shall not have the number of regularly scheduled hours reduced unless the total number of hours that day exceed twelve (12) or in the case of a regular bus driver when an extra trip occurs at the same time as a regular run.

### 2. Breaks and Meals

- 2.1. All employees with work shifts of at least four (4) hours shall receive a paid, fifteen (15) minute rest period to occur about midway through each shift. All employees whose shift of at least six (6) hours shall receive a thirty (30) minute meal break. This thirty (30) minute meal break, whether on or off site, shall be a paid break. The employee's direct supervisor may require the employee to clock out and in for meal breaks.

### 3. Regularly Scheduled Hours

- 3.1. Each employee shall annually be issued a letter of agreement stating the regularly scheduled hours and scheduled work year of the employee.
- 3.2. A supervisory employee will not perform the work of others except in the case of emergency or unavailability of the regular employee.

## ARTICLE 26 – HOLIDAY/PERSONAL DAY

1. The following days shall be observed as paid holidays if they fall within the employees regular workweek. Christmas, New Year's Day, and Veterans' Day shall be paid holidays regardless of whether they fall within the employees' workweek.

- New Year's Day
- Martin Luther King Day
- All Presidents' Day
- Patriots' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

2. To be eligible for holiday pay, the employee must have been regularly scheduled to work in the week the holiday occurs. Holiday pay shall be computed at the employee's basic hourly rate of pay for the number of hours the employee is regularly scheduled to work. Part time employees shall only receive holiday pay if the holiday occurs on a day they are regularly scheduled to work.
3. Employees who work the holiday shall be paid at double time his/her straight time rate for all hours worked. At the employee's option, and with the approval of the Superintendent or his/her designee, the employee may select compensatory time off in lieu of cash. Compensatory time shall be computed at two (2) hours for each hour worked. Compensatory time off shall be taken at time mutually convenient to the employee and the Board and within twelve (12) months of its being earned.
4. Employees shall receive three (3) personal days with pay. Personal days will be charged to the employee's sick leave. Personal days may be used, with reason(s) stated, for association business, personal business that cannot be conducted outside the employee's work schedule, and for emergencies, and may not extend a vacation or holiday unless an emergency. Five (5) working days notice prior to the date of the request shall be required unless in the case of an emergency.

### **ARTICLE 27 – CLOTHING ALLOWANCE**

1. The Board agrees that all work uniforms and/or specialized clothing required by the employer shall be provided by the employer. Such uniforms and clothing shall be used exclusively for work. Uniforms and specialized clothing shall be laundered by the employee. Articles of clothing which are issued by the employer and which are destroyed in the performance of the employee's duties shall be replaced by the Board.
2. The following uniforms will be purchased annually.
  - 2.1 Custodians
    - Two pants or coveralls
    - Four Shirts
    - One pair of work shoes not to exceed \$75.00
  - 2.2 Maintenance
    - Two pants or coveralls
    - Four Shirts
    - One pair of work shoes not to exceed \$75.00
  - 2.3 Food Service
    - Five Shirts
    - One pair of work shoes not to exceed \$75.00
  - 2.4 Bus Drivers
    - Two pants
    - Four Shirts
    - One pair of work shoes not to exceed \$75.00
3. The following shall be replaced bi-annually
  - 3.1 Maintenance and Bus Drivers
    - One jacket

NOTE: Shirts, pants/coveralls, and jackets shall be consistent by brand and color no matter the position and shall be purchased using the bid process. Shirts may be either long- or short-sleeved. Work shoe brand shall be at the discretion of the employee.

### **ARTICLE 28 – SUBCONTRACTING**

1. The Board may subcontract out bargaining unit work only:
  - 1.1 To obtain additional expertise or equipment and machinery skilled work not done or available by a member.
  - 1.2 To accommodate temporary increases in workload that cannot be met through overtime.
  - 1.3 If the subcontracted work doesn't result in the layoff of any member.
2. When subcontracting is necessary, the Superintendent will notify the Association.

### **ARTICLE 29 – VACANCIES**

1. All permanent job openings and/or vacancies shall be posted by the Board for bid as soon as such opening and/or vacancy becomes available. This provision shall also apply to temporary openings that are likely to last thirty (30) or more calendar days.
2. Qualified employees may apply and will be interviewed for the vacancy, but the Superintendent and the Board make the final decision. The Board shall determine qualifications.

### **ARTICLE 30 – WAGES**

1. Employees shall be paid on scale according to Appendix A.
2. Experience shall be defined as either current or prior service to the Rangeley School Department within the job classification (See Job Classification list) for which application is made or similar experience outside the Rangeley School Department within the job classification for which application is made. The Superintendent will submit a Support Staff Work experience form, for approval, to the Association President for any applicant with work experience outside the Rangeley School Department. If the applicant's work experience is disapproved, refer to the final paragraph below.

A Rangeley School Department Support Staff employee wishing to make application into another job classification may do so via the application process; however, the employee, if chosen to fill the position for which application has been made, shall be considered a new employee within the job classification to which they have been accepted. Years of prior experience and seniority earned in the prior job classification shall not carry over into the new job classification except in the case outlined in the following paragraph.

In the circumstance where the applicant has similar experience and/or in a situation where, due to Board need, the applicant needs to be placed on a higher experience step, such may be done by mutual agreement of the Superintendent and the President of the Association. In these two aforementioned circumstances, the Superintendent will submit to the Association President a "Support Staff Work Experience" form (See Attachment "A"). Once approved, a copy of the form shall be retained by the Association, and a copy shall be placed on file on the Office of the Superintendent.

If the Association President disapproves the request, the reasons for denial shall be made in writing, and the President shall meet with the Superintendent for the purpose coming to a mutual agreement concerning salary step placement. If mutual agreement cannot be reached, the Superintendent may appeal the Association President's decision to the Association membership whose decision shall be final. It must be noted that in no way can denial of the request by the Association President be used as a tool to block employment of an applicant or as a method to impede the employment process. Any evidence of such shall void this clause, and, as such, shall allow the Superintendent to place the prospective employee on the salary schedule based on either experience or Board need. Further, if it is determined that the Association President did use this clause to impede or block employment, he/she shall be subject to disciplinary action pursuant to Article 7 of this agreement.

3. Salary increases will be granted at the beginning of each school year. An employee hired prior to December 1 of any school year covered by this agreement will receive one year's service on the scale as of September 1 of the following year. An employee hired after December 1 of any school year will receive no experience credit for that year.
4. Educational technicians who substitute shall be paid at the substitute rate or their own hourly rate whichever is greater. Educational technicians will only be asked to substitute when other substitutes are unavailable.
5. Each pay period shall be two weeks long and end on a Friday. Paychecks will be issued one week after the end of the pay period. All employees must complete time cards each week.
6. Full year employees are paid as earned over twenty-six (26) pay periods. School year employees who are scheduled to work for four or more hours per day may either elect the option of being paid as earned or having their pay averaged over twenty-one (21) or twenty-six (26) pay periods. School year employees who are scheduled to work fewer than four hours per day shall be paid as earned. The following conditions apply to pay averaging:
  - 6.1  $\text{Scheduled days per year} \times \text{scheduled hours per day} \times \text{hourly rate} \div 21 \text{ or } 26 \text{ pay periods}$
  - 6.2 All scheduled work hours not worked and not counted as paid leave under this contract shall be deducted from the paycheck for that period. Any extra hours worked, including overtime, during a pay period shall be added to the paycheck for that pay period.
  - 6.3 If because of a mid-year termination for any reason, the amount an employee receives under this pay averaging system is more than the employee's paid hours multiplied by his/her hourly rate of pay, such overage shall be deducted from the employee's last paycheck. In the event the overage is not withheld, the employee shall pay such overage to the Board, and the employee shall be liable for any collection costs, including court costs and attorney's fees incurred by the Board. The employee must sign an agreement to this effect at the time he/she requests pay averaging.
  - 6.4 An employee who wishes to have his/her pay averaged over twenty-one (21) or twenty-six (26) pays must sign a "Support Staff Work Schedule" and submit the form to the Superintendent by August 1 each year. An employee who is hired after the school year begins has two business days to sign his/her Support Staff Work Schedule and submit it to the Superintendent. In such cases, pay will be averaged for the remaining pay periods in the year.
7. The Board agrees to deduct up to six (6) designated amounts each pay period from the wages of those employees who shall have given the Board written approval to make such deductions. The amount so deducted shall be remitted to the applicable agency each month. The Board shall not make

deductions and shall not be responsible for remittance to the agency for those weeks during which the employee's earnings shall be less than the amount authorized for deductions.

**ARTICLE 31- SEPARABILITY AND SAVINGS CLAUSE**

If any part or portion of this agreement shall be found contrary to law, only that portion of the agreement shall be invalidated. The remainder of this agreement shall remain in full force and effect. The parties shall have the right to re-negotiate any invalidity within thirty (30) days after notification of such invalidity.

**ARTICLE 32 – DURATION OF AGREEMENT**

This Agreement shall be effective as of September 1, 2008, and it shall remain in full force and effect until August 31, 2011.

In witness thereof, the parties hereto have set their hands and seals this, to be effective as of June 5, 2008.

For the Association:

For the Board:

President

School Board Chair

\_\_\_\_\_

\_\_\_\_\_

Chief Negotiator

Chief Negotiator

\_\_\_\_\_

\_\_\_\_\_

# **APPENDIX A**

## **EMPLOYEE PAY SCALE**

**Ed. Tech I**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$8.35	\$8.61	\$8.87
1	\$8.50	\$8.76	\$9.02
2	\$8.65	\$8.91	\$9.17
3	\$8.80	\$9.06	\$9.32
4	\$8.95	\$9.21	\$9.47
5	\$9.10	\$9.36	\$9.62
6	\$9.25	\$9.51	\$9.77
7	\$9.40	\$9.66	\$9.92
8	\$9.55	\$9.81	\$10.07
9	\$9.70	\$9.96	\$10.22
10	\$9.85	\$10.11	\$10.37
11	\$10.00	\$10.26	\$10.52



**Ed. Tech. II**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$10.85	\$11.18	\$11.52
1	\$11.00	\$11.38	\$11.72
2	\$11.15	\$11.57	\$11.92
3	\$11.30	\$11.77	\$12.12
4	\$11.45	\$11.96	\$12.33
5	\$11.60	\$12.16	\$12.53
6	\$11.75	\$12.35	\$12.73
7	\$11.90	\$12.55	\$12.93
8	\$12.05	\$12.75	\$13.13
9	\$12.20	\$12.96	\$13.33
10	\$12.35	\$13.14	\$13.54
11	\$12.50	\$13.33	\$13.74

**Ed. Tech. III**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$12.35	\$12.73	\$13.11
1	\$12.56	\$12.93	\$13.33
2	\$12.76	\$13.14	\$13.54
3	\$12.96	\$13.35	\$13.76
4	\$13.16	\$13.56	\$13.97
5	\$13.37	\$13.77	\$14.19
6	\$13.58	\$13.98	\$14.40
7	\$13.77	\$14.19	\$14.62
8	\$13.97	\$14.40	\$14.83
9	\$14.18	\$14.61	\$15.05
10	\$14.38	\$14.82	\$15.26
11	\$14.58	\$15.02	\$15.48

**Kitchen Staff  
Supervisor**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$10.00	\$10.30	\$10.61
1	\$10.17	\$10.48	\$10.89
2	\$10.44	\$10.65	\$10.97
3	\$10.51	\$10.83	\$11.16
4	\$10.69	\$11.01	\$11.34
5	\$10.86	\$11.19	\$11.52
6	\$11.03	\$11.36	\$11.70
7	\$11.60	\$11.54	\$11.89
8	\$11.38	\$11.72	\$12.07
9	\$11.55	\$11.99	\$22.20
10	\$11.72	\$12.07	\$12.43
11	\$11.89	\$12.25	\$12.62

**Kitchen Staff  
Assistants**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$9.35	\$9.64	\$9.93
1	\$9.52	\$9.81	\$10.11
2	\$9.69	\$9.98	\$10.29
3	\$9.85	\$10.15	\$10.46
4	\$10.02	\$10.33	\$10.64
5	\$10.19	\$10.50	\$10.82
6	\$10.36	\$10.67	\$11.00
7	\$10.53	\$10.85	\$11.18
8	\$10.70	\$11.02	\$11.46
9	\$10.86	\$11.19	\$11.53
10	\$11.03	\$11.37	\$11.71
11	\$11.20	\$11.54	\$11.89

**Facilities Maintenance  
Supervisor**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$12.20	\$12.47	\$12.85
1	\$12.31	\$12.68	\$13.07
2	\$12.52	\$12.90	\$13.29
3	\$12.73	\$13.12	\$13.52
4	\$12.94	\$13.34	\$13.74
5	\$13.16	\$13.55	\$13.97
6	\$13.37	\$13.77	\$14.19
7	\$13.58	\$13.99	\$14.41
8	\$13.79	\$14.21	\$14.64
9	\$14.00	\$14.32	\$14.87
10	\$14.21	\$14.64	\$15.08
11	\$14.42	\$14.87	\$15.31

**Facilities Maintenance  
Custodians**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$10.20	\$10.52	\$10.84
1	\$10.38	\$10.70	\$11.03
2	\$10.56	\$10.89	\$11.22
3	\$10.74	\$11.07	\$11.41
4	\$10.92	\$11.16	\$11.60
5	\$11.10	\$11.44	\$11.79
6	\$11.28	\$11.63	\$11.99
7	\$11.46	\$11.82	\$12.08
8	\$11.64	\$12.00	\$12.37
9	\$11.82	\$12.18	\$12.56
10	\$12.00	\$12.37	\$12.75
11	\$12.18	\$12.55	\$12.96

**Secretaries**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$11.50	\$11.85	\$12.20
1	\$11.70	\$12.05	\$12.41
2	\$11.89	\$12.25	\$12.62
3	\$12.09	\$12.45	\$12.83
4	\$12.29	\$12.65	\$13.03
5	\$12.48	\$12.86	\$13.24
6	\$12.68	\$13.06	\$13.45
7	\$12.87	\$13.26	\$13.66
8	\$13.07	\$13.46	\$13.87
9	\$13.27	\$13.67	\$14.08
10	\$13.46	\$13.87	\$14.28
11	\$13.66	\$14.07	\$14.49

### Bus Drivers

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$10.35	\$10.68	\$10.99
1	\$10.53	\$10.85	\$11.18
2	\$10.71	\$11.04	\$11.37
3	\$10.89	\$11.22	\$11.56
4	\$11.07	\$11.31	\$11.75
5	\$11.25	\$11.59	\$11.94
6	\$11.33	\$11.78	\$12.14
7	\$11.61	\$11.97	\$12.33
8	\$11.79	\$12.15	\$12.52
9	\$11.97	\$12.33	\$12.71
10	\$12.15	\$12.52	\$12.90
11	\$12.33	\$12.70	\$13.09



**Library Associate**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
0	\$14.44	\$14.85	\$15.34
1	\$14.69	\$15.14	\$15.61
2	\$14.95	\$15.41	\$15.88
3	\$15.20	\$15.67	\$16.15
4	\$15.46	\$15.92	\$16.42
5	\$15.71	\$16.19	\$16.69
6	\$15.86	\$16.46	\$16.96
7	\$16.23	\$16.72	\$17.23
8	\$16.48	\$16.98	\$17.50
9	\$16.73	\$17.24	\$17.77
10	\$16.99	\$17.50	\$18.04
11	\$17.24	\$17.77	\$18.36

Attachment A

Rangeley School Department  
Support Staff Work Experience

Name of Applicant: \_\_\_\_\_

Position Sought: \_\_\_\_\_

Salary Step Requested: \_\_\_\_\_

Reason(s) Requested: \_\_\_\_\_

Date of Request: \_\_\_\_\_

**Educational History:**

- High School Diploma Yes  No
- Less than two years of College \_\_\_\_\_
- More than two years of College \_\_\_\_\_
- BA \_\_\_\_\_
- Masters \_\_\_\_\_
- PhD \_\_\_\_\_
- Other \_\_\_\_\_ If so, please list \_\_\_\_\_

**Work History:**

Employer	Position	Dates of Employment	
		To	From

**Statement of Acceptance/Denial**

I hereby approve  deny  this request. Denial is based on the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Association President

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Support Staff  
Seniority by Classification**

**Educational Technician**

- **Ed. Tech I**  
Susan Levesque 9/4/2007
  
- **Ed. Tech II**  
Jeanine Christensen 9/1/1998  
Ann Kessler-Parrett 9/1/2004  
Carmen Glidden 9/1/2006  
Lynn Richards 9/1/2006  
Susan Damm 8/29/2007
  
- **Ed. Tech III**  
Susan Ruprecht 9/1/1996  
Sheryl Morton 1/2/2008  
Philip Olivieri 1/2/2008

**Food Service**

Lori Muzzy, Supervisor 2/7/1995  
Zelda Clark 8/25/2003  
Margaret Therrien 3/25/2008

**Building and Facilities**

Tony Clark, Supervisor 7/7/2004  
Keith Jackson 4/22/2003  
Keith Nowers 8/8/2005

**Secretaries**

Debbie Frost 9/1/2000  
Wendy Steward 10/30/2006

**Bus Drivers**

Tami McGarvey 9/1/2004

**Library Associate**

Janet Waugaman 2/9/2000