

LITTLETON SCHOOL DISTRICT – SAU #84

MEMORANDUM OF UNDERSTANDING CUSTODIANS

The policies and procedures contained in this Memorandum of Understanding are not contractual commitments made by the Littleton School District. The District reserves the right to change or discontinue any employment feature contained herein at the District's sole discretion. Notice of changes, should any occur, will be communicated to employees by the department supervisor as soon as they are made.

I. SALARY GUIDELINES

- A. Wage rates for new custodians will be established based on prior experience.
- B. All newly hired custodians will undergo a ninety 90 day probationary period of employment.
- C. Wage increases, if any, will be determined annually by the School Board.
- D. Unsatisfactory job performance, as determined by the employee's immediate supervisor through the evaluation process, will be communicated to the employee in writing and may affect continued employment.

II. BENEFITS

Note: Part-time employees will receive sick leave, personal leave, vacation leave, and holiday benefits on a prorated basis, calculated on the number of hours they actually work. Health insurance, dental insurance, and life insurance benefits are only applicable to employees who work 30 or more hours per week.

A. Health Insurance

The School District offers custodians who work 30 hours or more hours per week the opportunity to participate in the same health insurance plans as are provided in the negotiated Support Staff contract.

Custodians will pay an annual premium contribution of fifteen percent (15%). The District will pay the balance of the premium cost.

Employees who choose not to be covered by a District insurance plan and present proof of coverage through an alternative plan that is not subsidized (e.g. through the Patient Protection and Affordable Care Act) will be reimbursed two thousand dollars (\$2000.00) each year, minus any penalty imposed on the District because of their enrollment in a subsidized plan (such as through the Patient Protection and Affordable Care Act).

It is the responsibility of the employee to declare his or her status for coverage by June 15th of each school year.

B. Sick Leave

Custodians will earn one (1) day of paid sick leave for each month of work (maximum total, 12 days per year).

An illness of five (5) consecutive days or longer will require a doctor's certificate, submitted either to the department supervisor or the building administrator. Failure to submit the doctor's certificate will prevent payment for consecutive sick days succeeding the first day. The District may also require a doctor's certificate if the employee experiences repeated absences of three (3) or more days.

For employees hired after July 1, 2014, unused sick leave may be accumulated to a maximum of one hundred (100) days. For employees hired before July 1, 2014, unused sick leave will remain at a maximum of one hundred twenty (120) days.

Sick leave may also be used for the following purposes:

- * Illness of a spouse, parent, or child.

- * Death in the family (defined as spouse, parent, child, brother, sister, father-in-law, mother-in-law, step-parents, and 'in loco parentis.'). Such leave is limited to five (5) days for each period of bereavement. One (1) day of bereavement may be used in the case of a grandparent, brother-in-law, sister-in-law, aunt, or uncle.

C. Health Incentive

Two years notification of retirement is appreciated for budgeting purposes.

Current employees hired before July 1, 2004 will, upon leaving, be paid for one-half the number of unused sick leave at their per diem rate.

Current employees hired from July 1, 2004 to July 1, 2014 who complete ten (10) years of continuous service will, upon leaving, be paid for one-half the number of unused sick leave at a rate of 80% of the custodial substitute rate.

New employees hired after July 1, 2014 who complete ten (10) years of continuous service will, upon leaving, be paid for one-half the number of unused sick leave at a rate of \$35 per day.

At the close of each fiscal year, employees who have reached the maximum accrual shall be paid for any sick days earned during that year that remain unused at a rate of \$35 per day.

D. Personal Leave

The District grants four (4) personal leave days with pay for the purpose of conducting necessary and important personal business, provided the employee submits a timely written request in advance, giving the reason therefore. No personal leave will be granted preceding or following holidays or vacation periods.

E. Life Insurance

The District will pay the full cost of a Term life Insurance policy covering the employee of forty thousand dollars (\$40,000), including an accidental death rider.

F. Dental Insurance

The District will pay the full cost of dental insurance for the employee only (single coverage). For family coverage, the employee will pay the additional premium cost difference in bi-weekly payroll deductions.

G. Vacation

Full-time employees who have completed one to ten years of service will receive ten (10) days of paid vacation annually. Full-time employees who have completed more than ten years of service will receive fifteen (15) days of paid vacation annually. Full-time employees who have completed fifteen years of service will earn an additional one (1) day per year, up to a maximum of twenty (20) days of paid vacation annually.

Unused vacation days must be used within a period of two years: that is, unused vacation days earned in one year may be carried over to the next year, but must be used prior to the end of that (second) year.

All vacation requests must be approved in advance. The District will approve vacation time only during the school's summer vacation period or at such other times as, in the District's opinion, will cause the least interference with work performance in the department. In the event that vacation requests conflict with work coverage needs, vacations will be approved according to seniority.

H. Holidays

Full-time employees will receive ten (10) paid holidays per year. They are: Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Memorial Day.

School Board Approved - June 18, 2018