

June 30, 1975 Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

A G R E E M E N T

between

THE CHARLOTTE PUBLIC SCHOOLS, hereinafter referred to as the "Employer",

and

THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL #547, 547A, 547B
and 547C, AFL-CIO, hereinafter referred to as the "Union".

ARTICLE I

PURPOSE

It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the employer and employees covered hereby, to insure true collective bargaining, and to establish standards of wages, hours, working conditions, and other conditions of employment.

ARTICLE II

UNION RECOGNITION, UNION SECURITY: CHECK OFF

SECTION 1. Union Recognition

(a) The Employer hereby recognizes the Union as the sole and exclusive collective bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment.

(b) The term "Employee" as used herein shall include all Work Leaders, Maintenance Men, Pool Operators, Building Engineers, Utility Maintenance, and Custodians, employee of the Employer excluding those who are temporary or substitute employees.

SECTION 2. Union Security

(a) It shall be a condition of employment that all permanent employees of the Employer covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement shall remain members in good standing

*I. U. O. E.
13020 Puritan
Detroit 48227*

Charlotte Public Schools

and those presently employed who are not members on the effective date of this Agreement shall not be required to become members. It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its effective date shall, on or before the Ninety-first (91st.) calendar day following the beginning of such employment, become and remain members in good standing in the Union.

(b) The Union agrees that it will make membership in the Union available to all Employees covered by this Agreement on the same terms and conditions as are generally applicable to other members of the Union.

(c) Both parties to the Agreement shall have the right to re-open negotiations pertaining to Union Security when the laws applicable thereto have been changed by giving the other party thirty (30) calendar days written notice.

(d) In the event that the Union refuses to accept any person so hired as a member, said person may continue in employment.

(e) The Employer agrees that, upon hiring any new employees who are covered by this Agreement, the Employer shall send a letter advising the Union of the name and date of hiring of the new employee.

SECTION 3. Check Off

(a) The Employer shall deduct the initiation fee and Union dues from each employee's pay and transmit the total deductions to the Financial Secretary of the Union on or before the Fifteenth (15th) day of each month, following that month which said deductions were made, together with a listing of each employee with the amount that is deducted each month. Provided, however, that the employee shall have submitted to the Employer an authorization card signed by the employee from whose pay said deductions are to be made.

(b) Such dues, as and when deducted, shall be kept separate from the Employer's general funds, shall be deemed trust funds, and shall be forwarded to the Union forthwith.

ARTICLE III

NON-DISCRIMINATION

The Employer and the Union both recognize their responsibilities under Federal, State and Local laws pertaining to fair employment practices as well as the moral principles involved in the area of Civil Rights. Accordingly, both parties reaffirm by this Agreement the commitment not to discriminate against any person or persons because of race, creed, color, religion, sex, age or national origin.

ARTICLE IV

VISITATION

Upon request by the Union and the presentation of proper credentials, officers or accredited representatives of the Union shall be admitted into the Employer's premises during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties, or for assisting in the adjusting of grievances, provided, that said observation shall not disrupt orderly operations.

ARTICLE V

STEWARDS

(a) The employees shall be represented by a Chief Steward who shall be chosen or selected in a manner determined by the employees and the Union.

(b) Arrangements may be made to allow the Chief Steward time off with pay for the purpose of investigating grievance and attend grievance and negotiation meetings during his working hours, upon approval of his supervisor.

(c) During his term of office the Chief Steward shall be deemed to head the seniority list for the purpose of shift preference, lay-off and recall only, provided he is qualified to do the required work. Upon termination of his term, he shall be returned to his regular seniority status.

ARTICLE VI

SAFETY PRACTICES

The Employer will take reasonable measures in or to prevent or eliminate any hazards which the employees may encounter at their places of work, in accordance with the provision of the Occupational Safety and Health Act, State and Local regulations.

ARTICLE VII

JURISDICTION

Employees of the Employer not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for purpose of instruction, training, experimentation, or in case of emergency.

ARTICLE VIII

CONTRACTUAL WORK

The right of contracting or subcontracting is vested in the Employer. The right to contract or subcontract shall not be used for the purpose of undermining the Union, nor to discriminate against any of it's members, nor shall the use of contracting or subcontracting result in the reduction of the present work force as is not in effect, nor in the event of the extension of service shall contracting or subcontracting be used to avoid the performance of work covered under this Agreement.

ARTICLE IX

SENIORITY

(a) A newly hired employee shall be on a probationary status for Ninety (90) calendar days, taken from and including the first day of employment. If at any time prior to the completion of the Ninety (90) calendar day probationary period, the employee's work performance is unsatisfactory, he may be dismissed by the Employer during this period without appeal by the Union. Probationary employees

who are absent during the first Ninety (90) calendar days of employment shall work additional days equal to the number of days absent and such employee shall not have completed his probationary period until these additional days have been worked.

(b) Upon satisfactory completion of the probationary period, the employee's seniority date shall be retroactive to date of hire.

A. Employees shall be laid off, recalled or demoted according to their seniority in their classifications. An employee on scheduled lay-off shall have the right to displace a lesser seniority employee who is on a classification previously held by the employee.

B. An employee will lose his seniority for the following reasons.

1. He resigns.
2. He is discharged for cause.

(c) An agreed to seniority list shall be furnished to each employee covered by this Agreement on or about July 1st of each year. Such list shall contain date of hire, employee's job location, classification and classification seniority date. Seniority in classification shall be as of date of entry into the classification.

ARTICLE X

TRANSFERS AND PROMOTIONAL PROCEDURE

(a) Notice of all vacancies and newly created positions shall be posted on employee bulletin boards within one (1) pay period from date of vacancy and the employees shall be given five (5) working days time in which to make application to fill the vacancy or new position. The senior employee making application shall be transferred to fill the vacancy of new position, provided he has the necessary qualifications to perform the duties of the job involved.

(b) In the event that the Administration does not feel that it is desirable to place the highest seniority employee in the open position, an evaluation meeting shall be scheduled between the Union and the Employer in order to review the

reasons and arrive at a decision. In the event that the parties are unable to satisfactorily resolve the dispute, the effected employee shall be notified in writing by the Employer as to the reason or reasons why he was not granted the job position, with that employee having the right to file a grievance under the grievance procedure if he feels that the reason or reasons that are given by the Employer are not proper.

(c) Any employee temporarily transferred from his classification to another classification within the bargaining unit shall either be paid the rate of the position from which he is transferred, or the rate of the position to which he is transferred, whichever is higher.

(d) Temporary transfers shall be for a period of no longer than Thirty (30) calendar days, except in the event that both parties mutually agree to an extension of the Thirty (30) calendar day time period. In the event that it is not mutually agreeable to extend the temporary transfer beyond the Thirty (30) calendar days the position shall then be considered an open position and posted for bidding from interested employees.

ARTICLE XI

FISCAL YEAR

(a) Starting July one, 1973, all employees will receive benefits on the School fiscal year, July to June 30th.

(b) Benefits shall be pro rated to above dates.

(c) Employees starting work prior to and including the 15th of any month shall receive credit for the complete month. Starting work after the 15th of any month the employee shall wait until the following month to start receiving credit.

ARTICLE XII

LEAVE OF ABSENCE

(a) An employee who, because of illness or accident which is non-compensable

under the Workmen's Compensation Law, is physically unable to report for work, and has exhausted all means of compensation from the Employer, shall be granted a leave of absence for the duration of such disability, provided he promptly notifies the Employer of the necessity therefor and provided further that he supplies the Employer with a statement from a medical or osteopathic doctor of the necessity for such absence and for the continuation of such absence when the same is requested by the Employer.

(b) Leaves of absence shall be granted for a reasonable period of time for physical or mental illness, prolonged serious illness in the immediate family which includes husband, wife, children or parents living in the same house.

(c) Leave of absence shall be granted for a specified period of time for training related to an employee's regular duties in an approved educational institution.

(d) Whenever an employee shall become pregnant she shall, by the end of her fourth (4th) month, furnish the Employer with a statement from her physician stating the approximate date of delivery and any restrictions on the nature of work that she may be able to do and the length of time she may continue to work. She shall be allowed to work until such time as her physician would indicate that she should be granted a leave of absence. When she is required to interrupt her employment, upon the advice of her physician, she shall immediately be granted a leave of absence. Normally an employee shall be expected to return to work three (3) months after delivery unless a doctor's statement is furnished establishing the fact that she is not able to return to work within that time period.

(e) The reinstatement rights of any employee who enters the military service of the United States by reason of an act or law enacted by the Congress of the United States or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

(f) Leaves of absence will be granted to employees who are active in the National Guards or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations, provided such employees make written request for such leave of absence immediately upon receiving their orders to report for such duty.

(g) Any employee in the bargaining unit elected or appointed to full-time position or office in the Union, whose duties require his absence from work, shall be granted a leave of absence for the term of such office or position.

(h) All reasons for leaves of absence shall be in writing stating the reason for the request and the approximate length of leave requested, with a copy of the request to be maintained by the Employer, a copy furnished to the employee and a copy sent to the Union.

(i) An employee who meets all of the requirements as hereinbefore specified shall be granted a leave of absence without pay and he shall accumulate seniority during his leave of absence and he shall be entitled to resume his regular seniority status and all job and recall rights. Leaves of absence may be granted at the discretion of the Employer for reasons other than those listed above when they are deemed beneficial to the Employer and the employee.

ARTICLE XIII

GRIEVANCE PROCEDURE

Definitions:

(a) A grievance shall be defined as an alleged violation, misinterpretation, or missapplication of the express terms of this Agreement.

(b) The time elements in the steps can be shortened or extended upon mutual agreement between the parties.

(c) Working days shall be defined as those days the Supervisor is available to receive the grievance.

(d) A grievance concerning alleged safety hazards may be processed directly to Step Three of the grievance procedure.

(e) Any employee grievance or Union grievance not presented for disposition through the grievance procedure within five (5) working days of the occurrence of the condition giving rise to the grievance, or within five (5) working days of the date it is reasonable to assume that the employee first became aware of the conditions giving rise to the grievance, unless, the circumstances made it impossible for the employee or the Union, as the case may be, to know prior to that date that there were grounds for such a claim, the grievance shall not hereafter be considered a grievance under this Agreement.

Step One:

(a) Any employee having a grievance shall discuss the grievance informally with his Supervisor and then if the grievance is not settled orally the employee may request a meeting with the Steward to discuss the grievance.

(b) The Steward then may submit the grievance in writing to his Director of Buildings and Grounds, stating the remedy or correction requested, plus the facts upon which the grievance is based and the alleged contract violation. The employee and the Steward shall sign the grievance.

Step Two:

(a) The Steward shall meet with the Director of Buildings and Grounds to discuss the grievance within five (5) working days of its written submission to the Director of Buildings and Grounds.

(b) The Director of Buildings and Grounds shall give his decision, in writing, relative to the grievance within ten (10) working days of his meeting with the steward.

(c) If the decision of the Director of Buildings and Grounds is not appealed within five (5) working days, his decision shall be considered settlement of the grievance.

Step Three:

(a) Any appeal of a decision rendered by the Director of Buildings and Grounds shall be presented to the Superintendent of Schools within five (5) work-days and the Superintendent shall meet with a business representative of the Union at a time mutually agreeable to them. The appeal shall be in writing and state the reason, or reasons why the decision of the Director of Buildings and Grounds was not satisfactory.

(b) The Superintendent of Schools shall give his decision in writing relative to the grievance within five (5) working days of the meeting with the Business Representative of the Union.

Step Four:

(a) If the decision of the Superintendent of Schools is unsatisfactory, an appeal must be presented in writing within five (5) working days of receipt of the decision of the Superintendent of Schools to the Board of Education.

(b) The written appeal must state the reason or reasons why the decision of the Superintendent of Schools was unsatisfactory.

(c) The Board of Education shall meet with a Business Representative of the Union at a time mutually agreeable to them, but no later than Thirty (30) calendar days from the date of the receipt of the appeal.

(d) The Board of Education shall give their decision in writing relative to the grievance within five (5) working days of the Business Representatives meeting with the Board of Education.

Step Five:

(a) If the appealing party is not satisfied with the disposition of the grievance by the Board of Education, then within Fifteen (15) calendar days from the date of receipt of the decision rendered by the Board of Education, the grievance must be submitted to Arbitration.

(b) The appealing party shall request the American Arbitration Association

to submit a list of Five (5) persons. The representatives of the Employer and the Union shall determine by lot the order of elimination, and thereafter each party shall in that order alternately eliminate one (1) name until only one (1) name remains. The remaining person shall thereupon be accepted by both parties as the Arbitrator.

(c) The Arbitrator, the Union or the Employer may call any employee as a witness in any arbitration hearing.

(d) Each party shall be responsible for the expenses of the witnesses that they may call.

(e) The Arbitrator shall not have jurisdiction to, subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to specify the terms of a new Agreement, or to substitute his discretion for that of any of the parties hereto.

(f) The fees and expenses of the Arbitrator shall be borne equally by the parties.

(g) The Arbitrator shall render his decision in writing not later than Thirty (30) calendar days from the conclusion of the arbitration hearing.

(h) The Decision of the Arbitrator shall be final and conclusive and binding upon all Employees, the Employer and the Union.

ARTICLE XIV

HOURS AND WORK WEEK

SECTION 1.

(a) The regularly scheduled work week shall consist of forty (40) hours beginning at 12:01 a.m. Monday and ending 12:00 hours thereafter.

(b) The normal work day shall be eight and one-half (8 1/2) consecutive hours which shall include a one-half (1/2) hour unpaid lunch period. The employee shall be further entitled to one fifteen (15) minutes rest period during the first

four (4) hours of his working day and one fifteen (15) minutes rest period during the second four (4) hours of his working: said rest period shall be taken in the vicinity of the employee's work.

(c) A lunch period shall be arranged by the Director of Buildings & Grounds with the objective that said period shall normally occur in the middle of the employee's working day; provided, that said lunch periods may be staggered so that there is continuous service available for the efficient operation of the School.

SECTION 2. Overtime Rates Will Be Paid As Follows:

Time and one-half will be paid for all time worked in excess of eight (8) hours in a twenty-four (24) hour period; all time worked in excess of forty (40) hours in one work week, for which overtime has not already been earned.

SECTION 3. Distribution of Overtime

Overtime shall be divided and rotated as equally as possible within the building according to seniority and among those employees who regularly perform such work provided they are qualified to perform such work.

SECTION 4. Call Back

Whenever an employee is required to return to work after the completion of his regularly scheduled working hours, he shall receive pay for the actual time worked at time and one-half (1 1/2) his regular rate or a minimum of two (2) hours pay at his straight time hourly pay rate, whichever is the greater.

SECTION 5. Shift Differential

A ten (10) cent per hour premium will be paid to employees covered by this Agreement who are regularly scheduled four or more hours of work between the hours of 4:00 p.m. and 8:00 a.m. for all hours worked that day.

ARTICLE XV

SICK LEAVE AND FUNERAL LEAVE

SECTION 1.

(a) Each employee covered by this Agreement shall have ten (10) days maximum

sick leave per year except where frozen sick days apply.

(b) Sick leave shall be granted to an employee when he is incapacitated from the performance of his duties by sickness, pregnancy, injury or for medical, dental, or optical examination or treatment.

(c) Present accumulated sick days are frozen. Effective with the current contract, maximum accumulation of days is ten days. The employee will use the 10 days and then become eligible for Income Protection. For persons with frozen or accumulated sick leave, on July 1st of each year, should the frozen or accumulated sick leave have gone below 10 days, employee shall receive enough sick days to bring the accumulation back up to ten (10) days for the new year.

(d) In the event of emergency, the following procedure should be followed in contacting proper authorities:

1. During school days call - Mrs. Montgomery 543-2810
2. After 4:30 p.m. call - Mr. Mead (Home) 543-1374
3. If above numbers are not available call - Superintendent of Schools or Building Principal, at their residences.

(e) Records of sick leave accumulated and taken shall be available to the employee or the Union upon request.

SECTION 2. Funeral Leave

All employees covered by this Agreement shall be granted five (5) working days off with pay for a death in the employee's immediate family. The immediate family shall be construed to mean one (1) of the following: Husband, Wife, Children, Parents, Father-in-law, and Mother-in-law.

SECTION 3. Personal Business Day

One day per year will be allowed for personal leave. This may be used for personal business which cannot be conducted on other than a work day according to the following provisions:

1. Personal leave, in all cases except unforeseen emergency, requires at least two (2) days advance notice to the immediate supervisor.

2. Personal leave is to be used for sound, pressing, and unavoidable reasons only, and its proper use may be subject to verification at the request of the School Administration if warranted by the employee's previous attendance record, or if there is legitimate cause to suspect that the leave has been used improperly.
3. Personal leave day is not to be used for any purpose that one could construe to be a failure to accept one's responsibility and/or failure to conduct one's self in a ethical manner.
4. Should personal leave be used improperly, it will result in the loss of salary for the day in question. Unacceptable uses of personal leave are:
 1. Recreational pursuits
 2. Social functions
 3. Other Employment
 4. Seeking new employment
 5. Marriage
 6. Child Care
5. To avoid unanticipated loss of wages it is advised that worker consult with their supervisor regarding the propriety of their leave prior to its use. Personal business day is not to be used the last day before a vacation or the first day after a vacation.

ARTICLE XVI

HOLIDAYS

(a) The Employer will pay the normal days pay for the following holidays, even though no work is performed by the employee:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Friday Following Thanksgiving
Memorial Day	Christmas Eve Day
July Fourth	Christmas Day

(b) Employees required to work on any of the above-named legal holidays shall receive straight time for hours worked, in addition to his holiday pay, with the exception of New Year's and Christmas Day, in which the employee shall be paid double time for hours worked plus his holiday pay.

(c) If an employee is on vacation on any of the above-named holidays he shall be entitled to an additional day off with pay for the holiday or shall receive eight (8) hours pay for the holiday.

(d) Employees off sick on the holiday, the day before, or the day after the holiday may be required to submit medical proof of illness to receive holiday pay.

(e) Should any one of the holidays fall on a school session day, the employee shall then be granted a day off with pay at a later date that is mutually agreeable to the employee and the Employer.

ARTICLE XVII

INSURANCE

The Employer shall pay the total cost of M.E.A. Super Med II for full-family. School will not be obligated to provide duplicate coverage for employees in the school system.

Plus

1. Group Life Coverage - \$5,000 term life insurance
2. Income Protection - after sick leave is used.
75% of wages 1st 52 weeks
50% of wages 2nd 52 weeks

In the event employee has frozen sick leave, the frozen sick leave will be utilized and then the employee will qualify for income protection.

Employee may purchase (at full cost to him) additional options such as:

1. Survivor's Benefits
2. Dependent Life Insurance
3. Long Term Disability Insurance beyond the 2nd 52 weeks coverage
Income Protection.

ARTICLE XVIII

VACATIONS

All employees covered by this agreement shall receive vacation time with pay based on the following schedule:

- A. One (1) year to three (3) years service inclusive shall receive two weeks vacation with pay.
- B. Employees with four (4) years service may qualify for paid vacation on the following basis:
 - 1. Each employee shall be credited with four (4) weeks vacation with pay at the start of each school fiscal year, in which the employee may take at the close of that school fiscal year based on the following determination:
 - 2. The employee shall have one (1) day deducted from his vacation time for each one (1) day lost as a result of taking any leave time with the exception of all paid holidays and up to three (3) days funeral leave.
 - 3. The employee shall receive his vacation time with pay based on the difference between his four (4) weeks vacation with pay and all leave days taken, if any, as herein above specified.
- C. Employees shall request in writing for earned vacation pay three (3) weeks prior to vacation period.
- D. Employees vacation time shall be scheduled by the employer, with due consideration given to the employees total years of service with the employer.
- E. Employees may not schedule their vacation the two (2) week period prior to the opening of the school's fall term.
- F. Employees terminating employment or on a leave of absence shall receive pro-rata vacation allowance based upon 1/12 of the vacation pay for each

month or major fraction thereof between his anniversary date and his termination date.

ARTICLE XIX

WORKMEN'S COMPENSATION

Any employee who is absent because of an injury or disease compensable under the Workmen's Compensation Law shall receive his full salary and return his compensation check to the district until his sick leave expires. After that period, he may keep both the compensation payments and insurance payments. Claims must be filed within eight (8) days of the injury. Forms are available in the Superintendent's office.

ARTICLE XX

JURY DUTY

(a) Employees requested to appear for jury qualification or service shall receive their pay from the Employer for such time lost as a result of such appearance or service, less any compensation received for such jury service, up to a period of sixty (60) days.

(b) Employees subpoenaed as a witness (but not against the employer) to be covered under the Jury Duty article of this agreement.

ARTICLE XXI

BINDING EFFECTIVE AGREEMENT

The Agreement shall be binding upon the parties hereto, their successors, administrators, executors and assigns.

ARTICLE XXII

SCOPE, WAIVER, AND ALTERATION OF AGREEMENT

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or conditions or covenants contained herein shall be made by

any employee or group of employees with the Employer unless executed in writing between the parties hereto and the same has been ratified by the Union.

SECTION 2.

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms of and conditions herein.

SECTION 3.

If any Article or Section of this Agreement or any supplement thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Agreement and Supplements shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at mutually satisfactory replacement for such Article or Section.

ARTICLE XXIV

TERMINATION AND MODIFICATION

(a) This Agreement shall continue in full force and effect until June 30, 1975.

(b) If either party desires to terminate this Agreement it shall Ninety (90) calendar days prior to the termination date give written notice of termination. If neither party shall give notice of termination or withdraws the same prior to the termination date of this Agreement, it shall continue in full force and effect from year to year thereafter subject to notice of termination by either party on Ninety (90) calendar days written notice prior to the current year of termination.

(c) If either party desires to modify or change this Agreement it shall Ninety (90) calendar days prior to the termination date or any subsequent termination date give written notice of amendment in which event the notice shall set

forth the nature of the amendment or amendments desired. If notice of amendment has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.

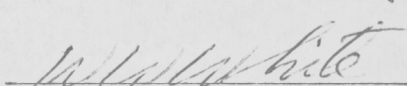
(d) Notice of termination or modification shall be in writing and shall be sufficient if sent by Certified Mail to the Union, The International Union of Operating Engineers, Local #547, AFL-CIO, 13020 Puritan Ave., Detroit, Michigan 48227 and if to the Employer addressed to the Charlotte Public Schools, 378 State Street, Charlotte, Michigan 48813, or to any other such address the Union or the Employer may make available to each other.

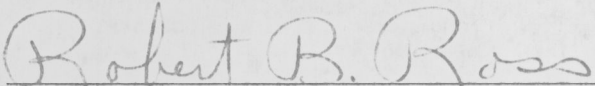
(e) The effective date of this Agreement is July 1, 1973.

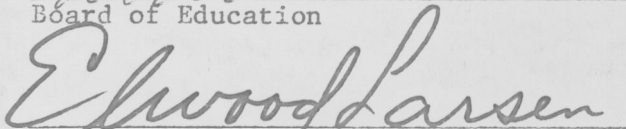
IN WITNESS WHEREOF: the parties hereto have caused this instrument to be executed.

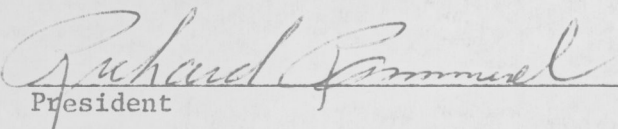
FOR CHARLOTTE PUBLIC SCHOOLS

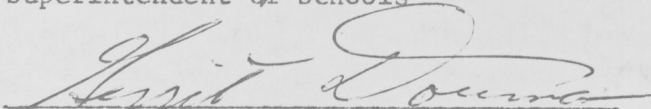
INTERNATIONAL UNION OF OPERATING
ENGINEERS LOCAL #547, AFL-CIO


Board of Education


Business Manager


Superintendent of Schools


President


Secretary Board of Education


Recording Corresponding Secretary

WAGE SCALE AND CLASSIFICATIONS

for

THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL

#547, 547A, 547B and 547C, ALF-CIO

<u>Classification</u>	<u>Base Rate 1973-1974</u>	<u>Base Rate 1974-1975</u>
WORK LEADER	5.10	5.30
MAINTENANCE I	4.85	5.05
MAINTENANCE II	3.95	4.15
BUILDING ENGINEER HIGH SCHOOL	3.95	4.15
BUILDING ENGINEER JUNIOR HIGH	3.95	4.15
BUILDING ENGINEER ELEMENTARY	3.90	4.10
POOL OPERATOR	3.90	4.10
UTILITY MAINTENANCE	3.75	3.95
UTILITY MAINTENANCE & DRIVER	3.60	3.80
CUSTODIAN	3.45	3.65

PROBATIONARY RATE shall be fifty (50) cents less than Base Rate.

LONGEVITY PAY

After 7 years service	base + .05
After 12 years service	base + .10
After 15 years service	base + .15
After 20 years service	base + .20

CHARLOTTE PUBLIC SCHOOL

JOB DESCRIPTION

GROUP LEADER or SECTION LEADER

Assists in overall planning, scheduling of work and workers as may be delegated. Assigns workers to specific jobs, duties and areas and makes periodical checks. Assists in training and instruction of employees. Maintains adequate personnel-work records. Performs all related duties as directed by the Superintendent.

POSITION REQUIREMENTS

1. Guides and directs all workers assigned.
2. Makes recommendations for need of additional employees.
3. Trains, orientates and instructs new employees.
4. Plans, schedules and assigns necessary overtime workers and jobs.
5. Maintains flexibility in work force to cover absenteeism, vacations, sick leaves, peak loads, emergencies, etc.
6. Follows up and inspects workers areas. Evaluates and corrects faulty techniques.
7. Requests and requisitions supplies, materials, tools and equipment.
8. Checks work schedules.
9. Reports the need of work to be done, equipment to be repaired, replaced, etc., to the Superintendent of Schools.
10. Performs such work (assistance) as need arises and time permits.

Leader must have ability to cope with many details and situations. He must be emotionally stable with ability to work under stress during peak periods, and emergencies. Willingness to work for the best interest of the school system and to perform duties with due consideration for students, teachers, staff, and visitors.

BUILDING ENGINEER

Qualifications:

1. Ability to read and write concisely.
2. Ability to direct the work of others.
3. Knowledge of boilers, incinerator, cleaning, painting.
4. Ability to do general and special maintenance work.
5. Knowledge of care of lawns, shrubs.
6. Neat appearance.

Duties of Building Engineer in Elementary and Secondary Schools:

1. The Engineer is responsible for the complete care and maintenance of the entire building, equipment, grounds, sidewalks, and drives.
2. The Engineer is responsible for the heating, ventilating, and the mechanical and electrical operation of his building. Air filters are to be cleaned as often as necessary to permit the free flow of air.
3. The Engineer shall cooperate with the building principal, teachers and students. The Engineer is directly responsible to the Assistant Superintendent.
4. The Engineer shall make running repairs as required to keep the plant in continuous operation. He shall prepare the necessary requisitions for major repairs for the approval of the Director of Buildings and Grounds and shall coordinate the efforts of the various maintenance trades to see that necessary work is promptly and satisfactorily completed.
5. The Engineer shall keep all mechanical equipment and his various areas clean and properly painted.
6. The Engineer shall make monthly inspections of his building and shall invite the Building Faculty to accompany him on such inspections.
7. Operation of boilers:
In operating boilers, the Building Engineer shall carry out the instructions of the Maintenance and Heating Engineer as to the proper methods of firing and operation. The following are intended as minimum operating standards:
 - a. Boilers must be blown down regularly, preferable before firing has reached a stage where rapid circulation has been set up in the boiler.
 - b. Water column and gauge glass are to be blown down.
 - c. Boilers are to be kept reasonable free from soot at all times and fire tubes are to be thoroughly cleaned at regular intervals.

- d. The Engineer is expected to use all controls and equipment furnished him to operate his plant at the highest efficiency possible.
- e. It shall be the responsibility of the Engineer to see that the safety valves on each boiler and hot water heater are in good working order at all times.
- f. No Engineer or other employee shall enter a boiler without someone being constantly in attendance.
- g. The Engineer shall make regular inspections of his boilers and appliances while in operation and to promptly call to the attention of the Assistant Superintendent any conditions that may possibly be hazardous.
- h. No persons not employed or authorized by the Board of Education shall be permitted to assist with any work in the boiler room.

8. Custodian duties:

- a. Clean or oversee the cleaning of the building.
- b. Clean sidewalks and drives of snow or dirt.
- c. Set up classrooms, lunchrooms, and other areas for student or adult use.
- d. Load or unload any materials being picked up or delivered at their building.
- e. Paint exterior and interior of building as needed.
- f. Maintain play equipment and play areas.
- g. Clean roof of leaves or other debris.

9. Supervisory duties:

- a. Supervise custodians, sweepers or other assigned to them and their building.
- b. Order supplies through the Assistant Superintendent for all custodians in his building and see that supplies are used according to directions.
- c. Turn in time sheets for himself and each custodian or sweeper working in his building.

10. Maintenance duties:

Maintain locks, door closers, furniture, motors, fans, plumbing, playground equipment.

JOB DESCRIPTION

Custodian

1. The custodian shall be responsible for the performance of duties involving the care and maintenance of buildings and grounds.
2. He is under the direction of the Director of Buildings and Grounds, who is responsible to the Superintendent of Schools.
3. He carries out routine tasks of daily cleaning. This includes sweeping, mopping and buffing of floors; floor, wall and glass washing as needed; emptying and cleaning waste receptacles; dusting and straightening the arrangement of furniture and equipment; cleaning chalkboards, erasers, and chalkcracks, heating units, ledges, shelves and sills; cleaning and sanitizing of restrooms, shower rooms and kitchens; replacing expendable supplies; replacing light tubes and bulbs; and leaving classrooms, halls, offices, cafeterias and other areas in proper condition for use.
4. He performs minor repair and maintenance jobs regarding the building structure, plumbing, electrical systems, hardware, heating and ventilating, furniture, and equipment in buildings and on grounds.
5. He performs periodic thorough cleaning tasks as directed on floors, wall, doors, windows, ceilings, furniture, plumbing, and equipment.
6. He carries out assigned tasks of painting, refinishing, constructing, and remodeling.
7. He maintains school roadways, lawns, shrubbery, trees, fending, drains, playgrounds, and their equipment, and athletic fields and their equipment as he is directed. Snow removal shall be a first priority and every effort made to clear entrances before clerks and teachers arrive.
8. He maintains building security and assists other employees in guarding against theft, vandalism, fire, explosion, storm damage. He reports any matter of potential danger, misconduct, and equipment malfunction, and renders assistance until help arrives in order to protect lives and property.
9. He sets good examples for young people using sound judgement and displaying proper attitudes in performing his work, dealing with others, and in personal appearance and conduct.
10. He performs his duties with care and thoroughness using good sense and in the knowledge that his contributions are an indispensable part of the team work required in promoting good education.
11. He carries out matters of preparing facilities for use at school and community events on the premises, then returns the areas to proper condition of regular use.

Custodian - Utility

1. He shall have all the duties of a custodian plus the ability and willingness to work in any building or on any grounds at any task he is able to perform.
2. He shall be assigned duties where he is most needed.

Grounds Keeper

1. He shall maintain grounds as assigned.
 - a. Mow lawns, trim shrubs, cut trees, cultivate shrubs and flowers, remove snow, develop and maintain athletic and recreation areas.
2. He shall haul rubbish to the dump
3. Truck or move equipment and furniture as needed.
4. Maintain or see that machines and equipment used are maintained.
5. Assist custodians or utility men as requested.

Matron

Care and Cleaning of Building

Floors: Sweeping, Dusting, Mopping, Sealing, Waxing

Washrooms: Sweeping, Dusting, Mopping, Disinfecting, Cleaning Toilet Bowls, Urinals, Mirrors and sinks, Washing Walls as required, Filling Washroom Dispensers.

Wastebaskets: Empty, Clean, and Burn Contents

Classrooms and Other Rooms: Sweeping, Dust, Mop, Clean Doors, Walls, Windows, Cabinets, Furniture and all other items of rooms as needed.

Light Fixtures: Wash and Dust

Set up and take down chairs

Other duties as assigned by Building Engineer (excluding listed exceptions):

Replace Fluorescent Tubes or Bulbs

Operate scrub machine in scrubbing or buffing floors

Unload or load trucks

Repair or refinish desks or furniture

Mow lawns, trim shrubs

Care for Athletic Field or Playground Equipment

. Shovel snow
Roof repairs
Locker repairs
Washing windows (exterior) off the ground
Clean incinerator

Day Matron shall be available for policing and assistance in and about the Girls' Rest Rooms and Locker-Shower Rooms.

Matrons shall not be employed for the purpose of displacing the Custodians of the Charlotte Public Schools.