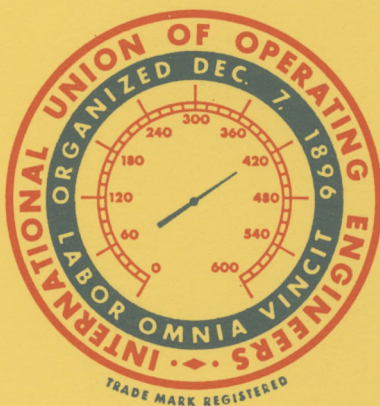


June 30, 1976

on 22.

Collective Bargaining Agreement



BY AND BETWEEN

International Union of Operating Engineers
Local 547 A, B & C — AFL-CIO

AND
Elkton - Pigeon - Bay Port School District

Elkton - Pigeon - Bay Port School District

ARTICLE I

A G R E E M E N T

between

ELKTON-PIGEON-BAY PORT SCHOOL DISTRICT hereinafter

referred to as the Board

and

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

hereinafter referred to as the Union

ARTICLE II

PURPOSE

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

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, sex, creed, color, religion or national origin.

ARTICLE IV

UNION RECOGNITION, AGENCY SHOP, CHECK-OFF

Section 1. Union Recognition

(a) The Board 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.

(b) The term "employee" as used herein shall include all Head Custodian and Custodial employees of the Elkton-Pigeon-Bay Port School District.

Section 2. Agency Shop Clause

(a) All employees employed in the bargaining unit, or who become employees in the bargaining unit, who are not already members of the Union, shall within Sixty (60) calendar days of the effective date of this provision or within Sixty (60) calendar days of the date of hire by the Employer, whichever is later, become members, or in the alternative, shall within Sixty (60) calendar days of their hire by the Employer, as a condition of employment,

pay to the Union a Service Charge in an amount equal to the regular monthly Union Membership dues uniformly required of employees of the Employer who are members.

(b) An Employee who shall tender or authorize the deduction of membership dues (or service fees) uniformly required as a condition of acquiring or obtaining membership in the Union, shall be deemed to meet the conditions of this Article so long as the employee is not more than Sixty (60) calendar days in arrears of payment of such dues or service fees.

(c) The Employer shall be notified in writing, by the Union of any employee who is Sixty (60) calendar days in arrears in payment of membership dues or (service fees).

(d) The Employer agrees as does the Union that either party shall have the right to re-open negotiations pertaining to Agency Shop when the laws applicable thereto have been changed by giving the other party (30) calendar days written notice.

(e) The Union assumes full responsibility for the validity and legality of such employees deductions as are made by the Employer pursuant to this Article and further agrees to indemnify and save the Employer harmless by virtue of such collections and payments to the Union.

(f) The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of action taken by the Employer in complying with this Article, or in reliance upon claims by the Union that an employee must be discharged because he is not a member of the Union in good standing.

(g) The Employer also agrees that upon hiring any new employee who is covered by this Agreement to send a written memo advising the Steward of the name and date of hiring of the new employee.

Section 3. Check-Off

(a) The Employer shall deduct the Union dues, initiation fees, or service fees from each employees 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 employees from whose pay said deductions are to be made.

(b) Such dues or service fees, as and when deducted, shall be kept separate from the Employers general funds, shall be deemed trust funds, and shall be forwarded to the Union forthwith.

ARTICLE V

NEW JOBS

(a) When new jobs are placed in operation during the term of this agreement and they cannot be properly placed into an existing classification by mutual agreement between the parties, the Employer shall place into effect a new classification and a rate of pay for the job in question and he shall designate the classification and pay rate as temporary. The Employer shall notify the Union in writing of any such temporary job which has been placed into effect upon the institution of such job.

(b) The new classification and rate of pay shall be considered as temporary for a period of thirty (30) calendar days following the date of written notification to the Union. During this thirty (30) calendar day time period, but not hereafter during the life of this Agreement, the Union may request in writing the Employer to negotiate the classification and pay rate. The negotiated rate, if higher than the temporary rate, shall be applied to the date the employee first began working in the temporary classification, except as otherwise mutually agreed. In the case where the parties are unable to agree on the classification and/or rate of pay, the issue may be submitted to the grievance procedure. When a new classification has been assigned a permanent rate of pay either as a result of the Union not requesting negotiations for the temporary classification during the specified period of time, or as a result of final negotiations, or upon resolving of the matter through the grievance procedure, the new classification shall be added to and become a part of this Agreement.

ARTICLE VI

JURISDICTION

Employees of the Employer not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for purposes of instructional training, experimentation or in cases of emergency.

ARTICLE VII

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 its members nor shall it result in the reduction of the present work force as outlined in Schedule A nor in the event of extension of service shall it be used to avoid the performance of work covered under this agreement.

ARTICLE VIII

DISCIPLINE DISCHARGE

Dismissal, suspension, and/or any other disciplinary action shall be only for just and stated causes with the employees having the right to defend themselves against any and all charges. Written notification of dismissal, suspension or other disciplinary action shall be sent to the Employee and the Union. Among the causes which shall be deemed sufficient for dismissal, suspension and/or other disciplinary action are the following: drunkenness, dishonesty, insubordination or willful violation of agreed upon rules.

ARTICLE IX

GRIEVANCE PROCEDURE

Section 1.

(a) A Union grievance is a difference between the Employer and the Union which involves an employee or groups of employees and concerns (1) working conditions or (2) the interpretation or application of any provision of this Agreement and may be processed directly to Step 2 of the Grievance Procedure.

(b) Any employee grievance is a difference between the Employer and any employee concerning the interpretation or application of any provision of this Agreement.

(c) The time elements in the steps can be shortened or extended by mutual written agreement.

(d) For the purpose of processing grievances working days shall be defined as Monday through Friday, excluding all paid holidays.

(e) A grievance concerning alleged safety hazards may be processed directly to Step (2) of the Grievance Procedure.

(f) Any Employee or Union grievance not presented for disposition through the grievance procedure within five (5) working days of the date of the occurrence of the conditions giving rise to the grievance, or within five (5) working days of the date it is reasonable to assume that the employee or Union 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) An employee having a grievance may present it orally to his supervisor. In the event an employee desires that his steward be present, he shall make his request through the supervisor and the supervisor shall send for the steward.

(b) In the event the grievance is not settled orally by the supervisor, the steward shall submit the grievance in writing to the supervisor within three (3) working days from the oral presentation. The employee and the steward shall sign the grievance forms. The grievance forms must indicate (1) a statement of the grievance and the facts upon which it is based and citing the alleged violation (s) of this agreement, and (2) the remedy or correction requested. The supervisor shall give his decision in writing within three (3) working days.

STEP TWO.

(a) Any appeal of a decision rendered by the immediate supervisor shall be presented in writing to the Superintendent within five (5) working days of the date of receipt of the written decision of the immediate supervisor. The appeal shall state the reason or reasons why the decision of the immediate supervisor was not satisfactory.

(b) The Superintendent shall meet with a Business Representative of the Union at a time mutually agreeable to them but no later than fifteen (15) calendar days following receipt of the appeal.

(c) The Superintendent shall then give his decision in writing to the Business Representative of the Union within five (5) working days of the meeting.

STEP THREE

In the event the grievance is not satisfactorily resolved at Step Two, the appealing party must submit the grievance to State Mediation as provided for in Section 7 of P.A. 1947, No. 336 as amended, within fifteen (15) working days from the date of receipt of the decision rendered by the Superintendent. Said mediation will be scheduled at the earliest convenience of the mediator so assigned. Any recommendation or decision of the mediator shall not be binding on either party. Inasmuch as the mediator will not be obligated to render any written decision or recommendation, his services for purposes herein will be construed to be concluded upon written notification from either party that utilization of the mediation will no longer be required.

STEP FOUR

(a) If the grievance is not able to be settled by Mediation, then within fifteen calendar days from the date of conclusion of Mediation, the grievance must be submitted to Arbitration.

(b) Arbitration shall be invoked by written notice to the other party of intention to arbitrate. If the parties are unable to agree upon an arbitrator within seven (7) days of such notice, the party desiring arbitration shall refer the matter to the Michigan Employment Relations Commission for the selection of an impartial arbitrator.

(c) The Arbitrator, the Union or the Employer may call any person 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 add 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 per diem fees 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 date of the conclusion of the arbitration hearing.

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

ARTICLE X

SENIORITY

1. Employees shall be regarded as probationary employees for the first ninety (90) days of active employment. Lay-off or discharged probationary employees shall not have recourse to the terms of this Agreement.

2. Probationary employees completing their probationary period and employees transferring into the bargaining unit shall acquire seniority from the date of completion of transfer or probation. Seniority shall be granted to date of hire after completion of probationary period.

3. Employees shall be laid off, recalled or demoted according to their seniority in their classification. An employee on scheduled lay-off shall have the right to displace a lesser seniority employee who is in a lower classification; provided, the senior employee is qualified to hold the position held by the least seniority employee.

4. An employee will lose his seniority for the following reasons:

(a) He resigns.

(b) He is discharged for cause, and not reinstated through the grievance procedure.

5. Seniority shall continue to accumulate for an employee who is transferred to a supervisory position.

6. During his term of office, the Chief Steward shall be deemed to head the seniority lists for the purposes 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 XI

TRANSFERS AND PROMOTIONAL PROCEDURE

Notice of all vacancies and newly created positions shall be posted on employee bulletin boards within one pay period from date of vacancy, and the employee 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 or new position provided he has the necessary qualifications to perform the duties of the job involved. Newly created positions or vacancies are to be posted in the following manner: the type of work, the place of work, the starting date, the rate of pay, the hours to be worked, and the classification.

Any employee temporarily transferred shall be paid either the rate of the position from which he is transferred or the rate of the position to which he is transferred, whichever is higher.

Temporary transfers shall be for a period of no longer than thirty (30) days of temporary transfer (except extensions by agreement shall be considered an open position and be posted.

An agreed to seniority list shall be made available to each employee covered by this Agreement on or about July 1 of each year, such list shall contain the date of hire, employees location and classification. Seniority in classification shall be as of date of entry into the classification.

ARTICLE XII

VISITATION

After presentation of proper credentials, officers or accredited representatives of the Union shall be admitted (upon request by the Union) into the buildings of the school system 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 or grievances; provided, that said observation shall not be in areas which would be detrimental to the management and function of the school and its students.

ARTICLE XIII

LEAVE OF ABSENCE

(a) An employee who, because of illness or accident which is non-compensable under the Workman's Compensation Law, is physically unable to report for work and has exhausted any means of compensation from the Employer, shall be granted a leave of absence not to exceed two (2) years, provided he promptly notifies the Employer of the necessity therefore and

provided further that he supplies the Employer with a certificate 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 illness in the household of the employee which require the employees care and attendances.

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

(d) A seniority employee shall be granted a pregnancy leave of absence, provided the employee shall notify the Employer of the pregnancy. The Employer then may request periodic verification of the health of the employee in relation to the performance of the employees normal job duties. When the medical verification of the physician will not allow the employee to continue in her normal job function because of such pregnancy, the employee shall then be granted a leave of absence for the duration of the pregnancy. (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 at that time.

(e) The reinstatement rights of any employee who enters the military service shall be determined in accordance with the provisions of Federal, State or local law granting such rights.

(f) Leaves of absence will be granted to employees who are active in the National Guard 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 absences 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 XIV

HOURS AND WORK WEEK

Section 1. Work Week

(a) The regularly scheduled work week shall consist of forty (40) hours beginning at 12:01 a.m. Monday and ending 168 hours thereafter.

(b) The normal work day shall be nine (9) consecutive hours, which shall include a one hour lunch period without pay.

Section 2. Overtime Rates will be Paid as Follows:

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

2. 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 his regular hourly rate or a minimum of two (2) hours pay at his straight time hourly rate, whichever is the greater.

3. Head Custodians shall be paid one hour's time at time and one-half ($1\frac{1}{2}$) for each non-worked day they are requested to check their building.

Section 3. Equalization of Overtime:

(a) 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. Rest Periods:

Each employee covered by the terms of this Agreement shall be entitled to receive one (1) fifteen (15) minute rest period for each four (4) hours worked. Employees are not allowed to leave the building during rest periods nor is the rest period to be used to shorten the work day.

Section 5. Shift Differential

Employees who are regularly scheduled to work four (4) or more hours, between the hours of 2:30 p.m. and 7:00 a.m. shall receive a shift differential of five (5¢) per hour for all hours worked that day.

ARTICLE XV

HOLIDAYS

1. The Employer will pay eight (8) hours pay for the following holidays, even though no work is performed by the employee:

December 31	Thanksgiving
New Year's Day	Friday after Thanksgiving
Memorial Day	December 24th
July Fourth	Christmas Day
Labor Day	Good Friday

2. Employee required to work on any of the above named holidays shall receive time and one-half for all hours worked in addition to the regular holiday pay.

3. 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.

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

ARTICLE XVI

SICK LEAVE AND FUNERAL LEAVE

Section 1. Sick Leave

A. Each employee covered by this Agreement will be entitled to sick leave accumulated in a single sick leave bank at the rate of one (1) day per month, with no limit on accumulation. Upon retirement from the Employer after ten (10) years of service, an employee will be paid a normal days pay for twenty-five (25%) percent of all his unused sick leave days. It is understood that part-time employees shall be entitled to a pro-rata portion of all benefits provided under this paragraph and other paragraphs of this Agreement.

Effective July 1, 1975 for all Head Custodians covered by this Agreement sick leave days shall be earned and used based on the normal scheduled hours being worked per day during the month in which said days are earned or used. Sick leave will be paid at the straight hourly rate.

B. Sick leave shall be granted to an employee when he is incapacitated from the performance of his duties by sickness, pregnancy, injury or medical, dental or optical examination or treatment. Sick leave shall also be granted when a member of the immediate family of the immediate family of the employees household would require the care and

attendance of the employee due to injury or illness. For the purpose of this Article the immediate family shall be defined as the employees Spouse, Children, and parents including mother-in-law and father-in-law.

Section 2. Funeral Leave

All employees covered by this Agreement shall be granted three (3) working days off with pay for a death in the employees immediate family. Immediate family shall be construed to mean one (1) of the following; Husband, Wife, Children, Parents, Brother, Sister, Grandparents, Grandchildren, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law. Said days shall be allowed between date of death and date of funeral and shall not be charged against sick leave.

Section 3. Personal Business Days

Each employee covered by the terms of this Agreement shall be granted two (2) personal business days per school year with pay, non-chargeable against sick leave. Unused personal business days will be credited to the employees sick leave bank.

Section 4. Hospitalization

For each full-time employee covered by the terms of this Agreement, the Board shall pay the full premium for Hospitalization Insurance for the employee and his dependents. The Board shall have the right to determine the plan and Carrier.

In lieu of payment of hospital insurance for employees in the Custodial II classification the Employer agrees to pay an additional 23¢ per hour over and above the Specified rate listed in Schedule A.

ARTICLE XVII

VACATIONS

All employees covered by this Agreement who have completed one year of service shall receive two weeks vacation with pay; after five years of service said employee shall receive three weeks vacation with pay.

To be eligible for a vacation, an employee must have worked eighty (80%) percent of his regularly scheduled working hours.

Employees terminating employment failing to qualify for a full vacation or on a leave of absence shall receive pro-rate 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.

Vacation period June 15 to August 15, for full time employees. Part time employees qualifying for vacation will be arranged with the Administrative Assistant.

ARTICLE XVIII

JURY DUTY

Employees requested to appear for jury qualifications 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. This provision to apply only in the event the employer is unable to obtain a waiver.

ARTICLE XIX

CLASSIFICATION AND COMPENSATION

The parties hereto agree that the employees covered by this Agreement shall be considered engaged in the type of work and classification as set forth on Schedule A attached hereto and made a part hereof by reference.

ARTICLE XX

SCOPE, WAIVER AND ALTERATION OF AGREEMENT

Section 1.

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 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 a mutually satisfactory replacement for such Article or Section.

ARTICLE XXI

BINDING EFFECTIVE AGREEMENT

This Agreement shall be binding upon the parties hereto, their successors and assigns.

ARTICLE XXII

TERMINATION AND MODIFICATION

- (a) This Agreement shall continue in full force and effect until June 30, 1976.
- (b) If either party desires to terminate this Agreement they 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 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 Avenue, Detroit, Michigan and if to the Employer addressed to the Superintendent, Elkton-Pigeon-Bay Port School District, Pigeon, Michigan.

(e) The effective date of this Agreement is July 1, 1975.

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

ELKTON-PIGEON-BAY PORT SCHOOL DISTRICT

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

John W. Champagne, Sec.

Robert B. Ross
Business Manager

Vernon J. Johnson

Richard B. Rosenthal
President

Charles W. Cunningham

J. J. Janda
Recording-Corresponding Secretary

SCHEDULE A

It is agreed by the parties that permanent employees of the Board who are assigned to the following classifications will receive the following rates per hour for the term of this Agreement.

<u>CLASSIFICATION</u>	<u>RATE</u>	<u>STRAIGHT TIME HOURS</u>	<u>OVERTIME HOURS at time and one-half</u>	<u>TOTAL HOURS</u>
Head Custodian	\$3.93	2080	240	2320
Custodian I	3.63	2080	200	2280
Custodian II	3.23	1344		1344

New hires shall receive fifteen (.15¢) cents per hour below the classification rate during the ninety (90) day probation period.

SCHEDULE B

HEAD CUSTODIAN'S DUTIES

1. The Head Custodian is responsible for the heating, ventilating, and the mechanical and electrical operation of his building. He is expected to see that his equipment is adequately maintained and efficiently operated.
2. The Head Custodian shall make running repairs as required to keep the plant and building in continuous operation. He shall prepare the necessary requisitions for major repairs for the approval of the Administrative Assistant and shall coordinate the efforts of the various maintenance trades to see that necessary work is promptly and satisfactorily completed.
3. The Head Custodian in each building shall keep all mechanical equipment and his various areas clean and promptly painted.
4. The Head Custodian shall exercise his judgement in handling assignments which require his absence from the heating plant when it is in operation.
5. The Head Custodian shall make periodic inspections of his building and shall invite the Administrative Assistant to accompany him on his such inspections.
6. The Head Custodian shall furnish hot water as required for cleaning of the school building whenever possible throughout the year.
7. Air washers and air filters.

A. The Head Custodian is responsible for seeing that air washers are continued in operation at all times when the ventilating system is in operation, with the scrubbers in constant operation and the sprays regulated to maintain a relative humidity not to exceed 45 percent. Whenever possible, air entering the air washer is not to temperature of 40 to 50 degrees F.

B. Screens, water tanks, nozzles, and eliminators plates should be cleaned as often as is needed, at least once a week.

C. Drain washer tanks and keep them drying during extended periods of time when this equipment is not being used.

D. Clean air filters of the cleanable type as often as necessary to permit a free flow of air, and renew the throw-away when necessary.

8. Care of boilers.

A. The Head Custodian in charge shall be responsible for seeing that his boilers are clean and prepared for inspection.

B. In connection with his preparation of boilers for inspection the Head Custodian shall make a fireside inspection before the boiler is drained and an internal inspection while boiler is being prepared. Any adverse condition noted shall be recorded and brought to the attention of the inspector and of the Supervisor's Office.

It is particularly intended that evidence of feedwater difficulties such as pitting or other form of corrosion, scale or oil, be called to the attention of the Supervisor's Office as soon as they are encountered.

C. All boilers are to be left dry with all manholes and other openings uncovered during the summer when boilers are not in use.

9. Operation of Boilers.

In operating boilers, the Head Custodian shall instruct the Firemen as to the proper methods of firing and operation. The following are intended as minimum operating standards:

A. Boilers must be blown down daily, preferably before firing has reached a stage where a rapid circulation has been set up in the boiler.

B. Water column and gauge glass shall be blown down twice daily.

C. Boilers are to be kept reasonably free from soot at all times and fire tubes are to be thoroughly cleaned with the tube scraper at least once a week.

D. The Head Custodian in charge of each plant is expected to use all controls and equipment furnished him to operate his plant at the highest efficiency possible.

E. The Head Custodian in charge of each plant is expected to use proper number of boilers for each situation, avoiding severe forcing during the heating period and avoiding firing more boilers than necessary at any time.

F. It shall be the responsibility of each Head Custodian to see that the safety valves on each boiler are in good working condition at all times.

G. Boilers shall be washed out every 90 days if possible during regular working hours.

H. No Head Custodian, Fireman, or other boiler house employee, shall enter a boiler without someone being constantly in attendance. In cases other than entering a boiler, the Head Custodian, Fireman, or other boiler house employee who feels the activity in which he is to engage involves hazards which would be materially reduced by having some other person assisting or in attendance, may call the matter to the attention of the Supervisor's Office for approval of help as needed.

I. Where exhaust steam is discharged from engines or auxiliaries into the heating lines, care must be exercised in the use of oil to prevent oil entering the boiler with the returns.

J. It shall be the responsibility of each Head Custodian to make regular inspections of his boilers and appliances while in operation to note conditions encountered in his monthly report and to promptly call to the attention of his Supervisor's Office by telephone and in writing any conditions that may be hazardous.

10. Head Custodians, in laying up their plants for the night, shall leave the door from the boiler room to the school interior unlocked, the boiler valves, electric switches, and all auxiliary equipment, shall be in such a condition that a substitute Head Custodian may be able to start the plant in the morning. Each Head Custodian shall make a list of his equipment which is necessary for proper operation of the plant, giving its location operating procedure for best results, and post this information in a conspicuous place.

11. Lunchroom-maintenance and repairs.

The Head Custodian in both elementary and secondary schools is responsible for:

A. Regular cleaning of grease traps (once a week is recommended).

B. Regular inspection and lubrication of all mechanical equipment in lunchrooms.

C. Minor repairs (such as tightening bolts, adjusting chains on dish machines) and for consultation and advice on emergency breakdown of equipment.

Maintaining adequate hot water and steam for sanitation and cooking processes, within the limitations of installed equipment; 140 deg. for washing and a minimum of 180 deg. for rinsing dishes is required by the Board of Health regulations.

D. Replacing washers in faucets.

12. Summer work-mechanical.

This work should start with the preparation of any boilers for inspection not already inspected, and is to include laying up boilers and all work needed to clean and recondition the plant after the wear and tear of the previous season. It is expected that each plant will be put into the best possible condition for the heating season to follow.

13. Care of Grounds.

When any Head Custodian is assigned to a building during the period in which the Custodians are all on vacation, he is expected to take over the responsibility for the cutting, watering, and other required care of the lawn about the building.

14. Roof Sump

As a matter of safety to persons, and also as a matter of assuring protection to the school buildings from undue damage from water and wind the Head Custodian shall be responsible

for keeping the roof sumps on his building free from leaves and debris at all times. In the event that he cannot take care of the matter within his regular operations, he shall immediately initiate a request for materials and services as needed.

15. Maintenance

In addition to the responsibility of the Head Custodian for all mechanical and electrical maintenance in his building he shall be responsible for:

A. Calling to the attention of the Administrative Assistant all items of non-mechanical maintenance noted about the building and working with the Administrative Assistant in making such repairs in an effort to keep requisitions for tradesmen to a minimum.

B. Calling to the attention of the Administrative Assistant all active requisitions for mechanical and electrical repairs outstanding at the start of the Head Custodian's vacation in order that the Administrative Assistant will be able to assist tradesmen arriving at the school during this period.

SCHEDULE C

JOB DESCRIPTION: CUSTODIAN I

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 Supervisor of Buildings and Grounds, who is responsible to the Superintendent of Schools.
3. He carries out routine tasks of daily cleaning. This includes sweeping and mopping of floors floor washing as needed, emptying and cleaning waste receptacles, dusting and straightening the arrangement of furniture and equipment, cleaning chalkboards erasers, and chalkboards, heating units ledges shelves and sills, cleaning and sanitizing of rest-rooms, shower rooms and kitchens, replacing expendible supplies, replacing light tubes and bulbs, and leaving classrooms, halls, offices, cafeterias and other areas in proper condition for use.
4. He performs minor repairs and maintenance jobs regarding the building structure, plumbing, electrical systems, hardware, heating and ventilating, furniture, and equipment in building and on grounds.
5. He performs periodic thorough cleaning tasks as directed on floors, walls, 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, fencing, drains, playgrounds and their equipment, and athletic fields and their equipment as he is directed.
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 conditions of regular use.

SCHEDULE D

JOB ANALYSIS: CUSTODIAN II

CARE AND CLEANING OF BUILDING

Floors (Sweeping, Dusting, Mopping, Sealing, Waxing)

Washrooms (Sweeping, Dusting, Mopping, Disinfecting, Cleaning, Toilet Bowls, Urinals, Mirrors, Sinks, Washing Walls, as required, Filling Washrooms Fixtures)

Wastebaskets (Empty, Clean, and Burn Contents)

Classrooms and Other Rooms (Sweeping, Dust, Mop, Seal, Wax, Clean Doors, Walls, Windows, Cabinets, Furniture and all items of rooms)

Light Fixtures (Wash and Dust)

SET UP AND TAKE DOWN CHAIRS

OTHER DUTIES AS ASSIGNED BY BUILDINGS ENGINEER (excluding exceptions below:)

Custodian II WILL NOT BE REQUESTED TO PERFORM:

- Replace Fluorescent Tubes or Bulbs
- Unload or Load Trucks
- Repair or Refinish Desks or Furniture
- Perform Maintenance Work
- Mow Lawns
- Care for Athletic Field or Playground Equipment
- Shovel Snow
- Roof Repairs
- Locker Repairs
- Clean Incinerators