

NEGOTIATED AGREEMENT BETWEEN  
THE LINCOLN COUNTY SCHOOL DISTRICT  
AND  
THE LINCOLN COUNTY  
ASSOCIATION OF SCHOOL PERSONNEL  
  
MASTER CONTRACT  
2023-2027

## TABLE OF CONTENTS

ARTICLE	SUBJECT	PAGE
	PREAMBLE	1
1	RECOGNITION	2
2	DEFINITIONS	2
3	GRIEVANCE PROCEDURE	3
4	ASSOCIATION ACTIVITIES	6
5	TRAVEL REQUESTS & REIMBURSEMENTS	7
6	EMPLOYMENT OF SUPPORT EMPLOYEES	7
7	ANNUAL LEAVE (VACATION)	8
8	LEAVES, DISABILITIES & BENEFITS	9
9	SALARIES & GROUP INSURANCE	12
10	PROTECTION FOR SUPPORT EMPLOYEES	13
11	CORRECTIVE DISCIPLINE & TERMINATION	13
12	SAFETY & HEALTH	15
13	SUPPORT EMPLOYEES PERSONNEL FILES	16
14	SUPPORT EMPLOYEES EVALUATION AND SUPERVISION	16
15	NONDISCRIMINATION	17
16	RETIREMENT	17
17	DUES DEDUCTION	17
18	TRANSFER	18
19	REDUCTION IN FORCE POLICY	19
20	COMPENSATION	20
21	HOURS AND WORKING CONDITIONS	22
22	SUCCESSORSHIP CLAUSE	23
23	GENERAL SAVINGS CLAUSE	23
24	TERMS OF AGREEMENT	23
	APPENDIX A	24-25

## PREAMBLE

This agreement is made and entered into by and between the LINCOLN COUNTY SCHOOL DISTRICT and the LINCOLN COUNTY ASSOCIATION OF SCHOOL PERSONNEL, this (2<sup>nd</sup>) day of October, 2023.

It is mutually agreed the ultimate responsibility for establishing reasonable rules rests with the Board of Trustees of the Lincoln County School District. Those rules established during the term of this agreement shall not be inconsistent with this agreement. The association agrees to do its utmost to see that its members perform their respective duties loyally and continuously under the terms of this agreement and reasonable policies established by the school trustees. The association will use its best endeavors to protect the interests of the Lincoln County School District, its employees and the association, conserve property, protect the interests of the public, and give service of the highest quality.

Members of Lincoln County Association of School Personnel in the school district have the right to join, or not join, any organization for their professional or economic improvements.

NOW, THEREFORE, IT IS AGREED:

## ARTICLE 1 RECOGNITION

1-1 The district recognizes the association as the exclusive representative of all education support employees employed by the district.

## ARTICLE 2 DEFINITIONS

2-1 Accrual day shall be based upon the scale below:

4-day work week	Work Week for 9/10 month Employees	Accrued Sick Leave for 9/10 month Employees
10 hours	40 hours	120 hours
8.75 hours	35 hours	105 hours
8 hours	32 hours	96 hours
7 hours	28 hours	84 hours

4-day work week	Work Week for 12 month Employees	Accrued Sick Leave for 12 month Employees
10 hours	40 hours	144 hours

2-2 AGREEMENT AND MASTER CONTRACT shall refer to the name of this document.

2-3 ASSOCIATION shall mean the Lincoln County Association of School Personnel, and is the entity known as the Employee Organization as defined in NRS 288.040. It shall include authorized officers, representatives, and agents who reserve the right to act hereunder by committees or by designated representatives.

2-4 CONSULTANT shall mean any person requested by either the association or the school trustees to provide assistance in the negotiations process.

2-5 CONTRACT DAYS shall mean support employee employment days. For the purpose of this article, a "working day" is defined as any calendar day that the school offices are open for business.

2-6 CONTRACTED SCHOOL YEAR shall mean the period of time between the first contracted day in the fall to the last contracted day in the spring for nine (9) and ten (10) month employees. From July 1 to June 30 for twelve (12) month employees.

2-7 EMPLOYEE shall mean a regular status education support employee working four (4) or more hours per day or twenty (20) hours or more per week holding a position on the Lincoln County Association of School Personnel Salary Schedule, a member of the bargaining unit represented by the association as defined by NRS 288.028, and eligible for membership in the association.

2-8 EMRB shall mean the Local Government Employee-Management Relations Board, as defined in NRS 288.030.

2-9 GRIEVANCE is a disagreement between an individual, or the association, and the employer

concerning interpretation, application, or enforcement of the terms of this agreement.

2-10 IMMEDIATE FAMILY shall mean mother, father, husband, wife, son, daughter, brother, sister, aunt, uncle, niece, nephew, mother-in-law, father-in-law, son-in-law, daughter-in-law, step-parents, step-children, half-brother, half-sister, grandchildren, grandparents, or any relative living in the immediate household of the employee.

2-11 IN-HOUSE EMPLOYEE is one who is a current employee of the LCSD and is in the same bargaining unit as the job being advertised.

2-12 NEGOTIATIONS LAW shall refer to Chapter 288 of the Nevada Revised Statutes as amended, (commonly known as the Local Government Employee Management Relations Act).

2-13 SCHOOL DISTRICT shall mean the Lincoln County School District.

2-14 SCHOOL TRUSTEES shall mean the Lincoln County School District Board of School Trustees, and is the entity known as the Local Government Employer as defined in NRS 288.060. It shall include authorized officers, representatives, and agents who reserve the right to act hereunder by committees or by designated representatives.

2-15 SUPERINTENDENT shall mean the Superintendent of Schools of the Lincoln County School District or their designated representative.

2-16 WORK YEAR refers to a variable period of time. The work year for employees covered by this agreement will vary based upon job classification and assignment. The work year may be nine (9) months or less, ten (10) months, or twelve (12) months in length. Employee compensation and benefits provided for under this agreement are to be accrued based upon the employee's work assignment, which are the actual days or hours of employment only. The minimum number of work days in a work assignment shall be one hundred forty-four (144) days for nine (9) month employees, one hundred sixty (160) days for ten (10) month employees, and two hundred eight (208) days (that includes paid federally recognized holidays) for twelve (12) month employees.

### **ARTICLE 3 GRIEVANCE PROCEDURE**

3-1 A grievance is a disagreement between an individual, or the association, and the employer concerning interpretation, application, or enforcement of the terms of this agreement.

3-2 For the purpose of this article, a "working day" is defined as any calendar day that the school offices are open for business.

3-3 If a grievance exists, the following steps shall be taken to resolve the grievance:

The parties acknowledge that it is usually most desirable for a support employee and the immediately involved supervisor to resolve problems through free and informal communications. Accordingly, any grievance may first be discussed with the aggrieved party's immediate supervisor, with the objective of resolving the matter informally.

Informal step: Within eight (8) working days of the occurrence, or knowledge of the act or condition which is the basis of the complaint, the grievant and the association must discuss the concern with their immediate supervisor with the objective of solving the matter. If a

disagreement remains, the grievant and the association may elect to advance to step one (1).

#### Step 1 - School Principal-Immediate Supervisor

If the aggrieved party is not satisfied with the disposition of the grievance at the informal step meeting, the party may file a written grievance to the aggrieved party's immediate supervisor within ten (10) working days. The immediate supervisor will meet the grievant and their representative within ten (10) working days and respond to the grievance, in writing, within five (5) working days after the step one (1) meeting.

#### Step 2 - Superintendent of Schools

If the aggrieved party is not satisfied with the disposition of its grievance at step one (1), the party may file the written grievance with the superintendent within five (5) working days. The superintendent or a designee will meet with the aggrieved party, the principal or immediate appropriate supervisor, or both, in an effort to resolve the grievance. Such a meeting will take place within five (5) working days after receipt of the grievance by the superintendent. The superintendent shall, within five (5) working days after this meeting render a decision, in writing, to the aggrieved party.

#### Step 3 - Grievance Mediation

If the aggrieved party is not satisfied with the disposition of the grievance in step two (2), then the aggrieved party may present the grievance to mediation within five (5) working days after receiving the superintendent's response in step two (2).

#### Procedure for Grievance Mediation

1. The superintendent must respond to a grievance request for mediation within five (5) working days.
2. The mediator will be obtained from the Federal Mediation and Conciliation Service.
3. Both parties agree to comply with the rules and procedures of the Federal Mediation and Conciliation Service.
4. The mediator shall confer with the superintendent or their designee and the organization, and hold a hearing within thirty (30) working days or less.
5. If no solution is reached to the satisfaction of both parties, the grievance and all information in steps one (1) and two (2) shall be moved to step four (4).

#### Step 4 - Binding Arbitration

If the aggrieved party is not satisfied with the disposition of the grievance in step three (3), then the aggrieved party may present the grievance to binding arbitration within five (5) working days after the trustees respond.

Within five (5) working days after written notice of submission to arbitration, the superintendent and the aggrieved party will agree upon a mutually acceptable arbitrator who is experienced, impartial, disinterested and of recognized competence. If, within five (5) working days, the parties are unable to agree upon an arbitrator, a request for a list of seven (7) arbitrators will be made to the Federal Mediation and Conciliation Service by either party.

Within five (5) working days after receipt of the list from the Federal Mediation and Conciliation Service, the parties will select an arbitrator from the list by alternately striking one (1) name until

the name of one (1) arbitrator remains who will be the one (1) to hear the dispute in question. The arbitrator so selected shall confer with the superintendent and the association and hold hearings promptly and shall issue, to the trustees and the association, their decision, along with reasoning and recommendations, not later than twenty (20) calendar days from the date of the close of the hearings or, if oral hearings have been waived, from the date the final statement and proofs are submitted to them.

The arbitrator will consider the grievance and render a decision which will be final and binding upon the parties.

#### 3-4 Arbitration Costs

The costs of all arbitration shall be borne as follows:

1. The expenses, wages, and other compensations of any witness called before the arbitrator shall be borne by the party calling such witness. Other expenses incurred, such as professional services, consultations, preparation of briefs and data to be presented to the arbitrator shall be borne separately by the respective parties.
2. Costs for binding arbitration will be paid by the parties as determined by the arbitrator. The costs involved in preparation, including witnesses, will be borne by the respective parties.

#### 3-5 Individual Rights

Nothing contained in this article shall preclude an employee or the association, with or without representation, from bringing a problem through the chain of command to the trustees on an informal and oral basis.

#### 3-6 Rights to Representation

At least one (1) association representative will be present for any meeting, hearing, appeal, or other proceeding relating to a grievance, which has been presented under this article.

If, in the judgment of the association, a grievance affects a group of support employees or the association, the association may initiate and submit such grievance even though there is no individual aggrieved person who wishes to do so. Such grievances will commence at step one (1) unless they involve administration above the building level whereupon they may be filed at step two (2).

When it is necessary for the association to investigate a formal grievance or to attend a meeting or hearing held therewith, upon request to the immediate supervisor, the grievant and one (1) association representative will be released from normal duties, without loss of pay, in order to do so.

#### 3-7 No Reprisal

No reprisal of any kind will be taken by the trustees or the administration against any person because of participation in this grievance procedure.

#### 3-8 Cooperation of the Employer and Association

The trustees and the administration will cooperate with the association in its investigation of any grievance, and both parties will furnish such relevant information as is requested for the processing of any grievance.

3-9 Exclusive Remedy

The sole remedy available for any alleged breach of this contract or an alleged violation of rights hereunder granted shall be pursuant to the forgoing grievance procedure prior to taking any other action.

3-10 Arbitrators Authority

The decision of the arbitrator shall be final and binding. The arbitrator shall not add to, subtract from, or modify any of the terms of this agreement, or any supplementary agreement. The award of the arbitrator shall be based exclusively on the evidence presented at the hearing.

3-11

The parties may agree in writing to extend, decrease, or otherwise modify any required time frames.

## ARTICLE 4 ASSOCIATION ACTIVITIES

- 4-1 The school trustees hereby agree that every supporting employee of the school district shall have the right to freely join the association for the purpose of supporting the cause of education and welfare of the support employees, and shall not in any manner interfere or discourage nor allow any of its employees to interfere with such activity.
- 4-2 The school trustees will not discharge, dismiss, or discriminate against any support employee by reason of their membership in the association or their participation in any grievance.
- 4-3 The association, along with other employee associations, shall be allowed time for meetings after the completion of the first general session of all employees, at the beginning of each school year.
- 4-4 The association agrees that all of its activities will be conducted so as not to interfere with support employees' regular duties and obligations. This will not be construed so as to prevent support employees from participating in the fact finding process of the Local Government Employee-Management Relations Act.
- 4-5 The association shall have the right to place, in a reasonable manner, appropriately identified notices, circular and other materials on school faculty bulletin boards and in the support employees' mail boxes.
- 4-6 The association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, scheduling such with the principals of the school, provided that this shall not interfere with or interrupt normal school operations.
- 4-7 The association will not send notices home with students and will not discuss association business with students.
- 4-8 The association shall have the privilege of using school facilities and equipment including computers, typewriters, mimeographing machines and other duplication equipment, calculating machines and audiovisual equipment at reasonable times, providing this shall not interfere with normal school use and used for purposes other than partisan politics. Materials and labor shall be supplied at association expense.



- 4-9 Deduction of association dues shall be made on the average monthly basis, equal to the annual amount, and may be requested by new members at any time during the school year.
- 4-10 The duly authorized representatives of the association and the organizations with which the association is affiliated, not employed by the Lincoln County School District, shall be permitted to discuss matters pertaining to association business with the approval of the school principal.
- 4-11 Upon a five (5) day written notification from the association president to the immediate supervisor of the school of the affected by a member's absence (whether the president of the association and/or their designee) and as approved by the superintendent-association member (0.35 X N). Leave will be granted at not less than ten (10) days and no more than twenty (20) days in a school year. The number of association days will be calculated from the total association membership as of July 1<sup>st</sup> of each year. Association representatives attending the annual Nevada State Education Association Delegate Assembly shall be granted leave without loss of pay.

## **ARTICLE 5 TRAVEL REQUESTS & REIMBURSEMENTS**

- 5-1 The school district shall reimburse any support employee for travel required for school business at the standard district formula.
- 5-2 Support employees may visit other schools or special meetings and workshops with released time and/or travel expenses paid if:
1. Support employee is requested by the superintendent to attend for a purpose deemed beneficial to the school district.
  2. Principal recommends, in writing, that the support employee's attendance will be beneficial to their school and receives written affirmation from the superintendent.
- 5-3 In the event estimated expenses for the above exceed \$1,000.00 approval of the board of school trustees must be given prior to visitation.

## **ARTICLE 6 EMPLOYMENT OF SUPPORT EMPLOYEES**

- 6-1 Vacancies will be posted on the Lincoln County School District website, in the Lincoln County Record and posted to a designated work site for each geographic area of the school district. All employees will receive an email of the posting the same day that the job is posted. The posted notice will have the required skills, knowledge, and experience required for each position. Applications from currently employed support employees will be acknowledged and given consideration for transfer or promotions into positions for which they are qualified and have previous work experience before new applications are considered.
- 6-2 It is agreed that principals should have the opportunity whenever possible to interview prospective support employees who may be under their jurisdiction, and fill the particular support assignment.
- 6-3 All support employees will have ten (10) days to examine, sign and return to the

district office their election form. Any incident that results in a disciplinary action, direction for change or a negative evaluation will be called to the employee's attention, in writing, within ten (10) school days after the site administrator and/or the superintendent has been notified of the incident. No support employee should be reprimanded or disciplined publicly. All parent complaints should be investigated. If the investigation of a parent complaint needs to be addressed, the employee will be notified in writing within ten (10) days by the administrator and/or the superintendent.

- 6-4 Any incident that results in a disciplinary action, direction for change or a negative evaluation will be called to the employee's attention, in writing, within ten (10) school days after the site administrator and/or the superintendent has been notified of the incident. No support employee should be reprimanded or disciplined publicly. All parent complaints should be investigated, and the employee should not be reprimanded or disciplined publicly. If the investigation of a parent complaint needs to be addressed, the employee will be notified in writing within ten (10) days by the administrator/superintendent.
- 6-5 When notified in writing by the LCASP, the employer shall immediately begin negotiations on any action that has an adverse impact on any bargaining unit member in order to comply with the Elementary and Secondary Act of 2001.
- 6-6 LCASP members at each school site will be represented in the formation of any school improvement plan for that site. These individuals shall point out any proposed provisions which might alter, modify, violate or supersede this agreement.
- 6-7 Paraprofessionals must earn a minimum of six (6) semester hours of credit every five (5) years to be eligible for continued employment and compensation as noted on the salary matrix found in Appendix A. Lincoln County School District provides in-service classes to district personnel. Those who participate in each class will be given credits for recertification as approved by NDOE. These credits shall be used towards the six (6) credits needed per the requirements as stated in this article.
- 6-8 Other support employees who wish to attend district provided professional development training sessions may do so with the prior approval of their supervisor.

## **ARTICLE 7 ANNUAL LEAVE (VACATION)**

- 7-1 Fringe benefits include two (2) weeks annual vacation for twelve (12) month support employees and regular school vacations for employees on a school-year basis. After ten (10) years of service, twelve (12) month employees will be entitled to three (3) weeks paid vacation.
- 7-2 Full time employees who are contracted on a twelve (12) month basis may accumulate unused leave at a rate not to exceed fifteen (15) days per year to a maximum of forty-five (45) days. Any leave in excess of forty-five (45) days shall be considered null and void at the end of the contract year. Employees working forty (40) hours per week will be limited to one hundred twenty (120) hours of accrued leave per year. For employees working a four-day school week, days off will be deducted based on the number of hours worked per day during the four-day work week.
- 7-3 Vacation days must be approved by the immediate supervisor a minimum of forty-eight (48) hours prior to be taken.

## ARTICLE 8 LEAVES, DISABILITY, AND BENEFITS

### SICK LEAVE

- 8-1 Sick leave can be used by an employee who is unable to perform contract duties due to physical, mental, or emotional illness or disability. Leave days may be denied for routine appointments/treatments when a substitute is unavailable; before or following holidays; the first and last week of school; parent/teacher conference days; and/or professional development days.
- 8-2 Nine (9) and ten (10) month support persons shall be credited with fifteen (15) days of sick leave at the beginning of each school year. One (1) day of sick leave awarded will equal the number of hours the employee is contracted to work per day, regardless of the number of days per week they work. Sick leave will be deducted in hours corresponding to actual hours not worked on a scheduled work day. Twelve (12) month support persons shall be credited with eighteen (18) days of sick leave at the beginning of each school year. Unused sick leave shall accumulate without limit.
- Support persons who begin service later in the school year will be credited with a prorated number of days of sick leave for the balance of the school year, on a basis of one and one half (1½) days of sick leave for each school month of service to be performed during that year. Support persons who leave the district prior to the end of the school year shall only be given their prorated share of sick leave predicated on a basis of one and one-half (1½) days per month worked. Work hours are defined in Article 2-1 of this negotiated agreement.
- 8-3 A support employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available will be granted a leave of absence without pay for the duration of such illness or disability, to the end of the contract year. This leave may be renewed each year by the school trustees upon written request of the support employee.
- 8-4 Leave with pay, within the limits of the sick-leave policy, for elective surgery shall be allowed provided the attending physician certifies that the elective surgery should not be postponed. Verification from the attending physician may be required.
- 8-5 Support employees shall be granted up to seven (7) consecutive days, with pay to be deducted from sick leave to attend the funeral of a member of the immediate family. Requests for extension of this leave shall be directed to the superintendent and approved by the board of trustees.
- 8-6 Support employees may be granted a leave of absence with pay to be deducted from sick leave, from one (1) to ten (10) days, to any support employee unavoidably absent because of serious illness or serious accident within the immediate family.
- 8-7 Support employees leaving the employment of the district shall be paid twenty-three percent (23%) but not less than \$22.00 per day for each day of unused sick leave, up to two-hundred fifty days (250 days), providing they have ten (10) consecutive years of contracted employment with the district and have not been dismissed.
- 8-8 The district has the right to require verification of an employee's illness, disability, or medical appointment in order to charge the absence to sick leave. Verification of the employee's ability to return to work may also be required. The employee is expected

to inform their principal regarding the expected duration of the absence.

8-9 COMMUNITY SERVICE AND UNFORESEEN CIRCUMSTANCES

Leave of absence may be granted for participation in civic or community activities or unforeseen circumstances for up to four (4) days total, upon notification to the supervisor, by a support employee. If a support person has leave in both areas under this section their total leave shall not exceed four (4) days.

8-10 MILITARY LEAVE

Support employees who must serve under involuntary order in military programs shall have no loss of salary from the school district for participation in such programs for up to fifteen (15) days per school year.

8-11 PROFESSIONAL LEAVE

With the approval of the immediate supervisor, superintendent, and the school trustees, leave will be granted for the purpose of attending professional meetings, conventions, conferences, assemblies, with no deduction from salary if it is thought that such attendance will render a service of value to the Lincoln County School District. At the discretion of the school trustees, per diem and/or travel may be provided by the district. (Refer to Article 5-3)

8-12 PERSONAL LEAVE

At the beginning of each year, each employee will be credited with three (3) personal days (credit will be based on the number of hours an employee is scheduled to work each day. For example, a seven (7) hour employee will be credited with twenty-one (21) hours of personal leave.

Employees who leave district employment prior to the end of the contracted school year shall reimburse the district for any personal leave used which exceeds the employee's prorated share of personal leave based on the number of months the employee has worked. Reimbursement shall include deduction from salary and/or sick leave payout. An employee will accrue three (3) personal days per year, and are only able to accumulate six (6) personal days total. If an employee utilizes one (1) personal day, then they will acquire one (1) personal day the next academic year. The maximum amount of personal days an employee is able to possess will be six (6) days.

8-13 Personal leave shall be granted to employees without limitation as to the purpose for the first two (2) days. If employees are entitled to any accumulated personal days, an explanation must be made in writing to the superintendent as to the purpose and shall be granted at their discretion. Such leave shall not be unreasonably denied.

8-14 Personal days shall not be taken the day prior to or the day immediately following any vacation period or holiday except in the case of an emergency or by permission of the principal or supervisor.

8-15 Employees wishing to use personal leave shall notify their immediate supervisor of the intended use of a day's personal leave at least forty-eight (48) hours prior to the date to be used except in cases of emergencies. In the latter case, notice should be given as early as possible.

8-16 JURY DUTY LEAVE

Leave shall be granted, with no deduction in pay, for any support employee required to be absent from assigned duties by reason of their appearance as a witness or juror in a court of law. Leave in this category shall be limited to those instances in which the support employee's attendance is compelled by a duly issued subpoena or court summons. Any pay for jury duty will be reimbursed to the district.

8-17 SICK LEAVE BANK

1. Employees covered by this agreement may become members of the sick leave bank by voluntarily contributing one (1) sick leave day for the establishment and operation of the bank. The bank is to assist employees who have long-term illness or disabilities with recovery time of more than sixteen (16) days which cause them to be unable to fulfill their job responsibilities with the district and who have exhausted their sick leave and their personal leave accumulations.
2. Only individuals who have contributed to the bank are eligible for benefits. Sick leave bank days shall not be used for elective surgery, personal business, extended family illness or maternity leave. It can be used for high risk pregnancy. Any employee who has been diagnosed with a debilitating or catastrophic injury or illness pre-existent to employment shall not draw from the sick leave bank within the first year of employment.
3. Application for benefits from the sick leave bank shall be made to the Sick Leave Bank Committee. The committee shall be made up of two (2) members appointed by the LCEA President, one member appointed by the LCASP President, one member appointed by the LCAA President, and one member appointed by the Board of Trustees. The decision of the committee shall be final and shall not violate this agreement.
4. At the beginning of each school year there will be a nine (9) week open enrollment period. In addition, any new hire may join within nine (nine) weeks of employment. Eligible staff must notify the school district in writing of their desire to participate in the bank.
5. Enrollment in the bank shall continue automatically from year to year with one (1) assessed day per member, per year, unless notice of withdrawal is given in writing to the school district during the enrollment period. Withdrawal will not result in reinstatement of the time contributed to the bank.
6. The bank shall assess one (1) day per member, per year, until an accumulation of seven hundred-fifty (750) days is reached. When the number of days in the bank falls below three hundred (300), the committee will reinstate the yearly assessment.
7. The maximum anyone can contribute to the sick leave bank at any one time is one (1) sick leave day.
8. All requests must be made in writing to the district office on the sick bank form. When a form is submitted, the committee will meet to grant, deny, or modify the request.
9. Employees must be employed by the district for a minimum of three (3) years

before accessing the sick bank. The maximum accumulated number of days which any one person can be granted from the sick bank is twenty (20) days per year. If more than twenty (20) days are needed, the participant can apply for additional days, not to exceed forty (40) days total. A person may use a maximum of sixty (60) days over a five (5) year period, such period to begin with the first withdrawal of days.

#### 8- 15 ASSOCIATION LEAVE

The association president or their appointee will give two-week notice to a principal or supervisor for five (5) days annually, without loss of pay, for the purpose of attending professional association meetings, conferences, Representative Assembly, conventions, or for the purpose of visiting other schools within the Lincoln County School District. Ten (10) additional days may be granted by the school board without any salary deductions limited to the substitute pay scale and reimbursed to the district by the local, state, or national association.

### **ARTICLE 9 SALARIES AND GROUP INSURANCE**

- 9-1 The school district agrees to offer group health and accident insurance to all support employees and their dependents. Employees will be given a written copy of the group health and accident insurance during the support members first month of school or upon request.
- 9-2 The school district will pay 100% of the individual group health and accident insurance for all support employees who wish to participate for the full twelve (12) month period commencing July 1 and ending June 30. No compensation will be given if the employee denies insurance.
- 9-3 The school district will pay 100% of the group term life insurance for all employees who wish to participate for the full twelve (12) month period commencing July 1 and ending June 30.
- 9-4 All members of the bargaining unit, at the support employee's option, may be provided insurance within the terms and conditions of the Lincoln County School District's group insurance plan.
- 9-5 Support employees may purchase dependent health and accident insurance coverage at no cost to the district.
- 9-6 Premiums paid by the district for support employee's insurance shall not be used in any way to pay for dependent's insurance.
- 9-7 If a full-time classified employee's spouse is also a full-time LCSD employee AND they have at least one (1) dependent child THEN the district will pay 100% of the individual group health and accident insurance for BOTH employees into the "Family" category where one spouse will be declared the "Employee" and the other will be part of the "Family". The family will still pay as if considered an "Employee plus Children" (which is the difference between the District's contribution minus the total amount of the "Employee plus Children" category.) The intent is to allow for two (2) instead of three (3) deductibles.

9-8 Salaries are as listed in Appendix A.

## **ARTICLE 10 PROTECTION FOR SUPPORT EMPLOYEES**

- 10-1 The school trustees will provide liability insurance protection for any support employee who is acting within the limits of their responsibilities.
- 10-2 A support employee may restrain a pupil when it is essential for self-defense or for the protection of other persons or property.
- 10-3 This agreement shall not be interpreted as providing an all-inclusive statement of the rights and privileges of the support employee and the school trustees.
- 10-4 All support employees will be provided access during normal work hours to the district, school or work site websites.

## **ARTICLE 11 CORRECTIVE DISCIPLINE AND TERMINATION**

- 11-1 **Corrective Discipline**  
Corrective and disciplinary action is designed to provide a fair and structured way for employees to improve their job performances and/or behaviors which do not meet the standards or demands of their positions, and to provide a system for fair and equitable treatment of all employees.
1. The district will, through a corrective discipline system, give employees an opportunity to improve their job performances and/or behaviors which do not meet the standards or demands of their positions. The goal of the corrective discipline system is to correct or improve unsatisfactory performance/behavior, and the measures utilized will be commensurate with the deficiency to be corrected.
  2. If disciplinary action is deemed necessary, the following steps will be taken:
    - a. Verbal warning/reprimand - A verbal warning or reprimand is given to the employee for the first occurrence of a minor offense. A warning is administered by the employee's immediate supervisor.
    - b. Written/reprimand - A written or formal warning is given to the employee in the first instance for more serious offenses or after repeated instances of minor offenses. The warning is administered by the employee's immediate supervisor. It states the nature of the offense and specifies any future disciplinary action which will be taken against the employee if the offense is repeated within a specified time limit. A copy of the written warning is placed in the employee's personal file ,but it is destroyed twelve (12) months following the date on which it was given if the intervening service has been satisfactory. The employee is required to read and sign the formal warning.
    - c. Suspension without pay - If, despite previous warnings, an employee still fails to reach the required standards in the specified time frame, the employee may be suspended without pay. Under suspension, the employee is barred from working for a period of time, and their salary

is docked accordingly. Suspension without pay actions could range from one (1) to twenty (20) days.

An employee may also be placed on suspension without pay pending discharge. A decision to suspend pending discharge is made based on the reasons for the discharge, and is generally utilized when the employee is suspected of gross misconduct, or when their continued presence during the investigation period would be a disruption to normal district business.

3. Dismissal - An employee who fails to correct unsatisfactory performance/behavior during previous steps in the progressive discipline procedure will be terminated.

#### 11-2 Termination

1. Resignation - An employee who resigns shall submit their resignation in writing to the district and give at least two (2) weeks notice.
2. The association agrees that in the event any employee resigns on or after July 15, of the year in which the contract is tendered for the ensuing contract year that should Lincoln County School District suffer a financial burden of at least five percent (5%) of the base salary of the adopted support employees' salary schedule in locating a replacement employee that said employee shall pay Lincoln County School District five percent (5%) of the base salary of the adopted support employees' salary schedule as liquidated damages. This provision may be waived if mutually agreed by the employee and the district.

#### 11-3 Probationary Employee Termination

If, during the probationary period of one (1) year, an employee's performance or conduct is not overall satisfactory or they fail to qualify medically for reasons that render such person unqualified for the position, the employee may be terminated. The probationary employee shall be evaluated three (3) times during the first year probationary period. The evaluation will be performed by the employee's immediate supervisor. Each evaluation will then be presented to the superintendent. The evaluation will be reviewed with the employee, immediate supervisor and the superintendent in attendance.

Every probationary support employee being terminated will be entitled to the following:

1. The support employee will be notified in writing before the 15th day of April. This notification will include a written statement declaring, clearly and explicitly, the specific reason(s) for the termination of their services.
2. The support employee may, within ten (10) days of the receipt of the statement of reasons, appeal the termination through the grievance procedure.

#### 11-4 Post-Probationary Employee Termination

A post-probationary employee may be terminated or subject to disciplinary action if their performance or conduct is not overall satisfactory in accordance with NRS 391.750. In determining whether the professional performance of a support employee is inadequate, consideration shall be given to the regular and special evaluation reports prepared in accordance with the district policy.



11-5 Consideration Before Termination

Prior to termination, excluding termination pursuant to sections 3 and 6 of this article, an employee shall be given a warning and a reasonable time to rectify the problem. This warning will include:

1. A precise definition of the problem in terms of professional deficiency.
2. A precise set of expectations delineating what level of performance would constitute acceptable performance in the problem areas defined. A prescription for remediation which spells out courses of action and time-expectations so the support employee involved can reach an acceptable level of performance.
3. A prescription for assistance by the principal or immediate supervisor which spells out courses of action and timelines whereby the support employee will be assisted and counseled in improving the level of performance to an acceptable level.

According to the gravity of the offense, employee discipline, short of termination, may consist of oral warning, written reprimand, or suspension.

Any incident or situation that arises during the current school year that could possibly be cited as a reason for termination will be discussed promptly with the support employee.

The district reserves the right, as a form of discipline, to place an employee on probation for a period not to exceed ninety (90) days in an effort to further evaluate and rehabilitate the employee.

11-6 Abandonment of Work

An employee absent from work in excess of three (3) days without a satisfactory explanation shall be considered to have abandoned their job and shall be terminated.

11-7 Just Cause

No employee shall be disciplined, suspended, dismissed, non-renewed, or terminated without just cause.

## **ARTICLE 12 SAFETY AND HEALTH**

12-1 An employee, believing any working condition is unsafe, shall immediately notify their immediate supervisor. The employee has the right to refuse to expose themselves to immediate danger created by an unsafe working condition when such danger threatens substantial bodily harm. The employee having given notice of the condition to their immediate supervisor, shall be subject to assignment to another duty while the condition is being investigated and/or corrected. It is the responsibility of the supervisor to determine if the condition is or may be unsafe. If such determination is made, the employee shall be assigned to another duty or another location while the condition is being corrected.

12-2 Should the supervisor conclude that the working condition is safe, and the employee insists to the contrary, the employee shall continue to work until the matter can be resolved between the district and the association through the grievance procedure.

## **ARTICLE 13 SUPPORT EMPLOYEES PERSONNEL FILES**

- 13-1 A copy of each written report, comment, or reprimand concerning a support employee which the school district places in the support employee's personnel file shall be provided to the support employee prior to placement in the personnel file. The support employee shall sign the personnel file copy of the report, comment, or reprimand as acknowledgment of receipt of a copy of the document. Such signature shall not be construed as agreement to the contents of the document. Any negative document shall not remain in the personnel file for more than a period of two (2) years, as long as there is no recurrence of the same instance.
- 13-2 The superintendent shall maintain, for official school district purposes, one (1) personnel file and one (1) medical information file for each employee. These files shall be kept under conditions that insure their integrity and safe keeping.
- 13-3 In the event an employee is charged with civil or criminal charges and cleared of said charges, there shall be no documentation or reference to it in the employee's personnel file.
- 13-4 An employee shall be given a copy of all material prior to it being placed in the personnel file and shall date and sign the material prior to its placement in the file. The employee shall have the right to examine their personnel file. Anonymous materials shall not be placed in the file. An employee shall have the right to contest placement of unsubstantiated and inappropriately placed materials in the personnel file through the grievance process. In addition, the employee may within a ten (10) day period submit a written response to any material placed in the personnel file. This written response shall then be attached to the appropriate file material and placed in the file.
- 13-5 In a specific personnel action, no use may be made of any material which has not been properly placed in the official personnel file as directed in 13-4.

## **ARTICLE 14 SUPPORT EMPLOYEES EVALUATION AND SUPERVISION**

- 14-1 Support employees will be evaluated according to the Lincoln County School District Regulations. The evaluation will be conducted, at a minimum, on a yearly basis with their immediate supervisor. The employee must sign the document to the effect they agree with the evaluation. In the event they do not concur, they may indicate so, and are entitled to an appeal to the superintendent, or board of directors, whichever is the next level of management.
- 14-2 No written periodic evaluation report or written reprimand concerning a support employee will become a part of the support employee's personnel file without the support employee being presented a copy signed by both the support employee and the evaluator thereof, and being given the opportunity to discuss the matter with the principal or supervisor.
- 14-3 The LCASP will be invited to provide input regarding the evaluation instrument adopted by the Lincoln County School District.

## ARTICLE 15 NONDISCRIMINATION

- 15-1 The parties agree to comply with NRS 288.270 in its entirety with regards to nondiscrimination.

## ARTICLE 16 RETIREMENT

- 16-1 The school district agrees to submit payment of 100% of the support employee's contribution to the Public Employees' Retirement System (PERS). The parties agree to comply with NRS 286.421. In accordance with this, when NV PERS increases its rates after July 1, 2019 (not including the July 1, 2019, 1.25% PERS increase), the district agrees to pay the district's 50% contribution portion of the increase. The employee's 50% contribution portion of the increase becomes subject to negotiations pursuant to NRS 286.421. In the event, through the negotiations process, the district makes payment on behalf of the employee's 50% contribution portion of the increase in lieu of an equivalent basic salary increase, such increases will be recorded in this section of the agreement:

Date	Total PERS increase	In lieu of salary increase/district contribution
July 1, 2015	2.25%	1.125%
July 1, 2019	1.25%	.625%
July 1, 2021	.50%	.25%
July 1, 2023	3.75%	1.88%

## ARTICLE 17 DUES DEDUCTION

- 17-1 The school trustees agree to deduct dues from the salaries of the employees covered by this agreement. Such deductions shall be made in accordance with the provisions of the dues authorization form solely for those employees who have voluntarily executed such forms. These monies shall be transmitted promptly to the Lincoln County Support Employee Association.
- 17-2 The association will certify to the school district in writing the current rate of membership dues. The school district will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change.
- 17-3 Deduction of association dues shall be made on the average monthly basis, equal to the annual amount, and may be requested by new members at any time during the school year.

## ARTICLE 18 TRANSFER

- 18-1 The intent of this article is to facilitate the transfer of education support employees as provided in NRS 288 when such transfers are necessary or requested.
- 18-2 Transfer is the movement from one (1) job classification to another or the change of work locations. Assignment is defined as the job of an employee.
- 18-3 A voluntary transfer is initiated by the employee.
- 18-4 An involuntary transfer is initiated by the district.
- 18-5 Involuntary transfers may be initiated due to decline in enrollment, the closing of a school, a change in formula allocation, a change in program, or any other condition that would require reducing the number of education support employees assigned to a school, work location, or to a program within a school.
- 18-6 For purposes of involuntary transfers, seniority shall be based on the amount of working time spent in Lincoln County School District, as long as the employee meets the qualifications of the job. The employee at the work site with the least seniority in the job classification to be affected will be identified for involuntary transfer.
- 18-7 A non-returning position is defined as a job classification at a particular site or within a particular program that must be authorized each school year. Education support employees shall not be transferred because of the transfer of an administrator or supervisor unless the transfer is voluntary and unless the transfer is to a vacant position.
- 18-8 No transfer shall be initiated or imposed for disciplinary reasons.
- 18-9 No reduction shall take place in the hourly rate of pay of an education support employee upon an involuntary transfer. Disciplinary actions may affect pay, but not reduce the hourly rate of pay.

An employee involuntarily transferring into a position that is paid less than the employee's current hourly rate of pay will remain at the same rate of pay until the employee's new hourly rate of pay increases in their new position.

- 18-10 An employee may initiate a voluntary transfer request by contacting the appropriate administrator where the posted vacancy exists.
- 18-11 A request for voluntary transfer will be acknowledged and given consideration before applications when a vacancy exists, as long as the employee has the qualifications and experience in that job classification. Placement on the salary matrix will be determined by the following guidelines:
1. Start at step one (1) of the new classification plus verified experience credit of up to five (5) years in that specific classification.
  2. Start at the step on the new classification column which gives an equal or greater hourly rate as they would get in the coming year on the previous classification.
  3. Stay at the current level until the number of years catches up to the current

salary. (Like administrators).

18-12 In the event it is necessary to involuntarily transfer an employee, the following procedure shall be used:

1. The appropriate administrator shall review the needs of the school, department, or program.
2. The employee with the least seniority as defined in Article 19 will be transferred.
3. In the event that there is no vacancy available, the provisions of Article 19, Reduction in Force, will apply.

18-13 A temporary employee may be hired and assigned to any work location for up to thirty (30) days in response to temporary requirements for work.

18-14 An employee may be transferred to any work location for up to thirty (30) days in response to emergency conditions.

18-15 The work location of maintenance employees shall be the district at large

## **ARTICLE 19 REDUCTION IN FORCE POLICY**

19-1 The school district retains the right to determine when a reduction in force/layoff is necessary, the number of individuals whose position must be reduced or laid off pursuant to this article, and the areas within which such reductions in force will occur. The district agrees to notify and consult with the association when a RIF becomes imminent and will make available to the association all relevant information upon request.

19-2 Subject to the determinations set forth in 19-1 above, the school district agrees to the following:

1. Attrition by resignation and retirement shall be utilized as the first step of staff reduction within each affected job classification. An incentive for retirement may be used with mutual agreement of the school district and the association.
2. Any additional reductions will be determined by the district's administration. They shall determine the area, subject, or programs that will lose positions. A seniority system will be used in determining further reductions of personnel.

19-3 For the purpose of implementing a reduction in force of current employed school support employees, the district shall by seniority with each job classification where reduction will occur, reduce the school support employee with the least seniority first.

19-4 Seniority shall be based on the amount of working time spent in Lincoln County School District. Before a support worker is released due to reduction in staff, they shall be given an opportunity to transfer to another position in the same classification(s) that a RIF is occurring in which they have seniority.

19-5 Seniority begins on the first paid day of work. In the event two (2) or more support employees have the same seniority in the same job classification, the tie breaker

shall be done by:

1. making any support employee with seniority in any other classification the most senior over newly hired employees or
  2. drawing of lots no later than thirty (30) calendar days after they begin working.
- 19-6 The school district will provide the association with an accurate seniority list no later than November 1st of each school year unless otherwise mutually agreed upon by the LCASP president and the LCSD superintendent.
- 19-7 Released support employees shall be placed on a recall list that shall be established by seniority. Each school support employee placed on the recall list shall be reinstated to new or vacant positions within job classifications in which they have seniority proceeding with the most senior through the least senior. Recall rights shall remain in effect one (1) school calendar year. The school district shall notify support employees placed on leave of absence of subsequent vacancies by mail to the last address registered by the support employee with the school district personnel office.
- 19-8 The support employee must respond to the school district office within ten (10) working days of their desire to be re-employed. If the school district is not notified that support employee's name will be removed from the recall list and no further offers will be made.
- 19-9 Current or RIF'd employees of the bargaining unit will not be replaced by subcontract employees.

## **ARTICLE 20 COMPENSATION**

- 20-1 The salary matrix in Appendix A, shall be increased by ten percent (10%), for all the columns and steps after increasing the following starting pay: Food Service Assistant \$15.00/hour, Bus Driver \$16.00/hour, Custodial I \$17.00/hour retroactive to the beginning of the employee's respective start date for the 2023- 2024 school year.

For the 2024-2025 school year there will be a 5% increase for all columns and steps.

For the 2023-2025 biennium, LCSD will pursue funding as made available through Senate Bill 231 of the 2023 Legislative Session. Any awarded funds will be applied to salary and benefits, as permitted by law. Any increase in salary and benefits will only be for the term of the 23-25 biennium and will sunset effective July 1, 2025, unless extended by the Nevada Legislature.

Funds will be reported separately on the employee's pay agreement as clarification for all parties and will be a separate item on stub that is PERS eligible. Funds will be applied, upon receipt, consistent with a successful subgrant award.

- 20-2 Longevity pay will be paid five hundred dollars (\$500) every six months to each employee that has reached the top of a particular grade on the salary matrix schedule (Appendix A). Employees with twenty-five (25) years of service shall receive a three percent (3%) salary bonus on the anniversary of their hire date.
- 20-3 The superintendent has the option to place new hires based on experience up to step 5 of the salary matrix (Appendix A).
- 20-4 The board will offer employees the incentive benefits listed in this section; however,

employees are only eligible to receive one (1) of the incentive benefits. Employees are not eligible to receive both incentive benefits.

In order to be eligible for one (1) of the benefits listed below, employees must notify the district as specified in Article 20-4. Employees who do not meet the notification requirements as listed in Article 20-4, are not eligible for the benefits listed in Article 20-4.

An employee may receive the following benefit; choose one:

1. A notification incentive stipend of \$1650 per year for the final two (2) years of service, which could include current year and one (1) additional year with no retroactive years, and a deadline of the last day of February of the current school year, so the district can budget for the incentive. Notification must state retirement in the final year. Employees who do not meet this deadline, are not eligible for this benefit. This benefit would be offered to all employees who successfully complete fifteen (15) years of service in Lincoln County School District.

Or, an employee may receive the following incentive benefit:

2. The school district will offer employees a longevity incentive of \$1450 per year for the 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> PERS year worked. In order to receive this benefit, employees must notify the district no later than the last day of February of the current school year, so the district can budget for the longevity incentive. Employees who do not meet this deadline are not eligible for this incentive benefit. This incentive benefit would be offered to all employees who successfully complete fifteen (15) years of service in Lincoln County School District.

20-5 The board may purchase two (2) years retirement for employees who have successfully completed twenty (20+) years of full time service with Lincoln County School District.

20-6 Based on their contract year, employees will be given the option of receiving their monthly salary in nine (9), ten (10) or twelve (12) equal payments.

20-7 After percentage increases are calculated, employees who previously received the ten dollars (\$10) dental benefit will have two options:

1. A one hundred twenty dollar (\$120) increase to the employees yearly salary, referred to as "2003 Negotiated Agreement A".

or

2. A lump sum paid to the employee of one hundred twenty dollar (\$120), issued once a year in November, referred to as "2003 Negotiated Agreement B".

This benefit ends upon retirement or leaving employment with Lincoln County School District. An employee's window to change their "2003 Negotiated Agreement" option is to be reported on the personnel letter sent to employees by the district each February.

20-8 Paraprofessional aides that are assigned to utilize Bi-Lingual skills on the job will receive an additional two percent (2%) to their monthly salaries. Any other employee asked to perform the same Bi-Lingual service will be paid time and a half for their services.

20-9 Employees that earn sixteen (16) credits (calculated as undergraduate) after the date

of hire that have been taken from an accredited college or university, will receive a four percent (4%) increase on the salary matrix schedule. This four percent (4%) increase is applied to the employee's current salary at time paid and may be received up to a maximum of four (4) times. The four (4) time maximum may be increased to a maximum of eight (8) times if on qualification for the fourth increase the employee:

1. has at least 64 college level credits earned pursuant to this section;
2. is certified by the Nevada Department of Education to be a substitute teacher in Nevada; and
3. is pursuing a course of study approved by an accredited college or university leading to a Bachelor of Arts or Science and Nevada teacher licensure.

Credits must be submitted by September 15th to be applied to an employee's salary for the current school year.

20-10 School bus trip rate: drive time= \$20.00, wait time= \$10.00

## **ARTICLE 21 HOURS AND WORKING CONDITIONS**

- 21-1 Work hours shall conform with the school day or the needs of the buildings or jobs involved. The normal work week will be Monday through Thursday. This normal work week may be adjusted, with the consent of the employee, to allow for weekend cleaning of restroom or locker room facilities.

Work time, all employees working from the classified contract shall be given a duty free lunch period daily. Any employee not relieved of duty for the thirty (30) minute lunch period will be given the option of a daily early release or paid in conformance with the LCSD Policy.

Work time, all employees working from the classified contract work period of four (4) or more hours shall have one (1) ten (10) minute break or rest period. Employees who work eight (8) hours or more shall have two (2) fifteen (15) minute breaks scheduled with their immediate supervisor's approval.

- 21-2 Overtime is any time that any employee works over forty (40) hours a week. Hours are to be paid at one and a half (1½) times the employee's hourly wage. Any extra-curricular assignments are excluded from this overtime provision.
- 21-3 Call back is any time that any employee is called back to work, by a supervisor and emergency personnel, during the employee's non-working hours. Any call back time would be paid the same as overtime. Minimum call back time will be one (1) hour paid at one and a half (1½) times the employee's hourly wage.
- 21-4 Maintenance and custodial employees shall work a regular eight (8) hour day for the student's traditional school year. For any other non-contracted workdays, the employee will be paid at the overtime rate.
- 21-5 No custodian will be held accountable for conditions of facilities when they are not on duty when the facilities are used by the employee organizations, employees, students or community unless scheduled by their immediate supervisor. If a custodian is required to work over the weekend to clean rest room or locker room facilities, except as provided in 21-1 above, they will be paid double time.



21-6 All employees who report for work for the district back to school meeting will be able to trade this work day with another scheduled work day/professional development day with their supervisor's approval.

## ARTICLE 22 SUCCESSORSHIP CLAUSE

22-1 The district agrees to not convey or transfer or cause to convey or transfer its operations to a new employer and/or charter school without first securing the agreement of the successor to assume the district's obligations under this agreement.

## ARTICLE 23 GENERAL SAVINGS CLAUSE

23-1 It is not the intent of either party hereto to violate the laws of the State of Nevada or of the United States. The parties agree that in the event any provision of this agreement is held by a court of competent jurisdiction to be in contravention of any such laws, they will enter into immediate negotiations thereon. The remainder of the agreement shall remain in full force and effect.

## ARTICLE 24 TERMS OF AGREEMENT

24-1 This agreement shall become effective July 1, 2023, and will continue until June 30, 2027. If there is no successor agreement in effect as of the termination date, the financial provisions of this agreement shall be subject to the requirements of NRS 288.155.

2023-2024: The parties shall each have the right to open no more than two (2) articles, including article 9, 16, 20, and Appendix A. This does not include articles with grammar and clean-up language. Both parties agree this can be brought to any negotiation's session.

2024-2025: The parties shall each have the right to open no more than two (2) articles, including article 9, 16, 20, and Appendix A. This does not include articles with grammar and clean-up language. Both parties agree this can be brought to any negotiation's session.

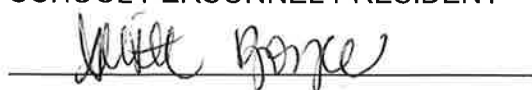
2025-2026: The parties shall each have the right to open no more than two (2) articles, including article 9, 16, 20, and Appendix A. This does not include articles with grammar and clean-up language. Both parties agree this can be brought to any negotiation's session.

In witness thereof, the parties have hereunto set their hands this  
2nd day of October, 2023.

LINCOLN COUNTY BOARD OF SCHOOL  
TRUSTEES



LINCOLN COUNTY ASSOCIATION OF  
SCHOOL PERSONNEL PRESIDENT



## **LCASP Appendix A**

### **C.O. Bastian Schedule Notes:**

A para-professional that is employed to work at C.O. Bastian after July 1, 2019, will work a term of 144 days PLUS 27 days for summer school and is compensated accordingly.

**LCASP: Appendix A**  
**LINCOLN COUNTY SCHOOL DISTRICT**

Lincoln County Association of School Personnel  
2023-2027

Hourly Rate

Step	Parapro	CYC Parapro	Secy.	Food Service Manager	Food Service Assistant	Cust. 1	Cust. 2	Bus Driver	Maintenance.
1	18.26	18.76	20.16	20.23	15.00	17.00	18.51	16.00	20.85
2	18.77	19.35	20.54	20.62	15.36	17.39	18.89	16.36	21.22
3	19.29	21.03	20.93	20.98	15.72	17.78	19.28	16.72	21.56
4	19.77	21.53	21.36	21.39	16.08	18.17	19.65	17.08	21.93
5	20.29	22.04	21.73	21.75	16.44	18.56	20.05	17.44	22.26
6	20.79	22.57	22.13	22.14	16.80	18.95	20.41	17.80	22.63
7	21.31	23.05	22.53	22.53	17.16	19.34	20.79	18.16	22.97
8	21.81	23.56	22.91	22.90	17.52	19.73	21.19	18.52	23.31
9	22.32	24.05	23.29	23.28	17.88	20.12	21.56	18.88	23.70
10	22.81	24.55	23.70	23.69	18.24	20.51	21.94	19.24	24.05
11	23.30	25.06	24.11	24.06	18.60	20.90	22.33	19.60	24.40
12	23.82	25.58	24.49	24.42	18.96	21.29	22.70	19.96	24.73
13	24.31	26.09	24.88	25.04	19.32	21.68	23.07	20.32	25.10
14	25.14	26.57	25.28	25.19	19.68	22.07	23.45	20.68	25.44
15	25.34	27.10	25.66	25.57	20.04	22.46	23.86	21.04	25.80
16	26.35	28.09	26.44	26.33	20.40	22.85	24.63	21.40	26.50
17	27.14	28.93	27.23	27.12	21.19	23.64	25.37	22.19	27.30

Bus driver trip rate: Drive time - \$20.00, Wait time - \$10.00

