

**Classified Agreement**  
**between the**  
**Custer School District 16-1**  
**and the**  
**Custer Educational**  
**Support Association (CESA)**  
**2024-2025**



To educate every student  
to his or her potential

Ratified: 10/14//24

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# **Classified Agreement between the Custer Educational Support Association and the Custer School District 16-1**

## **RECOGNITION**

The Custer School District (District) recognizes the Custer Educational Support Association (Association) as the exclusive representative of the Permanent and Permanent Part-Time Custodial, Maintenance, Carpentry and Housekeeping employees in the District and will negotiate terms and conditions of employment with the Association.

## **BARGAINING NOTIFICATION**

The parties shall commence bargaining for a successor agreement on or before April 15, 2025, unless mutually agreed upon by both parties.

## **RELEASED TIME FOR BARGAINING**

When negotiations are conducted during regular work hours, released time shall be provided for the Association's negotiating committee members.

## **CONTRACT PRINTING AND DISTRIBUTION**

At the conclusion of negotiations, the District will print copies of the ratified agreement for all members of the Association and the Bargaining Unit. The District will provide the association with one (1) copy of the agreement.

## **EMPLOYMENT AND SALARY**

An employee of the Custer School District will be placed at the appropriate starting salary on the hiring scale for the applied position. Credit for experience within or outside the district may be granted by the supervisor, as long as the salary is within the hiring scale range, with prior approval of the Superintendent.

Employees understand that their employment is at will. In the event of termination of an employee's employment, the employee may request in writing, within five (5) working days, a review with the Superintendent of Schools.

- A. Re-employment:** Employees who resign and apply for re-employment within a period of three (3) months will, if re-employed in the same position, be placed on the salary schedule step held at the time of resignation. Former employees who are re-employed after a period of one (1) year may be given credit not to exceed two (2) years on the salary schedule.
- B. Resignation:** If desiring to resign for any reason the employee should notify his/her supervisor as far in advance as possible. A minimum of fifteen (15) days notice is required in writing except in those instances where hardship would be imposed on an employee. Upon termination, an employee's salary will be calculated based on the last day worked.
- C. Definitions:** The term day(s) shall mean scheduled working days unless otherwise stated. The term full-time shall mean working forty regularly assigned hours per week.
- D. Job Descriptions:** The District shall develop and make available to the Association a job description of those positions within the Bargaining Unit, including any newly created jobs during the life of this agreement. These job descriptions shall be agreed upon and made part of this agreement by reference.



- E. Mandatory Classes:** Should the district require employees to attend classes pertaining to job improvement or enhanced education, the district shall pay all costs associated with such training, in accordance with district policy, of the employees.

### **SALARY GUIDELINES**

Personnel will be issued individual contracts and paid based upon hours worked. Employees' contracts will be designated 10 month or 12 month for the purposes of sick leave and vacations. Final payment for the school year will reflect any necessary adjustments. The salary schedule has been eliminated and replaced with a hiring scale. All employees will be eligible for the increase given and negotiated. For **2024-2025**, current employees will receive an increase of \$1.25 to base rate, plus \$0.25/hr for current employees. Effective starting the 2024-25 school year, six night custodians x 5 days/week to be paid the night differential rate of 50 cents more per hour, starting the first day of school, and ending the Friday of the last day of school for the year.

For the 2023-2024 school year, and continuing each year after, the new negotiated longevity pay increase for all hourly employees will be \$0.25 cents per hour for all current employees. New employees would not be eligible for the \$0.25/hr raise until starting their second year of service.

### **Hiring Schedule**

2023-2024	HIRING SCALE	
CLASS	Minimum	Maximum
I	Current Minimum Wage	Student Cleaner/Helper
II	\$16.00/hr	Substitute Cleaner
VIII	\$16.75/hr	Custodian
XI	\$18.25/hr	Head Custodian/ Head Carpenter/Maintenance

2024-2025	HIRING SCALE	
CLASS		
I	Current Minimum Wage	Student Cleaner/Helper
II	\$17.25/hr	Substitute Cleaner
VIII	\$18.00/hr	Custodian
	\$18.50/hr	Night Custodian (effective first day of school; ends last Friday of school yr)
XI	\$19.50/hr	Head Custodian/ Head Carpenter/Maintenance

### **CHANGE IN EMPLOYMENT STATUS**

- A. Voluntary Transfer and Assignment:** In considering requests for transfer or reassignment, the convenience and wishes of the individual will be considered. This will also be the case when less work hours are contemplated and/or requested. If one or more employees have applied for the same position, the employee best satisfying the criteria of qualifications, quality of work, and seniority shall be appointed. The employee's length of service and annual leave credits will not be affected. Requests for transfer are to be submitted to the supervisor in writing with a copy to the Superintendent. Upon a vacancy notice, those current employees who meet the requirements of the position and who request a transfer shall be placed in that position prior to said position being advertised to outside agencies. The employee is subject to the pay scale of the position to which he/she is transferred.

- B. Involuntary Transfer and Assignment:** Each employee shall be assigned a specific position with its attendant job description and may be transferred to any other position with just cause. An administrative transfer or reassignment shall be made only after a conference between the employee involved and the Superintendent and/or work supervisor. At that time the employee will be notified of the reason(s) for the transfer. This meeting will be documented fully and a copy placed in the employee's personnel file. The employee will remain on the step currently held on the wage scale commensurate with the job into which he/she is to be transferred. Appeals of transfer will be processed through the grievance procedure.
- C. Reduction in Force:** In the event it becomes necessary to reduce the number of employees in the district, the decision as to which positions shall be eliminated will be made by the administration. Reductions for the position shall be done on the basis of job performance and seniority. All employees will be required to meet the qualifications as stated in the board approved job descriptions. In the event of a reduction of employees, those employees reduced shall be given preference for other jobs if such person is more qualified. All vacancies in job categories shall be made known to all employees by posting the same in a convenient location to which all employees have access.

#### **1. DEFINITION OF SENIORITY**

Seniority shall be defined as the length of service within the district as a member of the Bargaining Unit. Accumulation of seniority shall begin from the Bargaining Unit Member's first working day. In the event that more than one individual Bargaining Unit Member has the same starting date of work, position on the seniority list shall be determined by drawing lots.

#### **2. PART-TIME VS SENIORITY**

Part-Time Bargaining Unit Members shall accrue seniority on pro-rata basis.

#### **3. MAINTAINING AND POSTING OF SENIORITY LISTS**

The Board will prepare, maintain and provide a copy of the seniority list to the Association. Annually, subsequent revisions will be furnished to the Association. Any employee disagreeing with their seniority placement shall respond, in writing, to the Superintendent and the Association President within ten (10) workdays after the effective date of the posting.

#### **4. JOB VACANCY POSTING**

- a. Openings may be advertised concurrently in and outside of the district for four (4) school days.
- b. A position will not be filled by an applicant outside of the district until the position has been advertised for four (4) days inside and out of the district.
- c. During staff non-contracted time, an email will be sent from the district office and the district's notification system will be used to notify staff of the opening(s)

- E. Hours of Work:** The maximum number of work hours shall be forty (40) in any week unless otherwise scheduled. Should an employee work more than forty (40) hours in a week, he/she shall be paid 1 ½ times his/her hourly salary for all hours over forty (40). The hours of work for any employee will not be reduced or adjusted without just cause. All overtime work, except for call-outs, must have prior approval of the Buildings and Grounds Supervisor or designee.

## GENERAL INFORMATION

### **Insurance**

The Board shall make available to all who work at least 1,313 hours per year, a group health and major medical insurance program.

- A. ACA guidelines will require the school to provide 'affordable' health coverage to all employees who work at least 30 hrs/week. The Board shall make available to all employees a group health and major medical insurance program. The insurance program will include a well-baby and term-life insurance. The Board will move from a percentage paid toward insurance premiums to a fixed dollar amount, effective 7/1/22, either the single or the family insurance premium for employees working at least 30 hrs/week or greater and electing to participate in the group health and major medical insurance program. See Appendix C for plans and rates.
- B. After September 1, 2019, no employee retiring from the district will be eligible for membership in the insurance pool, except through COBRA coverage. Retirees enrolled on or before September 1, 2019, will be grandfathered into the insurance pool.
- C. The effective date of insurance coverage is the first day of the month coinciding with or following the employee's date of employment with proper enrollment (per insurance policy).
- D. Termination of health insurance coverage shall be governed by the applicable federal COBRA statutes and regulations.
- E. The Board shall make available to all employees a group dental insurance program. The board will pay a base \$25.00 per month toward either a single or a family policy if the employee is working half time or greater and electing to participate in the group dental insurance program. The Board's contributing amount will be prorated as per the employee's percent of employment for employees working less than half time and electing to participate in the group dental insurance program. (i.e., Contract 2/7ths time =  $\$25 \times 2/7$  or \$7.14 as BOE monthly share.)

**FAMILY ACTIVITY PASSES** - All staff members employed in CSD shall receive a family activity pass good for admission to all activities that this pass is eligible to present at. This pass will include the employee, spouse or significant other as designated and all children who are under their guardianship and have not graduated from a high school institution.

### MATERNITY/PATERNITY LEAVE

The District will provide leave as afforded in the Family Medical Leave Act (FMLA), Uniformed Services Employment and Reemployment Act (USERRA) and District Policy. This provision applies to the entire class protected under this agreement regardless of the number of hours worked.

### SICK LEAVE

Employees receive twelve (12) days of sick leave per year. Employees working less than full time receive a prorated portion of the sick leave, rounded to the nearest full day.

Sick leave may be used for illness or doctor appointments of the employee or their immediate family members. Immediate family members include: spouse, children, stepchildren, parents, stepparents, and for those individuals for which the employee is designated as guardian. Sick leave may also be used for cases of serious illness and accident that require hospitalization or for the last few days of a terminal illness for the following extended family members: grandchildren, siblings, step-siblings, parents-in-law, grandparents, grandparents-in-law, brother/sister-in-law, daughter/son-in-law, aunts/uncles, and nieces/nephews.

### **EMERGENCY LEAVE**

Employees may be granted paid emergency leaves of absence, (needs precipitated by unanticipated events) subject to the approval of the Superintendent. Such leave shall not be granted until all other applicable individual leave provisions have been exhausted.

### **LEAVE WITHOUT PAY**

Leave without pay may be allowed by the Employee's supervisor and the Superintendent of Schools but is discouraged and may only be used under unusual circumstances. The employee must have used all other appropriate leaves prior to allowing leave without pay. Prior approval is necessary in order to use leave without pay. Abuse of leave without pay can be grounds for disciplinary action or dismissal.

### **SEVERANCE PAY**

The Custer School District #16-1 will pay severance pay based upon accumulated sick leave not to exceed 100 days, payable at the rates listed below. To qualify for severance pay, an employee must meet one of the following conditions:

- Be leaving the district after five (5) consecutive years or more, employee will receive 25% of a base contract daily rate of pay for each day of accumulated sick leave.
- OR: Be leaving the district with 10 or more consecutive years of service, employee will receive 50% of an employee's daily rate of pay for each day of accumulated sick leave,
- OR: Be severed due to reduction in staff – follow same categories as above.

Severance payments will be made from payroll.

### **SICK LEAVE BANK**

#### **Contributions**

- A. Each participating employee will initially contribute four (4) days of sick leave to the bank, (two (2) days the first year of employment, and two (2) days the second year of employment) and may draw up to 100 days of sick leave per year from the bank, or 65% of contracted days, whichever is greater, per year from the bank, provided such named employee has used all of his/her accumulated sick leave. Each new eligible employee enrolling in the bank will donate four (4) days of his/her sick leave to the bank.
- B. Days contributed to the sick leave bank shall be treated as sick days in calculating accumulated sick leave. Part-time employee's days contributed shall be pro-rated according to hours worked. Deadline for sick bank enrollment will be on September 15<sup>th</sup> of each school year or within 15 days following the start of employment. Administration of the program will be handled by the school business office.
- C. Days will be added to the bank when and if it is depleted to 150 days or lower. Each participating employee will be asked to contribute a sufficient number of days, on a pro-rata basis, to restore the bank to a total of 250 days.
- D. Employees who begin a new school year with excess sick leave days (above and beyond what they are allowed to accumulate) will have their excess days added to the sick leave bank.
- E. Persons withdrawing from the sick leave days from the bank are to pay back any sick leave that they have borrowed from the sick bank, with the exception of the days they initially donated to become members of the sick leave bank. These days will be paid back at a rate of two (2) days per year until it is all repaid. An employee may choose to



pay back more than that if they wish, and should contact the Payroll Office if they wish to do this. The repayment days will be reflected in the first payroll of the new school year (July payroll) and will show on your paystub.

### Procedures

A person withdrawing from membership in the Bank will not be able to withdraw contributed days.

- A. **Sick Bank Usage Repayment Plan:** The Sick Bank is a privilege. Employees are required to pay back 2 sick days a year until it is all repaid. An employee may choose to pay back more than that if they wish. If they have reached the maximum amount of sick leave that they can accumulate, they should be able to pay back the bank and not have to throw excess away if they have an outstanding amount that they owe to the sick bank.
- B. **Sick Bank Donations:** If there is an employee who has exhausted their accumulated sick leave and has used their 65% of their contract days withdrawn from the sick leave bank and are at the point of leave without pay, then other employees may be allowed to donate some of their accumulated sick leave to that employee.
- C. The Superintendent will require a doctor's report, and may counsel with the employee before granting approval for withdrawal of days from the bank. The Superintendent would have the option to request a second medical opinion at the district's expense.
- D. The Employee must have used all his/her accumulated sick days before drawing days from the bank.
- E. Any Employee eligible for disability benefits from Worker's Compensation shall, as a condition of acceptance into the Sick Leave Bank, show proof to the Sick Leave Bank Committee that said Employee has applied for benefits from Worker's Compensation. The bank will supplement the difference between the net value of the disability benefits paid by Worker's Compensation and the net value of the Employee's salary less amount withheld for income tax deduction.
- F. Upon retirement, any employee who has accumulated days remaining and has accessed the Sick Leave Bank will be required to return to the bank the number of days, up to a total of the days accumulated, that were used by the employee during the course of their employment.

### Grievance

The Superintendent has the option to convene a "governing body" that would include 2 - CEA representatives, 2 - CIA representatives, 2- CESA representatives, 2 -administrator representatives, and 2 - non-represented employee representatives, if a requested withdrawal from the sick leave bank is in question. Employees who are not satisfied with the Superintendent's decision may request that the Superintendent convene the "governing body."

### Sick Leave Bank Application

- A. The district will make forms available for Sick Leave Bank Requests.
- B. All requests must be completed by the employee no later than 1 week following the date of absence. Failure to do so may result in the requiring the employee to use personal leave, or in the case where the employee has no personal leave available, they may be docked pay.

## **FUNERAL LEAVE**

The 'Funeral Leave Bank' will be created and maintained by voluntary donation of up to five (5) sick days from employees. These days will be available for use to all employees who need to attend funerals for immediate and extended family members. Once the bank has less than fifty (50) days available employees will be notified and asked for a voluntary donation of additional days to the bank. Once days are donated to the bank they will not be returned to the individual's sick leave.

Employees may access funeral leave from the Funeral Leave Bank not to exceed five (5) days annually. Leave may be used for the death of immediate and extended family members that includes, but is not necessarily limited to, parents, step-parents, spouse, children, step-children, siblings, step-siblings, individuals for which the employee is designated as the guardian, parents and grandparents of the employee's children, parents-in-law, grandparents, grandparents-in-law, grandchildren, brother/sister-in-law, daughter/son-in-law, aunts/uncles, and nieces/nephews. Approval for family members not listed above will be up to the Superintendent.

An additional five (5) days annually may be approved by a committee that will include one member from each of the Bargaining Units and the Superintendent. Any additional leave, beyond the additional five (5) days (for a total of 10 when combined with the first 5 days) will come from the individual employee's sick leave and will require a doctor's note. The Sick Leave Bank is not to be used for funeral leave.

One (1) day of sick leave, per school year, may be used for attending funerals of friends and will be deducted from the individual employee's sick leave. Additional days needed will be deducted from Vacation Leave or must be taken as Leave without Pay.

## **ADOPTIVE LEAVE**

In the event of the adoption of a child, a classified person, male and/or female, shall be granted leave commensurate with reasonable need as determined by the Family Medical Leave Act, as per board policy.

## **VACATIONS**

Annual vacations will be granted to all 12-month employees who work at least 1,313 hours per year. Employees in their 1<sup>st</sup> through 8<sup>th</sup> years of employment will be granted twelve (12) days of vacation. Beginning with their 9<sup>th</sup> year of employment employees will be granted seventeen (17) days of vacation. A person's vacation time will be prorated from the employment date to the next June 30. After that the fiscal year for earning vacation shall be July 1 to June 30. Vacation days for employees working less than full time (40 hrs/week) but at least 1,313 hours per year will be prorated according to hours worked.

Twelve month employees may accumulate unused vacation leave from one year to the next. The maximum amount carried over can be no more than the employee's annual allotment.

Vacation pay may not be granted in lieu of vacation time. Vacations must be approved by the immediate supervisor so that conflicts may be avoided. Vacations will be granted at the discretion of the Buildings and Grounds Supervisor. Should an employee's hours be reduced, that employee shall retain all earned vacation time. If a legal school holiday occurs during the vacation period of an employee, such that the person would not be working, the holiday will not be counted as a vacation day.

### ASSOCIATION LEAVE

In the event that the Association desires to send representatives to local, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary providing the Association reimburses the district for the cost of the substitute(s) (if any) for any aggregate number of days exceeding ten (10) in any school term used for such purposes, and that a written notice for leave has been submitted to the Superintendent.

### HOLIDAYS

Days listed with an asterisk (\*) are required holidays. Employees may take any eight of the remaining eleven holidays, for a total of eleven. The eleven (11) holidays (of the 14 listed below) are granted without payroll deduction for all 12-month employees who are employed at the time of the holiday:

1. <b>Independence Day*</b>	<b>1 day</b>
2. Labor Day	1 day
3. Native American Day	1 day
4. Veteran's Day (November 11)	1 day
5. <b>Thanksgiving Day*</b>	<b>1 day</b>
6. Day Following Thanksgiving	1 day
7. <b>Christmas Day*</b>	<b>1 day</b>
8. New Year's Day	1 day
9. Martin Luther King Holiday	1 day
10. President's Day	1 day
11. Spring Break	1 day
12. Good Friday	1 day
13. Memorial Day	1 day
14. Juneteenth	1 day

Employees working one of these holidays may be assigned an alternative day off by the Buildings and Grounds Supervisor.

### LONG-TERM LEAVE

A long-term leave of absence, for up to one year, may be granted by the Board of Education. Such long-term leave shall be without pay and without any of the benefits given employees. It shall be the responsibility of the employee on leave to notify the Superintendent prior to April 1 during the term of the leave that he or she desires to return. If an employee fails to notify the Superintendent by such date, it shall be deemed a voluntary resignation by such employee. The employee must notify the Superintendent at least sixty (60) days prior to their anticipated return.

Upon completion of the long-term leave of absence, the employee shall be returned to the position to which he or she was assigned prior to such leave or to a position he/she is qualified to work—equivalent to that held prior to such leave. An interim employee would need to be hired to fill the position for the period granted for the long-term leave. All contract rights shall be reinstated when the person accepts a position for which he or she is qualified.

An employee, in order to qualify for long-term leave, must have been a full-time employee with the Custer School District for three (3) consecutive years. Upon return from a long-term leave, the classified employee will have benefits reinstated. An employee must have returned to employment in the district and have worked at least three (3) consecutive years before requesting any subsequent leaves of absence.

## **JURY AND WITNESS DUTY**

Any employee called for jury duty during paid contracted working days will follow procedures as outlined in the Jury Duty School Board Policy (GCBDC).

## **FLEX TIME**

All employees except substitutes are considered hourly people. All employees are expected to complete their work tasks within the normal work week. It is recognized that snow removal, and boiler and building checks may need to occur on weekends and may require extra time to the normal work week. In any case that requires extra time; the employee must seek approval from the building principal/supervisor and maintain a complete and accurate record of the extra time. It is policy that any extra time will be compensated by the employee taking overtime pay or "Flex Time" in accordance with State and Federal laws. Flex Time may be granted and must be approved in advance by the Buildings and Grounds Supervisor or Superintendent.

## **CALL OUT PAY**

All employees are expected to complete their work tasks within the normal workday and week. Employees called out beyond normal scheduled work hours will be compensated a minimum of two (2) hours. Call-out pay is exempt from the prior approval of overtime.

## **BREAKS**

A coffee break will be taken in one of the respective local school buildings, generally the one of each employee's respective work place. Any exceptions to this rule should be approved by the building principal and grounds-maintenance/work supervisor. Employees working four (4) consecutive hours are allowed to one fifteen (15) minute break during the four hour period. Breaks may not be accumulated for any purpose. Supervisors retain the right to deal with employees who abuse the frequency or length of breaks.

## **STATE AND FEDERAL LAWS**

Any provision contained in this Agreement presently or during the life of the Agreement that violates State or Federal Laws, will be changed to comply immediately upon verification.

## **GRIEVANCE PROCEDURE**

### **DEFINITIONS**

A grievance shall be any claim by the Association, an employee, or a group of employees that there is an alleged violation, misinterpretation, or misapplication of the terms of this agreement or a violation of Board Policy.

### **TIME LIMITS**

All time limits consist of working days. When a grievance is submitted within ten (10) days before the close of the current school term, then time limits shall consist of all weekdays.

### **PROCEDURES**

The parties acknowledge that an employee and the employer may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

- A. STEP I - Whenever any employee, group of employees, or the Association has a grievance, they shall meet on an informal basis with the immediate supervisor of the employee within thirty (30) days after the employees, through the use of reasonable diligence, should have had the knowledge of the occurrence that gave rise to the grievance.
- B. STEP II - The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within seven (7) days after receipt

of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within seven (7) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

- C. STEP III - If the grievance is not resolved at Step II, then the Association may refer the grievance to the Superintendent or the Superintendent's official designee within seven (7) days after receipt of the Step II answer. The Superintendent shall arrange, with the Association representative, for a meeting to take place within seven (7) days of the Superintendent's receipt of the appeal. Within seven (7) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for the decision.
- D. STEP IV - If the grievance is not resolved at Step III, then the Association may refer the grievance to the Board of Education within seven (7) days after receipt of the Step III answer. The Board of Education shall arrange for a formal hearing no later than its next regularly scheduled meeting, and serve a written disposition of the matter on the party or parties and the Association within ten (10) days after the hearing, including the reasons for the decision.
- E. STEP V - If the Association is not satisfied with the disposition of the grievance at Step IV, the Association may submit the grievance to the Department of Labor for final and binding arbitration. If a demand for arbitration is not filed with the employer within thirty (30) days of the date of the Step IV answer then the grievance shall be deemed withdrawn.

#### **BYPASS**

By mutual agreement, any step of the grievance procedure may be bypassed. Time limits may be set aside by mutual agreement.

#### **CLASS GRIEVANCE**

The Association at Step III may initially file class grievances involving one or more employees or one or more supervisors, and grievances involving an administrator above the building level.

#### **NO REPRISALS CLAUSE**

No reprisals shall be taken by the employer against any employee because of the employee's participation or refusal to participate in a grievance.

#### **FILING OF MATERIALS**

All records related to a grievance shall be filed separately from the personnel files of the employees.

#### **GRIEVANCE WITHDRAWAL**

A grievance may be withdrawn at any level without establishing precedent.

#### **NO WRITTEN RESPONSE**

If no written decision has been rendered within the time limits indicated by a step, then the grievance shall be deemed resolved in favor of the grievant.

#### **SETTLEMENT**

By mutual agreement, a grievance may be settled at any step with or without establishing precedent.

#### **GRIEVANCE FORMS**

All grievance forms shall be mutually developed and agreed to by the parties and become part of this contract and attached hereto. (See Appendix A)



### **FACILITIES**

With prior notification, the Association and its representatives shall have the right to use District facilities at reasonable times and with no charge when there is no disruption of normal activities for the purposes of conducting Association business.

### **NOTICES**

The Association and its representatives shall have the right to post notices of activities and matter of Association concern on a designated bulletin board at reasonably accessible places at each worksite.

### **PAYROLL DEDUCTION**

Upon receipt of written authorization from any individual, the Board agrees to deduct from the salary of members of the Association the annual amount for dues to the Association. The Board further agrees to promptly transmit all such monies so deducted to the Association within five (5) days after deductions are made.

An individual's written authorization shall remain in effect during the term of employment of the individual unless he/she revokes his/her authorization no later than June 1 of each year. The Association shall remit all received revocations to the District by June 1 of each year.

Payroll deductions shall be made in equal amounts starting with the first full pay period after the start of the school year or the first full pay period after the District receives the individual's authorization.

### **ASSOCIATION REPRESENTATIVES**

Association representatives may take reasonable time off from work to provide representation for employee(s) and for the purpose of contract administration. An Association Representative shall notify his/her supervisor at least one (1) day in advance. The Association will provide a listing of all association representatives and officers by September 30 of each school year.

Association representatives shall have access to records and files of all unprivileged information necessary to determine and process grievances. Additionally, upon request of the Association, the Association and District shall meet to consult upon matters of concern.

### **PERSONNEL FILES**

#### **CONDITIONS AND PROCEDURES FOR PLACEMENT OF MATERIALS IN FILE**

Only one official file shall be maintained. No materials shall be placed in the file unless the employee has had an opportunity to read such material. The employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed. However, any material evaluative in nature, which has not been reduced in writing within thirty (30) calendar days following the event or occurrence, may not be added to the file.

#### **RIGHT TO RESPOND TO MATERIALS IN FILE**

Within thirty (30) days following the date any material is entered into the employee's personnel file, the employee shall have the right to respond and his/her response shall be attached to the file. The immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the immediate supervisor.

### **RIGHT TO EXAMINE FILE**

An employee shall have the right to examine his/her personnel file during regular business hours and to have a representative of the Union accompany him/her in such review. Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.

### **RIGHT TO REPRODUCE MATERIALS IN FILE**

Upon request, the employer will reproduce one (1) copy of any materials in the requesting employee's personnel file.

### **RIGHT TO GRIEVE MATERIALS IN FILE**

In the event any file materials are determined to be inaccurate or unfair by legal and grievance proceedings such portion of materials will be removed from the employee's file.

### **PAYDAYS**

Employees will be paid on the 25<sup>th</sup> of each month. If the regular pay date (the 25<sup>th</sup> of the month) falls on a day when school is not in session, checks shall be direct deposited on the last day school is in session preceding the 25<sup>th</sup>.

### **EMPLOYEE EVALUATION**

#### **NOTIFICATION OF EVALUATION PROCESS**

When first hired, having a change of job classification or changes in job descriptions, the employee will meet with their immediate supervisor to review the job description, evaluation procedures, standards, and evaluation instruments to be used.

#### **PURPOSE OF EVALUATIONS**

The primary purpose of employee evaluation shall be the improvement of employment skills and to monitor performance with respect to the skills and duties contained in the job description. All evaluations shall be conducted in good faith to this end and in accordance with the provisions of this Agreement.

#### **EVALUATION PROCESS**

An employee shall be evaluated at least once during the school year using a 360 degree evaluation process. The evaluation will include a self-evaluation by the employee as well as an evaluation by the supervisor. The employee and the supervisor will discuss both evaluations at the evaluation conference.

#### **POST-EVALUATION CONFERENCE AND PROCEDURE**

All evaluations shall be reduced to writing and a copy given to the employee within five (5) days of the evaluation. A conference to discuss the evaluation shall be scheduled within five (5) days after the employee has received the evaluation. If the employee disagrees with the evaluation, he/she may submit a written response, which shall be attached to the file copy of the evaluation in question. If a supervisor believes an employee is doing unacceptable work, the reasons thereof shall be set forth in specific terms, as shall identification of the specific ways in which the employee is to improve, and of the assistance to be given the employee towards that improvement. In subsequent observation reports, failure to again note a specific deficiency shall be interpreted to mean that adequate improvement has taken place.

## **EMPLOYEE'S RIGHT TO RESPOND**

Following the post-evaluation conference, the employee shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the employee's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation only that they have been discussed. An employee may submit additional comments to the written evaluation if he/she so desires. All written evaluations and the employee's comments are to be placed in the employee's personnel file. The immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the immediate supervisor.

## **EVALUATION FORMS**

All evaluation forms shall be mutually developed and agreed to by the parties and become part of this contract and attached hereto.

## **EFFECT OF AGREEMENT**

### **COMPLETE UNDERSTANDING**

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties. Both parties agree that the provisions of this Agreement shall not be applied in a manner which is arbitrary, capricious or discriminatory.

### **CONTRACTUAL AMENDMENTS**

This Agreement shall constitute a binding obligation of both the employer and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.

### **CONTRACT VS BOARD POLICY**

This Agreement shall supersede and have precedence over any rules, regulations, or practices of the employer, which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the employer.

### **SAVINGS CLAUSE**

If any provision of this Agreement or any application of this Agreement to any Bargaining Unit Member or employee or group of Bargaining Unit Members or employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall be continued in full force and effect.

- A. Until all appeals are exhausted with respect to the legality, validity or enforceability of such provision, the provision shall remain in full force and effect. After all appeals are exhausted, the court ruled language will prevail.
- B. The parties shall re-negotiate the terms and conditions affected at the time negotiations for the new contract are opened.

## DURATION OF AGREEMENT

All of the provisions, except for Salary & Benefits, of this Agreement shall become effective on the date of execution, and shall remain in full force and effect through June 30, 2025. If either party desires to amend or terminate this Agreement, such party shall give written notice to the other on or before February 15, 2025.

In the event such notice is given, the parties shall meet within twenty (20) calendar days and exchange issue lists and proposals for the subsequent agreement. Negotiations shall then commence and proceed as mutually agreed to by the parties.

**IN WITNESS WHEREOF, the parties have hereunto set their signatures the day and date first above written.**

### **Custer School District NO. 16-1**

By:   
School Board President – Jeff Barnes

Date: 10-22-24

By:   
Superintendent – Mark Naugle

Date: 10-22-24

ATTEST

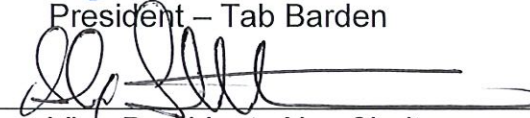
  
Business Manager – Teri Reynolds

Date: 10/22/24

### **Custer Educational Support Association**

By:   
President – Tab Barden

Date: 10/22/24

  
Vice-President- Alex Shelton

Date: 10/22/24

## APPENDIX A

### CUSTER EDUCATIONAL SUPPORT ASSOCIATION GRIEVANCE FORM

Level

Number

Name(s) of Grievant(s)

Association Representative

Work Location(s)

Administrator

Date(s) of Occurrence(s)

Date Filed

Statement of Grievance:

Remedy Requested:

Administrator's Disposition of Grievance:

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\_\_\_\_\_  
Administrator

( ) I agree to the requested remedy.

( ) I do not agree to the requested remedy.

Administrator's Proposal for Settlement:

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\_\_\_\_\_  
Association Representative

( ) I agree to the requested remedy.

( ) I do not agree to the requested remedy.



**APPENDIX B**  
Custer School District 16-1

**ASSESSMENT FOR BUILDING HEAD CUSTODIAN**  
360° Feedback Process

Participant's Name \_\_\_\_\_ Date \_\_\_\_\_

You have been identified by the head custodian as one of a number of individuals who can provide valuable input regarding his/her performance. Your individual responses will remain anonymous, unless you request otherwise. Only composite information will be provided to the head custodian.

---

What is your relationship to the classified employee you are rating? (Please check the appropriate category.)

- \_\_\_\_\_ Self "I am evaluating myself."
- \_\_\_\_\_ Administrator "I am an administrator evaluating the classified employee."
- \_\_\_\_\_ Classified Employee "I am a fellow classified employee evaluating the classified employee."
- \_\_\_\_\_ Teacher "I am a teacher evaluating the classified employee."
- \_\_\_\_\_ Parent or Community "I am a parent or community member evaluating the classified employee."
- 

Please mark the appropriate performance score with **10 being the most skilled and 1 being the least skilled**. A score of **1** indicates the performance of this behavior is essentially poor, a **10** indicates exceptional performance. If you lack sufficient knowledge to evaluate an area, or if it is not applicable, please select "**N**" for that competency.

How well does this person perform this competency? Please use the following scale for your evaluation:

- |  |   |
|--|---|
| <b>(9-10) An Outstanding Skill –</b>       | This employee consistently exceeds behavior and skill expectations in this area.                |
| <b>(7-8) A Strength –</b>                  | The employee meets most and exceeds some of the behavior and skill expectations in this area.   |
| <b>(5-6) Average, Meets Expectations –</b> | The employee meets a majority of the behavior and skill expectations in this area.              |
| <b>(3-4) Not a Strength –</b>              | The employee meets some behavior and skill expectations in this area but sometimes falls short. |
| <b>(1-2) Least Skilled –</b>               | The employee consistently fails to reach behavior and skill expectations in this area.          |
| <b>(N) Not Observed -</b>                  |   |

## JOB PERFORMANCE & PERSONAL QUALITIES

- |  |   |   |   |   |   |   |   |   |   |   |    |
|--|---|---|---|---|---|---|---|---|---|---|----|
| 1. Supervises the night custodians.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 2. Sets goals and plans for improvements to buildings and grounds                              | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3. Acceptable level of accuracy and neatness.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 4. Displays initiative and works without constant supervision.                                 | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 5. Follows directions thoroughly.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 6. Speed in completing tasks.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 7. Proper use and maintenance of equipment.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 8. Is responsible in carrying out assigned job description.                                    | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9. Learns from errors.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10. Personal cleanliness.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11. Wears appropriate clothing for job.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 12. Pleasant and friendly.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 13. Is diplomatic.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 14. Relationship with other employees, supervisors, students & adults.                         | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 15. Responsible and dependable.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 16. Is dependable & gives proper advance notice in case of absence.                            | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 17. Arrives and leaves at assigned times.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 18. Uses proper amount of time for breaks.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 19. Ensures the safety of students and staff   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 20. Performs preventative maintenance by routinely spot checking<br>for any necessary repairs. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 21. Keeps supervisor informed of any major repairs.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- |  |   |   |   |   |   |   |   |   |   |   |     |
|--|---|---|---|---|---|---|---|---|---|---|-----|
| 22. Adheres to established safety practices in the performance of duties, eliminating negligent harm to school personnel.        | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 23. Reports to emergency calls during off-duty hours.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 24. Promptly reports any safety infractions and accidents.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 25. Performs extra, on own initiative, or as required, i.e., assists with painting projects, minor plumbing, and carpentry work. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 26. Maintains stock of cleaning supplies and materials.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 27. Keeps supervisor informed of inventory of cleaning supplies and materials, and when supplies are needed in a timely manner.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 28. Observes all safety rules, and practices good safety habits in the performance of duties.                                    | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 29. Removes snow from entrance and walks adjacent to buildings.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 30. Picks-up litter within a specified distance of assigned buildings.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 31. Accomplishes work, according to the general schedule outlined by supervisor, in a timely and proper manner                   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 32. Follows chain of command when problems arise.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10. |
| 33. Clearly articulates expectations regarding the performance of others.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 34. Acknowledges achievements and accomplishments of others.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |
| 35. Seeks commitment of all involved to a specific course of action.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  |

<b>Teamwork: Seeking and encouraging involvement of team members. Modeling and encouraging the behaviors that move the group to task completion. Supporting group accomplishment.</b>
---

- |  |   |   |   |   |   |   |   |   |   |   |    |
|--|---|---|---|---|---|---|---|---|---|---|----|
| 36. Supports the ideas and views of team members to solve problems.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 37. Encourages others to share their ideas.                          | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 38. Contributes ideas toward achieving a solution.                   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 39. Seeks input from others regarding their own ideas and solutions. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- |  |   |   |   |   |   |   |   |   |   |   |    |
|--|---|---|---|---|---|---|---|---|---|---|----|
| 40. Assists the team in maintaining the direction needed to complete a task. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 41. Seeks consensus among team members.                                      | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 42. Functions as a team member, and gets along well with others.             | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

**Sensitivity:** Perceiving the needs and concerns of others; dealing tactfully with others in emotionally stressful situations or in conflict. Knowing what information to communicate and to whom. Appropriately relating to people of varying ethnic, cultural, and religious backgrounds.

- |   |   |   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|---|---|----|
| 43. Deals appropriately and tactfully with people from different backgrounds.         | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 44. Voices disagreement without creating unnecessary conflict.                        | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 45. Communicates necessary information to the appropriate persons in a timely manner. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 46. Elicits perceptions, feelings, and concerns for others.                           | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 47. Enthusiastic and interested in work.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 48. Accepts constructive criticism and profits from it.                               | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 49. Responds tactfully to others in emotionally stressful situations or in conflict.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 50. Promotes a caring atmosphere.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 51. Responds in a timely manner to others who initiate contact.                       | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

## RESOLVING COMPLEX PROBLEMS

**Judgment:** Reaching logical conclusions and making high quality decisions based on available information. Assigning appropriate priority to significant issues. Exercising appropriate caution in making decisions and in taking action. Seeking out relevant data, facts and impressions. Analyzing and interpreting complex information.

- |   |   |   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|---|---|----|
| 52. Assigns appropriate priority to issues and tasks.                         | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 53. Avoids reaching quick conclusions and making decisions with limited data. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 54. Seeks appropriate information to identify issues and solutions.           | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

55. Evaluates information to determine the important elements. N 1 2 3 4 5 6 7 8 9 10

56. Communicates a clear rationale for a decision. N 1 2 3 4 5 6 7 8 9 10

**Results Orientation:** Assuming responsibility. Recognizing when a decision is required. Taking prompt action as issues emerge. Resolving short-term issues while balancing them against long-term objectives.

57. Takes actions to move issues toward closure in a timely manner. N 1 2 3 4 5 6 7 8 9 10

58. Determines the criteria that indicate a problem or issue is resolved. N 1 2 3 4 5 6 7 8 9 10

59. Considers the long-term and short-term implications of a decision before taking action. N 1 2 3 4 5 6 7 8 9 10

60. Sees the big picture. N 1 2 3 4 5 6 7 8 9 10

**Organizational Ability:** Planning and scheduling one's own work and that of others so resources are used appropriately. Scheduling flow of activities; establishing procedures to monitor projects. Practicing time and task management; knowing what to delegate and to whom.

61. Delegates responsibilities to others and follows-up on progress N 1 2 3 4 5 6 7 8 9 10

62. Develops and monitors progress of actions plans. N 1 2 3 4 5 6 7 8 9 10

63. Establishes timelines, schedules, and milestones. N 1 2 3 4 5 6 7 8 9 10

64. Is well prepared for meetings. N 1 2 3 4 5 6 7 8 9 10

65. Makes effective use of available resources. N 1 2 3 4 5 6 7 8 9 10

#### COMMUNICATION

**Communication:** Clearly communicates when speaking to individuals, and small and large groups. Making oral presentations that are clear and easy to understand.

66. Speaks articulately, clearly presenting ideas to level of audience. N 1 2 3 4 5 6 7 8 9 10

67. Uses grammar properly. N 1 2 3 4 5 6 7 8 9 10

68. Expresses ideas in a concise manner. N 1 2 3 4 5 6 7 8 9 10



SIGNATURES

We have discussed the evaluation given on this form.

Dated:\_\_\_\_\_ Signed:\_\_\_\_\_

Supervisor

Dated:\_\_\_\_\_ Signed:\_\_\_\_\_

Employee

COMMENTS

It is a very important part of the process for those completing the evaluation to provide written comments. Please provide the comments on this page or on a separate page. The comments will appear exactly how you present them. You are not required to provide your name but you may do so if you so choose. Thank you for your very important feedback!

Developed: May 2004

Custer School District 16-1

P:\Observations-Eval's\Administrators\Head Custodians Eval Form.doc

Custer School District 16-1  
**ASSESSMENT FOR MAINTENANCE WORKER & CARPENTER**  
360° Feedback Process

Participant's Name \_\_\_\_\_ Date \_\_\_\_\_

You have been identified by the classified employee as one of a number of individuals who can provide valuable input regarding his/her performance. Your individual responses will remain anonymous, unless you request otherwise. Only composite information will be provided to the head custodian.

---

What is your relationship to the classified employee you are rating? (Please check the appropriate category.)

- \_\_\_\_\_ Self "I am evaluating myself."
- \_\_\_\_\_ Administrator "I am an administrator evaluating the classified employee."
- \_\_\_\_\_ Classified Employee "I am a fellow classified employee evaluating the classified employee."
- \_\_\_\_\_ Teacher "I am a teacher evaluating the classified employee."
- \_\_\_\_\_ Student "I am a student evaluating the classified employee."
- \_\_\_\_\_ Parent or Community "I am a parent or community member evaluating the classified employee."

---

Please circle the appropriate performance score with **10 being the most skilled and 1 being the least skilled**. A score of **1** indicates the performance of this behavior is essentially poor, a **10** indicates exceptional performance. If you lack sufficient knowledge to evaluate an area, or if it is not applicable, please select "**N**" for that competency.

How well does this person perform this competency? Please use the following scale for your evaluation:

- |        |                                       |   |
|--------|---------------------------------------|---|
| (9-10) | <b>An Outstanding Skill –</b>         | This employee consistently exceeds behavior and skill expectations in this area.                |
| (7-8)  | <b>A Strength –</b>                   | The employee meets most and exceeds some of the behavior and skill expectations in this area.   |
| (5-6)  | <b>Average, Meets Expectations –</b>  | The employee meets a majority of the behavior and skill expectations in this area.              |
| (3-4)  | <b>Not a Strength –</b>               | The employee meets some behavior and skill expectations in this area but sometimes falls short. |
| (1-2)  | <b>Least Skilled –</b>                | The employee consistently fails to reach behavior and skill expectations in this area.          |
| (N)    | <b>Not Applicable or Not Observed</b> |   |

Developed: May 2004

## JOB PERFORMANCE & PERSONAL QUALITIES

- |  |   |   |   |   |   |   |   |   |   |   |    |
|--|---|---|---|---|---|---|---|---|---|---|----|
| 1. Acceptable level of accuracy and neatness.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 2. Displays initiative and works without constant supervision.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3. Follows directions thoroughly.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 4. Speed in completing tasks.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 5. Proper use and maintenance of equipment.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 6. Is responsible in carrying out assigned job description.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 7. Learns from errors.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 8. Sets goals and plans for improvements to buildings and grounds.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9. Performs preventative maintenance by routinely spot checking.<br>for any necessary repairs.                               | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10. Keeps supervisor informed of any major repairs.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11. Adheres to established safety practices in the performance<br>of duties, eliminating negligent harm to school personnel. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 12. Reports to emergency calls during off-duty hours.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 13. Promptly reports any safety infractions and accidents.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 14. Ensures the safety of students and staff.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 15. Personal cleanliness.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 16. Wears appropriate clothing for job.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 17. Pleasant and friendly.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 18. Is diplomatic.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 19. Relationship with other employees, supervisors, students & adults.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 20. Responsible and dependable.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

21. Is dependable & gives proper advance notice in case of absence. N 1 2 3 4 5 6 7 8 9 10
22. Arrives and leaves at assigned times. N 1 2 3 4 5 6 7 8 9 10
23. Uses proper amount of time for breaks. N 1 2 3 4 5 6 7 8 9 10
24. Follows the chain of command when problems arise. N 1 2 3 4 5 6 7 8 9 10

**Teamwork:** Seeking and encouraging involvement of team members. Modeling and encouraging the behaviors that move the group to task completion. Supporting group accomplishment.

25. Supports the ideas and views of team members to solve problems. N 1 2 3 4 5 6 7 8 9 10
26. Encourages others to share their ideas. N 1 2 3 4 5 6 7 8 9 10
27. Contributes ideas toward achieving a solution. N 1 2 3 4 5 6 7 8 9 10
28. Seeks input from others regarding their own ideas and solutions. N 1 2 3 4 5 6 7 8 9 10
29. Assists the team in maintaining the direction needed to complete a task. N 1 2 3 4 5 6 7 8 9 10
30. Seeks consensus among team members. N 1 2 3 4 5 6 7 8 9 10
31. Functions as a team member, and gets along well with others. N 1 2 3 4 5 6 7 8 9 10

**Sensitivity:** Perceiving the needs and concerns of others; dealing tactfully with others in emotionally stressful situations or in conflict. Knowing what information to communicate and to whom. Appropriately relating to people of varying ethnic, cultural, and religious backgrounds.

32. Deals appropriately and tactfully with people from different backgrounds. N 1 2 3 4 5 6 7 8 9 10
33. Voices disagreement without creating unnecessary conflict. N 1 2 3 4 5 6 7 8 9 10
34. Communicates necessary information to the appropriate persons in a timely manner. N 1 2 3 4 5 6 7 8 9 10
35. Elicits perceptions, feelings, and concerns for others. N 1 2 3 4 5 6 7 8 9 10
36. Enthusiastic and interested in work. N 1 2 3 4 5 6 7 8 9 10

- |  |   |   |   |   |   |   |   |   |   |   |    |
|--|---|---|---|---|---|---|---|---|---|---|----|
| 37. Accepts constructive criticism and profits from it.                              | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 38. Responds tactfully to others in emotionally stressful situations or in conflict. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 39. Promotes a caring atmosphere.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 40. Responds in a timely manner to others who initiate contact.                      | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

### RESOLVING COMPLEX PROBLEMS

**Judgment:** Reaching logical conclusions and making high quality decisions based on available information. Assigning appropriate priority to significant issues. Exercising appropriate caution in making decisions and in taking action. Seeking out relevant data, facts and impressions. Analyzing and interpreting complex information.

- |   |   |   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|---|---|----|
| 41. Assigns appropriate priority to issues and tasks.                         | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 42. Avoids reaching quick conclusions and making decisions with limited data. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 43. Seeks appropriate information to identify issues and solutions.           | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 44. Evaluates information to determine the important elements.                | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 45. Communicates a clear rationale for a decision.                            | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

**Results Orientation:** Assuming responsibility. Recognizing when a decision is required. Taking prompt action as issues emerge. Resolving short-term issues while balancing them against long-term objectives.

- |   |   |   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|---|---|----|
| 46. Takes actions to move issues toward closure in a timely manner.                         | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 47. Determines the criteria that indicate a problem or issue is resolved.                   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 48. Considers the long-term and short-term implications of a decision before taking action. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 49. Sees the big picture.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

**Organizational Ability:** Planning and scheduling one's own work and that of others so resources are used appropriately. Scheduling flow of activities; establishing procedures to monitor projects. Practicing time and task management; knowing what to delegate and to whom.



- |   |   |   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|---|---|----|
| 50. Delegates responsibilities to others and follows-up on progress | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 51. Develops and monitors progress of actions plans.                | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 52. Establishes timelines, schedules, and milestones.               | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 53. Is well prepared for meetings.                                  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 54. Makes effective use of available resources.                     | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

#### COMMUNICATION

**Communication:** Clearly communicates when speaking to individuals, and small and large groups. Making oral presentations that are clear and easy to understand.

- |   |   |   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|---|---|----|
| 55. Speaks articulately, clearly presenting ideas to level of audience. | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 56. Uses grammar properly.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 57. Expresses ideas in a concise manner.                                | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

#### COMMENTS

It is a very important part of the process for those completing the evaluation to provide written comments. Please provide the comments on this page or on a separate page. The comments will appear exactly how you present them. You are not required to provide your name but you may do so if you so choose. Thank you for your very important feedback!

#### SIGNATURES

We have discussed the evaluation given on this form.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Supervisor

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Employee

Custer School District 16-1  
**ASSESSMENT FOR BUILDING NIGHT CUSTODIAN**  
360° Feedback Process

Participant's Name \_\_\_\_\_ Date \_\_\_\_\_

You have been identified by the classified employee as one of a number of individuals who can provide valuable input regarding his/her performance. Your individual responses will remain anonymous, unless you request otherwise. Only composite information will be provided to the head custodian.

---

What is your relationship to the classified employee you are rating? (Please check the appropriate category.)

- \_\_\_\_ Self "I am evaluating myself."
- \_\_\_\_ Supervisor "I am a supervisor or administrator evaluating the classified employee."
- \_\_\_\_ Classified Employee "I am a fellow classified employee evaluating the classified employee."
- \_\_\_\_ Teacher "I am a teacher evaluating the classified employee."
- \_\_\_\_ Parent or Community "I am a parent or community member evaluating the classified employee."

---

Please circle the appropriate performance score with **10 being the most skilled and 1 being the least skilled**. A score of **1** indicates the performance of this behavior is essentially poor, a **10** indicates exceptional performance. If you lack sufficient knowledge to evaluate an area, or if it is not applicable, please select "N" for that competency.

How well does this person perform this competency? Please use the following scale for your evaluation:

- |  |   |
|--|---|
| <b>(9-10) An Outstanding Skill –</b>       | This employee consistently exceeds behavior and skill expectations in this area.                |
| <b>(7-8) A Strength –</b>                  | The employee meets most and exceeds some of the behavior and skill expectations in this area.   |
| <b>(5-6) Average, Meets Expectations –</b> | The employee meets a majority of the behavior and skill expectations in this area.              |
| <b>(3-4) Not a Strength –</b>              | The employee meets some behavior and skill expectations in this area but sometimes falls short. |
| <b>(1-2) Least Skilled –</b>               | The employee consistently fails to reach behavior and skill expectations in this area.          |
| <b>(N) Not Applicable or Not Observed</b>  |   |

**SANITIZATION**

- |                                    |                        |
|------------------------------------|------------------------|
| 1. Drinking fountains              | N 1 2 3 4 5 6 7 8 9 10 |
| 2. Locker room floors and corners  | N 1 2 3 4 5 6 7 8 9 10 |
| 3. Shower room floors and corners  | N 1 2 3 4 5 6 7 8 9 10 |
| 4. Shower stalls and corners       | N 1 2 3 4 5 6 7 8 9 10 |
| 5. Towels, sinks and soap fixtures | N 1 2 3 4 5 6 7 8 9 10 |
| 6. Stools and urinals              | N 1 2 3 4 5 6 7 8 9 10 |
| 7. Other _____                     | N 1 2 3 4 5 6 7 8 9 10 |

**CLEAN – MOP – VACUUM**

- |                        |                        |
|------------------------|------------------------|
| 8. Cleans all floors   | N 1 2 3 4 5 6 7 8 9 10 |
| 9. Empty desks         | N 1 2 3 4 5 6 7 8 9 10 |
| 10. Cleans Mirrors     | N 1 2 3 4 5 6 7 8 9 10 |
| 11. Cleans door mats   | N 1 2 3 4 5 6 7 8 9 10 |
| 12. Cleans chalk trays | N 1 2 3 4 5 6 7 8 9 10 |

**OTHER ASSIGNED DUTIES**

- |   |                        |
|---|------------------------|
| 13. Empty pencil sharpeners                                     | N 1 2 3 4 5 6 7 8 9 10 |
| 14. Empty waste baskets   | N 1 2 3 4 5 6 7 8 9 10 |
| 15. Lock all doors and windows                                  | N 1 2 3 4 5 6 7 8 9 10 |
| 16. Adequate toilet paper and paper towels in restrooms         | N 1 2 3 4 5 6 7 8 9 10 |
| 17. Adequate sanitary napkins in restrooms                      | N 1 2 3 4 5 6 7 8 9 10 |
| 18. Adequate soap in dispensers                                 | N 1 2 3 4 5 6 7 8 9 10 |
| 19. Clean all unnecessary marks off walls and floors            | N 1 2 3 4 5 6 7 8 9 10 |
| 20. Restrooms and locker rooms free of unsanitary odors         | N 1 2 3 4 5 6 7 8 9 10 |
| 21. Entrances to buildings clean                                | N 1 2 3 4 5 6 7 8 9 10 |
| 22. Energy is conserved   | N 1 2 3 4 5 6 7 8 9 10 |
| 23. Properly stores/cares for supplies/equipment, cleans closet | N 1 2 3 4 5 6 7 8 9 10 |

- |  |   |   |   |   |   |   |   |   |   |   |    |
|--|---|---|---|---|---|---|---|---|---|---|----|
| 24. Secures building                       | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 25. Assists other employees when requested | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

### **PERSONAL QUALITIES**

- |  |   |   |   |   |   |   |   |   |   |   |    |
|--|---|---|---|---|---|---|---|---|---|---|----|
| 26. Positive attitude about job  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 27. Personal appearance  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 28. Is honest  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 29. Courteous and respectful to students, staff and patrons              | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 30. Is organized and uses time effectively                               | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 31. Tactful / communicates with staff                                    | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 32. Has a good attendance and is punctual; attends meetings              | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 33. Is self-directed   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 34. General health   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 35. Keeps school business confidential                                   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 36. Supports the District Mission, Vision, Philosophy, and Exit Outcomes | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

### **OTHER DAILY ASSIGNED DUTIES**

- |  |   |   |   |   |   |   |   |   |   |   |    |
|--|---|---|---|---|---|---|---|---|---|---|----|
| 37. Uses lights only in the room/area being cleaned – shuts off hallway and room lights when school is not in session                                    | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 38. Cleans the gymnasium/armory/multipurpose room before & after school activities. This includes bleachers, floors, locker rooms, lobbies and restrooms | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 39. Adjusts and repairs all furniture in need of repair. Appropriate tools are carried at all times.   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 40. Communicates vandalism with the principal or supervisor  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 41. Wastebaskets on the floor after emptying   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 42. When cleaning, sanitizing, sweeping, etc. furniture is moved and put back in appropriate location  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 43. All floors in assigned area are cleaned  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 44. Looks for things, that are out of the routine, that need attention and does them   | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 45. Hallways are free of litter, etc.  | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

46. Sanitize locker rooms; make sure there is no litter or soap on floors. N 1 2 3 4 5 6 7 8 9 10

47. Maintains and keeps the exterior of the assigned area clean N 1 2 3 4 5 6 7 8 9 10

**THE FOLLOWING ITEMS ARE TAKEN CARE OF ON A WEEKLY BASIS:**

48. Dusting counter tops N 1 2 3 4 5 6 7 8 9 10

49. Dusting window sills and ledges N 1 2 3 4 5 6 7 8 9 10

50. Dusting corners of all rooms N 1 2 3 4 5 6 7 8 9 10

51. Dusting woodwork N 1 2 3 4 5 6 7 8 9 10

52. Dusting locker tops in hallways and locker rooms N 1 2 3 4 5 6 7 8 9 10

53. Dusting desks / legs N 1 2 3 4 5 6 7 8 9 10

54. Dusting chairs / legs N 1 2 3 4 5 6 7 8 9 10

55. Dusting bookshelves N 1 2 3 4 5 6 7 8 9 10

56. Clean the hair out of locker room drains N 1 2 3 4 5 6 7 8 9 10

57. Clean building & office area entrance windows N 1 2 3 4 5 6 7 8 9 10

58. Clean behind all doors N 1 2 3 4 5 6 7 8 9 10

59. Clean all whiteboards N 1 2 3 4 5 6 7 8 9 10

**THE FOLLOWING IS TAKEN CARE OF ON A MONTHLY BASIS**

60. Wash inside windows N 1 2 3 4 5 6 7 8 9 10

61. Dust inside of trophy cases N 1 2 3 4 5 6 7 8 9 10

62. Sanitize wastebaskets N 1 2 3 4 5 6 7 8 9 10

63. Wet mop rooms N 1 2 3 4 5 6 7 8 9 10

**THE FOLLOWING IS DONE ON AN "AS NEEDED" BASIS**

64. Wash outside windows N 1 2 3 4 5 6 7 8 9 10

65. Remove vandalism marks after reporting them to the principal / supervisor N 1 2 3 4 5 6 7 8 9 10

66. Clean desk tops N 1 2 3 4 5 6 7 8 9 10

67. Repair and adjust furniture N 1 2 3 4 5 6 7 8 9 10

## COMMENTS

It is a very important part of the process for those completing the evaluation to provide written comments. Please provide the comments on this page or on a separate page. The comments will appear exactly how you present them. You are not required to provide your name but you may do so if you so choose. Thank you for your very important feedback!

## SIGNATURES

We have discussed the evaluation given on this form.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Supervisor

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Employee

## APPENDIX C

### Insurance Information

The School District carries GROUP MEDICAL INSURANCE with Wellmark (the premium includes life cover with Hartford Life) and DENTAL INSURANCE with Delta Dental Plan of South Dakota. For new employees, health and dental insurance has an effective date of September 1.

May 1 – May 15<sup>th</sup> is the OPEN ENROLLMENT period for Health insurance.

EMPLOYED BEFORE JULY 1, 2022				CUSTER SCHOOL
<b>All 12 month employees for 12 mo. of coverage</b>				
<b>Plan A</b>	Coinsurance 20%			
*Deductible	\$ 2,000	\$ 4,000		
*Max out of pocket	\$ 4,000	\$ 8,000		
	Single	Family		
Employee	\$ 150	\$ 613		
District	\$ 580	\$ 1,187		
Total	\$ 730	\$ 1,800		
<b>Plan B</b>	Coinsurance 20%			
Deductible	\$ 3,500	\$ 7,000		
Max out of pocket	\$ 6,650	\$ 13,300		
	Single	Family		
Employee	\$ 10	\$ 260		
District	\$ 575	\$ 1,180		
Total	\$ 585	\$ 1,440		
<b>Plan C</b>	Coinsurance 0%			
Deductible	\$ 5,000	\$ 10,000		
Max out of pocket	\$ 5,000	\$ 10,000		
	Single	Family		
Employee	\$ -	\$ 215		
District	\$ 565	\$ 1,180		
Total	\$ 565	\$ 1,395		
<b>PLAN D / PPO</b>				
	EMPLOYEE	CSD	TOTAL	
SINGLE	\$ 8	\$ 572	\$ 580	
EMPLOYEE + SPOUSE	\$ -	\$ 1,090	\$ 1,090	
EMPLOYEE + CHILDREN	\$ 83	\$ 1,177	\$ 1,260	
FAMILY	\$ 423	\$ 1,183	\$ 1,606	

EMPLOYED AFTER JULY 1, 2022				CUSTER SCH
<b>All 12 month employees for 12 mo. of coverage</b>				
<b>Plan A</b>	Coinsurance 20%			
*Deductible	\$ 2,000	\$ 4,000		
*Max out of pocket	\$ 4,000	\$ 8,000		
	Single	Family		
Employee	\$ 150	\$ 915		
District	\$ 580	\$ 885		
Total	\$ 730	\$ 1,800		
<b>Plan B</b>	Coinsurance 20%			
Deductible	\$ 3,500	\$ 7,000		
Max out of pocket	\$ 6,650	\$ 13,300		
	Single	Family		
Employee	\$ 10	\$ 562		
District	\$ 575	\$ 878		
Total	\$ 585	\$ 1,440		
<b>Plan C</b>	Coinsurance 0%			
Deductible	\$ 5,000	\$ 10,000		
Max out of pocket	\$ 5,000	\$ 10,000		
	Single	Family		
Employee	\$ -	\$ 516		
District	\$ 565	\$ 879		
Total	\$ 565	\$ 1,395		
<b>PLAN D / PPO</b>				
	EMPLOYEE	CSD	TOTAL	
SINGLE	\$ 8	\$ 572	\$ 580	
EMPLOYEE + SPOUSE	\$ 219	\$ 871	\$ 1,090	
EMPLOYEE + CHILDREN	\$ 385	\$ 875	\$ 1,260	
FAMILY	\$ 725	\$ 881	\$ 1,606	

### Dental Insurance (Rates below effective October 1, 2024, subject to change in July each year)

Single Plan	\$ 57.06	Employee Share \$32.06 / District Share \$25.00
Family Plan	\$ 161.56	Employee Share \$136.56 / District Share \$25.00

September 1<sup>st</sup> through 15<sup>th</sup> is OPEN ENROLLMENT for the dental and vision insurances and is the ONLY TIME in which changes can be made. All changes will be effective from October 1<sup>st</sup> with premium changes starting on the September payroll.

