

CLASSIFIED MASTER CONTRACT
July 1, 2025 – June 30, 2026

Final Draft

RECOGNITION CLAUSE: (Adopted August 1992)

Pursuant to SDCL 3-18, The Board of Education of Arlington School District 38-1, Arlington, SD, hereinafter referred to as the "Board" recognizes the Arlington Education Association /SDEA/NEA, hereinafter referred to as the "Association", as the sole and exclusive representative for the purpose of meeting and negotiating with respect to grievance procedures, rates of pay, wages, and other conditions of employment for all classified employees.

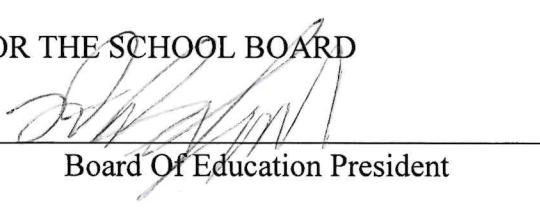
In the event negotiations has failed to reach settlement by July 1 of the year the contract expires, all salary proposals and benefit contributions determined in the final settlement shall be retroactive to July 1 of the year of expiration.

EFFECT OF AGREEMENT: (Adopted August 1992)

- A. The terms and conditions set forth in this agreement represent the full and complete understanding between the parties. The terms and conditions herein may be changed only through the mutual written consent of both parties.
- B. If any provision of this agreement, or the application of any provision, should be declared illegal by a court of competent jurisdiction, then that provision shall be declared null and void to the extent it violates the law. The remaining provisions of this agreement shall remain in full force and effect.
- C. This agreement shall be effective July 1 and shall continue in effect until June 30. If a successor agreement has not been reached by such date, the parties agree that the terms and conditions of employment as represented herein shall continue in effect until the adoption of such successor agreement.
- D. Copies of this agreement shall be provided to all new employees.

This agreement is signed this 12th day of May, 2025.

FOR THE SCHOOL BOARD



Board Of Education President

FOR THE ASSOCIATION



Jess Christensen
Classified Representative

ARTICLE I

(Amended May 2025)

INSURANCE:

The 2025-2026 monthly insurance benefit the district will pay is \$806.90 plus The Standard Group Base Life and AD&D of \$1.53.

All classified employees scheduled less than thirty-six hours (36) shall receive the same coverage with the District paying a prorated share. Seventy (70) percent of eligible classified employees must enroll in the group health insurance program provided by the District in order for the District to provide group health insurance benefits to the classified employees. Classified employees must work at least 20 hours per week to be eligible.

ARTICLE II

(Amended May 2018)

DEFINITIONS: (Adopted August 1992)

Employees: Any member of the bargaining unit defined in Recognition Clause

Full-time: Thirty (30) or more hours of employment per week

Part-time: Less than thirty (30) hours of employment per week

Immediate Supervisor: The administrator responsible for the daily supervision of an employee.

ARTICLE III

(Amended May 2022)

SICK LEAVE:

Non-12-month classified employees will begin the first year of his/her employment with a credit of 10 days of sick leave at full pay (prorated). At the beginning of each subsequent year, he/she is credited with 10 days of sick leave (prorated). If a staff member is using sick leave for leave to attend a doctor's appointment, he/she may be required to submit evidence of this appointment. If the classified employee does not use his/her sick leave, it will accumulate at 10 days per year (prorated) to 50 days. 12-month classified employees will begin the first year of his/her employment with a credit of 12 days of sick leave at full pay (prorated). At the beginning of each subsequent year, he/she is credited with 12 days of sick leave (prorated). If the 12-month classified employee does not use his/her sick leave, it will accumulate at 12 days per year (prorated) to 50 days.

Any unused sick leave in excess of the accumulated 50 days allowed at the end of the school term shall be reimbursed at a rate of \$50 per day.

Bus drivers shall receive 3 days per year sick leave to accumulate to 10. Morning bus route equals a half-day and an afternoon route equals a half-day, totaled together they would equal one full day. All bus drivers working less than full-time shall have their sick leave days prorated.

Sick leave is defined as his/her own illness or illness in his/her immediate family.

Immediate family to be defined as: parent, child, wife, husband, brother, sister, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, or any member of the classified employee's household.

Classified staff may use up to three days (24 hours) each year for the purpose of attending an event for their child/grandchild or for an absence due to one of the following emergencies (threatened damage to staff member's primary residence due to acts of nature, inability to travel from the staff member's primary residence to work due to acts of nature, stranded out of town when public transportation has been canceled due to acts of nature, late start, cancellation if the day is not made up), classified staff shall be allowed to deduct that time from their own sick leave. The leave for this purpose will be logged based on a prorated 8 hour day by the business manager and may need to be verified in order to be approved by the administration.

The Arlington School District will pay \$25.00 per day for unused sick leave to classified staff members leaving or retiring prior to 25 years of consecutive service to the school district. The District will pay \$50.00 per day for unused sick leave to classified staff members leaving or retiring after 25 years of consecutive service to the school district. Reimbursement would not be granted to any classified staff member who is non-renewed because of disciplinary action or breaking of contract. Reimbursement would be granted to any classified staff member who is non-renewed for purposes of a Reduction-In-Force. The payment will be made at the end of the school term.

BEREAVEMENT LEAVE:

All classified employees shall be allowed 10 days of bereavement leave per year in each case of death in employee's immediate family. Only 5 days per year shall be covered by the district. The remaining days (need not be consecutive) if taken, shall be taken from accumulated sick leave.

All Part-time classified employees shall receive prorated bereavement leave in such proportion that the employees' contract bears to a full-time contract.

Bus drivers shall be allowed 5 days of bereavement leave with no deduction to their sick leave. (Prorated for half-time bus drivers.)

Immediate family to be defined as: parent, child, wife, husband, brother, sister, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, or any member of the classified employee's household.

Leave of one day shall be allowed to attend the funeral of others close to the employee. The day so missed will be taken from the employee's accumulated sick leave.

PERSONAL LEAVE:

The board will offer three paid personal leave days to each non-12 month classified employee per year. Personal leave days will be prorated. Notice of intent to take personal leave should be given one week in advance of leave. Such leave shall not be granted on the first day or last day of the school year without administration approval. If the paid personal day is not used during the year, the employee will receive the cost of a substitute for the day.

Non-12 month classified staff will also be allowed to take “two additional days per year” of unpaid personal leave per year for a total of no more than five leave days per year. The following option may be used to avoid a salary deduction for the two additional days per year:

- For those classified staff that have accumulated 35 days of sick leave, they will be able to exchange two sick leave days for one additional personal day.

For those classified staff that have accumulated 35 days of sick leave, they will be able to exchange two sick leave days for one additional personal day for a total of no more than four leave days per year.

VACATIONS:

Twelve (12) month classified employees shall be granted paid vacation time annually based on the following schedule:

0-1 years of completed service	5 days + 1 day
2-9 years of completed service	10 days + 1 day
10 or more years of completed service	15 days + 1 day

Twelve-month employees working less than full-time shall receive prorated vacation annually.

Any classified staff planning to take vacation days will need to have the days approved one week in advance by the superintendent.

All 12 month classified employees (0-1 year of completed service) may carry over unused vacation time for one year provided they do not have more than 10 days available in any contract year. All 12 month classified employees (2-9 years of completed service) may carry over unused vacation time for one year provided they do not have more than 15 days available in any contract year. All 12 month classified employees (10 or more years of completed service) may carry over unused vacation time for one year provided they do not have more than 20 days available in any contract year.

An employee changing from part-time to full-time or vice versa may only bring in two years prorated.

An employee hired after July 1 of the current contract year shall receive prorated vacation for the year hired.

HOLIDAYS:

The following days are designated as paid holidays for all 12-month employees:

Independence Day (July 4)	Labor Day
Thanksgiving Day and the Friday after Thanksgiving	Christmas Day
New Year's Day	Good Friday
Memorial Day	Juneteenth National Independence Day

- 1.) Ten-month employees and school year employees shall receive holiday pay for all holidays that fall within their work year.
- 2.) Holiday pay shall equal the pay for the number of hours for which the employee is regularly scheduled on such day.
- 3.) If a holiday falls on a Sunday, it shall be observed on the following Monday: if a holiday falls on a Saturday, it shall be observed on the preceding Friday.
- 4.) Twelve month employees working less than full-time shall receive prorated holiday pay for all holidays that fall within their work year.
- 5.) All 12 month employees may take the following days “with the approval of the supervisor” as unpaid leave if they are on the calendar as No School Days: State Fair Days, Columbus Day, Christmas Eve, Martin Luther King Day, President’s Day, State B Tournament Days, and Easter Monday.

JURY DUTY/CIVIC DUTY LEAVE:

Classified employees may serve on jury duty. The amount of fee received for jury duty, not to exceed an employee's daily rate of pay shall be given to the school in exchange for the normal daily rate of pay for the days classified employee is serving on jury duty. The classified employee may choose to use personal leave in order to keep the amount of fee received for jury duty.

Classified employees that are members of the local volunteer ambulance and/or local volunteer fire department will be allowed to respond to an emergency during the school day without leave being deducted from either their personal or sick leave.

The following schedule (prorated) will be used to determine pay for sick days, bereavement days, personal days, vacation days, holidays, and jury duty days.

Cooks/Food Service director	8 hours
Educational assistants	8 hours
Secretaries	8 hours
Custodians	8 hours

If classified staff is on leave for a full day, they will be required to take 8 hours of leave time.

ARTICLE IV

(Amended May 2022)

SICK LEAVE ASSISTANCE:

A voluntary sick leave assistance bank will be established for all classified employees under the following conditions and provisions:

1. Each classified staff member shall contribute one day of his or her sick leave per year to the bank unless he or she gives written notice of intent not to participate prior to September 15 of each school year. Those employed after September 15 shall notify the Superintendent's office within 15 days of their employment of their intent to participate or not to participate. In order to use the sick leave assistance bank, employees must have contributed to the plan.
2. Classified staff members may request days from the sick bank for long-term extended illness or disability of the employee, spouse, children, parents, and parents-in-law. Use of the sick leave assistance bank days may not begin until after a classified staff member's accumulated sick leave days and other paid leave days have been exhausted at which time the participating employee may draw up to twenty (20) days for any one disability during the school year. Classified staff members may take 5 days of sick leave assistance from the certified sick bank upon the birth or adoption of a child. These 5 days would not need to go before a committee and would be used first, before any of the employees own sick leave is taken.
3. Administration of the sick leave assistance bank shall be handled by a committee of three members of the Classified AEA staff. Requests for use of the bank shall be made to the committee. The committee will have the authority to grant the sick leave request. The approved document will be presented to the business manager for payroll purposes.
4. If an employee uses the sick leave assistance bank, he/she must contribute one day to the bank the following year to maintain eligibility.
5. Unused days in the bank shall be carried over to the next contract year.
6. If a classified staff member leaves the school system, they cannot be paid for any of the days donated to the sick leave assistance plan.

At the beginning of each contract year if the number of accumulated days in the Sick Leave Bank is at 30 days or less, each classified staff member must contribute one day to the Sick Leave Bank in order to remain eligible to use the bank. If at such time during the contract year requests for use of the Sick Leave Bank exceed the balance of accumulated days in the Bank, participants who have accumulated sick leave must contribute an additional day.

ARTICLE V

(Amended May 2025)

WAGE:

New classified employees will not be brought into the system at a higher wage than someone already in the system with the same experience. Positions that require leadership or supervisory responsibilities such as head cook, head custodian, etc. will be hired at a rate of pay as determined by the school board.

Educational assistants, custodians, secretaries and food service personnel will receive a 1.25% per hour raise for the 2025-2026 school year.

Base pay for 2025-2026 is as follows:

Educational Assistant – General: \$15.91
Educational Assistant – Special Education: \$16.53
Behavior Technician: \$19.69
Head Buildings and Grounds: \$24.14
School Custodian: \$17.85
School Food Service Director: \$21.00
School Food Service Helper: \$15.91

When performing substitute teacher duties, classified personnel shall receive the current substitute teacher pay or their individual hourly wage, whichever is higher. If the classified staff member's rate of pay is more than the rate of pay for substitutes, then they will receive their regular rate of pay plus a flat amount of \$25.00 for a full-day of substitution. Accumulated hours within a pay period will be eligible for the flat rate of \$25.00 per full 8 hours of substitution for a classroom teacher (i.e. 8.5 accumulated hours would qualify for \$25.00; 16.5 accumulated hours would qualify for \$50.00 within the pay period).

OVERTIME:

Classified employees will be paid time and one-half of their regular rate of pay for hours physically worked in excess of 40 hours per week. Overtime pay will be paid for time worked, not time compensated. Therefore, no overtime will be paid on sick leave, personal leave, holidays or similar compensation for un-worked days.

WORK DAY:

The appropriate administrator shall establish the hours of the workday and work week. The administrator may grant unpaid leave to ten – twelve month employees who want to attend state tournaments that Arlington is participating in without deducting it from their leave. A one-half (1/2) hour paid lunch shall be considered part of the workday.

In the event that a school day is started and then called with an unscheduled early dismissal and is counted as a full day of school, the board will credit the employee as if it were a full work day. In the event a school day is started and called, an 8-4 work day (prorated) will be used to determine the hours a classified staff member will need to work to get credited for a full day. Time will be determined by the time of the release.

In the event that a regular school day is canceled due to the weather and the 12-month employees are not able to get to work, they will have the option to work on the Saturday of the same week of the canceled work day in order to make up for the hours missed due to the canceled day.

In the event a classified employee is absent during the school day due to their assigned responsibility to an extracurricular activity, the board will credit the employee as if it were a full work day.

ARTICLE VI

(Amended May 2025)

Bus driver's salaries will be based on years of experience using the following schedule:

2025-2026

0-3 years	\$16,747 per year (9 months)
4-7 years	\$17,124 per year (9 months)
8-11 years	\$17,468 per year (9 months)
12+ years	\$17,808 per year (9 months)

The board reserves the right to prorate the salary schedule for a non-certified driver that may be hired to drive a 14-passenger bus on route.

A bus driver's first year of employment is considered 0 years of experience.

Per SDCL 3-29-21, each school bus driver shall receive appropriate training at least once every five years. The district will pay the drivers at the rate of \$18.42 an hour for completing the safety training.

All Regular Route Bus Drivers are required to have a working cell phone.

All Regular Route Bus Drivers will attempt to find their substitute. If the attempt to find a substitute is unsuccessful, they will inform the transportation coordinator who will then find a substitute.

FIELD TRIPS:

Field trips are defined as any extra-curricular, co-curricular, athletic or music trips.

The wage rate for field trips will be \$18.42 per hour with a minimum of three hours (\$55.26) per trip. In addition when driving on an overnight trip bus drivers will be paid at the rate of \$184.20 a full day plus meals and lodging if applicable.

All bus drivers, regular route drivers and substitute drivers will be eligible to drive field trips. Those drivers, who choose to drive field trips, will have their names placed on a roster. Eligible drivers will have the opportunity to sign up for activities with the transportation coordinator. If a

driver is unable to drive his/her field trip because of illness or other authorized reason, they will arrange for a substitute.

The transportation coordinator will present an activity driver schedule to each eligible driver for approval.

Coaches/assistant coaches, who are properly licensed to drive bus and are on the district substitute bus driver list, may drive bus to events that they will be coaching. Coaches/assistant coaches, who drive for these field trips will be paid for driving time only. These field trips will not be included in the rotation.

ARTICLE VII

(Amended May 2020)

GRIEVANCE PROCEDURE:

1. Definition:

- A. A "grievance" is a complaint by a classified person or group of classified persons employed by the Arlington School District #38-1, made either individually or by a duly authorized and recognized by the classified employee association through its representative, that there has been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, or regulation of the School Board. Negotiations for, or a disagreement over, a non-existing agreement, contract, policy, rule, or regulation is not a "grievance."
- B. An "aggrieved person" is the person or group of persons filing the grievance.
- C. "Board" means the School Board of the district.
- D. "Days" shall mean calendar days unless otherwise specified.

2. Purpose:

- A. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of teachers and to facilitate this purpose. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. Nothing herein contained shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the employee association, provided the adjustment is not inconsistent with the terms of any settlement with the employee association then in effect. At this stage the employee or the administrator involved in the grievance may bring an officer of the local Classified AEA as a witness at such informal discussion and with the appropriate member of the administration.

3. Informal Procedures:

If an employee feels he/she has a grievance, he/she shall first discuss the matter with his supervisor, principal or other administrator, to whom he is directly responsible in an effort to resolve the problem. At this stage the employee or the administrator involved in the grievance may bring an officer of the local Classified AEA as a witness at such informal discussion and with the appropriate member of the administration.

4. Procedure:

- A. It is important the grievances be processed as rapidly as possible. The number of days indicated at each level shall be the maximum and every effort should be made to expedite the process. However, time limits may be extended by mutual agreement in writing by both parties.
- B. If appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement in writing, provided the time extension is requested within the time limits provided in the Article.
- C. If an employee does not file a grievance in writing with the principal or other supervisor within 30 calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- D. The grievance forms shall be on file with the building principal, AEA, superintendent, and/or the immediate supervisor.

5. Formal Procedures:

LEVEL ONE - School Principal, Immediate Supervisor or Other Administrator

- A. If an aggrieved person is not satisfied with the disposition of his/her grievance informal procedures, he/she shall submit his/her grievance in writing.
- B. Signed copies of the written grievance shall be delivered by the employee to each of the following: supervisor, principal or other administrator, and the Superintendent of schools.
- C. An employee who is not directly responsible to a building principal may submit his/her formal written grievance to the administrator or supervisor to whom he/she is directly responsible.
- D. The administrator, within five days of the filing of the grievance shall render his/her decision in writing to the aggrieved person.

LEVEL TWO - Superintendent of Schools

- A. If an aggrieved person is not satisfied with the decision concerning his/her grievance at Level One, or if no written decision has been rendered within five days, he/she shall, within three days after the decision is rendered, or within eight school days after filing at level one, resubmit his/her grievance in writing to the Superintendent of schools.
- B. The Superintendent of schools shall within ten school days from the filing of the written appeal meet with the aggrieved person for the purpose of resolving the grievance. The Superintendent shall, within five school days after this meeting render his/her decision in writing to the aggrieved person.

LEVEL THREE - Board of Education

- A. If the aggrieved person or the Board is not satisfied with the disposition of the grievance at Level Two, or if no written decision has been rendered within five days, he/she may within five days thereafter resubmit the grievance to the business manager and the president of the Board.
- B. At its next meeting, or at a time mutually agreed upon by the parties, the Board or its designated agent shall hold a hearing on the grievances. The decision of the Board shall be rendered in writing within five days after the hearing.

LEVEL FOUR

If the aggrieved person is not satisfied with the disposition of the grievance at Level Three or if no written decision has been rendered within the time period set forth in the preceding paragraph, he/she may, appeal to the Department of Labor, pursuant to statute. The inclusion of this paragraph in this grievance procedure shall not constitute a waiver by either party of its rights to dispute the authority of the Department of Labor to hear the appeal and/or render any particular decision.

6. Miscellaneous:

- A. If, in the course of investigation of any grievance by representatives of the complainant, such investigation requires their presence in a school building; they shall report immediately to the principal of such building being visited and state the purpose of the visit.
- B. Interruption of regularly assigned classes or activities shall be avoided and students shall not be included in any phase of the grievance procedure except with the mutual consent of both parties.
- C. Any party or parties in interest shall appear and may be represented at formal Levels One and Two of the grievance procedure by one representative. When the representative is not a member of the employee organization, the employee organization shall have the right to have one spokesperson present and to have that spokesperson state its views at the formal Levels One and Two of the grievance procedure except when the aggrieved person specifically requests the exclusion of all but the parties in interest and their respective representatives. At Level Three a maximum of three representatives, one of whom will be the spokesperson, may represent the aggrieved person or persons involved in a grievance.

- D. If, in the judgment of the employee organization a grievance affects a group or class of employees, the organization may submit such grievance in writing to the Superintendent directly and the processing of such a grievance shall be commenced at Level Two. The employee organization shall designate not more than two spokespersons for the organization in processing such a grievance through the remaining levels of the grievance procedure. Provided, however, that the employee organization shall not be permitted to file or process a grievance with respect to an incident or occurrence on which an employee or group has already initiated a grievance.
- E. Meetings and hearings under this procedure shall not be conducted in public and shall include such parties and only such parties in interest and their designated or selected representatives heretofore referred to in this grievance procedure. The vote on the Board's decision on Level Three grievances shall be made in open session but the name of the aggrieved party shall not be disclosed.
- F. When it is necessary for a party or parties in interest to attend a board meeting or a hearing called during the working day, the Superintendent's office shall so notify the party or parties in interest, principals or immediate supervisor, and the party or parties in interest shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
- G. At all hearings conducted under this procedure, the aggrieved person and the administrative representative may call witnesses and present evidence that is relevant to the matter being considered. The Board may request that other witnesses be called for questioning by the parties.

ARTICLE VIII

(Amended May 2004)

REDUCTION IN FORCE:

Section A: NOTIFICATION. In the event the Board determines that a reduction in the number of employees or the number of employee hours is necessary, it shall notify the Association in writing.

Section B: RECALL. Employees laid off pursuant to this Article shall be recalled to vacancies for which they are qualified in inverse order of layoff. An employee shall be eligible for recall for a period up to one (1) year or until the employee rejects an offer of district employment at least equal to the employee's former position, wages, and benefits. The one-year time frame begins at the end of their last contracted day. While on recall an employee may accept other employment, including substitute work for the district, without jeopardizing the employee's recall status. An employee recalled to employment under this provision shall be placed on the proper step of the wage schedule and receive insurance benefits and vacation, leave, and seniority credit as of the date of layoff. The employee will be paid \$45.00 per day for unused sick leave in the event of a reduction in force. If the employee is recalled to employment, the sick leave days benefit will start over as with any new employee.

ARTICLE IX

(Adopted August 1992) (Amended July 1993)

PAYDATES:

All employees shall be paid on the 20th of each month. If pay date falls on a non-work day, employees shall be paid on the last workday prior to the pay date.

PAYROLL DEDUCTIONS:

Classified employees may authorize the deduction of dues and fees for membership in the Arlington Education Association, insurance, and any other deductions agreed upon by the District and the Association, by written notification to the Business Office. All payroll must be paid through direct deposit to the employee's bank of choice.

RETIREMENT:

The Arlington School District will pay to all full-time classified employees the 6% of State Retirement Benefit with a matching amount being deducted from each employee's paycheck.

The Arlington School District will pay to all part-time classified employees the 6% of State Retirement Benefit who qualify with a matching amount being deducted from each employee's paycheck.

ARTICLE X

(Adopted July 1993)

PERSONNEL FILE:

Each employee shall have the right upon request to review the contents of said employee's personnel file and to place therein written reactions to any of its contents. The employee shall have the right to make copies of any of the items in the file and to be accompanied by a representative during the review of the file. Employees will receive a copy of all items placed in their personnel file. All personnel files are confidential and access only to the superintendent and immediate supervisor.

ARTICLE XI

(Adopted July 1993)

JOB DESCRIPTION:

The Arlington School Board shall have written job descriptions for all bargaining unit positions outlining the general duties and responsibilities of each job classification. Such job descriptions are intended to assist employees in understanding the scope and nature of their regular work.

Each employee in the bargaining unit will be given a copy of the job description and the Association likewise be entitled to copies of the job description of positions in the bargaining unit. Employees shall have input whenever job descriptions are revised or new ones developed.

ARTICLE XII

(Amended April 2013)

PHYSICAL EXAMS:

Physical exams for all classified employees that are **required** by the school district shall be reimbursed by the school district to the level of the required exam.

ARTICLE XIII

(Amended May 2022)

DISCIPLINE AND DISMISSAL:

Employee conduct and performance shall be the basis for any disciplinary action taken against the employee, and the conduct and performance shall be reasonably related to the disciplinary action taken. Disciplinary action may include oral reprimand, written reprimand, suspension with pay, suspension without pay, and termination of the contract prior to its expiration date.

If no mutual consent as to the termination exists and if the classified staff member initiates the termination of this contract prior to its terminal date, the school district shall withhold any money due the staff member or collect from the staff member the sum of \$100, whichever is greater, as liquidated damages if such termination occurs after the school board has approved the contract and on or before July 1. If no mutual consent as to the termination exists and if the classified staff member initiates the termination of this contract prior to its terminal date, the school district shall withhold any money due the staff member or collect from the staff member the sum of \$500, whichever is greater, as liquidated damages if such termination occurs after July 1.

ARTICLE XIV

(Amended May 1996)

MILEAGE:

Classified employees using their own vehicles while on authorized school business will be reimbursed at the rate set by the Board at their organizational meeting.

ARTICLE XV

(Adopted July 1993)

VACANCIES/VOLUNTARY TRANSFER:

The district shall have all job vacancies listed in the staff daily announcements.

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Reorganized: May 2018

