

**MORAVIA
COMMUNITY SCHOOL
DISTRICT**



**Non-Certified Agreement
2024 - 2025**

July 1, 2024 through June 30, 2025

ARTICLE I: PREAMBLE

The Moravia Community School District and Non-Certified Employees at Moravia CSD agree as follows:

ARTICLE II: RECOGNITION

- A. Recognition
 - a. The Moravia Community School District is recognized as a public employer governed by the elected Board of Directors.
 - b. Administrators are recognized as the agents of the Board empowered to manage the operations of the school district according to policies established by the Board of Directors.

ARTICLE III: DEFINITIONS

- A. The term "Board", "Employers", or "District" as used in this Agreement, shall mean the Moravia Community School District as governed by its Board of Directors, its authorized representatives or agents.
- B. The term "Employee", as used in this Agreement, shall mean all employees that include janitors, cooks, bus drivers, secretaries, and teacher associates employed by the Moravia Community School District.
- C. The term "immediate family" as used in this Agreement, shall mean husband, wife, father, mother, sons, daughters, corresponding in-laws of the prior relatives, brothers, sisters, and corresponding in-laws of the prior relatives, step-parents, step children, great grandparents, grandparents, grandchildren, great grandchildren, aunts, uncles, nieces, and nephews. This is reflected in the Consanguinity and Affinity Chart as it pertains to specific leaves.

ARTICLE IV: GRIEVANCE PROCEDURE

- A. Definitions
 - a. "Grievant" means a non-certified employee or group of employees filing a grievance.
 - b. "Grievance" means a claim by a grievant that the terms of this Agreement have been violated.
 - c. "Days" means employment days, except as otherwise indicated. If the time limits are not met by the Administration, the grievant has the right to appeal the grievance to the next level of the procedure.
- B. Individual Rights
 - a. A grievant may be self-represented at all stages of the grievance or, at the grievant option, by an individual or group of individuals under the Agreement.
- C. Procedure
 - Step 1:** A grievant shall first discuss a grievance with his or her immediate supervisor, with the objective of resolving the matter informally.

Step 2: If the grievance is not resolved informally, the grievant, and/or grievants, may file the grievance with his or her immediate supervisor in writing on Schedule A. The written grievance shall state the specific clause or clauses alleged to be violated and shall state the remedy requested. The filing of the formal written grievance at the second step must be written within ten (10) school days from the date of occurrence of the event giving rise to the grievance or the grievant, and/or grievants, shall be forever barred from pursuing said grievance through the grievance procedure. The supervisor shall arrange for a meeting with the grievant and provide the grievant, and/or grievants, with a written response within fifteen (15) school days after the filing of the grievance.

Step 3: If the disposition of the grievance at Step 2 does not resolve the claim, or if no decision has been rendered within fifteen (15) school days after filing the grievance, the grievance may be filed with the superintendent. The superintendent shall arrange for a meeting with the grievant, and/or grievants. After the meeting, the superintendent will provide his written decision.

When a grievance is submitted on or after May 1, time limits shall be reduced by one (1) day at all steps.

The grievant, and/or grievants, shall cooperate with the Administration and furnish such reasonable information as is requested for the processing of any grievance.

The Administration shall cooperate with the grievant, and/or grievants, and will furnish to the grievant, and/or grievants, such reasonable information as is requested for the processing of any grievance.

Reasonable information is defined as information that is maintained currently. Nothing herein shall require the Administration, the grievant, and/or grievants, to research or assemble the requested information.

ARTICLE V: Hours

- A. Work Week – the defined work week shall begin at 12 a.m. on Sunday night.
- B. Lunch – employees working seven or more hours per day will receive a duty-free unpaid lunch of at least thirty (30) minutes.

ARTICLE VI: Sick Leave and Personal Days

- A. Personal illness leave may be used for illness, injury, or other medically related disability which renders the employee medically unable to work. Employees will

be accorded ten (10) days of paid personal illness leave in their first year of employment. They shall be accorded eleven (11) to fifteen (15) days of personal illness leave in their second through sixth years of employment and fifteen (15) days per year in each subsequent year. Personal illness leave for part-timers will be prorated. Personal days: Non-certified employees shall receive two (2) personal days each year. Only one (1) unused personal day will roll forward.

- B. Maximum accumulation: Personal illness leave may accumulate to a maximum of ninety (90) days inclusive of the current year's allotment. Employees who have established a higher accumulation under the previous contract retain those days and each year's allotment. Once their accumulated days fall under the ninety (100) day maximum, ninety (100) days will become their allotted maximum thereafter.

ARTICLE VII: Insurance

Non-certified twelve (12) month employees receive board paid \$1,500 deductible health insurance at a cost of \$50 per month, plus \$15,000 group life insurance plan at no cost to the employee. A high deductible \$6,500 health plan is available for all other non-certified employees, excluding bus drivers, at a cost of \$95 per month.

ARTICLE VIII: Overtime

No overtime will be allowed without prior approval of the superintendent. When work is authorized and required of an employee beyond forty (40) hours in the work week and compensatory time is not given, overtime will be paid at the rate of time and a half. If an employee is accorded compensatory time, the employee will be granted one and a half hours of compensatory time for each overtime hour worked. Requested use of compensatory time will be administered consistent with the FLSA.

ARTICLE IX: Wages

- A. Employees will be placed as outlined in Appendix C by the superintendent.
- B. Paychecks – pay date monthly be paper check or direct deposit.
- C. The wage of a nine (9) month employee shall be deferred for a twelve (12) month period, except those who choose to do so may be paid for actual time worked each month. Pre-approved overtime shall be paid to employees in the pay period worked.

ARTICLE X: Separability

Should any article, section, or clause of this Agreement be declared illegal by a Court or Agency of competent jurisdiction, then such article, section, or clause should be deleted from the Agreement to the extent it violates the law, and all

remaining articles, sections, and clauses of this Agreement shall remain in full force and effect.

ARTICLE XI: Duration

This Agreement shall be effective beginning July 1, 2023, and shall continue in full force and effect until June 30, 2024. In commemoration of this Agreement, the parties sign below on the dates designated:

Sam Swenson, Superintendent

Date

Chris Spencer, Board President

Date

MORAVIA COMMUNITY SCHOOL DISTRICT

SCHEDULE A – WRITTEN GRIEVANCE

STEP 1:

Date Filed _____

Moravia Community School District

Distribution of Forms:

1. Association (if applicable)

2. Employee

3. Appropriate Supervisor

4. Superintendent

5. Name of Aggrieved Employee

STEP 2:

A. Date Violation occurred _____

B. Section(s) of contract or policy violated _____

C. Statement of Grievance (*attach typed document if necessary*)

D. Relief Sought *(attach typed document if necessary)*

Signature of Aggrieved Employee

Date

E. Disposition by Principal or Immediate Supervisor *(attach typed document if necessary)*

Signature of Principal or Supervisor

Date

STEP 3:

A. _____
Signature of Aggrieved Employee

Date

B. _____
Date received by Superintendent

C. Disposition by Superintendent or Designee *(attach typed document if necessary)*

Superintendent Signature

Date

APPENDIX C

Minimum Starting Salary for 2024 – 2025

Custodian	\$12.00 per hour
Kitchen Cooks	\$12.50 per hour
Secretary	\$12.00 per hour
Bus Driver	\$45.00 per a.m. route \$45.00 per p.m. route
Bus Driver – Ride-to-learn route	\$25.00 to learn route
Bus Inspection Pay	\$10.00 per hour
Bus Wash Pay	\$ 9.00 per wash, up to 4 x's/mo.
Maintenance Trip Pay	\$10.00 per trip
Rate per mile for all route miles over 80 miles in one day starting at first district pick up point	\$.40 cents per mile
 <u>SPECIAL EDUCATION CAR ROUTE</u>	
Special Education Route IN DISTRICT	\$12.94 per route
<u>SUBSTITUTE</u> Special Education Route IN DISTRICT	\$12.94 per route
Special Education route OUT OF DISTRICT	\$25.87 per route
<u>SUBSTITUTE</u> Special Education route OUT OF DISTRICT	\$25.87 per route
 <u>ACTIVITY TRIPS</u>	
ACTIVITY ROUTE Bus Driver	\$15.00 per hour
ACTIVITY ROUTE Cancel trip-Show Up Pay	\$25.00 per activity

Moravia Non-Certified Pay Schedule 24-25

	Lane 1		Lane 2
1	\$ 12.00	1	\$ 12.25
2	\$ 12.20	2	\$ 12.45
3	\$ 12.40	3	\$ 12.65
4	\$ 12.60	4	\$ 12.85
5	\$ 12.80	5	\$ 13.05
6	\$ 13.00	6	\$ 13.25
7	\$ 13.20	7	\$ 13.45
8	\$ 13.40	8	\$ 13.65
9	\$ 13.60	9	\$ 13.85
10	\$ 13.85	10	\$ 14.10
11	\$ 14.10	11	\$ 14.35
12	\$ 14.35	12	\$ 14.60
13	\$ 14.60	13	\$ 14.85
14	\$ 14.85	14	\$ 15.10

15	\$ 15.10	15	\$ 15.35
16	\$ 15.35	16	\$ 15.60
17	\$ 15.60	17	\$ 15.85
18	\$ 15.85	18	\$ 16.10
19	\$ 16.10	19	\$ 16.35
20	\$ 16.35	20	\$ 16.60
21	\$ 16.60	21	\$ 16.85
22	\$ 16.85	22	\$ 17.10
23	\$ 17.10	23	\$ 17.35
24	\$ 17.35	24	\$ 17.60
25	\$ 17.60	25	\$ 17.85
26	\$ 17.85	26	\$ 18.10
27	\$ 18.10	27	\$ 18.35
28	\$ 18.35	28	\$ 18.60
29	\$ 18.60	29	\$ 18.85
30	\$ 18.85	30	\$ 19.10

