

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**UNIFIED SCHOOL DISTRICT NO. 500  
KANSAS CITY, WYANDOTTE COUNTY, KANSAS**

**AND**

**TEAMSTERS LOCAL UNION 955  
CAMPUS OFFICERS' BARGAINING UNIT  
2007/2010**



Rev. 10/2008

**CAMPUS OFFICERS**

**TABLE OF CONTENTS**

<b>ARTICLE I</b>	<b>RECOGNITION</b> .....	<b>4</b>
<b>ARTICLE II</b>	<b>CLOSURE CLOSE</b> .....	<b>4</b>
<b>ARTICLE III</b>	<b>MANAGEMENT’S RIGHTS</b> .....	<b>4</b>
<b>ARTICLE IV</b>	<b>HOURS OF WORK</b> .....	<b>5</b>
A.	<i>WORK YEAR</i> .....	5
B.	<i>WORK DAY</i> .....	5
C.	<i>OVERTIME</i> .....	6
D.	<i>EMERGENCY CLOSING DAYS</i> .....	6
E.	<i>SALARY DEDUCTIONS FOR ABSENCES</i> .....	6
<b>ARTICLE V</b>	<b>HOLIDAYS</b> .....	<b>7</b>
<b>ARTICLE VI</b>	<b>VACATIONS</b> .....	<b>7</b>
A.	<i>NUMBER OF DAYS ALLOWED</i> .....	7
B.	<i>ADDITIONAL DAYS ALLOWED</i> .....	7
C.	<i>RECLASSIFICATION OF CAMPUS OFFICES TO FULL-TIME POSITIONS</i> .....	8
D.	<i>SIX-MONTH EMPLOYMENT REQUIRED</i> .....	8
E.	<i>UNUSED VACATION TIME/LIMITS ON CARRY FORWARD VACATION TIME</i> .....	8
F.	<i>ENCOURAGEMENT TO USE VACATION</i> .....	8
<b>ARTICLE VII</b>	<b>LEAVES</b> .....	<b>8</b>
A.	<i>DISABILITY LEAVE</i> .....	8
1.	<i>Defined</i> .....	8
2.	<i>Coverage</i> .....	9
3.	<i>Annual Allowance</i> .....	9
4.	<i>Initial Employment</i> .....	9
5.	<i>Annual Accumulation</i> .....	9
6.	<i>Current Days Use After Five Days’ Service</i> .....	9
7.	<i>Physician Statement May be Required</i> .....	10
8.	<i>Loss of Preservation of Disability Leave Upon Termination</i> .....	10
9.	<i>Abuse or Misuse of Leave</i> .....	10
10.	<i>Credit Upon Retirement or Death</i> .....	10
11.	<i>Injury When on Duty</i> .....	11
12.	<i>Statement of Accumulated Leave</i> .....	11
13.	<i>Continued Employment Under Disability Leave</i> .....	12
14.	<i>Expiration of Disability Leave Benefits</i> .....	12
15.	<i>Termination of Disability Leave Payments</i> .....	12
B.	<i>PROFESSIONAL LEAVE</i> .....	12
C.	<i>LEGAL COMMITMENTS AND JURY DUTY</i> .....	12
1.	<i>Jury Duty with Pay</i> .....	12
2.	<i>Jury Fee Retained by Board</i> .....	13
3.	<i>Use for Court Summons</i> .....	13
D.	<i>PERSONAL LEAVE</i> .....	13
1.	<i>Two Day Leave</i> .....	13
2.	<i>Approval of Leave</i> .....	13
3.	<i>Limitation</i> .....	13
4.	<i>Unused Personal Leave Days</i> .....	14

5. <i>Right to Reject</i> .....	14
<b>ARTICLE VIII    COMPENSATION</b> .....	<b>14</b>
A. <i>SALARY CLASSES</i> .....	14
1. <i>Initial Placement on Schedule</i> .....	14
2. <i>Campus Officer Salary Schedule</i> .....	14
3. <i>Movement on Schedule</i> .....	14
B. <i>PAYMENT FOR WORK-RELATED MILEAGE</i> .....	14
<b>ARTICLE IX     INSURANCE AND OTHER BENEFITS</b> .....	<b>15</b>
A. <i>SECTION 125 – CAFETERIA PLAN</i> .....	15
B. <i>BOARD’S BENEFIT PLAN</i> .....	15
C. <i>HEALTH INSURANCE</i> .....	15
D. <i>CONTINUED MONTHLY ALLOCATIONS AFTER DISABILITY LEAVE BENEFITS ARE EXHAUSTED</i> .....	15
E. <i>VOLUNTARY SALARY REDUCTION</i> .....	15
F. <i>HUSBAND/WIFE COMBINATION OPTION OF MEDICAL INSURANCE ALLOCATION</i> .....	16
<b>ARTICLE X     EVALUATION</b> .....	<b>16</b>
A. <i>PURPOSE OF EVALUATION</i> .....	16
B. <i>FREQUENCY OF EVALUATION</i> .....	16
C. <i>EVALUATORS</i> .....	16
D. <i>CAMPUS OFFICERS WHO LEAVE THE DISTRICT</i> .....	16
E. <i>DOCUMENTS</i> .....	17
F. <i>RIGHT TO RESPONSE</i> .....	17
G. <i>CONFIDENTIALITY OF EVALUATION DOCUMENTS</i> .....	17
<b>ARTICLE XI    RESOLUTION OF GRIEVANCES</b> .....	<b>17</b>
A. <i>DEFINITIONS</i> .....	17
1. <i>Grievance</i> .....	17
2. <i>Grievant</i> .....	17
3. <i>Department</i> .....	17
4. <i>Immediate Supervisor</i> .....	18
5. <i>Party in Interest</i> .....	18
B. <i>PROCEDURES FOR RESOLUTION OF A GRIEVANCE</i> .....	18
1. <i>Level I</i> .....	18
2. <i>Level II</i> .....	18
3. <i>Level III</i> .....	19
4. <i>Level IV</i> .....	19
C. <i>Miscellaneous Grievance Resolution Provisions</i> .....	20
1. <i>Forms</i> .....	20
2. <i>Written Material Required</i> .....	21
3. <i>Closed Hearings</i> .....	21
4. <i>Separate Files</i> .....	21
5. <i>No Reprisals</i> .....	21
6. <i>Right to Informal Discussion</i> .....	21
7. <i>Initial Filing at Level III</i> .....	21
8. <i>Days</i> .....	21
<b>ARTICLE XII   UNION DUES</b> .....	<b>22</b>
A. <i>DUES FOR MEMBERSHIP IN TEAMSTERS LOCAL 955</i> .....	22
1. <i>Authorization for Membership in Teamsters Local 955</i> .....	22
2. <i>Initiation and Continuation</i> .....	22
3. <i>Filing and Notification Requirements</i> .....	22
4. <i>Responsibility for Remittance of Dues</i> .....	22
5. <i>Release and Indemnification</i> .....	22

<b>ARTICLE XIII</b>	<b>BIDDING FOR POSITIONS.....</b>	<b>23</b>
A.	<i>POSTING OF POSITIONS</i> .....	23
B.	BIDS FOR A POSITIONS.....	23
<b>ARTICLE XIV</b>	<b>TRAINING AND CREDENTIALS.....</b>	<b>23</b>
A.	<i>PROOF OF LAW ENFORCEMENT COMMISSION</i> .....	23
B.	<i>TRAINING</i> .....	23
C.	<i>CREDENTIALS</i> .....	23
<b>ARTICLE XV</b>	<b>PROFESSIONAL ATTIRE AND UNIFORM.....</b>	<b>23</b>
A.	<i>UNIFORMS</i> .....	23
B.	<i>UNIFORM DESIGNATION</i> .....	24
1.	<i>Uniform Apparel</i> .....	24
2.	<i>Uniform Accessories</i> .....	24
3.	<i>Campus Officer Identification</i> .....	25
4.	<i>Standards of Grooming</i> .....	25
5.	<i>Campus Officer Uniform</i> .....	25
C.	<i>TRAINING REQUIRED FOR USE OF SECURITY EQUIPMENT</i> .....	25
D.	<i>APPLICATION OF SECURITY EQUIPMENT</i> .....	26
E.	<i>UNIFORM COMMITTEE</i> .....	26
F.	<i>WEAR AND TEAR</i> .....	26
<b>ARTICLE XVI</b>	<b>OFFICER SAFETY.....</b>	<b>26</b>
A.	ESTABLISH SUGGESTED CURRICULUM .....	27

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## ARTICLE IV

## HOURS OF WORK

### A. *Work Year*

1. The normal work year for campus officers shall be 196 days as scheduled by the Superintendent of Schools or his designated representative. Campus officers may be employed for additional days of work at their normal rate of pay with the approval of the Superintendent of Schools or his designated representative.
2. The following positions shall be designated as full time—261 day positions
  - Head Campus Officer
  - Main Library Campus Officer
  - Area Vocational Technical School Campus Officer
3. All full time campus officers employed by the district on or before June 1, 1994, shall continue as 261 day employees while employed by the district as full time campus officers. Any campus officer employed on or before June 1, 1994, by the district shall be allowed the option of working fewer than 261 days with the number of work days approved by the Superintendent or his designated representative. In no case will a campus officer be allowed to have a normal work year of fewer than 196 days. A campus officer who elects a work year of fewer than 261 days shall not be allowed to increase his/her days in subsequent years.
4. During the summer months when school is not in session, an unspecified number of Campus Officers employed for 196 days will be given an opportunity to work 261 days. The exact number of 196 day Campus Officers who will be given the opportunity to work 261 days shall be determined at the sole discretion of USD 500 Management. However, seniority shall be the basis for selecting which 196 day Campus Officers shall be given the opportunity to work 261 days. If there is no distinction in seniority an alternate selection criteria shall be determined by USD 500 Management.

### B. *Work Day*

1. The normal work day for campus officers shall be eight (8) hours, on Monday through Friday, exclusive of the time for a duty-free lunch period. For each campus officer position in each office, school or facility, a normal work day shall be defined which establishes a normal reporting time, a normal time when the officer may leave, and duty-free lunch period of at least sixty (60) minutes

in length. The building principal or the Superintendent or his designated representative may change the normal reporting and leave times on a given day to meet the needs of the district, school or facility. On such days, the meal time will be scheduled. Whenever the officer loses his/her duty free lunch period as a result of required work the time shall be subject to compensation.

2. During times when the Superintendent has approved the use of “flex-time”, a campus officer may work a 40-hour week in daily increments other than eight (8) hours under an arrangement approved by the affected campus officer and the Superintendent or his designated representative.

**C. *Overtime***

1. Work time required by the building principal or the Superintendent or his designated representative in excess of forty (40) hours per week shall be considered overtime, except that paid holiday time shall be considered as time worked when computing overtime. Campus officers shall be required to work overtime when requested by his/her principal or the Superintendent or his designated representative.
2. Overtime shall be compensated in time or money at the option of the administration at the rate of 1 ½ times the regular rate of compensation.
3. A minimum of time of one (1) hour will be paid for any event requiring the campus officer to return to duty after he/she has been released from duty. Campus officers shall be paid at the State mileage when reporting such events.

**D. *Emergency Closing Days***

Whenever a school, office, or other facility is closed by order of the Superintendent for causes beyond the control of the Board, campus officers shall be required to report unless the Superintendent or his designated representative released them from duty on that day.

**E. *Salary Deductions for Absences***

All daily or hourly rate deductions shall be at the campus officers’ regular daily or hourly rate.

## ARTICLE V

## HOLIDAYS

Campus officers shall be excused from duty for the following holidays which are established by the Board's School Schedule under Policy No. 6.1.1.1.0 and which fall within an officer's duty year:

Independence Day  
Labor Day  
Wednesday before Thanksgiving, Thanksgiving Day and the Friday  
after Thanksgiving  
Christmas Eve  
Christmas Day and the day after  
New Years Eve  
New Years Day and the day after  
Martin Luther King Day  
President's Day  
Memorial Day

## ARTICLE VI

## VACATIONS

Paid vacations shall be provided for all campus officers who are employed in a full-time position requiring service 12 months per year in the specific position. Such vacation shall be scheduled at the convenience of the officer's supervisor or the Superintendent or his designated representative.

### **A. *Number of Days Allowed***

Ten days of vacation time shall be allowed per year for eligible officers for each of the first five years of employment.

Upon commencing service, any officer eligible for vacation time shall commence accumulation of vacation time at the rate of 5/6 of a day for each whole or major portion of a month to be worked, prior to the next July 1.

### **B. *Additional Days Allowed***

One additional vacation day shall be allowed per year for eligible officers for each year beyond five years of employment up to a maximum of twenty vacation days per year after fifteen years of employment.

Accumulation of additional vacation days shall commence July 1 of the sixth year of employment at the rate of one-half day for each six months of service. No additional vacation time shall be granted for less than six months of service.

**C. *Reclassification of Campus Offices to Full-time Positions***

In the event of reclassification of a campus officer from a position of less than 12 months to a full-time position as described above, addition of vacation days beyond the ten-day minimum shall be granted only for years in which the individual is employed on a twelve-month basis.

**D. *Six-Month Employment Required***

No vacation time shall be drawn prior to six months of continuous employment and no vacation time shall be allowed prior to its accumulation.

**E. *Unused Vacation Time/Limits on Carry Forward Vacation Time***

Vacation days of one work year (July 1-June 30) may not be extended beyond the end of the next work year. Any exception must be approved by the Superintendent or his designated representative.

**F. *Encouragement to Use Vacation***

The Board has provided vacation leave for 12 month officers to allow for relaxation and rejuvenation from the demands of the job. The Board strongly encourages officers to use their yearly allotment of vacation days within the year in which they are earned.

**ARTICLE VII**

**LEAVES**

**A. *Disability Leave***

**1. *Defined***

Disability leave is defined as days of absence from duty because of personal sickness or injury of the campus officer or dependent children under 18 years of age residing in the same house and for which no deduction is made in regularly monthly or annual compensation of the officer. Absences for one-half (1/2) day or less shall be charged as one-half (1/2) day. Absences for less than a day but more than one-half (1/2) shall be charged as (1) one day. Absence due to sickness or injury of dependent children shall be limited to five (5) days annually. The term "days" as used herein is defined as days on which the officer drawing disability leave would normally have reported for duty.

## **2. Coverage**

Disability leave benefits are extended to all campus officers whose employment provides for at least 30 hours per week, except as otherwise noted in the policies of the Board.

## **3. Annual Allowance**

Campus officers whose work year does not exceed 205 days shall be allowed annual disability leave at the rate of 10 days per schoolyear; officers whose work year is 206 to 239 days shall be allowed 12 days per schoolyear; officers who work 240 days or over shall be allowed 14 days per schoolyear. In the event an officer resigns during the work year, final salary payment shall be reduced for disability leave taken in excess of any disability leave accrued plus that which is credited during the year of resignation at the rate of one day per complete month of service.

## **4. Initial Employment**

Upon commencing service at the beginning of the first full year of school service, a campus officer shall be provisionally credited with 10, 12, or 14 days of disability leave in accord with paragraph 3. In the event of termination of services during the first year of employment, adjustment in the final salary payment shall be such as to provide for the allowance of a total number of disability leave days not in excess of one day per complete month of service. Officers commencing service during the schoolyear shall be provisionally credited with 10, 12, or 14 days less one day for each preceding whole or major portion of a month not worked, beginning with September.

## **5. Annual Accumulation**

All prior unused disability leave shall be allowed to accumulate without limit.

## **6. Current Days Use After Five Days' Service**

Current days of disability leave are credited on September 1, but they may not be used until after the campus officer has been on duty for five consecutive days in the current year. This restriction does not apply to accumulated days. On the first duty day of any given year, all unused accumulated disability leave shall be available for use.

## **7. Physician Statement May be Required**

Any campus officer absent due to illness or disability may be requested to present a licensed physician's statement indicating the nature of the illness or disability and the readiness of the officer to resume his/her duties. Such certification shall be secured at the officer's expense.

- a. Any campus officer absent more than five consecutive days due to illness or disability shall present a statement from a physician licensed to practice medicine, indicating the nature of the illness or disability and verifying that the absentee is in good health and able to resume duties.
- b. Any request for disability leave benefits for any absence in excess of twenty (20) working days for the same disability shall be accompanied by a comprehensive statement by a licensed physician stipulating the nature of the illness or disability necessitating the extended absence. Such statement shall be presented to the Superintendent on or before the 20<sup>th</sup> day of absence. Further review and examination by a committee of three licensed physicians employed by the Board may be required for allowance of times in excess of twenty (20) working days.

## **8. Loss of Preservation of Disability Leave Upon Termination**

Termination of employment shall automatically void all accumulated days of disability leave.

- a. A campus officer who resigns in good standing from the district and then is reemployed may retain accumulated disability leave if he/she returns to work within (24) twenty-four months after separation of former employment.

## **9. Abuse or Misuse of Leave**

No salary shall be paid for any day's absence for which a disability is falsely reported as the cause for absence. Abuse or misuse of disability leave shall result in appropriate disciplinary action.

## **10. Credit Upon Retirement or Death**

Upon retirement, a campus officer or in the event of death the officer's estate shall be eligible to receive a lump sum payment for accumulated unused disability leave based on the following formula.

Total accumulated unused disability leave (not to exceed the maximum accumulation of disability leave allowed) x .75 x the base salary rate for the Campus Officer Salary Schedule.

The maximum number of accumulated unused disability leave days for which payment may be made in accord with the above formula shall be limited as follows:

205 days or less of employment, 120 days allowed  
206-239 days of employment, 132 days allowed  
240 or more days of employment, 144 days allowed

Campus officers who resign from the district after completing thirty (30) years of service in the district or twenty (20) years of service in the district and are 55 years of age shall also be eligible to receive a lump sum payment for accumulated unused disability leave based on the above-stated formula.

Any payment under this provision to a campus officer's estate shall be made to the court-appointed fiduciary (executor, administrator, or other designee) of the decedent's estate.

**SPECIAL NOTE:** Any individual initially employed by the District as an employee after July 1, 1999, shall not be eligible for the payment as described in this provision.

#### **11. Injury When on Duty**

Absence due to injury incurred while a campus officer is on duty in the school or any other place the officer is required to perform professional duties shall not be charged against his/her disability leave days if he/she is receiving workers; compensation benefits.

The Board shall pay salary less worker's compensation payment for the length of a disability or until July 1st whichever is shorter to any officer who is injured while physically restraining a student or who is the victim of an assault while on duty and is injured thereby.

#### **12. Statement of Accumulated Leave**

A statement of accumulated disability leave shall be provided each campus officer on each payroll warrant. Such statement is informational only and not made or given as a warranty of the number of days stated. Each officer shall be solely responsible for determining the accuracy of the statement. The Board shall not be liable for errors, mistakes or failure to provide the statement unless due to intentional or willful fault on the

part of the Board. If a campus officer can establish an error or mistake in the statement of accumulated disability leave, the Board will take measures to correct the statement.

### **13. Continued Employment Under Disability Leave**

Any campus officer who is absent from duty because of illness or injury and is eligible to receive disability leave shall be retained on the active payroll as a campus officer for such period of time as annual and accumulated disability leave days are available. If the return to work, in accord with Paragraph 7, is prior to the expiration of current and accumulated disability leave time, the officer shall be returned to active employment in the same or similar duty assignment.

### **14. Expiration of Disability Leave Benefits**

Except as expressly provided otherwise by this agreement or by law, employment of any campus officer shall terminate upon the expiration of current and accumulated disability leave time except that the rights of continued employment may be extended under the Family Medical Leave Policy.

### **15. Termination of Disability Leave Payments**

All payments of wages under provisions of this agreement for disability leave shall terminate if the campus officer is gainfully employed by any employer other than USD #500 or is engaged in gainful self-employment.

## ***B. Professional Leave***

A campus officer may be granted professional leave with pay to attend seminars, conferences, meetings, and workshops directly related to the officer's job with the district. Professional

Leave shall not be granted for the purpose of attending classes for completing degrees or certification requirements. Application for professional leave shall be made in writing to the Superintendent or his designated representative at least five (5) working day in advance of the absence.

## ***C. Legal Commitments and Jury Duty***

### **1. Jury Duty with Pay**

Whenever a campus officer is required to perform services as a juror, said officer shall be paid full salary for the period of such services provided that:

The Board is notified at least three (3) days in advance of the absence that a jury summons has been received.

The Board receives a statement from the officer listing the days of such service and the court in which the service was performed.

The officer presents to the Board within 15 days of its receipt by the officer the endorsed (uncashed) check issued by the court for the number of days of such service.

**2. Jury Fee Retained by Board**

The proceeds of the court payment shall be retained by the Board.

**3. Use for Court Summons**

Leave shall be granted in order to meet the requirements of a court summons as a witness when the campus officer is not the litigant. Such absence shall not be deducted from accumulated disability leave time.

***D. Personal Leave***

**1. Two Day Leave**

Two days of absence without deduction in pay during any year may be allowed for personal leave for campus officers who work 30 or more hours per week.

**2. Approval of Leave**

To be classified as personal leave, authorization must be secured prior to the day leave is taken except for instances of emergency. Campus officers desiring to use personal leave shall submit their request in writing at least five (5) work days in advance of the anticipated absence. In case of an emergency not covered by emergency leave the notification for such leave must be made to the principal or immediate supervisor on or before the day of leave by the normal absence reporting procedures, and a written request shall be submitted to the office of the Superintendent or his designated representative.

**3. Limitation**

Personal leave shall not be used for seeking other employment, rendering services, or working either with or without remuneration for themselves, or for anyone else, for hunting, for fishing, no other recreational activities, nor because of severe weather when school is in session. Such leave shall

not be granted, for the first eight (8) days or the last five (5) days of the school year, not on the first duty day preceding or following a holiday, nor on any in-service days.

**4. Unused Personal Leave Days**

Personal leave shall not accumulate. However, any days of unused personal leave shall be credited as days of disability leave.

**5. Right to Reject**

The district reserves the right to refuse requests on any given day due to the number of other absences or the demands of the campus officer's job. Approval will be granted in the order of application except for clear emergency situations.

**ARTICLE VIII COMPENSATION**

**A. Salary Classes**

**1. Initial Placement on Schedule**

At the time of initial employment, each campus officer shall be placed on step 1 on the salary schedule

**2. Campus Officer Salary Schedule**

2008-2009 Salary increase of 4% overall.

Step	Daily Rate
1.	\$165.40
2.	\$173.34

**3. Movement on Schedule**

Campus Officers will move to step 2 after completing five (5) years of service.

**B. Payment for Work-Related Mileage**

Campus officer required in the course of their work to drive their personal automobiles shall receive a car allowance with Board policy setting the amount.

## ARTICLE IX

## INSURANCE AND OTHER BENEFITS

### **A. Section 125 – Cafeteria Plan**

The Board shall establish a flexible benefit plan intended to qualify as a “Cafeteria Plan” within the meaning of Section 125 (d) of the Internal Revenue Code of 1954 as amended, to provide for each campus officer who is employed not less than 30 hours per week with a choice of receiving certain taxable and tax-free benefits provided by the Board.

### **B. Board’s Benefit Plan**

Optional benefits to be offered to eligible campus officers through the Board’s benefit plan shall include at least the following:

- (a) Medical and Dental Insurance
- (b) Group Term Life Insurance
- (c) Salary Protection Insurance
- (d) Other appropriate miscellaneous coverages

Selection of any option(s) by a campus officer will be permitted upon original employment and, thereafter, prior to the beginning of each succeeding plan year. An officer shall be permitted to change options once during the plan year to the extent allowed by law.

### **C. Health Insurance**

The Board of Education shall purchase for eligible campus officers a single medical insurance policy from a carrier selected by the Board or pay an equal amount toward the purchase of an optional medical insurance policy offered by the same carrier.

### **D. Continued Monthly Allocations After Disability Leave Benefits Are Exhausted**

For any eligible campus officer who is not receiving salary compensation due to absence from duty because of personal sickness or injury of the officer and exhaustion of all disability leave benefits, the Board shall continue the payments specified in Paragraph C for six (6) months from the month in which disability leave benefits are exhausted. No payment shall be made after separation of such officer’s employment with the district.

### **E. Voluntary Salary Reduction**

A campus officer shall be entitled once annually on forms provided by the Board to elect to have a portion of his/her salary used to purchase a benefit or benefits

under the Board's benefit plan. Such reduction shall be applied to the officer's salary before federal and state income tax is deducted.

***F. Husband/Wife Combination Option of Medical Insurance Allocation***

If both husband and wife are covered employees in the district's medical insurance plan, they may combine their monthly payment toward the purchase of medical insurance under the plan.

**ARTICLE X**

**EVALUATION**

***A. Purpose of Evaluation***

The purpose of the evaluation process shall be to assist individual campus officers in improving performance of assigned duties and to maintain a high level of performance by the staff.

***B. Frequency of Evaluation***

All new campus officers will be evaluated after three months of employment.

During the first two (2) years of employment, all campus officers shall be evaluated yearly by June 1. Any officer hired after April 1 shall not be required to have an evaluation completed by June 1 of the year of employment, but an evaluation of such an officer shall be completed prior to the completion of three months of employment. After two (2) years of employment, a campus officer shall be evaluated at least once every two (2) years. He/she shall also be evaluated during the first year after a change in work site.

More frequent evaluations may be completed if deemed necessary by the officer's supervisor. The evaluatee may also request additional evaluations.

***C. Evaluators***

All evaluations will be completed by the campus officer's immediate supervisor.

***D. Campus Officers Who Leave the District***

An evaluation shall be completed by the immediate supervisor for any campus officer who separates from the district by resignation or termination. If an evaluation has been completed within three months of the separation date, no additional evaluation will be required.

***E. Documents***

Evaluations shall be recorded on forms developed for the evaluation process. Such forms shall be developed jointly by the campus officers and the administration. The administration shall retain final approval. All evaluations shall be signed by the supervisor and the campus officer. The signature of the evaluatee does not mean that he/she agrees with the evaluation but rather that the evaluation process is completed. A copy of all evaluations shall be given to the officer, and a copy shall be filed in the officer's personnel file in the Personnel Office.

***F. Right to Response***

A campus officer has a right to attach a written response to his/her evaluation. The response shall be placed in the officer's personnel file with the evaluation. Any such response must be filed with the Human Resources Office within 10 days of the officer's signing of the evaluation.

***G. Confidentiality of Evaluation Documents***

Evaluation documents shall be available to the campus officer, the Board of Education, the campus officer's immediate supervisor, administrative staff, and other individuals who are authorized in writing by the campus officer.

**ARTICLE XI**

**RESOLUTION OF GRIEVANCES**

The purpose of grievance procedures is to secure at the lowest possible administrative level equitable solutions to grievances.

***A. Definitions***

**1. Grievance**

A charge by one or more campus officers or the Union which alleges a violation, misapplication or misinterpretation of this agreement. This provision shall also allow Campus Officers to grieve management's administration of its reprimand, suspension and termination policies.

**2. Grievant**

The campus officer(s) or the Union presenting a grievance.

**3. Department**

Any school office or administrative unit of the Board.

**4. Immediate Supervisor**

The supervisory staff member in the department or building unit wherein the grievance exists and who assigns and supervises the campus officer's work and approves his/her time record or evaluates his/her work performance.

**5. Party in Interest**

A person or group of persons, including the Board through its staff, who might be required to take action or against whom action might be taken in order to resolve the grievance.

***B. Procedures for Resolution of a Grievance***

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as maximum and an effort shall be made to expedite the process. Time limits specified may be extended by mutual agreement.

**1. Level I**

A campus officer with a grievance shall first discuss it personally with his/her immediate supervisor with the objective of resolving the matter informally. Any such grievance shall be presented to the immediate supervisor by the officer within a period of ten (10) days after the incident occurs specifying the grievance and requesting a conference to discuss it.

**2. Level II**

In the event that the campus officer is not satisfied with the disposition of the grievance at Level I or in the event that no decision has been rendered within five (5) days after presentation of the grievance, the officer may present it as a formally written grievance to the immediate supervisor in the form prescribed herein and filing of such form shall be considered as a request for a conference to discuss the grievance.

a. Within five (5) days following presentation of the grievance, the immediate supervisor shall discuss the grievance with the officer and if the officer so elects, he/she may be represented by any person or representative of an organization of his/her choosing. If the officer elects to be so represented, then the immediate supervisor shall have the option to be represented by the Superintendent or a designated representative of the Superintendent. In the event that both the officer and the supervisor choose such representation, Level III procedures may be waived at the election of either party.

- b. Within five (5) days after discussion of the written grievance, the immediate supervisor shall make a decision and communicate the same in writing to the officer presenting the grievance.

**3. Level III**

In the event that the grievant is not satisfied with the disposition of the grievance at Level II, the grievant may file the grievance in writing with the Superintendent either within ten (10) days after receiving a response at Level II or within fifteen (15) days after discussion of the written grievance at Level II, if no response is received.

- a. Within ten (10) days after receipt of the grievance, the Superintendent or a designated representative shall meet with the grievant in an effort to resolve it. A designated representative must be an administrator who is not named in the grievance and who has not advised the immediate supervisor relative to the matters in the grievance.
- b. The grievant may be represented by any person or representative of Teamsters #955. The administration may be represented at this hearing by a person of its choosing.
- c. The grievant or the administration may have witnesses at this hearing, provided that the grievant shall present his or her list of witnesses to the Superintendent and the administration shall present its list of witnesses to the grievant not less than three (3) days before the date of the hearing. Failure to timely present such a list shall preclude the use of witnesses at the hearing or shall extend for a like number of days the time limits for scheduling the hearing date. If after the presentation of the respective list of witnesses the grievant or the administration so requests, the hearing date shall be postponed by five (5) days.

**4. Level IV**

In the event that the grievant is not satisfied with the disposition of the grievance at Level III, or in the event no decision has been rendered within seven days after the grievant has first met with the Superintendent or a designated representative, the grievant may file the grievance in writing within seven (7) days with the Clerk of the Board.

- a. Within ten (10) school days after the first meeting of the Board at which the written grievance is presented, the

Board or hearing examiner(s) appointed from its members shall meet with the grievant for the purpose of resolving the grievance.

- b. The grievant may be represented by any person or representative of an organization of his/her choosing. The administration may be represented at this hearing by a person of its choosing.
- c. The grievant or the administration may have witnesses at this hearing, provided that the grievant shall present his or her list of witnesses to the Superintendent and the administration shall present its list of witnesses to the grievant no less than three (3) days before the date of the hearing. Failure to timely present such list shall preclude the use of witnesses at the hearing or shall extend for a like number of days the time limits for scheduling the hearing date. If after the presentation of the respective list of witnesses the grievant or the administration so requests, the hearing date shall be postponed by five (5) days.
- d. The hearing examiner(s) shall make their report to the Board within ten (10) days following the conclusion of the hearing or at the first Board meeting thereafter. The Board shall make a final disposition of the matter in not less than seven (7) days after receiving the report or at the first Board meeting thereafter unless the Board determines a need for further testimony or information. In such case, the Board's decision shall be made and given to the campus officer within ten (10) days after receipt of such additional testimony or information.
- e. The final decision of the Board shall be given to the campus officer in written form within seven (7) days after the decision is made.

**C. *Miscellaneous Grievance Resolution Provisions***

**1. Forms**

Forms for the filing of grievances shall be furnished by the Superintendent's office and shall conform to the provisions of Article XI of this Agreement. Grievance forms may be obtained from principals or the district Personnel Office.

**2. Written Material Required**

Beyond Level I in the grievance procedure, all related facts, appeals, and decisions shall be in writing.

**3. Closed Hearings**

All grievance hearings and conferences shall be closed to individuals, groups, and organizations not directly involved in the hearing.

**4. Separate Files**

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the part(s) interest.

**5. No Reprisals**

No reprisals of any kind shall be taken by the Board or by any member of the administration against anyone by reason of his/her participation in the grievance procedure.

**6. Right to Informal Discussion**

Nothing herein contained will be construed as limiting the right of any campus officer having a complaint or dispute to discuss the matter informally with any appropriate member of the administrative staff.

**7. Initial Filing at Level III**

If the grievance is such as to be beyond the authority of the immediate supervisor, such grievance may be initiated and filed at Level III.

**8. Days**

Days when the campus officer is not schedule to be on duty shall be excluded in computing the number of days within which action must be taken or notice given, except that after the end of the work year, days shall be counted as days on which the central office of the Board is regularly open for business.

## ARTICLE XII                      UNION DUES

### A.     *Dues for Membership in Teamsters Local 955*

#### 1.     **Authorization for Membership in Teamsters Local 955**

Upon written authorization by the individual campus officer executed on an approved form, membership dues in Teamsters Local 955 will be deducted from the officer's salary and remitted to Teamsters Local 955 at the rate of 1/12<sup>th</sup> of the total annual dues amount per month beginning in July and ending in June.

#### 2.     **Initiation and Continuation**

Such authorization forms for dues deduction shall be filed at any time during the work year, but the Board shall not be required to make new deductions from the payroll for any month except for July if the authorization is delivered to it later than the first day of the month in which the deduction is to be made. For July, the authorization shall be done on or before the 10<sup>th</sup> day. Deductions shall continue in succeeding years unless and until authorization for deduction is modified or revoked in writing by Teamsters Local 955 or the campus officer's employment is terminated.

#### 3.     **Filing and Notification Requirements**

Teamsters Local 955 shall be responsible for the filing of all authorizations with the Board in a timely manner as set forth in Article XII, A.2.

#### 4.     **Responsibility for Remittance of Dues**

If a payroll warrant is not issued to a member during any one or more of the months covered in the period indicated, the Board assumes no responsibility for payments not made to Teamsters Local 955.

#### 5.     **Release and Indemnification**

Teamsters Local 955 shall indemnify and hold the Board harmless from any liability resulting from any and all claims, suits, or any action arising from compliance with the provisions of this agreement, or in reliance on any list, notice, certification, or authorization furnished under this agreement between the parties for deduction.

## **ARTICLE XIII**

## **BIDDING FOR POSITIONS**

### ***A. Posting of Positions***

All vacant campus officer positions shall be posted for a minimum of two weeks by the district's regular posting procedures. Any officer may bid on a vacant position. The officer's length of service will be a factor in the selection process but will not be the sole factor given consideration.

### ***B. Bids for a Positions***

Any 12 month Campus Officer that bids for a position posted, will remain a 12-month employee excluding those positions funded via a state or federal grant.

## **ARTICLE XIV**

## **TRAINING AND CREDENTIALS**

### ***A. Proof of Law Enforcement Commission***

Campus Officers shall receive, on an annual basis, law enforcement related training, the substance and duration of which shall be determined by management with input permitted by the Campus Offices in accordance with Article XVI, A.

### ***B. Training***

Any training required by USD 500 shall be paid, a proportionate amount, based on the daily rate of the Campus Officer receiving such training and the duration that the Campus Officer receives such training.

### ***C. Credentials***

1. Campus officers shall be subject to a background investigation in order to provide candidates in the filing of vacancies. Campus officers engaged in law enforcement related employment outside their employment with USD 500 shall provide USD 500 with notice of any discipline incurred with respect to such outside law enforcement employment.

## **ARTICLE XV**

## **PROFESSIONAL ATTIRE AND UNIFORM**

### ***A. Uniforms***

Campus Officers shall be issued uniforms and other security equipment to be used in the performance of official duties. Uniforms shall be clean and neatly pressed and worn in a manner exhibiting professional conduct and decorum. Campus Officers shall be responsible for cleaning and maintaining their uniforms. Uniforms may not be modified. Uniforms must be worn in the performance of all

campus officer duties. Any Campus Officer who fails to maintain his or her uniform in an acceptable manner may be subject to discipline.

1. Each pregnant Campus Officer, upon written request, shall be issued a duty uniform during the period of the pregnancy and a reasonable time thereafter, with special alterations designed to accommodate physical changes affecting the Campus Officer's wearing of the standard uniform. The uniform shall be provided at no cost to the Campus Officer.

***B. Uniform Designation***

**1. Uniform Apparel**

The Campus Officer uniform shall consist of dark blue BDU trousers, rain jacket with District Campus Officer logo, a blue service-style shirt, a military-style sweater, a black tie, a black stocking/skull cap with the District Campus Officer logo on it or a black baseball style cap with the District Campus Officer logo on it, and a dark blue winter jacket. Black shoes with rubber soles, (no tennis shoes) provided at Campus Officer expense, must be worn as part of the Campus Officer uniform. The Campus officer may, at the discretion of the Assistant Superintendent of Student and Parent Services, wear District issued uniform cargo shorts during the usual customary shut-down period between school years. With permission of the Assistant Superintendent for Student, Parent and Community Services and only for the period designated, Campus Officers, at their own expense, may wear an approved polo style shirt.

The following components shall be issued to each campus officer:

- (1) two pairs of cargo uniform shorts
- (2) one pair of uniform dress pants
- (3) collar brass

Cost of the items to be derived from a portion of the 3% awarded to the bargaining unit.

**2. Uniform Accessories**

As authorized by the Superintendent or his designee, the Campus Officer uniform may be accessorized with a utility belt, radio, handcuffs, collapsible baton, and/or pepper spray. A whistle, whistle chain and name tag shall also be worn.

**3. Campus Officer Identification**

A Campus Officer must wear his/her badge, in a highly visible manner, at all times he/she is engaged in the execution of Campus Officer Activities.

- a. Campus Officers shall be issued a new identification card (to be taken with the Campus Officer in uniform) or badge, upon a Campus Officer's request. The form of such identification cards and badges shall be in substantially the same form as those now being issued by the school district. This provision notwithstanding, the parties agree that the form of both the identification card and badge is to be determined by the school district and may be altered from time-to-time as is necessary to meet the security needs of students, staff, visitors and the Campus Officers.

**4. Standards of Grooming**

The standards of grooming for male Campus Officers are as follows: Campus Officers will be neat and clean at all times, hair must be neat and clean and trimmed, mustaches and beards may be worn but must be neat and trimmed. No rat tails or earrings will be worn during the normal duty day. Campus Officers are expected to maintain good physical hygiene.

**5. Campus Officer Uniform**

The Campus Officer uniform may not be worn for activities which are not approved by the Superintendent or the Assistant Superintendent of Student Services.

***C. Training Required for Use of Security Equipment***

No Campus Officer may employ, engage, apply, use, or possess handcuffs, collapsible batons, pepper-spray, or other security equipment unless the officer is properly trained and certified to use such equipment. Protocols or standard operating procedure governing the use of such equipment shall be determined by USD 500 Management. The provision of training for the use of such equipment shall rest with USD 500 Management. Standards for certification shall be determined by the training entity. Equipment provided to Campus Officers by USD 500 shall only be applied, engaged, and used for activities falling within the Campus Officer's official performance of his duties. Records of training and proof thereof shall be kept on file in the Human Resources Office.

***D. Application of Security Equipment***

Security equipment, including firearms, other than those issued by the Board of Education or specifically authorized by the Superintendent or the Assistant Superintendent of Student and Parent Services in writing, shall not be possessed, applied, employed, used or engaged by Campus Offices while in the performance of their official duties. The use of security equipment issued by the Board of Education shall not be used by Campus Officers outside the performance of their official duties.

***E. Uniform Committee***

Campus Officer may form a uniform committee to provide advice and information to the Superintendent and Assistant Superintendent of Student and Parent Services regarding the type, content, and application of the Campus Officer Uniform and security equipment. However, final decisions regarding the components of Campus Officer Uniforms rest within the sole discretion of the Superintendent and Assistant Superintendent for Student and Parent Services.

***F. Wear and Tear***

At the discretion of the Superintendent or Assistant Superintendent of Student and Parent Services, Campus Offices may be issued replacement components to the Campus Officer uniform when such becomes necessary as a result of (1) normal wear and tear or (2) destruction occurring while in the performance of official duties. The cost of replacement keys and equipment lost or misplaced by Campus Officers, while off duty, will be assessed on a case-by-case basis, against the Campus Officer.

**ARTICLE XVI**

**OFFICER SAFETY**

An Officer/Security Safety committee shall be formed consisting of six (6) regular members; three (3) of whom shall be members of management and three (3) of whom shall be members of the Campus Officer bargaining unit. This committee shall study officer and school safety issues and make appropriate recommendations to the Superintendent of Schools. The committee shall be chaired by the Assistant Superintendent of Student and Parent Services who shall be deemed a voting member in the event of a tie. The committee shall meet at least twice a year to study and discuss school and safety related issues. Following such meetings, the committee shall submit a written report to the Superintendent of Schools. While in the performance of their duties, the committee is encouraged to explore and make suggestions regarding an appropriate training curriculum for Campus Officers.

A. Establish Suggested Curriculum

On at least a quarterly basis, the three Campus Officer delegates sitting on the Officer/Security Safety Committee shall meet for the purpose of establishing a suggested curriculum for Campus Officer training. This curriculum shall be designed to enhance the efficiency and effectiveness of Campus Officers. This curriculum should be designed to compliment the “training” initiatives developed by the Officer/Security Safety Committee.

The curriculum recommendations developed by the Campus Officer delegates shall be reduced to writing and forwarded to the Superintendent of Schools and the Assistant Superintendent of Student and Parent Services who, in their sole discretion, may adopt and implement such training initiatives as they deem appropriate. Such recommendations shall be forwarded on or before March 1, June 1, September 1, and December 1, of each year.