



LARAMIE COUNTY SCHOOL DISTRICT 1

CUSTODIAL SERVICES

Negotiated Agreement

Effective July 1, 2025-June 30, 2026

Negotiated Agreement Between the Board of Trustees of Laramie County School
District Number One and the Custodial Services Unit

TABLE OF CONTENTS

Contents

SECTION I 3

ARTICLE 1 - PURPOSE 3

ARTICLE 2 - TERM OF AGREEMENT 3

ARTICLE 3 - DISTRICT'S RIGHTS..... 4

ARTICLE 4 - DISCRIMINATION 4

SECTION II 5

ARTICLE 1 - RECOGNITION 5

ARTICLE 2 - CONDUCT OF NEGOTIATIONS 5

ARTICLE 3 - IMPASSE..... 6

ARTICLE 4 - NO STRIKE OR LOCKOUT 7

SECTION III 8

ARTICLE 1 - TYPES OF EMPLOYEES 8

ARTICLE 2 - REPRESENTATION 8

ARTICLE 3 - GRADING SYSTEM 9

ARTICLE 4 - EMPLOYEE RESPONSIBILITY 10

ARTICLE 5 - TRAINING 10

ARTICLE 6 - REST PERIODS 10

ARTICLE 7 - SAFETY..... 10

ARTICLE 8 - HOURS OF WORK..... 11

ARTICLE 9 - WORKING CONDITIONS..... 11

ARTICLE 10 - MAINTENANCE OF PRESENT WORKING CONDITIONS..... 12

ARTICLE 11 - ANNUAL EVALUATION..... 13

ARTICLE 12 - DISCIPLINE AND DISCHARGE PROCEDURE 13

ARTICLE 13 - REDUCTION IN FORCE..... 14

ARTICLE 14 - CONTINUOUS SERVICE 16

ARTICLE 15 - JOB DISPLACEMENT 16

ARTICLE 16 - VACANCY ANNOUNCEMENT FOR CUSTODIAL SERVICE PERSONNEL 16

ARTICLE 17 - GRIEVANCE PROCEDURE 17

SECTION IV 21

ARTICLE 1 - HOLIDAYS 21

CUSTODIAL SERVICES

SECTION I

ARTICLE 2 - EMERGENCY CLOSURES 21

ARTICLE 3 – EXTENDED LEAVE OF ABSENCE 23

ARTICLE 4 - WPEA LEAVE..... 23

ARTICLE 5 - MEDICAL LEAVE OF ABSENCE..... 24

ARTICLE 6 - SICK LEAVE..... 24

ARTICLE 7 - SICK LEAVE DONATION 25

ARTICLE 8 - PARENTAL LEAVE 25

ARTICLE 9 - BEREAVEMENT LEAVE 26

ARTICLE 10 - PERSONAL CIRCUMSTANCE LEAVE 26

ARTICLE 11 - ELECTION LEAVE 27

ARTICLE 12 - VACATIONS 27

SECTION V 29

ARTICLE 1 - GROUP LIFE AND LONG-TERM DISABILITY INSURANCE..... 29

ARTICLE 2 - HEALTH INSURANCE..... 29

ARTICLE 3 – DENTAL INSURANCE 30

SECTION VI 31

ARTICLE 1 - PAY DISTRIBUTION 31

ARTICLE 2 - PAYROLL DEDUCTIONS..... 31

ARTICLE 3 - NIGHT SHIFT DIFFERENTIAL 31

ARTICLE 4 - RETENTION BONUS 31

ARTICLE 5 - SAVINGS CLAUSE 32

ARTICLE 6 – PROFESSIONAL GROWTH AND DEVELOPMENT 32

ARTICLE 7 - RETIREMENT 33

2025-2026 MOU – SICK LEAVE BANK 37

DOCUMENT AUTHORIZATION 38

SECTION I

ARTICLE 1 - PURPOSE

- 1.1 This agreement entered into by Laramie County School District Number One, State of Wyoming, hereinafter referred to as "District" and the Wyoming Public Employees Association, hereinafter referred to as "Unit" has for its purpose the promotion of harmonious relations between the District and those employees of the District which are represented by the Wyoming Public Employees Association (WPEA), the establishment of an equitable and peaceful procedure for the resolution of differences between the District and service employees, and the establishment of rates of pay, hours of work, and other terms and conditions of employment for service employees.
- 1.2 The educational welfare of the children of the District is paramount in the operation of the schools of the District.
- 1.3 Custodial Services Unit members are dedicated to providing quality professional custodial support services to the District. The District recognizes that clean, safe buildings are necessary to the education of children. The District recognizes that safe working conditions, equitable treatment, and respect for workers enhances the provision of educational services and contributes to the welfare of the children of the District.

ARTICLE 2 - TERM OF AGREEMENT

- 2.1 Except as otherwise specifically provided, this agreement shall be effective July 1, 2025, and shall continue in full force and effect through June 30, 2026. Salaries and benefits shall be negotiated annually. Agreement language shall be negotiated during the school year ending in even numbered years. Other articles may be opened by mutual agreement.
- 2.2 This agreement shall be automatically renewed from year to year thereafter, unless either party shall notify the other party, in writing, of desired changes to modify this agreement, on or before 5 p.m. on March 15.
- 2.3 If such notice to modify is timely served, the negotiations process shall commence between the parties within thirty (30) days after receipt thereof.
- 2.4 Memorandums of Understanding between the parties to the agreement may be attached to and become part of the agreement.

ARTICLE 3 - DISTRICT'S RIGHTS

- 3.1 The Board has the exclusive right to manage the affairs of the District, to direct and control its operations and independently to make, carry out and execute all plans and decisions deemed necessary in its judgment for the welfare, advancement or best interest of the District.
- 3.2 No restriction or condition thereon shall be implied from this agreement, except as such restrictions or conditions are specifically set forth herein or are reasonably inferable from the express language of any article hereof.

ARTICLE 4 - DISCRIMINATION

- 4.1 No employee or applicant for employment covered by this agreement shall be discriminated against because of membership in the WPEA or activities on behalf of the WPEA. Neither the District nor the WPEA shall discriminate for or against any employee or applicant for employment covered by this agreement on account of race, color, religious creed, age*, sex or national origin. It is the continuing policy of the District and the WPEA that the provisions of this agreement shall be applied to all employees without regard to race, color, religious creed, age, sex, national origin or disability. *(Except for legal restrictions.)
- 4.2 The District agrees that sexual harassment will not be tolerated. Employees alleging sexual harassment are urged to contact the WPEA and the Executive Director of Human Resources for guidance on proceeding in accordance with Board Policy.

SECTION IIARTICLE 1 - RECOGNITION

- 1.1 The District recognizes the Wyoming Public Employees Association (WPEA) as the sole and exclusive bargaining agent of those service employees employed by the District in the following classifications: All full-time permanent Custodial Service personnel working for the District. Both the District and the WPEA shall bargain in good faith.
- 1.2 Duly authorized representatives of the WPEA shall be permitted at all reasonable times to enter the schools operated by the District, for the purpose of transacting the WPEA business and observing conditions under which employees are employed, provided however, that no interference with the work of employees shall result and such right of entry shall at all times be subject to school rules applicable to non-employees.
- 1.3 At the beginning of each school year, a list containing the names of the authorized representatives of the WPEA shall be submitted by the WPEA to the Executive Director of Human Resources. This list should be submitted by September 15 of each year.
- 1.4 Nothing in this agreement is to be construed to preclude the personal appearance before the Board and any employee on his/her own behalf.

ARTICLE 2 - CONDUCT OF NEGOTIATIONS

- 2.1 Each "Tentative Agreement" entered into and agreed upon by each of the negotiation teams of the parties to the negotiated agreement shall be separate and distinct. In the event that Impasse Committee assistance is requested on certain matters, it is further agreed that said "Tentative Agreements," which have been previously signed by the parties, shall be presented to, but may not be changed, deleted or otherwise disposed of, by an Impasse Committee. Impasse Committee recommendations and prior agreed upon "Tentative Agreements" shall be submitted to the Board and the WPEA for approval. No tentative agreement is final until it is approved by the Board and the WPEA.

ARTICLE 3 - IMPASSE

- 3.1 If an impasse is reached in renegotiations (an impasse exists if mutual agreement cannot be reached on certain matters submitted for renegotiations), either party may request Impasse Committee assistance.
- 3.2 The Impasse Committee, which shall provide this assistance, shall consist of three (3) members, none of whom will have been involved in the negotiations process-- one member to be named by the Board, one member to be named by the President of the Unit, and a third member to be named by the first two members.
- 3.3 Each party shall submit to the other party in writing within five (5) calendar days from the date an impasse has been requested, the name of the individual who will represent it on the Impasse Committee.
- 3.4 Within seven (7) calendar days from the day the impasse has been requested each party shall submit in writing the names of five (5) individuals to the previously named member of the committee. From these ten (10) individuals, the two (2) members shall mutually agree to the third member of the committee who shall become chairman of the committee.
- 3.5 If the two (2) previously appointed members of the committee fail to agree upon one of the persons from the ten (10) names submitted within ten (10) calendar days from the date the impasse has been requested, then a third member of the committee shall be selected by the Chief Justice of the Supreme Court of Wyoming from these ten (10) names. The application for such selection shall be made by either party.
- 3.6 On or before ten (10) calendar days after the third member of the committee has been selected, the committee shall submit recommendations in writing on the matters submitted to it to both parties. All agreements reached after the Impasse Committee report, as in the case of all other negotiated agreements, shall be advisory, subject to the approval of the WPEA and the District. The way in which individual members of the Impasse Committee voted shall not be revealed.
- 3.7 All costs of the Impasse Committee shall be divided equally between the parties.

ARTICLE 4 - NO STRIKE OR LOCKOUT

- 4.1 It is recognized that the need for continued and uninterrupted operation of the schools of the District is of paramount importance to the citizens, members of the Unit and students of the community, and that there will be no interference with such operation.

- 4.2 Adequate procedures having been provided for the equitable settlement of grievances arising out of this agreement, parties hereto agree that there will not be, and that the WPEA and the District, their officers, members, agents or principals will not engage in mass resignations, mass absenteeism, or other similar action which would involve suspension of/or interference with normal work performance during the term of this agreement.

SECTION IIIARTICLE 1 - TYPES OF EMPLOYEES

- 1.1 A. Probationary Employees: All employees shall be considered probationary employees during the first ninety (90) workdays of employment. The probationary employee must stay in their hired position for the 90 workdays, Exceptions may be made due to extenuating circumstances as determined by the Superintendent or Designee. At the conclusion of the probationary period, the employee shall be evaluated on the Laramie County School District Number One approved evaluation instrument. During the first ninety (90) workdays of employment, a terminated probationary employee is not eligible for the grievance procedure or the discharge and discipline procedure.
- B. Full-time Permanent Employees: A full-time permanent employee is defined as an employee who is regularly scheduled to work forty (40) hours per week throughout the twelve-month school year. A substitute custodian is not considered a permanent employee unless otherwise specified.
- C. The sweeper position should not be doing full custodial duties.
- 1.2 The District shall post all current employee agreements on the District Website, laramie1.org. A limited number of hard copies will be available in the Human Resources department upon request.

ARTICLE 2 - REPRESENTATION

- 2.1 Duly authorized representatives of the WPEA shall be permitted, at all reasonable times, to enter the schools operated by the District for the purpose of transacting WPEA business and observing conditions under which employees are employed; provided, however, that no interference with the work of employees shall result and such right of entry shall at all times be subject to school rules applicable to non-employees. The WPEA shall be allowed to utilize the school mail services provided by the District for WPEA information pertaining to the Unit.
- 2.2 The District agrees to recognize stewards duly appointed by the WPEA representatives who may transmit to the District through District representatives, complaints, grievances, and other Unit concerns. The stewards shall be available for employee conferences during scheduled work hours. There shall be elected four (4) stewards from the group of elementary schools, six (6) from the secondary schools; one from each school.

- 2.3 The WPEA may hold meetings at any school or building provided such meetings do not interfere with regular school activities. Facilities shall be scheduled in accordance with current policies and administrative regulations of the District.
- 2.4 The Custodial Services Unit may hold three (3) meetings during the year between 1 p.m. and 2 p.m. to conduct WPEA business. It shall be the responsibility of the president of the WPEA to request permission in writing from the Superintendent or designee as to the date of the meeting. One meeting shall be conducted in August of each year.
- 2.5 If an employee is off duty, he/she shall not be compensated for attendance.
- 2.6 There shall be no outside influence by an organization prior to the time that an election is called for by the District or Board. No organizational representatives will be allowed in any building during the working day, prior to calling of said election.
- 2.7 The name(s) of the authorized representative(s) of the Unit shall be submitted annually to each Principal, Facility Manager, District Engineer, Assistant Superintendent or designee on or before September 15.
- 2.8 Duly elected members of the Unit negotiations team shall be allowed paid release time to participate in direct negotiations with the District.

ARTICLE 3 - GRADING SYSTEM

- CLASS 2 General Custodian (\$46.25 per month or 28.8 cents per hour shall be paid to all permanent employees working any shift starting after 2:30 p.m.)
- CLASS 3 General Custodian in all elementary schools
- CLASS 4 Head Custodian: All elementary schools and Triumph High School
Custodial/Maintenance/Nutrition Services Buildings
Transportation/Warehouse/Mailroom/Graphics
Assistant Head Custodian: Junior High School
- CLASS 5 Head Custodian: Junior High School
Assistant Head Custodian: Senior High School
Assistant Head Custodian: Administration Building
- CLASS 6 Head Custodian: Administration Building
Head Custodian: Senior High School

ARTICLE 4 - EMPLOYEE RESPONSIBILITY

- 4.1 The employee will follow established call-in procedures when calling in sick.

ARTICLE 5 - TRAINING

- 5.1 Mandatory in-service training with pay will be provided to all new employees to acquaint them with procedures applicable to the specific position for which they have been hired. All new employees of the District shall be given a minimum of two (2) working days of on-the-job training with pay by a qualified individual. Part of the training shall include working with the head custodian of the building. Current employees of the District will receive an appropriate orientation whenever they change positions.
- 5.2 Two existing contract days with pay shall be provided for in-service training for all Custodial Service personnel to acquaint them with the duties and responsibilities required in their positions.
- 5.3 Management shall solicit employee input into the selection of topics for in-service training. In addition to training related to duties and responsibilities required in their positions, safety, hazardous materials handling, and similar topics shall be included in in-service training.

ARTICLE 6 - REST PERIODS

- 6.1 Each employee is allowed two fifteen (15) minute uninterrupted rest periods with pay during each normal shift of work. Said rest periods will not be combined and shall be established by the supervisor and shall be taken at the work site. Rest periods or lunch periods shall be interrupted only in cases of emergency.
- 6.2 All employees who work the continuous eight (8) hour shifts shall receive a twenty (20) minute uninterrupted meal period with pay which shall be taken at the work site.

ARTICLE 7 - SAFETY

- 7.1 The WPEA and the District recognize the need for safety equipment and job safety procedure.
- 7.2 Due to the possibility that employees may be called upon to provide emergency services on behalf of the children within the School District, each employee, whenever possible, will have ready access to a telephone or other means of emergency communication by which he/she can be reached.

- 7.3 The District agrees to make an effort to provide an annual safety and accident prevention training to be taught by qualified personnel. It shall be required that all employees attend any classes provided by the District.
- 7.4 All employees involved in on-the-job accidents must provide their immediate building principal and custodial supervisor with a detailed report of such accident within seventy-two (72) hours.

ARTICLE 8 - HOURS OF WORK

- 8.1 Eight (8) hours shall constitute a normal day's work in all.
- 8.2 Forty (40) hours within a calendar week shall constitute a normal work week. Hours in excess of forty (40) may be required in special circumstances, however, every effort will be made to ensure that overtime is not assigned to individuals in excessive amounts without employee agreement.
- 8.3 Any time worked in excess of forty (40) hours in the individual's work week shall constitute overtime and shall be paid for at the rate of time and one-half (1 1/2) the employee's basic straight time hourly rate of pay. Wage type calculations for the amount of the overtime rate of pay shall be in accordance with FLSA requirements.
- 8.4 The building principal or designee or custodial supervisor must approve all overtime in advance. The employee shall receive a minimum of two (2) hours of overtime pay for anyone (1) call from an off-duty status provided he/she is eligible for overtime pay. Authorized call is defined as a call placed by the custodial supervisor, building principal, or any law enforcement personnel.
- 8.5 In the event that a facility is rented or utilized for an activity that falls outside the normal working hours of the custodian assigned to the facility, the overtime shall be first offered to the custodian or custodians who are regularly scheduled to work in the facility. When practicable, the District shall give the employee a minimum of forty-eight (48) hours of notice. If accepted by the employee, all hours worked shall be on an overtime basis and his/her normal hours and days of work shall not be changed.

ARTICLE 9 - WORKING CONDITIONS

- 9.1 A. Annually a work schedule, approved by the custodial supervisor and principal with input from the head custodian, shall be posted and a copy provided to each custodian. The work schedule shall include designated areas assigned to the custodian for snow removal and landscape watering and landscape maintenance. The custodian shall be notified in writing of

any change in the schedule. Any temporary shift change due to in-service or early release days must be pre-approved by the custodial supervisor.

- B. The p.m. shift custodian of the elementary schools shall be responsible for supervising the sweeper person.
- 9.2 Employees request more supervisor support and backing from the District in cases of public complaint, with prompt, thorough investigations of complaints, with the employee present. The employee may request a representative be present when the complaint is reviewed.
- 9.3 The head custodian in each school shall be responsible for the required clean-up of his/her building. Due to major maintenance, capitol construction, summer school or other special circumstances and programs, custodians may be required to participate in team cleaning to maintain work schedules. Team cleaning may be a voluntary option between schools if all custodial members are in agreement and it can be scheduled and approved by the custodial supervisor. Team cleaning is defined as custodians working in schools that are not part of their regular assignment. It is further agreed that the relief custodian shall assist the head custodian as much as possible during the scheduled summer clean-up.
- 9.4 The assistant head custodian of each secondary school shall be required to supervise the night crew in the absence of the head custodian. Supervision of the night crew by assistant head custodians will begin as soon as scheduling by the custodial supervisor will permit.
- 9.5 When a permanent employee serves in a head custodian or assistant head custodian position in a secondary building or a position in a higher grade in an elementary building for a period exceeding five (5) consecutive days,, he/she shall be paid additional pay at the rate of forty cents (\$.40) per hour above regular rate of pay. In order to be eligible for the additional pay, the employee must work the shift assigned to the head custodian and is responsible for the supervision of building custodial service employees and conduct head custodial duties for example ordering supplies, evaluations, building inspections, etc.
- 9.6 All employees shall be required to report for work daily unless the Superintendent or designee notifies employees of the contrary. Employees who are unable to report for work shall have the option to either forfeit a day of pay or to forfeit an annual vacation day.

ARTICLE 10 - MAINTENANCE OF PRESENT WORKING CONDITIONS

- 10.1 No prerequisite, hours, rates of pay, or economic benefits in effect as of the date of execution of this agreement shall be diminished, reduced or curtailed because of the execution of this agreement.

ARTICLE 11 - ANNUAL EVALUATION

- 11.1 In order to open communication and to provide formative coaching, feedback shall be provided in a timely manner. If a building principal or designee receives feedback from teachers or other employees or provides a custodial services building survey for teachers or other employees to complete, the principal or designee shall meet with the custodial supervisor, and appropriate custodial staff to discuss the feedback within ten (10) days of their completion and receipt by the principal or designee.
- 11.2 On or before June 30 of each calendar year, the District shall provide each employee with an annual evaluation. The evaluation will be compiled on the approved Laramie County School District Number One evaluation form, and all employees shall be given an opportunity to read, sign, and receive a copy of all formal evaluations, formal letters of warning, or deficiency reports prior to the placement of such materials into the employee's personnel file.
- 11.3 Each employee shall have the right to submit written comments for placement in the employee's personnel file.
- 11.4 Any written employee comment referring to any material contained in the employee's file shall also be included in the employee's personnel file.
- 11.5
- Custodial staff evaluations will be conducted collaboratively, with input from the custodial supervisor, building administration, and other relevant personnel as needed. The evaluation process may vary based on the school level and specific roles within each building. Staff Evaluations will be conducted on an annual basis.
- 11.6 The primary purpose of annual evaluations is to provide the employee with objective feedback on their job performance. Supervisors shall review, on an annual basis, the procedures, goals and expectations outlined in the current District Evaluation Manual. Employees are entitled to an annual performance review as outlined in the evaluation manual.

ARTICLE 12 - DISCIPLINE AND DISCHARGE PROCEDURE

- 12.1 Supervisory personnel of the District shall, except in cases of flagrant employee behavior, administer employee discipline in progressive stages so as to seek corrective results. Supervisors should attempt to coach employees prior to using

discipline. Additional coaching may occur at any point during the disciplinary cycle which may preclude the option of going to the next step of discipline. Any violation of this agreement or Board Policy shall be cause for the following:

- A. Step I - The first occurrence shall result in a formal coaching letter.
 - B. Step II - The second occurrence shall result in a written reprimand.
 - C. Step III - The third occurrence shall result in a three (3) day suspension from duty without pay.
 - D. Step IV - The fourth occurrence shall result in dismissal of the employee from the District.
- 12.2 Discipline or discharge shall be for drinking, incompetency, neglect of duty, misconduct on the job, or abusive/abrasive language. Immorality, insubordination, gross negligence, serious criminal wrongdoing or any good or just cause may be causes for immediate termination. Employee shall receive twenty-four (24) hours of notice of termination in writing or one (1) of day pay in lieu thereof. The District will notify the authorized representative of the WPEA of all terminations and the reasons therefore at the time of notification of the employee, or as soon thereafter as practicable. In meeting with the employee where termination is being considered, the employee may request that a representative be present during investigatory interviews with the employee.
- 12.3 Any employee, except probationary employees during their first ninety (90) days of employment, who consider that he/she has been disciplined or discharged without proper cause, or the WPEA acting on his behalf, shall have the right to appeal to the Executive Director of Human Resources.
- 12.4 Notices of disciplinary action or documentation which may have been placed in the employee's personnel file may be removed by the following means:
- A. The employee shall make written petition to a committee which may consist of any of the following:
 - 1. Assistant Superintendent of Human Resources
 - 2. Executive Director of Support Operations
 - 3. Custodial Services Administrator, and
 - 4. An employee representative(s).
 - B. Such removal request(s) shall not be accepted prior to one (1) calendar year from the date of the violation and any requests for removal of minor violations shall be considered. Employee shall be notified of committee's decision within thirty (30) days after written request is received.

ARTICLE 13 - REDUCTION IN FORCE

- 13.1 When the Board of Trustees determines that a reduction in force (RIF) plan is necessary, the Board of Trustees shall direct such plan to be implemented in the following manner.
- A. The Board of Trustees shall determine the number of positions to be reduced and in what area and/or Units based upon the needs of the District.
 - B. The Board of Trustees shall maintain the right to protect selected positions in order to preserve the best education program possible.
 - C. The District shall establish a date of employment (DOE) for each employee. The DOE list shall reflect an employee's length of service within the District. The DOE will be the original date of hire in the District. Layoffs of identified positions shall begin with temporary, probationary and non-continuing contract employees and proceed to other employees with the most recent DOE within those areas of the identified units.
 - D. When employees have the same DOE, RIF decisions shall be based upon the employee's evaluations, work history, preparation and previous experience, assignment location and supervisor's recommendation.
 - E. During the RIF process, non-RIFed employees may be administratively reassigned within their employee unit according to their areas of certification or skill preparation and/or between assignment locations as necessary to meet the personnel needs of the District. Employees reassigned during the RIF process shall be paid according to the rate for their new assignment. Employees shall not be allowed to voluntarily transfer between Units even though they meet the certification or skill requirements.
 - F. Rehiring of RIFed employees in their particular area shall be reinstated in reverse order of termination, provided they meet the certification or skill requirements. However, RIFed employees with temporary, probationary or non-continuous contract status will not have rehire rights.
 - G. Rehiring rights of RIFed employees shall be limited to one (1) year from date of the layoff, unless modified by negotiated agreement. RIFed employees must maintain a current mailing address and phone number with the District personnel office and must respond to rehiring position offers within five (5) days after receipt of vacancy notice. Failure of employee to maintain current mailing address and phone number will waive rehire rights.
 - H. RIFed employees must accept positions of comparable status or lose rehire rights. Comparable status shall mean equal pay (unless a pay reduction for employees of similar positions has been implemented) hours (within a two

(2) hour variance) and similar assignment. Rehired employees shall retain previous seniority rights.

- I. The District has no requirement to create or combine positions in rehiring procedures (i.e. combining part-time positions to create full time positions).
- J. Employees shall not be granted a leave of absence in order to escape the RIF procedure.

ARTICLE 14 - CONTINUOUS SERVICE

- 14.1 The number of calendar months during which work was actually performed prior to separation shall be reinstated after the returning employee has completed an additional three (3) continuous years of service with the District. In determining vacation and longevity pay the concept of continuous service shall be utilized.
- 14.2 Seniority shall be lost if an employee resigns or is terminated as outlined in Section Two, Article 20 – Discipline and Discharge.

ARTICLE 15 - JOB DISPLACEMENT

- 15.1 In the event the dissolution of a job classification is found necessary by the District of any full-time or part-time position, the employee in that position will be placed in suitable and comparable employment within the District, if possible.

ARTICLE 16 - VACANCY ANNOUNCEMENT FOR CUSTODIAL SERVICE PERSONNEL

- 16.1 Custodial Services vacancies shall be posted on the District website whenever vacancies occur, or new positions are authorized. Vacancies must be posted online at least five (5) working days before any selection is made. Those presently employed in the District may apply for these vacancies or new positions within the designated posting days.
- 16.2 If any currently employed Custodial Service personnel are interested in the vacancy, he/she shall apply, as designated by the job posting, utilizing the District online application process. The office of Human Resources is available for assistance.
- 16.3 It will be the responsibility of the interested party(ies) to contact the supervisor in the area where said vacancy occurs.
- 16.4 The following factors, not necessarily in the order set forward, will be considered for filling all positions:
 - A. Seniority

- B. Supervisors/staff references
- C. Qualifications/experience for said position
- D. Past evaluations
- E. Attendance

Seniority is defined as the length of continuous service an employee has accrued from his/her date of permanent employment with the District. With the exception of increment increases, seniority shall be computed on the basis of actual hours worked.

- 16.5 Custodial service vacancies shall be posted for five (5) working days. Applicants selected by the screening committee will be notified to report for interviews.
- 16.6 Employees denied promotions or transfer are encouraged to speak to the building principal or custodial supervisor to seek input on areas of growth or improvement.
- 16.7 It is recognized that employees under the scope of this agreement shall also have the right to apply to positions outside of the bargaining Unit.
- 16.8 An administrative transfer of an employee to another position for improved operation of the District may be initiated by the Superintendent or designee (See Board Policy, Chapter VI, Section 6 - Assignment and Transfer of District Personnel). Before the transfer is finalized, the employee must be notified.
- 16.9 Said notice of vacancies, or new positions, shall include the shift times, days of work, job classification and range of pay.
- 16.10 When a current custodial employee accepts another in district custodial position, they shall remain in that new position for six months or until the end of the current school year (whichever is longer). Exceptions may be made due to extenuating circumstances as determined by the Superintendent or Designee.
- 16.11 All vacancies and postings must include the location. Hired employees must be placed at this location unless mutually agreed upon by the employee and supervisor.

ARTICLE 17 - GRIEVANCE PROCEDURE

- 17.1 This grievance procedure shall provide for the equitable settlement of disputes in a timely manner, without the fear of reprisals. Earnest efforts shall be made, by all parties, to resolve disputes at the lowest level. At all times, the focus shall be on problem solving.
- 17.2 Definitions/Procedures:

- A. Grievance: A dispute, ***excluding discipline***, arising from interpretation or applications of contract terms, District policies and/or regulations.
- B. Grievant: Employee, or group of employees, or WPEA representing employees filing grievance.
- C. Class Action Grievances: Grievances directly affecting two (2) or more grievants shall be filed at Level II.
- D. Sexual Harassment Process: Sexual harassment issues must follow federal law.
- E. Written Grievance: The written grievance shall include the following:
 - 1. A description of the grievance
 - 2. Time frame or date
 - 3. Identity of the party(ies) involved
 - 4. The provision of Board Policy, regulations or negotiated agreement in dispute
 - 5. A suggested remedy
- F. Grievance File: A written record of the grievance kept by the Human Resources Office. This file shall be separate from the personnel file. The grievance process shall not be referred to in any evaluation or recommendation of the grievant. The performance issue may still be addressed in the evaluation.
- G. Days: Shall mean contract days for the grievant.
 - 1. The number of days indicated at each level shall be considered a maximum and every effort shall be made to expedite the process.
 - 2. Days shall mean all calendar days when the grievance is received either:
 - a) within twenty (20) days of the end of the grievant's contract year; or
 - b) after the end of the grievant's contract year.
 - 3. Any time period within this procedure may be modified by mutual written agreement between the parties involved. A copy of this agreement shall be provided to all parties.
- H. Time Limits:

1. Filing: The grievance shall be presented within thirty (30) contract days of actual knowledge of the dispute.
 2. Resolution: At the end of each time limit, the grievance shall automatically proceed to the next level, if the process has not been completed.
- I. Representation: An employee may be represented at each level of the grievance.
 - J. Full Disclosure: All parties agree to provide the appropriate data, as it applies to the grievance. The District shall release individual(s) and their representative(s) to attend, at District cost, grievance meetings and hearings.
 - K. Immediate Supervisor: The management employee at the lowest level taking the action or making the decision being grieved.

17.3 Level I

Time Limit: Five (5) days to complete after receipt of written grievance.

Grievant presents immediate supervisor with a written grievance. A meeting shall be held between the grievant and the supervisor, with every effort made to resolve the grievance by consensus. The outcome of this meeting shall be:

- Resolution of the grievance; or
- Immediate elevation to Level II; or
- Withdrawal of the grievance by the grievant.

A written statement shall be developed and signed by all parties to document this outcome. Copies of this statement shall be given to all parties involved and kept in the grievance file at the department.

The written statement shall be developed by the employee within three (3) days of the meeting. Management may add comments to the statement and copies may be held by either party. A copy will go to the grievance file at the department or will be forwarded to the Executive Director of Human Resources if the decision is to proceed to Level II.

17.4 Level II

Time Limit: Ten (10) days to complete after receipt of the written statement elevating to Level II.

Grievant and/or supervisor shall present the grievance to the Superintendent. Within two (2) days, the Superintendent shall inform the grievant of the District Level Administrator assigned the grievance. A meeting shall be held between the grievant, supervisor, and District Level Administrator with every effort made to resolve the grievance by consensus. The outcome of this meeting shall be:

- Resolution of the grievance; or
- Immediate elevation to Level III; or
- Withdrawal of the grievance by the grievant.

A written statement shall be developed and signed by all parties to document this outcome. Copies of this statement shall be given to all parties involved and kept in the grievance file.

17.5 Level III

Time Limit: Ten (10) days to complete the Board hearing after receipt of the written statement elevating to Level III.

The grievant and/or Superintendent shall present the grievance to the Chairman of the Board of Trustees. A hearing shall be held to resolve the grievance. The decision shall be rendered by the action of the Board at the next scheduled Board meeting following the hearing. Copies of hearing documentation and the written decision shall be given to all parties involved and kept in the grievance file.

SECTION IV

ARTICLE 1 - HOLIDAYS

1.1 All permanent, full-time employees who are employed by the District when the following holidays occur shall receive the day off with pay at their regular straight time hourly wage rate:

- New Year's Day
- One (1) day before or after New Year's Day
- Presidents' Birthday
- Two (2) days during spring break
- Labor Day
- Memorial Day
- Cheyenne Day during Frontier Week
- Thanksgiving Day
- The day before and after Thanksgiving
- Christmas Day
- Two (2) additional days at Christmas
- Independence Day

1.2 In the event an employee works on any of the holidays listed above, he/she shall receive additional compensation at the rate of time and one-half (1 1/2) for all hours worked on the holiday. When July 4 falls on a Saturday, employees will be off on the Friday before the holiday. When July 4 falls on a Sunday, employees will be off on the Monday following the holiday.

ARTICLE 2 - EMERGENCY CLOSURES

2.1 Reporting to Work:

- If the district/school is closed, only designated employees report to work. Employees not identified as designated will not report to work. Designated employees are identified by the superintendent and/or the employee's direct supervisor.
- Annual notifications of designated employees should be provided online to those employees who can reasonably be expected to be termed as designated at some point during the year.
- The Superintendent has identified the following Custodial Employees as "designated" to report to work and maintain district operations, building maintenance and ensure student safety:
 - **No custodial employees are designated to physically report to work if the district/school is closed.**

2.2 Pay Practices in the Event of an Early Release:

- Employees will be released from work at the time of the building closure (this may be different than the student release time.) Neither leave nor pay are affected.
- Employees are not required to make up the work time missed.
- Non-exempt employees who are directed to work beyond the established closure time will receive pay at the rate of time and one-half hours (1.5) for the hours physically worked.
- Exempt employees who are directed to work beyond the established closure time do not receive additional pay.

2.3 Pay Practices in the Event of a Late Start

- Non designated employees will report to work at the time stated in the district communications.
- Employees are not required to make up the work time missed.
- Non-exempt employees who are directed to work before the established opening time will receive pay at the rate at time and one-half hours (1.5) for the hours physically worked (i.e.production kitchen).
- Exempt employees who are directed to work beyond the established closure time do not receive additional pay.

2.4 Use of Temporary Virtual Education Days

- Temporary virtual education days are days in face-to-face classes in which instruction is delivered outside the physical classroom.
- A temporary virtual education day may be declared for the entire district or individual building/program for the following causes such as but not limited to fires, rockslides, mud slides, heavy snow accumulation, flood, tornado, or other inclement weather or other situations such as utility problems (i.e. gas leak), road closures, health crisis (i.e. pandemic or outbreak)
- In the event that the Superintendent or designee declares a temporary virtual education day and in-person services are canceled due to inclement weather or other situations, the district is considered open.
- Designated employees may be required to work on-site.
- Staff will be required to work remotely from home. Administrators or designees are charge with directing the duties of staff during this period and monitoring work to ensure quality and alignment with district protocol. The following employees will work from home:
 - Due to the nature of the work, working remotely for custodians is not possible.
 - Once the temporary virtual education day is no longer in effect, all staff are to return to work as they did prior to the closure and will no longer work from home or work remotely.
 - During the closure, staff members are allowed to use benefited leave as approved by their administrator or designee.
 - Temporary virtual education days will be limited in use and will not exceed 50% of the school calendar.

- Communication of the temporary virtual day will occur through the Communication Department via email, Remind, Infinite Campus, media outlets, and/or social media posts.

ARTICLE 3 – EXTENDED LEAVE OF ABSENCE

- 3.1 Long term leave shall be granted to classified personnel, without pay or benefits, upon approval of the Superintendent or designee for good cause and when not detrimental to the efficient operation of the District. Good cause may be defined as returning to school as a student, or restoration of the health of the employee requiring longer leave than is authorized under the Family Medical Leave Act. Long-term leave requests must be submitted 30 days prior to the leave request for classified staff. Employees applying for long-term leave must have been employed by the District for a minimum of four (4) consecutive years preceding the request for leave.
- 3.2 Application for long term leave shall be made in writing to the Superintendent or designee.
- 3.3 The employee's rights of contract, retirement, accrued leave, and other benefits, except salary increments, shall be retained.
- 3.4 Such leave of absence shall not exceed one year (365 calendar days), unless the Superintendent, or designee, at the request of the employee involved, gives special consideration for circumstances that require more than one year, or extends any leave of absence. The maximum amount of time allowed under the long-term leave policy will be two (2) years.
- 3.5 Positions created by employees on approved long-term leave will be posted and filled on a temporary basis.
- 3.6 Unless staffing fluctuations or reductions apply, an employee returning from long term leave that has been granted for three hundred sixty-five (365) days or less shall be placed at the same school or building in the same position he/she held prior to the start of his/her leave, provided that the employee is physically capable of performing the duties of that position. If an employee is physically unable to perform the duties of that position, the District will engage in the interactive process under the Americans with Disabilities Act. If applicable, the transfer procedures shall be initiated to place that employee in a position equivalent to the one held prior to the leave. An employee returning from long term leave that has been granted for more than three hundred sixty-five (365) days may be placed in a position equivalent to the one he/she held prior to the start of the leave.

ARTICLE 4 - WPEA LEAVE

- 4.1 The District shall grant the Custodial Services Unit up to a maximum of five (5) days per year leave to WPEA Board member(s) or Custodial Services Unit officers and/or District representatives to attend WPEA training and/or other official WPEA functions unless such leave is detrimental to District operations. Official functions shall be defined as Delegate Assembly or WPEA Board meetings.
- 4.2 The WPEA shall notify the District at least fifteen (15) days in advance of the dates of an official WPEA function requiring the participation of a WPEA Board member or Custodial Services Unit officer and listing the name(s) of the employee(s) who will attend.

ARTICLE 5 - MEDICAL LEAVE OF ABSENCE

- 5.1 The District will follow Family and Medical Leave Act (FMLA) guidelines.

ARTICLE 6 - SICK LEAVE

- 6.1 Employees of the Unit shall earn one (1) day of accrued sick leave with pay for each month worked during a contract year.
- 6.2 There shall be no limit on the accrual of sick leave.
- 6.3 Accrued sick leave may be used during scheduled work hours when an employee is incapacitated by sickness or injury; for medical, dental, or optical examinations or treatment; or for illness of a member of the employee’s immediate or extended family. After three consecutive absences, absences prior to or after a holiday, weekend, or custodial calendar break, medical documentation may be required. The employee shall be notified of the intention to require the physician’s certificate prior to the date for which it is requested.
- 6.4 A supervisor may grant leave in excess of earned sick leave for reasons of personal health or the health of a member of the employee’s immediate or extended family, provided that such leave shall be without pay and in accordance with the Family Medical Leave Act.
- 6.5 A member of the Unit, who has a minimum of ten (10) consecutive years of service with Laramie County School District Number One immediately prior to separation, shall receive compensation for unused sick leave up to a maximum of two hundred fifty (250) days utilizing the following tier:

Unused Sick Days	Dollars Earned	Maximum Example
1-50	\$20.00/day	\$20 x 50 days = \$1,000

51-100	\$25.00/day	\$25 x 50 days = \$1,250
101-150	\$30.00/day	\$30 x 50 days = \$1,500
151-200	\$35.00/day	\$35 x 50 days = \$1,750
201-250	\$40.00/day	\$40 x 50 days = \$2,000

A day shall be equal to eight (8) hours of accumulated sick leave.

Upon termination of employment with the District, a member of the Unit may donate unlimited hours to the Bank.

ARTICLE 7 - SICK LEAVE DONATION

- 7.1 A member of the Unit that has at least twenty (20) days of accumulated sick leave may designate up to ten (10) days for a sick leave bank provided that such bank shall not have over three hundred (300) days at any time. Any hours remaining in the bank at the end of the contract period shall be carried over.
- 7.2 A member of the Unit may use the sick leave hours in the bank for sick leave which is certified as necessary by the attending physician, provided (1) that the member has exhausted all leave; (2) that he/she may use only the number of sick leave hours from the bank which equals the time between the expiration of his/her own sick leave and the effective date for receipt of benefits under Workers' Compensation or disability insurance; (3) the Sick Leave Board herein referred to approves the use of such sick leave hours from the bank.
- 7.3 A Sick Leave Board consisting of the custodial supervisor and five (5) members selected by the WPEA shall determine the number and donor origin of days designated to be used by the members.
- 7.4 Reduction in sick leave accrual due to on-the-job injuries and/or donations to the sick leave bank will not be used to negatively reflect an employee's attendance records as noted on the annual evaluation.
- 7.5 The Sick Leave Board shall establish and publish guidelines and procedures for the sick leave bank.
- 7.6 Members of the Unit may donate or receive donations from the Unit sick leave bank or members of their respective Unit, for medically necessary absences.

ARTICLE 8 - PARENTAL LEAVE

- 8.1 Members of the unit who are parents of a newborn or recently adopted child, or are expectant parents, may use sick leave, vacation leave, or may apply for a leave of absence without pay. If requested, leave shall be granted for a period not to

exceed one (1) calendar year, provided that additional leave may be allowed for a time certified as necessary by the attending physician. The employee shall maintain his/her salary status and other fringe benefits upon returning from parental leave. The benefits provided by this Article may be utilized in conjunction with, but not in addition to, any benefits available to the member under the District's Family Medical Leave policy.

- 8.2 An employee returning from parental leave that has been granted for less than one (1) school calendar year shall be placed at the same school or building in the same position he/she held prior to the start of her leave.
- 8.3 An employee returning from parental leave that has been granted for more than one (1) school calendar year shall be placed in a position equivalent to the one he/she held prior to the start of her leave.
- 8.4 If an employee is granted a leave under the provisions of this Article for more than two (2) months or less than one year, the employee shall return to his/her original position prior to said leave. The vacated position shall be posted as and filled on a temporary basis.
- 8.5 Prior to returning, the employee shall notify the custodial services administrator of his/her intent to return. Such notice shall be given at least thirty (30) calendar days prior to said return.

ARTICLE 9 - BEREAVEMENT LEAVE

- 9.1 A member of the Unit shall be granted bereavement leave by the custodial supervisor for a death in the employee's or the employee's spouse's immediate family and such other persons as approved by the immediate supervisor, for a reasonable time. Bereavement leave extending beyond five (5) days shall be charged against the employee's sick leave or vacation leave.

ARTICLE 10 - PERSONAL CIRCUMSTANCE LEAVE

- 10.1 Employees of the Unit shall be granted two(2) days of personal circumstance leave at the beginning of each contract year for use in circumstances not connected with sick leave, not to be accumulated. Approval or denial of any request to use personal circumstance leave should be provided to the employee within five (5) working days of the request. If the supervisor is not available to respond to the request, it may be taken to the Executive Director of Human Resources. If use of personal circumstance leave is denied, the supervisor will notify the employee of the reason(s) for the denial. Employees hired on or after January 1 shall be granted one (1) day of personal circumstance leave.

- 10.2 If not used, two (2) personal circumstance days may be carried over the following academic year. Members of the Unit may not accumulate more than four (4) personal circumstance days in one (1) academic year. Any additional unused personal circumstance days will revert to sick leave. If not used, sick leave may be accumulated without limitation.
- 10.3 Personal circumstance leave may be used in conjunction with spring break or other holidays, with the permission of the Executive Director of Human Resources or designee as per Board policy.

ARTICLE 11 - ELECTION LEAVE

- 11.1 Any person entitled to vote at any primary or general election or special election to fill a vacancy in the office of representatives in the congress of the United States is, on the day of such election, entitled to absent himself from any service or employment in which he is then engaged or employed for a period of one (1) hour, other than meal hours, the hour being at the convenience of the employer, between the time of opening and closing of the polls. Such elector shall not, because of so absenting himself, lose any pay, providing he actually casts his legal vote. This section shall not apply to an employee who has three (3) or more consecutive non-working hours during the time the polls are open.

ARTICLE 12 - VACATIONS

- 12.1 Full-time permanent Custodial Service personnel employed on a twelve (12) month basis shall receive vacation at the following rate:
- | | |
|------------|------------------------------------------------|
| 0 - 3 | continuous years of service - 12 days per year |
| 4 - 9 | continuous years of service - 15 days per year |
| 10 - 14 | continuous years of service - 20 days per year |
| 15 or more | continuous years of service - 25 days per year |
- 12.2 Vacation hours are accrued monthly. Employees are encouraged to use the vacation days provided herein. Upon retirement, resignation, or termination from the District, employees shall be paid for unused vacation days at the hourly rate of pay. Employees may accrue a maximum amount of vacation earned over a two (2)-year period, as is listed in 18.1. Days accrued above the maximum will be paid at the hourly rate at the end of the contract year.
- 12.3 Vacation requests shall be approved based upon time and date of submission and then seniority. Vacation requests may be submitted after July 1 of each year for the following year. All vacation time must be pre-approved by the custodial supervisor after securing a substitute custodian during the school year. Submission of vacation leave request must be received by the custodial supervisor

forty-eight (48) hours prior to taking the leave. Vacation requests may be denied if the request adversely affects the operation of the facility. Employee shall be given written reasons for denial. Denied requests may be appealed to the Executive Director of Human Resources. In the secondary schools and the administration building complex no more than forty (40) percent of the Custodial Service staff may be off on vacation at any one time. Vacation days will not be charged against an employee for holidays as set forth in this agreement.

CUSTODIAL SERVICES

SECTION V

ARTICLE 1 - GROUP LIFE AND LONG-TERM DISABILITY INSURANCE

- 1.1 A group term life insurance policy shall be provided for each member of the Unit with the member paying two dollars and fifty cents (\$2.50) per month of the premium and the District paying the balance. Long-term Disability insurance shall be provided for each member of the Unit with the member paying one dollar and fifty cents (\$1.50) per month and the District paying the balance.

Classification	Life Insurance Coverage
\$45,000-\$74,999	\$60,000
\$35,000-\$44,999	\$50,000
\$25,000-\$34,999	\$40,000
\$20,000-\$24,999	\$30,000
\$15,000-\$19,999	\$25,000
Under \$15,000	\$20,000

- 1.2 Any member of the Unit who retires as authorized by law may, by paying his own premiums, remain a member of the employees' life insurance group for the District and be eligible for life insurance as a member of the group, if the terms of the life insurance contract then in force so permit; provided that the specification for bid on the renewal or replacement of the present policy shall include such provision.
- 1.3 Contingent upon meeting the minimum enrollment requirements, optional additional term life insurance shall be offered at employee expense.
- 1.4 Upon receipt of proof that an employee, while receiving a monthly benefit under the long-term disability policy, has died after being totally disabled for at least one hundred eighty (180) consecutive days during the then current period of disability, the carrier will pay a lump sum to the eligible survivor. The payment will equal three (3) times the last monthly benefit. The last monthly benefit will not be reduced due to wages earned under a rehabilitation program.

ARTICLE 2 - HEALTH INSURANCE

- 2.1 The District shall pay ninety-two percent (92%) of the monthly premium. The member of the Unit shall pay eight percent (8%) of the monthly premium. Representatives of the employee group covered by the plan shall be involved in determining the specifications when policy renewal is necessary.

CUSTODIAL SERVICES

- 2.2 Any member of the Unit who takes an early retirement as authorized by law, may, by paying his own premiums, remain a member of the employee's insurance group for the District and be eligible for health insurance as a member of the group until such time he/she reaches the age of sixty-five (65) years.

- 2.3 Employees not receiving Worker’s Compensation benefits will receive paid leave during the initial twenty (20) working days of an absence caused by an injury incurred on the job shall be a paid leave not charged to sick leave. The absence must be verified by a physician. Employees receiving salary benefits from Worker’s Compensation shall not use sick or vacation leave in conjunction with Worker’s Compensation benefits. Members of the Unit receiving wage benefits from Worker’s Compensation may not receive more than one hundred percent (100%) of their wages from Worker’s Compensation and Laramie County School District Number One combined.

Monthly Health Insurance Costs

	Single			Adult + Dependents		
	2024-25	Increase	2025-26	2024-25	Increase	2025-26
Employee	\$84.16	\$10.01	\$94.24	\$140.56	\$16.88	\$157.44
District	\$967.84	\$115.92	\$1,083.76	\$1,616.44	\$194.12	\$1,810.56
Total	\$1,052.00	\$126.00	\$1,178.00	\$1,757.00	\$211.00	\$1,968.00

	Two Adults			Family		
	2024-25	Increase	2025-26	2024-25	Increase	2025-26
Employee	\$168.32	\$20.16	\$188.48	\$224.72	\$26.96	\$251.68
District	\$1,935.68	\$231.84	\$2,167.52	\$2,584.28	\$310.04	\$2,894.32
Total	\$2,104.00	\$252.00	\$2,356.00	\$2,809.00	\$337.00	\$3,146.00

ARTICLE 3 – DENTAL INSURANCE

- 3.1 The District shall pay equivalent to the individual monthly premium for each employee covered by the District sponsored dental plan. Any employee with dental coverage of employee + child(ren), employee + spouse, and family, the employee pays the difference.

CUSTODIAL SERVICES

SECTION VI

ARTICLE 1 - PAY DISTRIBUTION

- 1.1 Custodial Services employees hired before July 1, 2025, may remain on monthly payroll (payable on the last central office working day of the month) or opt into semi-monthly by providing written notice before June 1st prior to the start of a new contract year. Once an employee switches to semi-monthly, they cannot revert to monthly.
- 1.2 Custodial Services employees hired on or after July 1, 2025, will be paid semi-monthly only, with payments on the 15th (or prior working day) and the last Central Office working day of the month.

ARTICLE 2 - PAYROLL DEDUCTIONS

- 2.1 Upon receipt of a District-approved payroll deduction form for each member of the Unit requesting payroll deduction of dues and other member authorized deductions, the District shall deduct from the earnings of the requesting member of the Unit and remit those deductions to the recognized bargaining representative.
- 2.2 Members wishing to stop their deduction must notify the District and the WPEA in writing of their desire. The deduction will cease on the first pay period following receipt of the written notification by the District.

ARTICLE 3 - NIGHT SHIFT DIFFERENTIAL

- 3.1 All permanent employees who work any shift starting after 2:30 p.m. shall receive a night shift differential allowance of forty-six dollars and twenty-five cents (\$46.25) per month or twenty-eight and eight tenths cents (28.8¢) per hour for nine months during the school year. Payments shall be made beginning with the September, payroll annually and shall be concluded with the May payroll. Night differential allowance for the Administration Building shall be on a twelve (12) month basis, beginning with the July payroll.

ARTICLE 4 - RETENTION BONUS

- 4.1 Employees initially hired before July 1, 2021 without a break in service, shall be eligible for a one-time retention bonus of one percent per year of employment of his/her current placement on the salary schedule upon leaving the District.

CUSTODIAL SERVICES

Retention bonus pay shall not be paid to employees initially hired on or after July 1, 2021.

- 4.2 A retention bonus shall be paid to an employee who has completed a minimum of ten years continuous satisfactory service including satisfactory service in their final year as an employee of the District, upon completion of his/her contract during the year in which he/she reaches the aforementioned qualifications.
- 4.3 Any employee meeting the retention bonus requirements, or his/her estate, shall be paid the retention bonus when separation is forced due to sickness or death.
- 4.4 An employee who completes any portion of a contract year and then is forced to separate from employment due to sickness or death shall receive credit for a full contract year when computing the retention bonus.
- 4.5 The District will deposit the total amount from the employee's retentions bonus and unused sick/vacation leave pay in an account in the employee's name with the District's 401(a) Special Pay Plan provider.
- 4.6 Employees whose absence is the result of a Board approved leave of absence shall remain eligible for the retention bonus.
- 4.7 On your behalf, if the combined total of your retention bonus, unused sick leave or vacation leave is two thousand dollars (\$2,000) or more, the District will deposit the total amount in an account in your name with our 401(a) Special Pay Plan provider. Any amount less than two thousand dollars (\$2,000) will be paid directly to the employee.
- 4.8 (See board policy chapter 6 section 14)

ARTICLE 5 - SAVINGS CLAUSE

- 5.1 If any provision of this contract or the applications of such provisions to any person or circumstance be ruled in any way contrary to law by any federal or state court or duly authorized agency, the remainder of this contract or the application of such provision to other persons or circumstances shall not be affected thereby.

ARTICLE 6 – PROFESSIONAL GROWTH AND DEVELOPMENT

- 6.1 To support learning and development of classified employees, a, minimum of \$25,000 will be made available for reimbursement of classified staff professional learning opportunities. Funds will be administered through a committee including representatives from Human Resources, Finance, and equal representation from each of the classified units. Representatives to this committee will come with positive intent, open-mindedness, and a willingness to benefit the broad needs of

CUSTODIAL SERVICES

all classified employees. The committee will meet at least two (2) times a year to review and evaluate requests for reimbursement. Employees may be reimbursed for up to \$1,500 per year for professional development.

- 6.2 Employees wishing to request reimbursement for professional growth will submit requests to the committee for approval. Upon completion their coursework or training, the employee will submit proof of completion and cost to the committee. Employees will move up one step on the step-based-wage schedule for every 4 credit hours (or 60 instructional hours) approved and completed. Employees may move up to three steps per year. Pay increases will be reflected in employee's compensation upon committee approval of their completed learning and submission to payroll.

The committee will develop consistent forms and annual calendars for requests and approvals.

- 6.3 This process shall apply to professional learning and development that falls outside the employees (district supported/mandated) regular training and development.

ARTICLE 7 - RETIREMENT

- 7.1 The District shall pay a portion of the Employee contribution to the Wyoming Retirement System not to exceed six-point zero seven percent (6.07%). The employee shall pay the balance of the Employee contribution to the Wyoming Retirement System not to exceed three-point one eight percent (3.18%).

Wyoming Retirement System Contribution Rate	
Employee Contribution, Employee Paid	3.18%
Employee Contribution, District Paid	6.07%
Employer Contribution, District Paid	9.37%
Total Contribution	18.62%

- 7.2 Employees who retire from the District, and are eligible for Wyoming Retirement benefits, may be considered, along with other qualified applicants, for positions for which they are qualified, after a period of not less than 365 days from the effective date of their retirement.
- 7.3 Retiring employees seeking a substitute, temporary, or extra-duty position are eligible for rehire after a minimum 26-week separation period.
- 7.4 Upon re-hire the employee will be required to pay, from their gross pay, the percentage of Wyoming Retirement which is the unfunded amount of the employee contribution set by legislative action or District Policy.

CUSTODIAL SERVICES

- 7.5 If it is determined to be in the best interest of the District, the Board of Trustees may waive the requirements of this policy and may re-hire an employee who is subject to this policy, upon such terms and conditions as it deems appropriate.

Laramie County School District #1 2025-26 Step-Based Wage Schedule

Longevity %	1.70%	Starting Wage =	\$ 12.80
Range %	3.5%		

20 Step Width = 38%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A	\$ 12.80	\$ 13.02	\$ 13.24	\$ 13.46	\$ 13.69	\$ 13.93	\$ 14.16	\$ 14.40	\$ 14.65	\$ 14.90	\$ 15.15	\$ 15.41	\$ 15.67	\$ 15.94	\$ 16.21	\$ 16.48	\$ 16.76	\$ 17.05	\$ 17.34	\$ 17.63
B	\$ 13.25	\$ 13.47	\$ 13.70	\$ 13.94	\$ 14.17	\$ 14.41	\$ 14.66	\$ 14.91	\$ 15.16	\$ 15.42	\$ 15.68	\$ 15.95	\$ 16.22	\$ 16.49	\$ 16.77	\$ 17.06	\$ 17.35	\$ 17.64	\$ 17.94	\$ 18.25
C	\$ 13.71	\$ 13.94	\$ 14.18	\$ 14.42	\$ 14.67	\$ 14.92	\$ 15.17	\$ 15.43	\$ 15.69	\$ 15.96	\$ 16.23	\$ 16.51	\$ 16.79	\$ 17.07	\$ 17.36	\$ 17.66	\$ 17.96	\$ 18.26	\$ 18.57	\$ 18.89
D	\$ 14.19	\$ 14.43	\$ 14.68	\$ 14.93	\$ 15.18	\$ 15.44	\$ 15.70	\$ 15.97	\$ 16.24	\$ 16.52	\$ 16.80	\$ 17.08	\$ 17.37	\$ 17.67	\$ 17.97	\$ 18.27	\$ 18.59	\$ 18.90	\$ 19.22	\$ 19.55
E	\$ 14.69	\$ 14.94	\$ 15.19	\$ 15.45	\$ 15.71	\$ 15.98	\$ 16.25	\$ 16.53	\$ 16.81	\$ 17.09	\$ 17.39	\$ 17.68	\$ 17.98	\$ 18.29	\$ 18.60	\$ 18.91	\$ 19.24	\$ 19.56	\$ 19.90	\$ 20.23
F	\$ 15.20	\$ 15.46	\$ 15.72	\$ 15.99	\$ 16.26	\$ 16.54	\$ 16.82	\$ 17.11	\$ 17.40	\$ 17.69	\$ 17.99	\$ 18.30	\$ 18.61	\$ 18.93	\$ 19.25	\$ 19.58	\$ 19.91	\$ 20.25	\$ 20.59	\$ 20.94
G	\$ 15.73	\$ 16.00	\$ 16.27	\$ 16.55	\$ 16.83	\$ 17.12	\$ 17.41	\$ 17.71	\$ 18.01	\$ 18.31	\$ 18.62	\$ 18.94	\$ 19.26	\$ 19.59	\$ 19.92	\$ 20.26	\$ 20.61	\$ 20.96	\$ 21.31	\$ 21.67
H	\$ 16.29	\$ 16.56	\$ 16.84	\$ 17.13	\$ 17.42	\$ 17.72	\$ 18.02	\$ 18.32	\$ 18.64	\$ 18.95	\$ 19.28	\$ 19.60	\$ 19.94	\$ 20.28	\$ 20.62	\$ 20.97	\$ 21.33	\$ 21.69	\$ 22.06	\$ 22.43
I	\$ 16.86	\$ 17.14	\$ 17.43	\$ 17.73	\$ 18.03	\$ 18.34	\$ 18.65	\$ 18.97	\$ 19.29	\$ 19.62	\$ 19.95	\$ 20.29	\$ 20.63	\$ 20.98	\$ 21.34	\$ 21.70	\$ 22.07	\$ 22.45	\$ 22.83	\$ 23.22
J	\$ 17.45	\$ 17.74	\$ 18.04	\$ 18.35	\$ 18.66	\$ 18.98	\$ 19.30	\$ 19.63	\$ 19.96	\$ 20.30	\$ 20.65	\$ 21.00	\$ 21.36	\$ 21.72	\$ 22.09	\$ 22.46	\$ 22.85	\$ 23.23	\$ 23.63	\$ 24.03
K	\$ 18.06	\$ 18.36	\$ 18.67	\$ 18.99	\$ 19.32	\$ 19.64	\$ 19.98	\$ 20.32	\$ 20.66	\$ 21.01	\$ 21.37	\$ 21.73	\$ 22.10	\$ 22.48	\$ 22.86	\$ 23.25	\$ 23.65	\$ 24.05	\$ 24.46	\$ 24.87
L	\$ 18.69	\$ 19.01	\$ 19.33	\$ 19.66	\$ 19.99	\$ 20.33	\$ 20.68	\$ 21.03	\$ 21.39	\$ 21.75	\$ 22.12	\$ 22.49	\$ 22.88	\$ 23.27	\$ 23.66	\$ 24.06	\$ 24.47	\$ 24.89	\$ 25.31	\$ 25.74
M	\$ 19.34	\$ 19.67	\$ 20.00	\$ 20.34	\$ 20.69	\$ 21.04	\$ 21.40	\$ 21.76	\$ 22.13	\$ 22.51	\$ 22.89	\$ 23.28	\$ 23.68	\$ 24.08	\$ 24.49	\$ 24.91	\$ 25.33	\$ 25.76	\$ 26.20	\$ 26.64
N	\$ 20.02	\$ 20.36	\$ 20.71	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.15	\$ 22.53	\$ 22.91	\$ 23.30	\$ 23.69	\$ 24.10	\$ 24.51	\$ 24.92	\$ 25.35	\$ 25.78	\$ 26.22	\$ 26.66	\$ 27.12	\$ 27.58
O	\$ 20.72	\$ 21.07	\$ 21.43	\$ 21.79	\$ 22.16	\$ 22.54	\$ 22.92	\$ 23.31	\$ 23.71	\$ 24.11	\$ 24.52	\$ 24.94	\$ 25.36	\$ 25.80	\$ 26.23	\$ 26.68	\$ 27.13	\$ 27.60	\$ 28.06	\$ 28.54
P	\$ 21.44	\$ 21.81	\$ 22.18	\$ 22.56	\$ 22.94	\$ 23.33	\$ 23.73	\$ 24.13	\$ 24.54	\$ 24.96	\$ 25.38	\$ 25.81	\$ 26.25	\$ 26.70	\$ 27.15	\$ 27.61	\$ 28.08	\$ 28.56	\$ 29.05	\$ 29.54
Q	\$ 22.20	\$ 22.57	\$ 22.96	\$ 23.35	\$ 23.74	\$ 24.15	\$ 24.56	\$ 24.97	\$ 25.40	\$ 25.83	\$ 26.27	\$ 26.72	\$ 27.17	\$ 27.63	\$ 28.10	\$ 28.58	\$ 29.07	\$ 29.56	\$ 30.06	\$ 30.57
R	\$ 22.97	\$ 23.36	\$ 23.76	\$ 24.16	\$ 24.57	\$ 24.99	\$ 25.42	\$ 25.85	\$ 26.29	\$ 26.74	\$ 27.19	\$ 27.65	\$ 28.12	\$ 28.60	\$ 29.09	\$ 29.58	\$ 30.08	\$ 30.60	\$ 31.12	\$ 31.64
S	\$ 23.78	\$ 24.18	\$ 24.59	\$ 25.01	\$ 25.43	\$ 25.87	\$ 26.31	\$ 26.75	\$ 27.21	\$ 27.67	\$ 28.14	\$ 28.62	\$ 29.11	\$ 29.60	\$ 30.10	\$ 30.62	\$ 31.14	\$ 31.67	\$ 32.20	\$ 32.75
T	\$ 24.61	\$ 25.03	\$ 25.45	\$ 25.88	\$ 26.32	\$ 26.77	\$ 27.23	\$ 27.69	\$ 28.16	\$ 28.64	\$ 29.13	\$ 29.62	\$ 30.13	\$ 30.64	\$ 31.16	\$ 31.69	\$ 32.23	\$ 32.77	\$ 33.33	\$ 33.90
U	\$ 25.47	\$ 25.90	\$ 26.34	\$ 26.79	\$ 27.25	\$ 27.71	\$ 28.18	\$ 28.66	\$ 29.15	\$ 29.64	\$ 30.15	\$ 30.66	\$ 31.18	\$ 31.71	\$ 32.25	\$ 32.80	\$ 33.35	\$ 33.92	\$ 34.50	\$ 35.08
V	\$ 26.36	\$ 26.81	\$ 27.26	\$ 27.73	\$ 28.20	\$ 28.68	\$ 29.17	\$ 29.66	\$ 30.17	\$ 30.68	\$ 31.20	\$ 31.73	\$ 32.27	\$ 32.82	\$ 33.38	\$ 33.94	\$ 34.52	\$ 35.11	\$ 35.71	\$ 36.31
W	\$ 27.28	\$ 27.75	\$ 28.22	\$ 28.70	\$ 29.19	\$ 29.68	\$ 30.19	\$ 30.70	\$ 31.22	\$ 31.75	\$ 32.29	\$ 32.84	\$ 33.40	\$ 33.97	\$ 34.55	\$ 35.13	\$ 35.73	\$ 36.34	\$ 36.96	\$ 37.58
X	\$ 28.24	\$ 28.72	\$ 29.21	\$ 29.70	\$ 30.21	\$ 30.72	\$ 31.24	\$ 31.77	\$ 32.32	\$ 32.86	\$ 33.42	\$ 33.99	\$ 34.57	\$ 35.16	\$ 35.75	\$ 36.36	\$ 36.98	\$ 37.61	\$ 38.25	\$ 38.90
Y	\$ 29.23	\$ 29.72	\$ 30.23	\$ 30.74	\$ 31.27	\$ 31.80	\$ 32.34	\$ 32.89	\$ 33.45	\$ 34.01	\$ 34.59	\$ 35.18	\$ 35.78	\$ 36.39	\$ 37.01	\$ 37.64	\$ 38.27	\$ 38.93	\$ 39.59	\$ 40.26
Z	\$ 30.25	\$ 30.76	\$ 31.29	\$ 31.82	\$ 32.36	\$ 32.91	\$ 33.47	\$ 34.04	\$ 34.62	\$ 35.21	\$ 35.80	\$ 36.41	\$ 37.03	\$ 37.66	\$ 38.30	\$ 38.95	\$ 39.61	\$ 40.29	\$ 40.97	\$ 41.67

2025-2026 CLASSIFIED SALARY SCHEDULE

CUSTODIAL SERVICES

CUSTODIAL SERVICES

Employees initially hired before July 1, 2023, shall be eligible for longevity pay in accordance with the table below. Employees hired after June 30th, 2023, will not qualify for longevity pay.

Longevity:	At least 5 years but less than 10 years	- \$30.00 per month
	At least 10 years but less than 15 years	- \$40.00 per month
	At least 15 years but less than 20 years	- \$55.00 per month
	At least 20 years but less than 25 years	- \$65.00 per month
	At least 25 years or more	- \$85.00 per month

CUSTODIAL SERVICES

2025-2026 MOU – SICK LEAVE BANK

Laramie County School District Number 1
Cheyenne, WY
2025-2026
Memorandum of Understanding
July 1st, 2025 - June 30th, 2026

MOU - Sick Leave Bank

The Executive Director of Human Resources will form a committee to look at common language for classified unit sick leave banks.

Team may include but is not limited to:

- Two representatives from each classified employee unit
- LCSD1 HR/Benefits department representatives
- LCSD1 Finance/Payroll department representatives

The MOU committee will report back with suggestions and rationale to the 2026 negotiations team by March 1, 2026.

CUSTODIAL SERVICES

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed by their duly authorized officers this 30th day of June 2025.

Frank Puente 5-22-25
Frank Puente – Representative of the Custodial Unit Date

Betty Jo Beardsley 5/22/25
Betty Jo Beardsley – WPEA Representative Date

Alicia Smith 5-19-2025
Alicia Smith - Board of Trustees Chair Date