



LARAMIE COUNTY SCHOOL DISTRICT 1

NUTRITION 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 Nutrition Services Unit

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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 School District Number One Nutrition Services employees covered by this agreement, 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 and the establishment of rates of pay, hours of work, and other terms and conditions of employment of District Nutrition Services 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 Nutrition Services Unit members are dedicated to providing quality, professional nutrition support services to the District. Preparation of and service of nutritious food is essential to prepare children to benefit from the educational process. The District recognizes that safe working conditions, equitable treatment, and respect for workers enhances the provision of nutrition services and contribute 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 The District shall post all current employee agreements on the District website at laramie1.org. A limited number of hard copies will be available in the Human Resources department upon request.
- 2.4 By June 15, if negotiations are in progress or an impasse has been declared by either party, either party may request that the Board of Trustees approve

a ninety (90) day extension for the purpose of completing negotiations. During an extension, all terms and conditions of the contract, and any signed tentative agreements to the date of the extension of approval, shall remain in effect.

- 2.5 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 on the basis of race, color, creed, sex, national origin, age, sexual orientations, political opinion or political affiliation or handicap or disability. The District complies with the Americans with Disabilities Act.
- 4.2 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.
- 4.3 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 Nutrition Services employees employed by the District in the following classifications: All full-time and part-time Nutrition Services employees working for the District except supervisors and warehouse employees. No Nutrition Services employees covered by this agreement may be removed from coverage of this agreement without the mutual agreement of the District and the exclusive bargaining agent.

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.
- 2.2 Duly elected members of the Unit negotiations team, to a maximum of six (6) members, shall be allowed paid time to participate in training and direct negotiations with the District.

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 members, none of whom will have been involved in the negotiations process--one (1) member to be named by the Board, one (1) 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) 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) days from the date 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 previously appointed members of the committee fail to agree upon one of the persons from the ten (10) names submitted within ten (10) days from the date the impasse has been requested, then the 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) 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 should 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 Association and the District, their officers, members, agents, or principals will not engage in, encourage, sanction or suggest strikes, slowdowns, lockouts, 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.
- 4.3 Any action prohibited by this article when committed by an employee of the Unit shall constitute grounds for discipline and discharge.

SECTION IIIARTICLE 1 - NUMBER OF EMPLOYEES

- 1.1 The Program Administrator will staff kitchens based on the guidance from the United States Department of Agriculture, the governing body for School Food Authorities (LCSD#1 Nutrition Services). The USDA provides resources on financial management for School Food Authorities. Resources can be obtained from the Nutrition Services Program Administrator.
- 1.2 When a reduction in meals served requires a reduction in labor hours in a meal preparation area, the hourly employee with the least seniority shall be cut in hours first. If such reduction results in the elimination of a position, the action will be treated as a reduction in force.
- 1.3 The Program Administrator of Nutrition Services or Nutrition Services Supervisor shall ensure that sufficient additional labor hours are allocated when a kitchen is required to prepare a catered meal.
- 1.4 The number of benefitted permanent positions will be determined by District Administration. Nutrition Services will strive for the efficient and effective use of District resources by hiring benefitted permanent positions within budget allowances. The Nutrition Services Employee Handbook will outline these benefitted permanent positions. Non-benefitted employees will be hired as substitutes.

ARTICLE 2 - NEW EMPLOYEES

- 2.1 Employees starting work prior to the Christmas vacation and working the remainder of the school year shall be considered as having finished one (1) year of service for purposes of awarding one (1) year of experience.

ARTICLE 3 - PRIOR EXPERIENCE

A previous District Nutrition Services employee who is rehired for a Nutrition Services position after a break in service of less than two (2) calendar years shall be rehired at a salary as nearly equal to the salary held at the time of separation as possible. An employee may be subject to this provision only once.

- 3.1 In determining the starting pay for employees, the district may consider appropriate Nutrition Services training and Nutrition Services experience. If qualifications exceed the minimum, employees will be placed at step 2 on

the classified salary schedule.

- 3.2 In determining the starting pay for newly hired employees to the district, the District may consider previous LCSD#1 nutrition services contracted experience, appropriate Nutrition Services training and job related experience as determined by the Executive Director of Human Resources or designee. If qualifications clearly exceed the minimum, employees may be hired at a rate of pay up to four (4) steps higher than the base for the classification.

ARTICLE 4 - DUTIES AND RESPONSIBILITIES

- 4.1 The duties and responsibilities of the Nutrition Services personnel shall be as outlined in the job description.

ARTICLE 5 - PROBATIONARY PERIOD

- 5.1 The probationary period for all Nutrition Services personnel hired by the District shall be the first ninety (90) working days of employment with the District. Any probationary employee must stay in their hired position for 90 days. Exceptions may be made due to extenuating circumstances as determined by supervisor or designee. Managers shall be consulted concerning personnel assigned under their supervision. A discharged probationary employee is not eligible for the grievance procedure or the discipline and discharge procedure. The probationary period may extend into the following school year, if necessary.
- 5.2 Probationary employees include newly hired and existing employees with change of position or change of job code, excluding a change in location

ARTICLE 6 - IN-SERVICE TRAINING

- 6.1 In-service training shall be provided in each building for all new Nutrition Services employees, or existing employees who have changed positions, to acquaint them with the duties and responsibilities of their position.
- 6.2 All Nutrition Services employees shall be notified of and given the opportunity to participate in all in-service training programs offered by the District and related to their duties and responsibilities, subject to financial constraints of the District.
- 6.3 Each year, all new and existing Nutrition Services employees shall be required to complete professional development in-service trainings according to USDA Professional Standards. These in-services shall be paid

at the employee's regular rate of pay.

ARTICLE 7 - REST PERIODS

- 7.1 All employees working at least six (6) hours per day are entitled to two (2) breaks per day, one (1) fifteen (15) minute break to be taken in the first part of the workday and one (1) fifteen (15) minute break to be taken in the latter part of the day. Employees working less than six (6) hours per day may be permitted one (1) fifteen (15) minute break per workday.
- 7.2 All employees who work a minimum of six (6) hours per day may receive a thirty (30) consecutive minute non-paid duty-free lunch. Employees who work less than six (6) hours may be granted a non-paid duty-free lunch.
- 7.3 Rest periods shall be offered as outlined in the Employee Handbook. Adjustments must be vetted through the department leadership and negotiations team.

ARTICLE 8 - WORKING CONDITIONS

- 8.1 A committee consisting of Nutrition Services leadership and the Association Representatives will meet annually prior to the fall in-service to assist in the development and review of department policies and procedures to be included in the Nutrition Services Employee Handbook.

ARTICLE 9 - ANNUAL EVALUATION

- 9.1 The supervisor shall prepare an annual evaluation on each employee. This evaluation shall be reviewed by the supervisor with the employee involved, and the employee shall be given the opportunity to review and comment on the evaluation in writing before it is presented for signature. Such signature shall reflect a review of the evaluation but shall not infer approval of it. Supervisors shall review evaluations with employees confidentially. A standard form shall be provided by the District.
- 9.2 The annual evaluation shall be completed by May 25 of each year. An employee's personnel file shall be available for review by the employee at any reasonable time.
- 9.3 Employees shall be entitled to receive a copy of their evaluation upon request. Employees may write a rebuttal to the evaluation which shall be placed in the personnel file or may utilize the grievance procedure to resolve major disagreements.

ARTICLE 10 - DISCIPLINE AND DISCHARGE

- 10.1 Discipline and discharge shall be for incompetency, neglect of duty or misconduct on the job. Immorality, insubordination, gross negligence, serious criminal wrongdoing or any good or just cause may be causes for immediate termination. Employees shall receive twenty-four (24) hours notice of termination in writing or one (1) day's 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.
- 10.2 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 a pre-termination meeting.
- 10.3 Any employee, except probationary employees during their first ninety (90) days of employment, who considers that he has been discharged or disciplined without proper cause, or the WPEA acting on his/her behalf, shall have the right to appeal to the Executive Director of Human Resources. A probationary employee may appeal disciplinary actions, other than discharge.
- 10.4 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 the following:
 - 1. Executive Director of Human Resources

3. Nutrition 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 11 - RESIGNATION

- 11.1 Whenever possible, Nutrition Services personnel will give a minimum of two (2) weeks notice prior to departing employment with the school district, unless an emergency exists. Failure to provide notice in accordance with this policy may affect consideration for future employment with the District.

ARTICLE 12- REDUCTION IN FORCE

- 12.1 Previous employees who have been terminated and have been re-employed shall receive seniority for previous time three (3) years after re-hire. The three (3)-year rule shall only apply to the first rehire. If an employee terminates twice and is rehired twice, their seniority shall be determined by their most recent rehire date.

Reduction in force: A separation from employment from a Nutrition Services position occasioned by a decrease in meals served by the District, lack of funds, reorganization or otherwise.

- 12.2 Prior to a reduction in force, affected employees shall, if possible, be given a transfer to another classified position for which they are qualified. Any Nutrition Services employee separated by a reduction in force shall be notified of vacancies and shall have preference over other applicants for classified position openings for which they qualify.
- 12.3 A previous employee shall be invited to return in reverse order of separation for position vacancies which may occur. Employees must accept the first offer of Nutrition Services re-employment if the offer corresponds to the class from which they were separated. Employees not accepting appropriate offers shall lose their rights to re-employment to other classes or other classified position with no loss of re-employment rights to appropriate Nutrition Services positions.
- 12.4 If abolishment of positions is necessary, the employee with the least seniority shall be separated first.

- 12.5 All affected Nutrition Services employees shall be given at least thirty (30) days prior written notice by the Superintendent of their reduction in force.
- 12.6 Seniority and all other rights and benefits enjoyed by an employee prior to their reduction in force separation shall be immediately reinstated upon re-employment by the District, if those rights and benefits are entitled with that position.

ARTICLE 13 – VACANCY ANNOUNCEMENTS

- 13.1 Notices of vacancies shall be posted on the District website, laramie1.org. Notifications will also be sent electronically to kitchen managers and head cashiers, to disseminate to staff Nutrition Services employees are encouraged to apply for all openings.
- 13.2 Whenever permanent employee vacancies exist in Nutrition Services, priority shall be given to current, qualified, non-probationary Nutrition Services employees only. If less than three (3) existing, qualified employees apply for the available position, the District may recruit externally.
- 13.3 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

Shall mean the length of time an employee has been continuously employed by the District. With the exception of increment increases seniority shall be computed on the basis of actual hours worked.

- 13.4 Seniority shall be lost if an employee resigns or is terminated as outlined in Section Two, Article 20 - Discipline and Discharge.
- 13.5 In the event that two or more existing qualified employees apply for promotional openings or position vacancies, a minimum of two candidates from the current employee group shall be interviewed for the position.

ARTICLE 14 - GRIEVANCE PROCEDURE

- 14.1 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.

14.2 Definitions/Procedures:

- A. Grievance: A dispute 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.

14.3 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.

14.4 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.

14.5 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.

ARTICLE 15 - REPRESENTATION

15.1 Duly authorized representatives of the WPEA shall be permitted at all reasonable time 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.

15.2 At the beginning of each year a list containing the names of each of the authorized representatives of the WPEA shall be submitted to each building principal, the Cabinet and to such other personnel who supervise members of the Unit. This list should be submitted by September 15 of each year.

- 15.3 Nothing in this agreement is to be construed to preclude the personal appearance before the Board and any employee on his or her own behalf except as limited by the provisions of Section I, Article 14 of this agreement.

SECTION IV

ARTICLE 1 - HOLIDAY LEAVE

- 1.1 All permanent Nutrition Services employees shall be granted paid holiday leave on the following days:
- Christmas Day (December 25) and three additional days during Christmas recess
 - New Year's Day (January 1)
 - Thanksgiving Day
 - Presidents' Day to be paid in the pay period in which it falls
 - Memorial Day
- 1.2 If a holiday falls on Saturday, the preceding Friday shall be considered the legal holiday. If a holiday falls on a Sunday, the following Monday shall be considered the legal holiday.

ARTICLE 2 - EMERGENCY CLOSING

The District will follow the Standard Operating Procedures listed below for all Virtual days, Early Closures and Late Starts.

- 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 TSS Employees as "designated" to report to work and maintain district operations, building maintenance and ensure student safety:
 - **No Nutrition Services employees are required to physically report to work when 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.) The closure time will be

communicated by the building Principal or Supervisor. 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 at 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, rock slides, 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 charged 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:

- District Office:
- Finance
- Human Resources
- Purchasing
- Department of Instruction
- Department of Technology
- Community Relations
- School Building TSS

- 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.

2.5 Pay Practices in the Event of a Full-day Closure

- Employees on a 260 or year-round contract do not make up the day. Neither leave nor pay are affected.
- Employees on a 205-day contract will make up the day on the district established make-up day. These employees will not receive additional pay for the make-up day.
- In the event that an employee was out on planned benefited leave and the district closes, the employee will not be required to use benefited leave.

2.6 Extended Closures

- In the event that school is canceled for an extended period of time: In order for wages to be earned, staff must perform meaningful work as assigned by their administrator or designee during the closure period in alignment with district and state guidance issued for the specific situation.
- Staff may be required to report to work on-site or may be required to work remotely from home via telework. Administrators or designees are charged with directing the duties of staff during this period and monitoring work to ensure quality and alignment with district protocol.
- Once the closure has ended, all staff are to return to work as they did prior to the closure and will no longer work from home/telework or work remotely.
- During the closure, staff members are allowed to use benefited leave as approved by their administrator or designee.

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 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 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 start of 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.
- 3.7 Prior to returning, the employee shall notify Human Resources of his/her intent to return. Such notice shall be given at least thirty (30) calendar days prior to said return.

ARTICLE 4 - NUTRITION SERVICES UNIT LEAVE

- 4.1 The District shall grant the Nutrition Services Unit up to a maximum of five (5) days per year Unit leave to WPEA Board members or Nutrition Services Unit members and/or District representative to attend WPEA training and/or other official WPEA functions. Leave may be denied by the Superintendent of Schools if it is determined that such leave will be detrimental to District operations.
- 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(s) or Nutrition Services Unit Officers and listing the name(s) of those

officers who will attend.

- 4.3 The District shall allow one (1) employee from each production kitchen and the Unit President to participate in two (2) one (1)-hour association meetings per year. These meetings will be scheduled outside the regular work hours. Time for this meeting will be paid at the employee’s regular hourly rate.

ARTICLE 5 - SICK LEAVE

- 5.1 Employees of the Unit shall earn one (1) day of accrued sick leave with pay for each month worked during a contract year. Earned sick leave will be based on number of hours worked.

- 5.2 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 family illness.

Family illness is absence caused by illness of a member's spouse or minor child, or a member of the immediate family of the member of the Unit which requires the assistance or presence of the member of the Unit.

- 5.3 Sick leave may be accrued from year to year. A member of the Unit, who has a minimum of ten (10) consecutive years of satisfactory 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. Compensation for unused sick leave shall be calculated based on hours accrued to a maximum of two thousand (2,000) hours. Compensation for unused sick leave is limited to the equivalent of two hundred fifty (250) eight (8) hour work days utilizing the following table:

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.

- 5.4 Employees not receiving Worker’s Compensation benefits will receive paid leave during the initial twenty (20) working of an absence required as the result of an injury incurred on the job shall not be charged to sick leave and will be paid as administrative leave. Absence from work under this provision must be certified

in writing by a physician.

- 5.5 Employees receiving salary benefits from Worker's Compensation shall not use sick leave in conjunction with Worker's Compensation.
- 5.6 In no case shall members of the Unit receive more than one hundred percent (100%) of their wages from Worker's Compensation and Laramie County School District Number One combined.

ARTICLE 6 - MEDICAL LEAVE OF ABSENCE

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

ARTICLE 7 - SICK LEAVE BANK

- 7.1 A Sick Leave Board is established, consisting of an administrator appointed by the Superintendent and five (5) members selected by members of the Unit. This Board shall determine the number and donor origin of hours designated for the sick leave bank and approves the number of hours to be used by members of the Unit from the bank. The Board shall establish and publish guidelines and procedures for the sick leave bank.
- 7.2 Members of the Unit may donate or receive from the sick leave bank or members of the Unit for medically necessary absences.
- 7.3 Upon termination of employment members of the Unit may donate unlimited hours to the Sick Leave Bank.

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 or may apply for a leave of absence without pay. Leave shall not exceed three hundred sixty-five (365) days in duration. The employee shall maintain his/her fringe benefits and the current rate of pay for the position. The vacated position shall be posted as and filled on a temporary basis. 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 of less than three hundred sixty-five (365) days shall be placed at the same school or building in the same position held prior to the start of the parental leave within thirty (30) days of written request to return to work.
- 8.3 An employee returning from a parental leave of three hundred sixty-five (365)

days or more shall be placed in the same or an equivalent position to the one held prior to the start of the leave within thirty (30) days of written request to return to work.

ARTICLE 9 - BEREAVEMENT LEAVE

- 9.1 A member of the unit shall be granted bereavement leave by the Program Administrator of Nutrition Services or his/her designee for a death in the employee's or employee's spouse's immediate family and such other persons as approved by the Program Administrator of Nutrition Services, for a reasonable time. Bereavement leave extending beyond five (5) days shall be charged against the employee's sick leave.

ARTICLE 10 - PERSONAL CIRCUMSTANCE LEAVE

- 10.1 Employees of the Unit shall be granted two (2) days of personal circumstances leave at the beginning of each contract year for use in circumstances not connected with sick leave, not to be accumulated, and provided that no such day is taken before or after any holiday or during the first two (2) or last four (4) weeks of the school year, however, permission may be granted by the Superintendent in exceptional cases. New employees will not take personal circumstance days until after their ninety (90) day probation period. Employees hired on or after January 1 shall be granted one (1) day of personal circumstance leave.
- 10.2 Leave for personal circumstances may be denied when it is determined detrimental to the efficient operation of the District. Any unused personal circumstance leave days at the end of a contract period shall be carried over as sick leave days to the following school year.
- 10.3 If use of personal circumstance leave is denied, the supervisor will notify the employee within three (3) working days of the denial and the reason(s) for the denial.
- 10.4 If not used, two (2) personal circumstance days will be carried over to 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.

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.

- 11.2 If the District is unable or fails to allow a Nutrition Services employee one (1) hour off with pay to vote in any general, special or primary election, the employee will be paid for one (1) additional hour in the current pay period.
- 11.3 Employees shall notify their supervisor of their intention to use this provision at least two (2) working days prior to the election. Supervisors shall designate a time for such leave at least one (1) day prior to the election.
- 11.4 Employees may voluntarily waive the provisions of this article.

SECTION V

ARTICLE 1 - GROUP LIFE AND LONG-TERM DISABILITY INSURANCE

1.1 The employees shall pay two dollars and fifty cents (\$2.50) a month for the life insurance premium. The employee shall pay one dollar and fifty cents (\$1.50) a month for the disability insurance premium. The employee shall pay one dollar and sixty cents (\$1.60) a month for the dependent life insurance premium.

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/her 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 permits, 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 provide a health insurance package to all benefitted permanent employees of the Unit.

2.2 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.

NUTRITION SERVICES

SECTION V

Representatives of the employee group covered by the plan shall be involved in determining the specifications when policy renewal is necessary.

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

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.

SECTION VI

ARTICLE 1 - PAY DISTRIBUTION

- 1.1 Nutrition 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 Nutrition 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.
- 1.3 Time sheets will include time worked through the last Sunday prior to the fifteenth (15th) of the current month. Employees will receive paychecks during the contract year.
- 1.4 A temporary manager shall be compensated at a rate two (2) steps higher than their current rate of pay if requested to fill the position of manager for more than five (5) consecutive workdays. This rate of pay will be used for temporary managers up to ninety (90) days. After ninety (90) days, a temporary manager will be compensated at the lowest manager's rate which will result in an increase.
- 1.5 In cases of long-term absence, a temporary Head Cashier shall be compensated at the Head Cashier wage if requested to fill the position of Head Cashier for more than five (5) consecutive workdays. The temporary Head Cashier must take on the responsibility and duties as outlined in the job description of the Head Cashier. The employee must have prior approval from the Administrator or Supervisor before assuming Head Cashier duties.

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, 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 - OVERTIME

- 3.1 All employees who work overtime shall be paid at their regular hourly rate, up to forty (40) hours per week. All hours in excess of forty (40) hours shall be paid at the rate of time and one-half (1 1/2). An employee's decision to work over-time is voluntary. Over-time hours may not be assigned. Wage type calculations for the amount of the overtime rate of pay shall be in accordance with FLSA requirements.
- 3.2 An employee may elect to be compensated for overtime worked by taking compensatory time off at the rate of one and one half (1 1/2) hours off for each one (1) hour of overtime worked provided such time off is mutually agreed upon by the employee and the supervisor.
- 3.3 Any Nutrition Services worker who has reported for duty and completed work hours upon emergency closing of the school, shall be compensated at the rate of time and one half (1 1/2) for all hours worked during or prior to the emergency closing hours.

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

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.

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.

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.

Employees whose absence is the result of a Board approved leave of absence shall remain eligible for the retention bonus.

NUTRITION SERVICES

SECTION VI

4.2 On your behalf, if the combined total of your retention bonus, unused sick leave or vacation leave (if earned) 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.

4.3 (See board policy chapter 6 section 14)

ARTICLE 5 - LONGEVITY PAY

5.2 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.

After completion of 5 years continuous service	- \$40.00 per month
After completion of 10 years continuous service	- \$55.00 per month
After completion of 15 years continuous service	- \$80.00 per month
After completion of 20 years continuous service	- \$95.00 per month
After completion of 25 years continuous service	- \$120.00 per month

5.3 All employees eligible to receive longevity payments shall earn longevity for ten (10) months. Longevity will be paid in twelve (12) equal payments.

ARTICLE 6 - TRAVEL REIMBURSEMENTS

6.1 Workers and substitutes driving from a host school to carry-in school, or other approved miscellaneous travel, shall be paid mileage as set forth in Board policy for classified personnel. Workers making return trips shall be paid for a round trip.

ARTICLE 7 - SAVINGS CLAUSE

7.1 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 8 – PROFESSIONAL GROWTH AND DEVELOPMENT

8.1 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

NUTRITION SERVICES

SECTION VI

positive intent, open-mindedness, and a willingness to benefit the broad needs of all classified employees. The committee will meet at least 3 times a year to review and evaluate requests for reimbursement. Employees may be reimbursed for up to \$1500 per year for professional development.

- 8.2 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.
- 8.3 The committee will develop consistent forms and annual calendars for requests and approvals.
- 8.4 This process shall apply to professional learning and development that falls outside the employees (district supported/mandated) regular training and development.

ARTICLE 9 - RETIREMENT

- 9.1 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%

- 9.2 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.
- 9.3 Retiring employees seeking a substitute, temporary, or extra-duty position are eligible for required after a minimum of 26-week separation period.
- 9.4 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 for District Policy.

NUTRITION SERVICES

SECTION VI

- 9.5 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 any employee who is subject to this policy, upon such terms and conditions as it deems appropriate.
- 9.6 Employees considering retirement are advised to contact the Wyoming Retirement System for a complete benefit calculation.

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

NUTRITION 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.

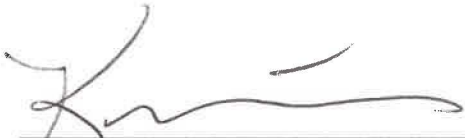
Team may include but is not limited to:

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

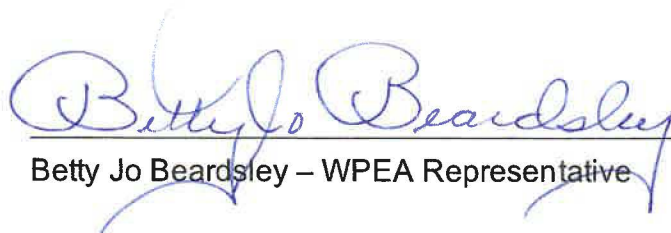
The MOU committee will report back with suggestions and rationale to the 2026 negotiations team by March 1, 2026.

NUTRITION 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.


✓ Krystle Nofsinger – Representative of Nutrition Services Unit

6/3/25
Date


Betty Jo Beardsley – WPEA Representative

5/22/25
Date


Alicia Smith - Board of Trustees Chair

5-19-2025
Date