



LARAMIE COUNTY SCHOOL DISTRICT 1

TECHNICAL SUPPORT 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 Technical Support
Services Unit

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SECTION IARTICLE 1 - PURPOSE

- 1.1 This agreement entered into by Laramie County School District Number One, State of Wyoming, hereinafter referred to as "District," and Technical and Support Services unit, hereinafter referred to as TSS 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, hereafter referred to as WPEA; the establishment of an equitable and peaceful procedure for the resolution of differences between the District and Technical and Support Services employees; and the establishment of rates of pay, hours of work and other items and conditions of employment for Technical and Support 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 Technical and Support Services Unit members are dedicated to providing quality, professional support services to the educational program of the District. The District recognizes that safe working conditions, equitable treatment, and respect for employees enhance the provision of educational services to the students 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 years ending in an even number. Other items shall be negotiated upon consensus of the negotiation team.
- 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, negotiations shall commence between the parties thirty (30) days after receipt thereof.
- 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 approval of the extension, shall remain in effect.

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 the 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, political affiliation, handicap or disability. The District complies with the Americans with Disabilities Act.
- 4.2 Discrimination against any employee or applicant for employment in any aspect of personnel administration because of political activity or political affiliation is prohibited.
- 4.3 No employee or applicant for employment covered by this agreement shall be discriminated against because of membership in the Association or activities on behalf of the Association.
- 4.4 The District agrees that sexual harassment will not be tolerated. Employees alleging sexual harassment are urged to contact the Association 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 as the sole and exclusive bargaining agent of those Technical and Support Services employees employed by the District in the following classification: The employees represented by this agreement shall include all full-time and part-time Technical and Support Services employees working for the District.
- 1.2 Prior to a group of workers being added or removed from the Unit, the Unit president and the exclusive representatives shall be consulted.
- 1.3 This agreement specifically excludes supervisory employees who have the authority to hire, promote, discipline, discharge or otherwise change the status of employees and temporary employees.

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 Association for approval. No tentative agreement is final until it is approved by the Board and the Association.

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 member to be named by the Board, one member to be named by the President of the Association, and a third member to be named by the first two members.
- 3.3 Each party shall submit to the other party, in writing and 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 members 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 the State 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 by 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 Association 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 III

ARTICLE 1 - UNIT STATEMENT

- 1.1 Laramie County School District Number One values the outstanding contributions of its employees. A quality workforce provides excellent learning opportunities for students. Salaries of the members of the Unit shall reflect their professionalism, education, training, and experience. The goal is to provide competitive salaries that attract and retain quality employees.

ARTICLE 2 - MEMBERSHIP

- 2.1 The District recognizes the employee's right to join, or not to join WPEA and shall neither encourage nor discourage membership. Determination of eligibility for membership among employees of the Unit shall be the exclusive right of the Association.
- 2.2 Membership in any organization shall not be required as a condition of employment by the District.

ARTICLE 3 - REPRESENTATION

- 3.1 Duly authorized representatives of 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.
- 3.2 At the beginning of each school year a list containing the names of the authorized representatives of the TSS Unit shall be submitted to the Executive Director of Human Resources. This list should be submitted by September 15 of each year.
- 3.3 Nothing in this agreement is to be construed to preclude the personal appearance before the Board of any employee on his or her own behalf except as limited by the provisions of Section One, Article 16 of this agreement.
- 3.4 The TSS Unit 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. WPEA shall be allowed to utilize the school mail services provided by the District for WPEA information pertaining to the Unit.
- 3.5 Duly elected or appointed members of the Unit negotiations team shall be allowed paid release time to participate in direct negotiations with the District.

- 3.6 TSS Unit observers will be allowed up to four (4) hours for committee work and up to an additional eight (8) hours to participate in direct negotiations with the District.
- 3.7 The TSS Unit shall be represented on the District committee which recommends the school calendar each year to the Board of Trustees. The representatives will be a TSS Unit officer or designee.

ARTICLE 4 - PRIOR EXPERIENCE

- 4.1 In determining the starting pay for newly hired employees to the district, the District may consider appropriate Technical and Support Services training and Technical and Support Services job related experience as determined by the Executive Director of Human Resources. 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.
- 4.2 If it is determined that a position is in a hard to recruit occupational classification, the Executive Director of Human Resources, Superintendent, and position supervisor may authorize hiring at any point in the appropriate salary schedule. The position must have been advertised and remained without qualified available applicants for a period of a minimum of twenty-one (21) calendar days.

ARTICLE 5 - PROBATIONARY PERIOD

- 5.1 The probation period for all Technical and Support Services personnel hired by the District shall be the first ninety (90) workdays of employment with the District. Employees must stay in their hired position for 90 workdays. Exceptions may be made due to extenuating circumstances as determined by the Superintendent or designee. 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.

ARTICLE 6 - DUTIES AND RESPONSIBILITIES

- 6.1 The responsibilities and duties of Technical and Support Services personnel shall generally be those set forth in the currently approved job description manual or line and staff chart approved by the Board of Trustees. Job descriptions specific to individual buildings, not in conflict with Board approved job descriptions, may be developed.
- 6.2 Whenever a current Technical and Support Services job description is changed, a new job description is prepared, or a current position is eliminated for a Technical and Support Services position, the District shall notify the president of the Unit.
- 6.3 The District shall maintain a current copy of all job descriptions and employees shall be required to maintain at least the minimum qualifications for the job which they are performing. Job descriptions will be available electronically to all unit employees.

ARTICLE 7 - IN-SERVICE TRAINING

- 7.1 Up to sixteen (16) existing contract hours with pay shall be provided for all Technical and Support Services employees to attend in-service, other trainings provided, approved, or directed by the supervisor. Additional hours may be provided by individual supervisors.
- 7.2 Management shall solicit employee input into the selection of topics for in-service training.
- 7.3 For in-service or classes to be considered for educational increment, they must occur outside of the duty day. For any in-service or class occurring during the duty day, the employee will be required to either make up the work time or take the approved amount of vacation time or personal time, to be eligible to count the hours toward educational increment. For the in-service training or class to count for educational increment, it must be pre-approved by the Executive Director of Human Resources.

ARTICLE 8 - NOON MEAL AND REST PERIODS

- 8.1 Technical and Support Services employees working less than five (5) hours a day shall be entitled to one fifteen (15)-minute duty-free rest period per day. Employees working five (5) hours or more per day shall be entitled to two (2) fifteen (15)-minute duty-free rest periods per day, one to be taken during the first part of the employees' workday and one in the latter part. Time during rest periods shall be considered time worked for purposes of calculating pay.
- 8.2 Technical and Support Services employees working more than five (5) hours a day shall be entitled to a thirty (30)-minute minimum duty-free lunch period. Time during which an employee is on her/his lunch period shall not be considered hours worked for purposes of calculating pay.
- 8.3 All employees who work the 3:00 p.m. to 12 a.m. shift or the 12 a.m. to 8 a.m. shift shall receive an uninterrupted meal period of twenty (20) minutes with pay during each shift.
- 8.4 Rest periods shall not be included in starting/ending workday periods, nor will they be combined to shorten the workday.
- 8.5 Rest periods may not be taken consecutively with meal periods except in conjunction with a wellness program which must be approved by the employee supervisor and the District Wellness Coordinator.
- 8.6 The District wellness program shall include District Wellness Coordinator approved classes or activities taken with the intent for physical fitness. Applications must be approved yearly by the supervisor and the District Wellness Coordinator using the District required form.

ARTICLE 9 - SAFETY

- 9.1 The Association and the District recognize the need for safety equipment and job safety procedure. Specified safety equipment will be provided for employees.
- 9.2 Due to the possibility that employees may be called upon to provide emergency services on behalf of the children within the 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.
- 9.3 The District agrees to make an effort to provide annual safety and accident prevention training to be taught by qualified personnel.
- 9.4 All employees involved in on-the-job accidents must provide their immediate supervisor with a detailed report of such accident immediately or as soon as practical.

ARTICLE 10 - WORKING HOURS AND PAID WORKDAYS

- 10.1 Established working hours within the day for Technical and Support Services personnel shall be determined by the building principal or supervisor. Supervisors may approve temporary and/or flex-time schedules for employees.
- 10.2 Seven (7) hours shall constitute a normal days' work for:
- Interpreters,
 - Speech Language Pathology Assistants,
 - Vision and Hearing Technicians, unless individual contract specifies otherwise.
 - Twelve (12) month employees will work a two hundred sixty (260) day contract;
 - Ten (10) month Clerical employees will work a two hundred five (205) day contract;
 - Safety Monitors, Interpreters, Speech Language Pathology Assistants, Occupational Therapy Assistants and Physical Therapy Assistants will work a 188-day contract.
 - Vision and Hearing Technicians will work a one hundred seventy-eight (178) day contract.
 - Nutrition Services Warehouse employees working hours and days shall be determined by the Nutrition Services Program Administrator.
- 10.3 All TSS employees will be given their contract calendar for the next year prior to their last contract date pending board approval.
- 10.4 Full-time Technical and Support Services personnel shall work an established eight (8) hours per working day unless the employee and supervisor mutually agree to a shortened workday. This must also have Human Resources approval.

- 10.5 New positions or vacant positions may be reviewed by the administration. New or vacant positions may be posted and filled for less than eight (8) hours if justified by changing workloads, redistribution of workload or other job-related factors.
- 10.6 It is understood that starting and quitting times shall be established by the appropriate supervisor at the beginning of the school year. During the school year the basic starting times and quitting times for the regular shift of any employee or group of employees shall not be changed without mutual agreement of both parties to the agreement. These changes shall be verified in writing if requested.
- 10.7 Employees whose normal shift commences at or prior to 4:00 a.m. or at or after 3:00 p.m. shall be paid a shift differential of seventy-five dollars (\$75) per month for each month in which the shift is worked.
- 10.8 Paid workdays shall include days an employee is required to be at work, an authorized paid leave (vacation leave, holiday leave, personal circumstance leave, professional leave, emergency closing, sick leave, or suspension with pay), or attending paid in-service training.
- 10.9
- a. Integrated Trades department and other assigned employees working on special circumstance days (i.e., snow removal situations or special event set ups) may work a straight seven (7) hour shift with no breaks or lunch and be paid for an eight (8) hour shift.
 - b. When the special circumstance day of work falls in a shortened work week due to high school graduation, compensatory time for hours worked will be granted at one and one half (1 1/2) times the rate of hours earned or an employee may be paid at one and one half (1 1/2) times for actual hours worked on the special circumstance day.
- 10.10 In the event of inclement weather situations, supervisors may direct employees to work during approved leave situations. If the employee works, he/she shall receive premium pay at one and one half of their normal hourly pay for actual hours worked. If during a holiday, holiday pay will be paid in addition to premium pay.
- 10.11 Volunteer Club sponsor: Daily contract hours will be in place as long as the sponsor's time does not impact daily duties or job requirements. Club sponsor volunteer time will be clocked under Volunteer job code.

ARTICLE 11 - WORKING CONDITIONS

- 11.1 Technical and Support Services employees alleging unsafe working conditions will make a report regarding the conditions or hazards to their immediate supervisor. If the issue is not resolved at this level, the employee may report the unsafe working conditions to Risk Management. In an attempt to resolve the issue, Risk

Management will initiate an investigation of the complaint within twenty-four (24) hours.

- 11.2 Employees alleging unsafe working conditions are protected from any form of reprisal or retribution by any supervisor employed by the District. No prerequisites, 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.
- 11.3 Transportation and Facility Management mechanics are permitted, at their request, to have a bi-annual physical examination to include a blood test for heavy metals and carbon monoxide and a chest x-ray to be analyzed for spotting on the lungs at the District's expense. Other employees of the Unit may be entitled to a physical exam at no cost if, in the performance of their duties, a federal regulatory agency requires a medical monitoring program.

ARTICLE 12 - ANNUAL EVALUATION

- 12.1 Supervisors shall complete annual written evaluations on an approved District form for those Technical and Support Services personnel under their supervision within thirty (30) days prior to the end of the employee's contract year. This evaluation shall be reviewed by the supervisor with the employee involved, and the employee shall be given the opportunity to sign and make written comments on the same following the joint review. If the employee refuses, the immediate supervisor shall so indicate on the evaluation.
- 12.2 All probationary Technical and Support Services personnel shall be evaluated by the supervisor during the probationary period. The evaluation shall be signed by the supervisor and the employee shall be given an opportunity to sign the same. If the employee refuses, the immediate supervisor shall so indicate on the evaluation. Evaluations shall be maintained in the employee's personnel file.
- 12.3 Employees shall be entitled to receive a copy of their evaluation. 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.
- 12.4 Every employee shall have the right to inspect his/her file according to the guidelines set forth in Board policy.
- 12.5 No evaluation, correspondence or other materials making reference to an employee's competence or character shall be placed in the personnel file of the employee without requesting the employee to sign the document and without giving the employee an opportunity to attach his/her own comments.
- 12.6 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 13 - DISCIPLINE AND DISCHARGE

- 13.1 Discipline and discharges shall be for unsatisfactory work performance, neglect of duty, or misconduct on the job. Immorality, insubordination, gross negligence, serious criminal wrongdoing or any good and 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 Association of all terminations and the reasons therefore at the time of notification, or as soon thereafter as practicable. In meeting with the employee where termination or discipline is being considered, the employee may request that a representative be present during investigatory interviews with the employee. The employee will be given adequate time for representation.
- 13.2 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 stage 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 documented 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.
- 13.3 All employees will receive a copy of their respective reprimands.
- 13.4 Any employee who considers that he/she has been disciplined without good cause, or WPEA acting on his/her behalf, shall have the right to appeal to the Executive Director of Human Resources such discipline in accordance with the agreement. A probationary employee may appeal disciplinary action, other than discharge.
- 13.5 Any employee, except probationary employees during their first ninety (90) days of employment, who considers that he/she has been discharged without good cause, or WPEA acting on his/her behalf, shall have the right to appeal their discharge from employment in accordance with the agreement.
- 13.6 The removal of a notice of discipline and discharge action from an employee's personnel file shall occur upon the request from the employee or recommendation of supervisor and agreement of the Executive Director of Human Resources after

one (1) calendar year from the date of the discipline and discharge notice if it is determined that no documented disciplinary action has occurred within twelve (12) months of the original discipline and discharge notice.

The employee shall make written request to a committee which may consist of any of the following:

1. Executive Director of Human Resources
2. Executive Director of Support Operations
3. Technical and Support Services Administrator, and
4. An employee representative(s).

The employee should be notified of the committee’s decision within thirty (30) days after written request is received.

ARTICLE 14 - POSITION ELIMINATION

- 14.1 In the event the dissolution of a job classification or position is found necessary by the District, the employee in that position will be placed in suitable and comparable employment for which they qualify within the District, if possible.
- 14.2 Whenever a current Technical and Support Services position is eliminated, the District shall notify the president of the Unit.
- 14.3 If no vacant positions exist in the District, the employee shall be separated under the same conditions as an employee separated due to a reduction in force. The employee shall have re-hire rights to vacancies in the Unit for a period of twenty-four (24) months from the date of separation.
- 14.4 Upon reinstatement, the employee shall be reinstated to previous seniority status.

ARTICLE 15 - REDUCTION IN FORCE

- 15.1 The Board of Trustees shall determine the number of positions to be reduced and in what areas and/or units based upon the needs of the District.
- 15.2 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. DOE will be the more recent date of hire in the District.-Layoffs of identified positions shall begin with temporary and probationary employees and proceed to other employees with the most recent DOE within those areas of the identified units.
- 15.3 When employees have the same DOE, reduction in force (RIF) decisions shall be based on the employee's evaluations, work history, preparation, previous

experience, assignment location, and supervisor's recommendation.

- 15.4 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 skills requirements.
- 15.5 Rehiring of RIFed employees in their particular area shall be reinstated in reverse order of termination, provided they meet the certification or skills requirements. However, RIFed employees with temporary or probationary status will not have rehire rights.
- 15.6 Rehiring rights of RIFed employees shall be limited to one (1) year from date of layoff, unless modified by negotiated agreement. RIFed employees must maintain a current mailing address and phone number with the District Human Resources Office and must respond to rehiring position offer within five (5) days after receipt of vacancy notice. The rehiring position offer shall be sent by certified mail. Failure of employees to maintain current mailing address and phone number will waive rehire rights.
- 15.7 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-hour variance) and similar assignment, and contract year. Qualified RIFed employees may apply for vacancies in non-RIFed units, or vacancies in other RIFed units, after all qualified RIFed employees of the RIFed unit have been rehired. Rehired employees shall retain previous seniority rights.
- 15.8 The District has no requirement to create or combine positions in rehiring procedures (i.e., combining part-time positions to create full-time positions).
- 15.9 Employees shall not be granted a leave of absence in order to escape the RIF procedure.

ARTICLE 16 - PROMOTION/VOLUNTARY DEMOTION

- 16.1 If a current employee of the District applies for and is hired for a vacant position with a starting pay higher/or lower than their current pay, they will be compensated at the base pay of the new position.
- 16.2 Experience steps for relevant in-district experience may be added to the base pay, if applicable to the new position, as approved by the Executive Director of Human

Resources.

ARTICLE 17 - SENIORITY

- 17.1 Seniority is defined as the length of continuous service that 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. Seniority shall apply to regular shifts, classifications, promotion, lay off or reduction in staff as follows:
- A. In all cases of promotions and transfers to fill open jobs, qualified employees shall be given preference, all things being equal, over new applicants for employment, except where such jobs require licensed or certified employees, and none exists.
 - B. To aid in the administration of this section, job vacancies shall be posted for a period of five (5) workdays on the District website (www.laramie1.org) to give all employees an opportunity to apply. Job posting shall include the shift times, days of work, job classifications, range, and rate of pay. Exceptions to the five (5) day postings may be made by the Executive Director of Human Resources in extenuating circumstances.
 - C. All applicants who are denied promotion shall receive communication, upon request, from his/her supervisor setting forth the reasons to enable the employee to correct any deficiency and to qualify them for further promotion.
 - D. The provisions of paragraph "A" and "B" shall also apply for transfers to a less rated job. Applicant must move to the applicable pay scale.
 - E. It is recognized that employees under the scope of this agreement shall also have the right to apply on positions outside of the bargaining unit and full rights to return as specified in "D" on this article, if a position is available.
 - F. An administrative transfer of an employee to another position for legitimate reasons may be initiated by the Superintendent or his designee (see Board Policy, Chapter VI Section 6 Assignment and Transfer of District Personnel). Before the transfer is affected, the employee involved must be notified of the transfer. Circumstances of the transfer must be fair and reasonable.
- 17.2 Seniority shall be lost if an employee resigns or is terminated as outlined in Section Two, Article 20 - Discipline and Discharge.

ARTICLE 18 - VACANCY ANNOUNCEMENTS

- 18.1 Whenever vacancies occur, Technical and Support Services personnel can locate

this information on the District website (www.laramie1.org). Non-probationary Technical and Support Services personnel will be considered for these vacancies before probationary or new applicants are employed.

- 18.2 All Technical and Support Services personnel can locate this information on the District website (www.laramie1.org).
- 18.3 It will be the responsibility of the interested party(ies) to contact the supervisor in the area where said vacancy occurs.
- 18.4 It is recommended that vacancies for all positions be filled on a basis of and in the following order:
 1. Qualifications for said position.
 2. Seniority in the Unit.
 3. Prior experience in the Unit.
- 18.5 Technical and Support Services vacancies shall not be closed prior to the completion of the five (5)-day posting. Current Technical and Support Services personnel shall be given an interview, if: (a) application is made within five (5) days, (b) the applicant meets the minimum qualifications, education/certification/license requirements, and/or has eligible job experience for the job as outlined in the job description. Otherwise, supervisors will be allowed to pre-screen applicants for a possible interview.
- 18.6 Whenever an employee transfers within the District, the Executive Director of Human Resources or his designee may coordinate the transition of the employees involved. This may require extra hours with pay being granted to the trainer and the trainee during a transition period which shall not exceed five (5) working days.
- 18.7 Prior to posting positions, job descriptions shall be reviewed or developed by the immediate supervisor and approved by the Executive Director of Human Resources.
- 18.8 If a position is identified as hard to fill, Executive Director of Human Resources holds the right to adjust starting rates to fill the position based on the departmental administrator completing a local market analysis of similar positions. All changes to salary must be approved through cabinet with documented rationale. If approved, pay will be adjusted for both existing and new personnel in these positions. All changes will be sent to the Unit President upon approval.

ARTICLE 19 - GRIEVANCE PROCEDURE

- 19.1 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.
- 19.2 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
- 19.2 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 workdays 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), witnesses, 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.
- 19.3 Pre-grievance: All parties shall be informed of the possible grievance. A meeting may be scheduled to try to resolve the issue at the lowest level.
- 19.4 Level I

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

The grievant shall present his or her 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.

Within three (3) days of the meeting, a written statement shall be developed by the employee. Management may add comments then the statement will be signed by all parties to document the outcome. Copies of this statement shall be given to all parties involved. A copy will go to the grievance file at the department/building level or will be forwarded to the Executive Director of Human Resources if the decision is to proceed to Level II.

19.5 Level II

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

The 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.

19.6 A meeting shall be held between all parties involved and the Superintendent with every effort to resolve the grievance.

Time Limit: Ten (10) days to complete after receipt of the written statement elevating to the Superintendent. Exceptions to this timeline may be changed by mutual agreement.

The outcome to 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 the outcome. Copies of this statement shall be given to all parties involved and kept in the grievance file.

19.7 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 20 - COLLABORATIVE DECISION-MAKING TEAM (CDM)

- 20.1 Decisions to improve school effectiveness and climate provide the best opportunity for success when they are developed collaboratively. Collaborative Decision-Making Teams (CDM Teams) may be formed at each building or department.
- 20.2 A TSS unit employee can serve on CDM team in their building/department and follow another unit's CDM process as outlined in another negotiated agreement.
- 20.3 If a CDM team is needed or requested by the building/department, TSS unit employee(s) and the building/department administration shall be responsible for forming the CDM Team. Each building/department staff shall decide the membership, which may include (1) representative from each of the following sub-groups.
 - Classified staff
 - Administration
 - Supervisor
 - Certified staff
 - Other departmental positions, as needed

Terms of membership and additional members may be decided at the building/department level. Specific sub-groups may be convened to address internal concerns. All sub-group recommendations shall be reported to the CDM Team for action.
- 20.4 If the building/department chooses to create a CDM team then:
 - A. At the first CDM Team meeting of the year, the Team shall, by consensus, determine:
 - Chairman
 - Training (full or refresher) needs
 - Frequency of meetings
 - Method of communication to constituents
 - Process of developing agenda
 - Distribution of minutes
 - Establish whether time for TSS unit members will be paid as comp time or regular compensation according to the Fair Labor Standards Act.
 - B. The CDM Team, by consensus:
 - May develop and review building/department policies and procedures;
 - Shall offer assistance and advice to the administration;
 - May review and help implement department improvement plans.
- 20.5 Training shall be offered by the District to facilitate implementation of the CDM process.

SECTION IV

ARTICLE 1 - HOLIDAY LEAVE

- 1.1 All twelve (12)-month personnel 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:

- Presidents' Birthday
- Two (2) days during spring break
- Memorial Day
- Independence Day
- Labor Day
- The day before Thanksgiving Day
- Thanksgiving Day and the following Friday
- Christmas Day and two (2) additional days during the Christmas recess
- New Year's Day and one (1) additional day during the Christmas recess

TSS Unit Employees on a 260 day contract may have up to one contract day of leave with pay during the week of Cheyenne Frontier Days. Leave times should be arranged and approved by the employee's supervisor.

- 1.2 All ten (10)-month Clerical and Nutrition Services Warehouse personnel 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:

- Presidents' Birthday
- Two (2) days during spring break
- Labor Day
- The day before Thanksgiving Day
- Thanksgiving Day and the following Friday
- Christmas Day and two (2) additional days during the Christmas recess
- New Year's Day

- 1.3 Other personnel of this Unit 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 as follows:

- Vision Technician
- Safety Monitors
- Interpreters
- Speech Language Pathologist Assistant
- Hearing Technicians

- Presidents' Birthday

One (1) day during spring break
 Labor Day
 Thanksgiving Day and the following Friday
 Christmas Day and two (2) additional days during the Christmas recess
 New Year's Day

- 1.4 If any of those holidays fall on Saturday, the employee shall receive the Friday before as the holiday; and if the holiday falls on Sunday, the employee shall receive the Monday after as the holiday in accordance with the school calendar unless school is in operation on an identified legal holiday. In that case, employees shall receive the Friday and an additional day in the preceding week.
- 1.5 In the event an employee works on any of the holidays listed above, he/she shall receive regular pay for the holiday, plus pay at the rate of time and one-half (1 1/2) for all hours worked on the holiday.

ARTICLE 2 - VACATION LEAVE

- 2.1 Full-time permanent Unit personnel employed on a twelve (12)-month basis shall receive vacation time 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 and over	continuous years of service = 25 days per year

Technical and Support Services Unit members hired before July 1, 1998 will be placed on the above rate or may remain on the specific unit 1997-98 contract rate so that no employee experiences a loss in vacation accrual rates. Upon qualification, all employees will be eligible for the "15 and over" rate of twenty-five (25) days per year.

- 2.2 Continuous years of service are years of service in the District. Employees may accrue a maximum of two (2) years of vacation days. Any hours beyond the maximum carry over allowance will be paid at the employee's current hourly rate at the end of the contract year.
- 2.3 Employees, in a crisis situation, may petition the Executive Director of Human Resources or designee to receive payment for unused vacation days, at the hourly rate of pay.
- 2.4 Any unused vacation time will be paid in full at the time of termination of the employee.
- 2.5 When transferring from a ten (10)- to a twelve (12)-month position, an employee's past years of service, determined by total months worked, shall

be counted towards the rate of vacation time earned, starting from the date of employment in the twelve-month position.

ARTICLE 3 – EMERGENCY CLOSING/VIRTUAL EDUCATION DAYS

3.1 This document outlines the reporting to work requirements and pay practices for staff in the event of an emergency district of school closure due to inclement weather, facility issues, natural disasters, etc. Exceptions to this document may be made by the Superintendent or designee.

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 TSS employees are required to physically report to work when the district/school is closed.**

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 and building closures.) 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 of one 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.

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 of one 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.

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.

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.

- Upon supervisory request, if designated employees report to work, they will receive a premium pay of one and one-half (1 1/2) of their normal hourly pay for actual hours worked.

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 in order for wages to be earned.

- 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 4 - LEAVE OF ABSENCE

- 4.1 A leave of absence without pay, including parental leave of absence, shall be granted to any employee that has four (4) consecutive years of employment with the District and having a good reason for extended absence from their employment.
- 4.2 Application for such leave of absence without pay shall be made in writing to the Superintendent of Schools or his designee.
- 4.3 Such leave of absence shall not exceed one (1) year, except that the Board may, at the request of the employee involved, extend any leave of absence.
- 4.4 It is agreed that such leave of absence shall not affect previously accumulated seniority and that the employee on leave of absence shall return to the same classification and shall accumulate seniority.
- 4.5 If leave is approved for less than one calendar year the employee will return to the same position, provided he/she informs his/her supervisor of the return at least thirty (30) calendar days prior to return. The vacated position will be filled as and posted on a "temporary" basis until the regularly assigned employee returns from said leave.
- 4.6 If the leave is approved for more than one calendar year, the District will make every effort to return the employee to the same position as he/she held previously to the leave of absence. If that position is no longer available, then the employee will be assigned to another position within the same classification.

ARTICLE 5 - ASSOCIATION MEETINGS

- 5.1 The Technical and Support Services Association of Laramie County School District Number One may meet three (3) times a year during school time. Technical and Support Services employees shall be released fifteen (15) minutes prior to scheduled meeting times to attend. School facilities may be used for such meetings. Approval will be obtained from the Executive Director of Human Resources for specified dates.

ARTICLE 6 - ASSOCIATION LEAVE

- 6.1 The District shall grant the Technical and Support Services Unit up to a maximum of ten (10) days association leave to WPEA Board member(s) or

Technical and Support Services Association officers and/or District representative to attend WPEA training and/or other official Association functions. If a member of this Unit is elected as a State Board Member, an additional four (4) days with pay shall be granted to that member or their designee. Such leave will be granted only if it is not detrimental to District operations. Official functions shall be defined as Delegate Assembly, WPEA Board Meetings, WPEA Board approved functions, representation, or assistance of a WPEA member with school district issues, and/or assigned representation on TSS Unit committees.

- 6.2 The WPEA shall notify the District at least fifteen (15) days in advance of the dates of an official Association function requiring the participation of a WPEA Board Member or Technical and Support Services Association officer and listing the name(s) of the employee(s) who will attend.

ARTICLE 7 - PERSONAL CIRCUMSTANCE LEAVE

- 7.1 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 reasons for the denial. Employees hired on or after January 1 shall be granted one (1) day of personal circumstance leave.
- 7.2 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.
- 7.3 Leave for personal circumstances may be denied when it is determined detrimental to the efficient operation of the District. Denied personal circumstance leave may be appealed to the Executive Director of Human Resources.
- 7.4 Personal leave (including Personal Circumstance Leave) may not be taken by classified personnel before or after any holiday, during the first two (2) weeks or during the last two (2) weeks of school. Permission may be granted by the Executive Director of Human Resources in exceptional cases to use personal circumstance leave during this time period. During all other times, personal circumstance leave may be used with supervisor's permission.

ARTICLE 8 - SICK LEAVE

- 8.1 Employees of the Unit shall earn one (1) day (equivalent to normally scheduled hours per day) of accrued sick leave with pay for each month worked during a contract year.
- 8.2 There shall be no limit on the accrual of sick leave.
- 8.3 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 TSS 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.
- 8.4 A supervisor shall 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.
- 8.5 An employee returning from sick leave that has been granted for less than three hundred sixty-five (365) days 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 sick leave that has been granted for three hundred sixty-five (365) days shall be placed in a position equivalent to the one he/she held prior to the start of the leave.
- 8.6 Employees not receiving Worker's Compensation benefits will receive paid leave during the initial twenty (20) days 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 must be verified by a physician statement. Upon exhaustion of the twenty (20) days the employee may utilize sick leave.
- 8.7 Members of the Unit receiving salary benefits from Worker's Compensation shall not use sick or vacation leave in conjunction with Worker's Compensation benefits.
- 8.8 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 One combined.

8.9 A member of the Unit, who has a minimum of ten (10) consecutive years of service with the District 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

(i.e., Any member of the Unit with an accumulation of two hundred fifty [250] unused sick days would be paid seven thousand five hundred dollars [\$7,500] compensation)

ARTICLE 9 - SICK LEAVE BANK

9.1 A member of the Unit that has at least ten (10) days of accumulated sick leave may designate any leave above and beyond the ten (10) days for a sick donation.

9.2 A member of the Unit may request the use of sick leave days in the Bank. The request must be made on Technical and Support Services Request Form and be certified as necessary by the attending health care provider, provided (1) that the member has exhausted his/her own sick leave, personal days, and vacation; (2) that the member has worked for the District for twelve (12) months and completed one thousand two hundred fifty (1,250) hours; (3) that he/she may use only the number of sick leave days from the Bank which equals the time between the expiration of his own sick leave and the effective date for receipt of benefits under his disability insurance; (4) the sick leave board herein referred to approves the use of sick leave days from the Bank.

9.3 A Sick Leave Board consisting of an administrator appointed by the superintendent and five (5) members selected by the members of the Unit shall determine the number and donor origin of days designated for the Sick Leave Bank and approves the number of days to be used by members of the Unit. Any days remaining in the bank at the end of a contract period shall be carried over into the next contract year.

9.4 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.

- 9.5 The Sick Leave Board shall establish and publicize guidelines and procedures for the operation of the Sick Leave Bank.
- 9.6 Upon termination of employment with the District, a member of the Unit may donate unlimited hours to the Bank or to any employee of the Unit. Undesignated sick leave will go to the Unit's sick leave bank.
- 9.7 The sick leave bank committee may approve or deny any requests.

ARTICLE 10 - FAMILY MEDICAL LEAVE

- 10.1 Employees shall be entitled to a total of twelve work weeks of (either paid or unpaid) leave during any twelve (12)-month period. Such leave shall be granted to an employee for the birth or placement of a child for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or, to take medical leave when the employee is unable to work because of a serious health condition. The twelve-week leave period shall include employee's accrued sick leave and earned vacation. If the employee's accrued sick leave and vacation leave total is less than twelve weeks, the time remaining can be taken as unpaid family and medical leave. Eligible employees will be determined using current Federal regulations. (Contact the District Human Resources office for further information if FMLA appears applicable.)
- 10.2 The District will maintain group health insurance coverage for an employee on family medical leave on the same terms as if the employee had continued to work. If the employee does not return to work following family and medical leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle them to family and medical leave; or (2) other circumstances beyond their control, the employee may be required to reimburse the District for any portion of health insurance premiums paid on behalf of the employee during family and medical leave.

ARTICLE 11 - PARENTAL LEAVE

- 11.1 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. Leave shall not exceed three hundred sixty-five (365) days in duration, provided that additional leave may be allowed for a time certified as necessary by the attending physician. The employee shall maintain his/her fringe benefits and shall return from parental leave at 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.

- 11.2 An employee returning from 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.
- 11.3 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.

ARTICLE 12 - BEREAVEMENT LEAVE

- 12.1 Bereavement leave with pay shall be granted by the immediate supervisor of the employee 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 13 - ELECTION LEAVE

- 13.1 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 absents 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.
- 13.2 If the District is unable or fails to allow a Technical and Support Services employee one (1) hour off with pay to vote as provided by Wyoming Statute, the employee will be paid for one (1) additional hour in the current pay period.
- 13.3 Employees may voluntarily waive the provisions of this article.

SECTION V

ARTICLE 1 - GROUP LIFE AND 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. The employee shall pay one dollar and sixty cents (\$1.60) a month for the dependent life insurance premium. This is effective July 1 through June 30.

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 pay ninety-two percent (92%) of the monthly premium. The member of the Unit shall pay eight percent (8%) of the monthly. Representatives of the employee group covered by the plan shall be involved in determining the specifications when policy renewal is necessary.
- 2.2 Any member of the Unit who takes an early retirement as authorized by law or policy, may, by paying his 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.
- 2.3 If, in the future, the District provides benefits for employees injured on the job, not covered by mandated Workers' Compensation Insurance, members of the Unit shall receive the same benefit.

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 VIARTICLE 1 - PAY DISTRIBUTION

- 1.1 Technical and Support 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 Technical and Support 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, the District shall deduct from the earnings of the requesting member of the Unit and remit those deductions to the recognized association.
- 2.2 It is understood that deductions for all members of the Unit shall be limited to employees receiving regular checks.
- 2.3 Members wishing to stop their deduction must notify the District and Association 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 - WAGE INCREMENT

- 3.1 Any wage increases may be awarded annually to all Technical and Support Services employees in accordance with the mutually agreed terms between the bargaining units representing the District and the Unit.

ARTICLE 4 - LONGEVITY PAY

Employees initially hired before July 01, 2023, shall be eligible for longevity pay in accordance with the table below. Employees hired after June 30, 2023, will not qualify for longevity pay.

- 4.1 Payment of longevity will commence on the first payroll following the anniversary of the employee's date of hire.
- 4.2 After completion of the fourth (4th) year of employment, longevity will be

paid as follows:

Year 5 through 9	\$30.00 per month
Year 10 through 14	\$40.00 per month
Year 15 through 19	\$55.00 per month
Year 20 through 24	\$95.00 per month
Year 25+	\$120.00 per month

- 4.3 All employees eligible to receive longevity payments shall receive the equivalent of twelve (12) payments.

ARTICLE 5 - OVERTIME COMPENSATION

- 5.1 Prior to the time that any overtime is worked with the appropriate supervisor's or Superintendent's approval, there shall be mutual agreement between the supervisor and employee on the overtime provision and compensation. The employee may select to be paid at the rate of time and one-half (1 1/2) or to take compensatory time at the rate of one and one-half hours (1 1/2) off for each hour worked.
- 5.2 If compensatory time is elected by the employee, it shall be taken at a time agreed upon by both the supervisor and the employee and will be taken within the same pay period if possible. Consideration will be given to employees for special events that the employee desires to attend. If circumstances prohibit the use of compensatory time, the employee shall convert unused compensatory time to overtime pay.
- 5.3 The District will comply with the Fair Labor Standards Act (FLSA) which includes the provision that overtime compensation cannot be waived due to an agreement made between the supervisor and employee.
- 5.4 Technical and Support Services personnel who normally work less than forty (40) hours per week shall be paid their regular hourly rate for additional hours worked up to and including forty (40) hours per week.
- 5.5 Employees may not be required to work overtime except in cases of emergencies that cannot wait until the next workday. Emergencies which meet the standard of this article are defined as any condition which, if not corrected immediately, will jeopardize human life or property.
- 5.6 An employee shall receive pay for a minimum of two (2) hours for any call from off-duty status. Provided he/she is eligible for overtime pay, he/she will be paid at the rate of time and one-half.

ARTICLE 6 - ADDITIONAL COMPENSATION

- 6.1 Special non-base pay adjustments may be approved by the Superintendent or designee subject to the following guidelines:
- A. Employees who believe that they have been assigned significant additional duties or tasks (e.g., due to the collapse of another position or the dissemination of duties from another position) for more than ninety (90) continuous calendar days must request the increase in writing through their supervisor(s). The request shall also include the rationale for the increase.
 - B. Upon approval from the supervisor, the request shall be forwarded to the Executive Director of Human Resources or designee. The Executive Director of Human Resources or designee may approve three (3) experience steps. If a request is denied by the supervisor, employee may follow the chain of command for an appeal.
 - C. For requests denied by Human Resources, rationale will be given to the employee in writing.
- 6.2 The increase will remain in effect for the duration of the assignment. If duties become a permanent part of the position, the job description will be updated after the one (1) year anniversary along with a permanent pay adjustment. Additional compensation awarded to an employee pursuant to this article will be removed when the additional duty is no longer performed. The employee shall be notified in writing prior to the removal of duties and increase.
- 6.3 Transportation mechanics who are required to be on-call will receive additional compensation at their regular pay for two (2) hours for on-call for any Friday duty, two (2) hours for on-call for any Saturday duty and two (2) hours for on-call for any Sunday duty.
- 6.4 The designated Triad Secretaries will be compensated ten dollars (\$10) per month, an annual amount of one hundred twenty dollars (\$120), due to additional workload.
- 6.5 Subject to supervisor's approval, school secretaries on a two hundred and five (205) day contract may be allocated up to sixteen (16) hours of comp time total for school year start up and school year ending work outside of their contract days.
- 6.6 Network engineers, systems analysts, project managers, and accountants with a master's degree from an accredited institution directly related to their current position shall receive an educational incentive of two thousand five hundred dollars (\$2,500) in addition to their annual rate of pay.

Clerical employees successfully obtaining CAP or OM certification shall be eligible for three (3) experience steps for each certification.

Similar certifications, that enhance an employee's ability to perform duties listed in their job description, may be submitted by employees to the Executive Director for Human Resources. Proposed certifications will be reviewed for substantial equivalence with currently approved certifications and may result in similar certification increases. (Up to six [6] experience steps).

Mechanics who are required to supply their own tools shall receive a tool allowance of seven hundred fifty dollars (\$750) annually paid in twelve (12) monthly payments.

Mechanics successfully obtaining and maintaining Automotive Service Excellence (ASE) certification will be eligible for a three (3) experience steps and a one (1)-time two hundred fifty-dollar (\$250) tool allowance.

If a position is identified as hard to fill, Executive Director of Human Resources holds the right to adjust starting rates to fill the position based on the departmental administrator completing a local market analysis of similar positions. All changes to salary must be approved through cabinet with documented rationale. If approved, pay will be adjusted for both existing and new personnel in these positions. All changes will be sent to the Unit President upon approval.

ARTICLE 7 - MILEAGE

- 7.1 Members of the Unit in the performance of their duties as assigned by their supervisor required to use their personal vehicle for District use, shall be reimbursed by the District at the current rate per mile set by IRS guidelines. All mileage must be reported on the appropriate District form.

ARTICLE 8 - SAVINGS CLAUSE

- 8.1 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 9 - EDUCATIONAL INCENTIVE AND REIMBURSEMENT

- 9.1 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 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.

- 9.2 Employees wishing to request reimbursement for professional growth will submit requests to the committee for approval. Upon completion of 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.
- 9.3 The committee will develop consistent forms and annual calendars for requests and approvals.
- 9.4 This process shall apply to professional learning and development that falls outside the employees (district supported/mandated) regular training and development.

ARTICLE 10 RETENTION BONUS

- 10.1 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.

- 10.2 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.
- 10.3 Any member of the TSS Unit who meets the retention bonus time requirement, but is denied, has the right to appeal to the Executive Director of Human Resources, with representation from WPEA.
- 10.4 (See board policy chapter 6 section 14)

ARTICLE 11 - RETIREMENT CONTRIBUTION

- 11.1 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%).
- 11.2 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.
- 11.3 Retiring employees seeking a substitute, temporary, or extra-duty position are eligible for rehire after a minimum 26-week separation period.
- 11.4 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.
- 11.5 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.

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%

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

TECHNICAL AND SUPPORT 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.

TECHNICAL AND SUPPORT SERVICES

2025-2026 MOU – LEAVE TIME

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

MOU – Leave Time

The Executive Director of Human Resources will form a committee to look at viable options for 10-month TSS employees to utilize leave time. Items to be considered but are not limited to:

- Paid Time Off (PTO)
- Accrued Sick Leave
- Sick Leave Bank

Team may include but is not limited to:

- No more than three 10-month representatives and three members of the TSS negotiations team from the TSS unit
- LCSD1 HR/Benefits department representatives
- LCSD1 Finance/Payroll department representatives
- School/Department Supervisor representatives

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

TECHNICAL AND SUPPORT SERVICES

DOCUMENT AUTHORIZATION

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

Wendy S. Gains 5-22-25
Wendy Gains – Representative of TSS 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