

## Summary of 2013 Classified Bargaining Agreements

May 2013

Representatives of School District Fremont RE-1 and the Cañon City Educational Support Personnel Association have reached a tentative agreement on the following items:

### Appendix B

#### Memorandum of Understanding: Classified Mentorship Program

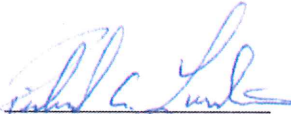
Recognizing the importance of providing new classified employees with a mentor so that their first year with Cañon City School District Fremont Re-1 is a smooth experience, and in order to help set them up for success, the District administration in cooperation with CCESPA leadership will periodically provide Mentor Training that will be available to any classified employee who has been with the District for at least one year. This training will typically take place every two to three years, depending on the demand for additional mentors.

Once mentors have received the training, they may be selected to serve as a mentor for one or more new classified employees. Mentors will be chosen by the Director of Human Resources after consulting with building principals or supervisors regarding the staff in their buildings who need mentors and the staff that are trained as mentors. There is no obligation for a mentor to be required to serve as a mentor, and there is no guarantee that once a person is trained as a mentor that they will be selected as a mentor. Assignments will be made that the administration feels are in the best interests of the new employees hired.

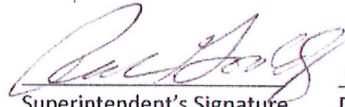
Classified mentors who are assigned should specifically NOT be evaluators or direct supervisors of the new employee. The intent of the mentorship assignment is to guide, advise, support, assist, provide helpful peer leadership, and be a positive role model to the new employee as they become more familiar and accustomed to the District.

Nothing in this M.O.U. precludes the District from assigning other classified staff members, who have not attended the mentor training, to provide assistance, guidance or training to new employees in their day-to-day jobs.

Credit/hours earned as part of the mentor training or mentor assignments will be approved based on the most recent stipulations, procedures, rules or policies that govern classified lateral pay movement.

  
CCESPA President Signature

2-20-13  
Date

  
Superintendent's Signature

2-20-13  
Date

---

### Language Correction in Article 8-1-1

#### 8-1-1 Level One

In the interest of fairness and the desire to settle issues at the most immediate level, the grievant will meet with his/her building administrator ~~of~~ or department supervisor for the purpose of presenting and discussing the alleged violation. The supervisor will schedule a meeting within five (5) working days.

The grievant may be accompanied by a member of the Association. This option is available at any level.

Within five (5) days following the meeting, the building administrator or department supervisor will communicate a written decision to the grievant on the approved form.

---

### Change of Name of CCESPA

The defined name of CCESPA will be changed from "Cañon City Educational Support **Personnel** Association" to "Cañon City Educational Support **Professionals** Association." This change will be reflected throughout the Classified Master Agreement any time CCESPA is defined

---

### Language Revisions Regarding Due Process and Master Agreement Communication

Article 11-2-1 will be replaced by the following wording:

11-2-1 Representation

A classified employee, at his or her option, may have an Association representative present at any conference that involves a reprimand of the classified employee by, or a disagreement with, any member of the District administration. When the classified employee desires that an Association representative be present at such conferences, the classified employee will arrange for the representative's presence within two (2) days. In case of a serious parental complaint about the classified employee, every effort will be made to resolve the complaint with the involvement of the classified employee, parent, and principal, when possible.

.....and the following will be added to the Master Agreement as Article 3-13:

3-13 In an effort to advise each employee of their rights within the Master Agreement, two (2) paid 30 minute meetings will take place each school year. One of those meetings would take place during New Classified Employee Orientation and the second meeting would occur at each building. These meetings may be conducted by Association representatives, administration or both.

---

## Appendix C

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CAÑON CITY EDUCATION SUPPORT PROFESSIONALS ASSOCIATION  
AND  
THE FREMONT RE-1 SCHOOL DISTRICT**

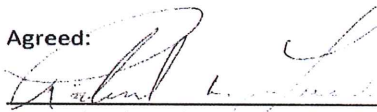
### DEFINING WHEN ASSOCIATION LEAVE CAN BE USED

During the Spring 2013 collective bargaining discussions, there existed a desire to clarify whether or not there are certain work days that are not conducive to the use of leave identified within the master agreement as Association Leave. The current language of the master agreement does not speak to this issue.

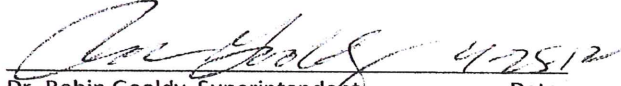
Both parties acknowledge that there is no disagreement as to the value of Association Leave days that are currently available, nor is there a desire or intent to change the number of days available.

Both parties agree that data shall be collected through the Human Resources Department indicating the number of Association Leave days used and when/if the days requested occur during a period that is normally restricted for annual leave days. This data will be reviewed prior to the Spring 2015 collective bargaining discussions to determine whether or not to continue working on the issue.

Agreed:

  
Mr. Richard Lundin, President CCESPA

4-25-13  
Date

  
Dr. Robin Gooldy, Superintendent

4-25-13  
Date

---

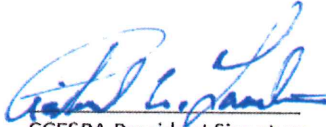
## Appendix D

**Memorandum of Understanding:  
Food Servers Wage Increase as a Result of Minimum Wage Federal Increase**

As a result of recent State of Colorado changes related to minimum wage earnings, Colorado Minimum Wage Order 29 requires minimum wage for non-tipped employees to be \$7.78 per hour effective January 1, 2013. This pay rate is currently higher than our base pay rate on the Food Service Servers pay rate schedule.

Therefore, beginning January 1, 2013, the base pay for a food server (FS1, Step 1) will be increased to \$7.78 per hour to meet the State of Colorado guidelines. This change will also increase the rest of the Food Service Servers pay rate schedule accordingly based on the current formulas in place in that schedule. This will result in all food servers receiving a raise because of those changes. Each food server will still remain on their current step and column of the pay rate schedule, but will see an increase in his/her hourly pay because of the change to the base pay.

This increase in pay will also more than satisfy the 1% increase that all employees are to receive as a result of the 2012 bargaining agreement that is scheduled to go into effect in the March 2013 paychecks. The base pay increase for food servers will be approximately 1.3%.

  
CCESPA President Signature

1-21-13  
Date

  
Superintendent's Signature

1-21-13  
Date

---

Pay/Benefits

- 1) 1.5% will be added to the base pay on all classified pay schedules effective July 1, 2013.
- 2) If the 2013 mill levy ballot proposal passes, an additional 2% will be added to all classified base pay schedules effective March 1, 2014. This pay increase will not be retroactive.
- 3) The following change will be made to Article 12-1 of the Classified Master Agreement concerning the District's contribution toward medical benefits:

12-1      Medical  
The District will contribute ~~\$3600.00~~ **\$3720.00** per employee in equal monthly installments of ~~\$300.00~~ **\$310.00** to be applied first toward payment of the employee-only premium for the District's group health insurance program, and then toward payment of the employee-only premium for the District's group dental health insurance program.

- 4) The following change will be made to Article 7-5-1 of the Classified Master Agreement concerning the purchase of additional Annual Days beginning July 1, 2013:

7-5-1      Classified employees in years 1-4 of service shall be granted one (1) annual leave day at the beginning of each fiscal year. Classified employees beginning their fifth year of service and beyond shall be granted two (2) annual leave days at the beginning of each fiscal year. When requested by the employee, an additional annual leave day may be used by trading in two (2) sick days. When requested by the employee, a second additional annual leave day may be used by trading in three ~~(3)~~ **an additional two (2)** sick days. **(Revised July 1, 2013)**

Agreed: May 23, 2013

  
\_\_\_\_\_  
(CCESPA President)

5-23-13  
\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
(Superintendent)

5-23-13  
\_\_\_\_\_  
(Date)