

## INDEX

### A

AFSCME and TAAP Labor-Management Committee .....	49
Absence from Work Location	
General .....	105
Building and Related Services .....	147-148
Clerical and Technical .....	213-214
Custodial Services and Campus Protection Officers .....	172-173
Food Services .....	184
Transportation Services .....	240-241
Accident Prevention (Transportation) .....	222
Additional Compensation for Work in Higher Classification	
General .....	89-90
<b>Custodial Services and Campus Protection Officers</b> .....	175-176
Clerical .....	190
Food Services .....	187-188
Adoption Leave .....	37
Adult Education and Summer School	
Clerical Positions .....	191
Adult Education Classes .....	49
<del>Air Conditioning License Pay .....</del>	<del>13</del>
Annuity Program (Deduction) .....	13
Appeal of Suspension, Discharge or Reduction in Rank .....	93-94
<del>Apprenticeship Program (see Training Committee Program) .....</del>	<del>159</del>
Arbitration .....	98-99
Assaults and Assault Leave.....	46-48
Assault Due Process, Students .....	48
Athletic Events, Tickets for .....	74
Authority in Cafeteria (Food Service) .....	177
Authorized Absence from Work Location .....	115
Authorized Deductions, Payroll .....	13

B

Bidding Procedure

General Provisions .....82-84  
Building and Related Services ..... 132-133  
Clerical and Technical ..... 192-196  
Custodial Services and Campus Protection Officers ..... 159-163  
Food Services ..... 178-179  
Transportation Services .....223-227

Bidding Seniority

General .....84-86  
Bus Aides ..... 227

Blood Donation ..... 49

Board Vehicles ..... 116-117

Boiler Operator (See Building Operator)

Breaks (See "Rest Periods")

Budget Hearings ..... 11

Building and Related Services

Bidding Procedure ..... 132-133  
Building Checks ..... 133-134  
Building Group Level Determination ..... 134  
Building Operator License ..... 134-135  
Building Operator Trainee Program ..... 135  
Building Permit Procedure ..... 135-137  
Commercial Driver's License ..... 117-118  
Compensatory Time ..... 144-145  
Demotion - Voluntary/Involuntary ..... 154  
~~Electronic Work Order and Building Permit Systems ..... 137-138~~  
Subcontracting ..... 137-138  
Grounds Personnel ..... 138-139  
Hand Tool Allowance ..... 139-140  
Hazard Pay ..... 140-141  
Hours of Work ..... 141-142  
License ~~Pay~~ **Reimbursement** ..... 142  
Maintenance Work in Buildings ..... 142  
~~OPOTA Certification ..... 142~~  
~~Overtime Distribution ..... 142~~

Overtime Rates .....	143-145
Overtime Rotation .....	144-147
Positions .....	6-7
Relief Assignment of Building Operators .....	145-147
Reporting Absence and Return to Work .....	147-148
Safety Committee .....	148
School Operator's Responsibility .....	148-149
Second Shift .....	149-152
Sub Pool .....	152
Utility Driver/Substitute Pool .....	154-155
Vacation - Operators and Heating Maintenance .....	154
Wage Schedule.....	19-20
Weather Delay Program.....	155
Building Checks .....	133-134,143,146-147,163
Building Group Level Determination .....	135
<del>Building Level Meetings .....</del>	<del>.....</del>
Building Operator License .....	134-134
Building Operator Trainee Program .....	135
Building Permit Procedures.....	135-137, 163-165
Bumping Rights	
General .....	3, 50, 99-101
Clerical and Technical.....	219-220
Transportation .....	228-229
Burglary and Vandalism .....	113
Bus Aides, Staffing .....	245-246
Bus Inspection .....	229-230

## C

C .O. B. R. A. ....	61-62
Cafeteria, Cleaning of .....	116
Calamity Days	
General .....	50
Building and Related Services .....	144
Custodial Services and Campus Protection Officers .....	172
Calendar Committee .....	50-51
Call Back Pay .....	51

Career Advancement Opportunities .....	196
Cell Phone Usage .....	114
Check-Off of Union Dues .....	12
Check Ride (Transportation) .....	230-231
Child Care Leave .....	37-38
Classifications	
Building and Related Services .....	6-7
Clerical and Technical .....	7-8
Custodial Services and Campus Protection Officers .....	7
Food Services .....	7
Transportation Services .....	8-9
Clean Up Days (Food Service) .....	179
Cleaning After Day Sessions .....	115
Cleaning After Evening Sessions .....	110
Cleaning of Drains and Gutters .....	111
<del>Cleaning of Grease Traps, Exhaust Fans and Filters .....</del>	<del>.....</del>
Clerical and Technical Services	
Additional Compensation for	
Work in Higher Classification .....	189-191
Adult Education and Summer	
School Clerical Positions .....	191
Bidding Procedure .....	192-196
Career Advancement Opportunities .....	196
Clerical Equipment and Supplies Committee .....	197
Clerical Handbook .....	197
<del>Clerical Pool .....</del>	<del>.....</del>
<b>Clerical Movement .....</b>	<b>197-198</b>
Clerical Specialist .....	8, 23
Clerical Staffing in Elementary,	
<del>Junior High and High Schools .....</del>	<del>215-217</del>
<del>Clothing Allowance .....</del>	<del>199</del>
College Degree Payment .....	196
Compensatory Time .....	199
Dispensing Medication .....	214
Flex Time .....	199
Hours of Work .....	200-203
Job Audit .....	206-208

Limited Rights Clerical Employees .....	207-210
New Technology .....	196
Overtime Approval .....	211
Overtime Emergency Situations.....	211
Overtime Rates .....	211-212
Peer Support Program .....	211-213
Positions.....	7-8
Professional Leaves .....	213
Reporting Absence and Return to Work .....	213-214
School Responsibilities - Clerical .....	214
Special Projects .....	214-215
Staffing Substitutes .....	217-218
Teacher Sick Calls at Home .....	214
Technical Layoff Procedure .....	218-220
Wage Schedule .....	22-23
Working Alone in Building .....	214
Clerical Equipment and Supplies Committee .....	197
Clerical Handbook .....	197
<del>Clerical Pool .....</del>	<del>.....</del>
Clerical Specialist .....	8, 23
Clerical Staffing in Elementary, <del>Junior</del> <del>High</del> and High Schools .....	215-217
Clothing Allowance	
<del>Clerical and Technical .....</del>	<del>199</del>
<del>Custodial Services and Campus Protection Officers .....</del>	<del>165</del>
<del>Food Services .....</del>	<del>179</del>
<del>Skilled Trades (Supply Allowance) .....</del>	<del>70-71</del>
<del>Transportation Services .....</del>	<del>231</del>
College Degree Payment (Clerical).....	197
Commercial Driver's License	
General .....	117-118
<del>Building and Related Services .....</del>	<del>.....</del>
Transportation Services .....	231
Compensatory Time	
Building and Related Services .....	144-145
Clerical .....	199
Compliance with Rules and Special Notices .....	115

Computer, Use Of .....	114
Conference Day .....	51
Conformance to Classification .....	88
Contamination with Vomited Matter .....	111
Court Appearances .....	64-65
Court Order Processing Fee .....	13
Credit Union and other Authorized Deductions .....	13
Critical Illness in Family Leave .....	28
Custodial Crew Leader's Responsibilities .....	166
Custodial Services and Campus Protection Officers	
<b>Apprenticeship Program(Training Committee Program) .....</b>	<b>159</b>
Bidding Procedure .....	159-163
Building Checks .....	163
<del>Building Level Meetings .....</del>	<del>.....</del>
Building Permit Procedure .....	163-165
Calamity Days.....	172
<del>Clothing Allowance .....</del>	<del>166</del>
<b>Compensation for Work in Higher Classification .....</b>	<b>175-176</b>
Custodial Crew Leader's Responsibility .....	166
Demotion - Voluntary .....	174
Hours of Work .....	166-167
Lead Custodian's Responsibility .....	173-174
License Pay - OPOTA .....	167-168
Management Rights .....	168
Open Area Overtime .....	175
Overtime Board .....	169-172
Overtime Rates .....	168-172
Positions.....	7
Reporting Absence and Return to Work .....	172-173
Summer Work - Campus Protection Officers .....	161-162
Vacations .....	174
Wage Schedule .....	20-21
Weather Delay Program.....	174-175
Working Facility Site Coordinators .....	162-163

## D

Damage to Property .....	113
Day Sessions, Cleaning after .....	115
Death Benefit .....	55, 72
Deduction, Payroll .....	13
Demotion Procedure - Voluntary/Involuntary	
General .....	75-76
Building and Related Services .....	154
Custodial Services and Campus Protection Officers .....	174
Food Services .....	179
Clerical .....	194-195
Dental Insurance .....	52
Dependent Eligibility Criteria (Insurance) .....	59
Desk Audits (See "Job Audit")	
Direct Deposit .....	14, 63
Disciplinary Procedure - General .....	90-94
Discipline Records .....	94
Dispensing Medication (Clerical).....	214
Display of Flag .....	112-113
<del>"Dock" Days (5 Unpaid Days) .....</del>	<del>.....</del>
Doctor/Dental Appointments .....	66
Drains and Gutters, Cleaning of .....	111
Driving Board Vehicles .....	116-118
Drivers, Insurability .....	116-117
Duration, Renewal, No Strike .....	256

## E

Early Start-Up (Transportation) .....	231-232
<del>Electronic Work Order and Building Permit Systems .....</del>	<del>.....</del>
Emergency Shut Down .....	50
Emergency Work (Transportation).....	253
Employee Address and Phone Number.....	66
Employee Changes, List of .....	65
Employee Involvement - Subcontracting .....	137-138
Employee Qualification Determination.....	4

Employee Status Changes .....	65
Equipment and Fixtures, Installation of .....	114
Equipment and Supplies Committee (Clerical) .....	197
Evaluations	
Lateral Bids.....	82-85
Inter-Unit Bidding.....	84-87
Evening Sessions, Cleaning after .....	110
Exclusive Bargaining Agent .....	2, 4
<del>Exhaust Fans and Filters, Cleaning of .....</del>	<del>.....</del>

## F

Fair Share Fee .....	9-10
Family Illness, Critical .....	28
Field Trip Assignments (Transportation) .....	232-236
<del>Filters, Cleaning of .....</del>	<del>.....</del>
Fire Protection and Safety .....	111-112
Fixtures, Installation of .....	114
Flag, Display of .....	112-113
Flex Time	
Clerical .....	199
Skilled Trades (2nd Shift).....	151
Food Service and Custodial Personnel	
Responsible for Cleaning the Cafeteria .....	116
Food Services	
Authority in Cafeteria .....	177
Bidding Procedure .....	178-179
Clean Up Days .....	179
Clothing Allowance .....	179
Demotion .....	179
Hours of Work .....	180-181
Letter of Agreement .....	188
Lunch Periods .....	181
Non-Employee Personnel .....	181-182
Overtime Rates .....	182-183
Physicals .....	183
Positions.....	7



Reassignment of Workers .....	180
Reporting Absence and Return to Work .....	184-185
Rest Periods .....	185
Scheduled School Closings .....	185-186
Special Summer Programs .....	186
Staff Development Program .....	186
Staffing .....	186
Testing .....	187
Training Program .....	186
Unscheduled Work Day .....	187
Voluntary Demotion .....	179
Wage Schedule .....	21-22
Worker Reassignment (Commissary) .....	180
Working in Higher Classification.....	187-188
Funeral Leave .....	28-29

## G

General Safety Rules .....	115
General Work Rules	
Establishment .....	109-110
Miscellaneous Work Rules .....	110-116
<del>Grease Traps, Cleaning of .....</del>	<del>.....</del>
Grievance and Arbitration Procedure .....	94-99
Grounds Personnel .....	138-139

## H

Hand Tool Allowance .....	139-140
Handbook (Clerical) .....	197
Hazard Pay	
General .....	51
Building and Related Services .....	140-141
Transportation Services .....	236-237
Health and Welfare Trust Fund .....	51
Hearings (Disciplinary Action) .....	90-91
Heating Maintenance Technicians .....	6, 19, 70, 145, 154

Heating Maintenance Technicians Voluntary Demotions .....	154
<del>High Pressure Boiler License(See Group IV Operator, pg19)</del> .....	
Holiday Pay, Working More Than Regular	
Hours (Clerical & Food Service) .....	26
Holidays .....	24-26
Hospital, Surgical and Supplemental	
Major Medical Coverage .....	52-53
Hospitalization and Medical Expense Benefits	
C.O. B. R. A .....	61-62
Death Benefit .....	55
Dependent Eligibility .....	59
Disability Retirement – Optional Insurance .....	60
Effective Date .....	53-56
Exhaustion of Sick Leave or Absence Without Pay .....	55
Falsification of Information .....	60
Insurance Committee .....	62-63
Layoffs .....	59-60
Spouse Eligibility .....	55-57
Hours of Work	
Building and Related Services .....	141-142
Clerical and Technical .....	200-203
Custodial Services and Campus Protection Officers .....	166-167
Food Services .....	180-181
Transportation Services .....	237-238

## I

Immediate Family Defined .....	28
Installation of Equipment and Fixtures .....	114
Insurability, Driving Board Vehicles.....	116-117
Insurance	
C.O. B. R. A .....	61-62
Dental .....	52
Dependent Eligibility Criteria .....	59
Drivers .....	116-117
Health and Welfare Trust Fund .....	51
Hospitalization and Medical Expense Benefits .....	52-63

Life .....	53, 65
Optical (Vision) .....	53
Prescription Drug .....	53
Spouse Eligibility .....	55-57
Insurance Committee .....	62-63
Inter-Unit Bidding .....	85-88, 194
Involuntary Demotion	
General .....	76

## J

### Job Audit

General .....	64
Clerical and Technical .....	206-208
Job Descriptions .....	4
Job Qualifications.....	4, 85
Jury Duty and Court Appearances .....	64-65

## L

Lateral Bids, General .....	83-84
Lateral Bids, Maximum Transfers per Year .....	83
Lateral Bids, Promotional Probation .....	84-86
Lateral Bids, Trial Period .....	83-84
Layoff and Recall Procedure .....	99-103
Highest Seniority (Line Officers).....	100
Layoff, Health Benefits.....	59-60
Layoff, Insurability.....	59-60
Layoff Seniority .....	107-109
Layoff Seniority Upon Reinstatement .....	109
Lead Custodians, Responsibility .....	173-174

### Leaves

General Provisions .....	26-27
Assaults and Assault Leave .....	46-48
Critical Illness in Immediate Family .....	28
Funeral Leave .....	28-30

Military Leave .....	38
Personal Leave .....	38-39
Political Leave .....	46
Pregnancy/Child Care Leave .....	37-38
Sick Leave Accumulation ( <b>Incentive Program</b> ).....	39-40
Sick Leave/Sick Leave Definition .....	40-41
Sick Leave Use, Reporting Proof of Illness and Misuse .....	41-42
Union Officials or Union Delegates Leaves .....	44-45
Wage Continuation Program Leave .....	31-33
Workers' Compensation Leave .....	34-36
Leaves for Union Officials, Union Delegates .....	44-45
Letter of Agreement Food Services .....	189
License Pay	
General .....	.....
OPOTA.....	167-168
Refrigeration Air Conditioning .....	.....
Life Insurance .....	53, 65
Limited Rights Positions	
General .....	2-3
Clerical and Technical .....	190, 207-210
Probationary Period	
(Local 272 and 349) .....	2-3
Line Officer, Highest Seniority for Layoff .....	100
List of Employee Status Changes.....	65
Locker Facilities .....	66
Loitering and Visits .....	114
Longevity .....	48
Lunch Period and Rest Breaks	
General .....	71
Building and Related Services .....	144
Food Services .....	181, 185
Transportation Services .....	237, 242
Lunchrooms, Restrooms and Locker Facilities .....	55

## M

Maintenance of Standards .....	118
--------------------------------	-----

Maintenance Work in Buildings .....	142-143
Management Rights and Responsibilities .....	10
Materials, Storage of .....	112
Mediation Procedure .....	96-98
Medical Appointments .....	66
Military Leave .....	38
Member Lists .....	6-9
Mid-Day Assignments – Eligibility List .....	252-253
Miscellaneous Provisions	
General .....	48-76
Building and Related Services .....	131-155
Clerical and Technical .....	189-220
Custodial Services and Campus Protection Officers .....	159-176
Food Services .....	177-188
Transportation Services .....	221-255
Miscellaneous Work Rules	
Authorized Absence from Work Location .....	115
Cleaning After Day Session .....	115-116
Cleaning After Evening Session .....	110
Cleaning of Drains and Gutters .....	111
Cleaning of Grease Traps, Exhaust Fans and Filters .....	111
Compliance with Rules and Special Notices .....	115
Contamination with Vomited Material .....	111
Damage to Property .....	113
Display of Flag .....	112-113
Fire Protection and Safety .....	111-112
Food Service and Custodial Personnel	
Responsible for Cleaning the Cafeteria .....	116
General Safety Rules .....	115
Installation of Equipment and Fixtures .....	114
Loitering and Visits .....	114
Parking .....	114
Private Use of Property and Tools .....	113
Receiving of Supplies .....	113
Removal of Snow and Ice .....	110
Report of Burglary, Vandalism, etc.....	113
Sleeping in Buildings .....	114

Storage of Materials .....	112
Unauthorized Persons in Building .....	114
Use of Telephones, Cell Phones, Computers and Televisions .....	114
<b>N</b>	
New Hires .....	63-64
New Job Class.....	4
<b>New Technology</b>	
Clerical and Technical .....	196
Transportation Services .....	238-239
Night School Custodian .....	167
No Strike - No Lockout .....	11
Non-Discrimination .....	11-12
Non-Employee Personnel (Food Service) .....	181-182
Non-Sufficient Fund Fee.....	13
<b>O</b>	
<b>O.P.O.T.A. Certification</b>	
<del>Building and Related Services .....</del>	<del>142</del>
Custodial Services and Campus Protection Officers .....	167-168
<b>Office Scheduling (Routing) Assignments</b>	
(Transportation) .....	247-248
Operation of Board Vehicles .....	116-117
<b>Operator's Responsibility</b>	
(See "School Operator's Responsibility")	
Optical (Vision) Insurance .....	53
Original Probationary Period.....	3, 38-39, 63
Original Probationary Period, Bidding.....	84
Overtime Approval (Clerical and Technical) .....	211
<b>Overtime Distribution</b>	
Building and Related Services .....	143-147
Clerical and Technical .....	211-212
Custodial Services and Campus Protection Officers .....	168-172
Food Services .....	182-183

Transportation Services .....	240-241
Overtime Emergency Situations (Clerical) .....	212
Overtime Rates	
Building and Related Services .....	143-145
Clerical and Technical .....	211-212
Custodial Services and Campus Protection Officers .....	168-172
Food Services .....	182-183
Transportation Services .....	239-240

P

“Part Time” Defined .....	63
P.E.O.P.L.E.....	12-13
Parking .....	114
Payday .....	14
Payroll Deduction Priority .....	13
Peer Support Program (Clerical) .....	211-213
Personal Leaves	
General .....	26-27
Transportation Services .....	240
Personnel Files .....	15
Physical Examinations	
General .....	66-67
Food Services .....	183
Transportation Services .....	240
Political Leave .....	46
Pony Express .....	67
Pool	
Clerical .....	.....
Driving .....	153-154
Preamble .....	1-2
Pregnancy/Child Care Leave .....	37-38
Prescription Drug Coverage .....	53
Principal Absence (Clerical).....	214
Prior Service Credit, Purchase of .....	16
Private Use of Property and Tools .....	113
Probationary Period .....	103-105

Professional Development Committee..	69
Professional Development/Training .....	68
Professional Growth Credits .....	74
Professional Leaves (Clerical).....	213
Promotions, General .....	84-85
Promotions and Inter-Unit Bidding .....	84-86
Promotional Probation, Lateral Transfers .....	84-86
Property and Tools, Private Use of .....	113
Property, Damage to .....	113
Pro-Rate Payments	
For Retirement	
Longevity.....	48
Vacation Bonus Payment .....	81-82
For Death of Employee	
Longevity.....	48
Vacation Bonus Payment .....	81-82
Protective Equipment and Clothing .....	68-69

## R

Radio Dispatcher Substitute Assignments.....	238, 253-254
Reassignment of Workers (Food Service) .....	180
Recall Procedure .....	101-103
Receiving of Supplies .....	113
Reclassification (Bus Driver/Bus Aides).....	228-229
<del>Refrigeration Air Conditioning License.....</del>	<del>.....</del>
Relief Assignment of Building Operators .....	145-147
Relief Assignment, Overtime Rotation .....	146-147
Relief Driver Assignment.....	250-252
Religious Observances .....	26
Removal of Snow and Ice .....	110
Report of Burglary, Vandalism, etc .....	113
Reporting Absence and Return to Work	
General .....	105
Building and Related Services .....	147-148
Clerical and Technical .....	213-214
Custodial Services and Campus Protection Officers .....	172-173



Food Services .....	184
Transportation Services .....	240-241
Reporting Pay	
Other than Transportation .....	71-72
Transportation Services .....	243
Reprimands.....	90-91
Rest Periods	
General .....	72
Building and Related Services .....	141, 150
Food Services .....	185
Transportation Services .....	243
Retirement Contributions .....	16
Return from Leave of Absence	
Building and Related Services .....	148-149
Clerical and Technical .....	214-215
Custodial Services and Campus Protection Officers .....	173-174
Food Services .....	185-186
Transportation Services .....	242
Return to Work/Transitional	
Work Program .....	30-36
Road-e-o (Transportation) .....	243-244
Route Changes and Bumping Rights	
(Transportation) .....	223-227
Rules and Special Notices, Compliance with .....	115
 S	
Safe Seating Levels on Buses .....	244
Safety Committee	
General .....	71-72
Building and Related Services .....	148
Transportation Services .....	222
Safety Meeting (Transportation) .....	244-245
Safety Rules, General .....	115
Savings Bonds and Other Authorized	
Deductions .....	13
Savings Clause .....	118-119

Schedule of Wages .....	16-18, 19-24
School Calendar Extension (Transportation) .....	253
School Closings	
General .....	10-11
Food Service .....	185-186
Transportation Services .....	249
School Operator's Responsibilities .....	148-149
School Responsibilities (Clerical) .....	214
Second Shift (Building and Related Services) .....	149-152
Security Monitor Technician .....	20, 107, 141,155-156
Seniority	
Bidding Seniority .....	84-86
Definition .....	105
General Seniority Upon Reinstatement.....	109
Lateral Bids, General .....	83-86
Layoff Seniority .....	107-109
General .....	107-109
Building and Related Services .....	108
Bus Driver .....	108
Clerical Substitute Seniority Credit.....	108
Custodial Services .....	108
Food Service Substitute Seniority Credit .....	108-109
Layoff Seniority upon Reinstatement .....	109
Promotions .....	106-107
Seniority Lists .....	106
Termination of Seniority .....	106
Severance Pay .....	72
Shift Differential .....	72-73
Shortened Schedules (Transportation) .....	240
Sick Leave	
<del>Accumulations</del> <b>(Incentive Program)</b> .....	39-40
Bonus .....	40
Critical, Family .....	28
Definition .....	40-41
Doctor's Statement .....	42
Use of, Reporting Proof of Illness and Misuse .....	41-42

Sick Leave Donation Program .....	43-44
<del>Skilled Trades</del> Clothing Allowance ( <b>Supply Allowance</b> ) .....	70-71
Sleeping in Buildings .....	114
Snow and Ice Removal (Building and Related Services) .....	110
Special Notices, Compliance with .....	115
Special Projects (Clerical) .....	214-215
Special Summer Programs (Food Service) .....	186
Spouse and/or Dependent Eligibility .....	55-59
Staff Development	
General .....	73-74
Food Services .....	186
Staffing	
Bus Aides .....	145-146
Clerical Elementary Office .....	215-216
<del>Clerical Junior High Office .....</del>	<del>.....</del>
Clerical High School Office .....	216-217
Clerical Substitutes .....	217-218
Food Services .....	186-187
Staffing Level Reductions .....	10-11
Storage of Materials .....	112
Student Assaults .....	48
Student Discipline (Clerical) .....	214
Sub Pool (Building and Related Services) .....	152
Subcontracting .....	119-120, 137-138
Substitute Driving Pool .....	153-154
Substitutes for Bus Aides .....	246
Successors and Assignees .....	120-121
Summer School Clerical Positions .....	191-192
Summer Work	
Bus Drivers/Bus Aides .....	222-223
Campus Protection Officers .....	161-162
Clerical .....	191-192
Supplies, Receiving of .....	113

## T

Teacher Sick Calls at Home (Clerical) .....	214
Technical Layoff Procedure (Clerical) .....	218-220
Telephones, Use of .....	114
Televisions, Use of .....	114
Temporary Assignment	
To Crew Leader (Transportation) .....	248-249
To Dispatcher or Supervisor (Transportation) .....	247-248
To Supervisory Position .....	248-249
Testing (Food Services) .....	187
Tickets for Athletic Events .....	74
Tool Allowance (Building Services) .....	139-140
Tool Kit (Lead Custodian) .....	174
Tools, Private Use of .....	113
Training	
Food Services Employees .....	179-180
Transportation Employees .....	238
Transfers	
From One AFSCME Bargaining Unit to Another AFSCME Bargaining Unit .....	86-87
Job Posting and Promotion Procedure .....	84-86
Outside AFSCME Bargaining Unit and Return .....	87-88
Outside the Bargaining Unit .....	88-89
Transfers, Vacation Calendars.....	78
Transitional Work/Return	
To Work Program .....	30-36, 123-130
Transportation Operation Cancellation (Other than Calamity Days) .....	249
Transportation Services	
Accident Prevention .....	222
Availability for Summer Work .....	222-223
Bidding Procedures .....	223-227
Bidding Seniority - Bus Aides .....	227
Bidding - Vehicle Maintenance Department .....	227

Bumping Right .....	228-229
Bus Inspection .....	229-230
Check Ride .....	230-231
<del>Clothing Allowance .....</del>	<del>231</del>
Commercial Driver's License .....	231
Early Start-Up .....	231-232
Field Trip Assignments .....	232-236
Hazard Pay .....	236-237
Hours of Work - Lunch Period .....	237-238
New Technology and Training .....	238-239
Overtime Rates .....	239-240
Personal Leaves .....	240
Physical Exams .....	240
Positions.....	8-9
Reporting Absence and Return to Work .....	240-241
Reporting Pay .....	242
Rest Periods .....	242
Return from Leave of Absence without Pay.....	242-243
Return from Leave/Work Related Injury .....	243
Road-e-o .....	243-244
Route Changes and Bumping Rights .....	233-234, 245-246
Safe Seating Levels on Buses .....	244
Safety Committee .....	222
Safety Meetings .....	244-245
Seniority .....	223,224,227,228,232-233,238,242-243
Shortened Schedules .....	240
Staffing for Bus Aides .....	245-246
Substitutes for Bus Aides .....	246
Summer Work .....	222-223, 247
Temporary Assignment	
To Dispatcher or Supervisor .....	247-248
To Supervisory Position – Crew Leader .....	248-249
Transportation Operation Cancellation .....	249
<del>Vehicle Servicepersons .....</del>	<del>249</del>
Vehicle Technician Certification .....	249-250
Wage Schedule .....	24
Work Assignments Emergency Work .....	253

Mid-Day .....	252-253
Radio Dispatcher Substitute .....	253-254
Relief Driver .....	250-252
School Calendar Extension .....	253
Travel Pay .....	74-75

## U

Unauthorized Persons in Building .....	114
Uniforms (Security Department) .....	139-140
Union Dues .....	12-13
Union Official Leaves .....	44-45
Union Recognition .....	2-5
Union Representatives and Stewards .....	121-122
Union Security .....	9-10
Unpaid Leave of Absence.....	28, 33-35, 37
Unpaid Leave of Absence, Insurance .....	32
Unscheduled Work Days (Food Services) .....	187
Use of Telephones, Cell Phones, Computers And Televisions .....	114
Utility Driver .....	153-154

## V

### Vacations

Bonus Vacation Days .....	80
Custodial Services and Campus Protection Officers .....	174
General Vacation Provisions .....	76-78
Operators and Heating Maintenance .....	154
Transfers .....	78
<del>Vacation Credit .....</del>	<del>78-79</del>
Vacation Payment .....	81-82
Vacation Preference .....	81
Vacation Schedule .....	63, 79-81
Vacation, Unpaid Leave of Absence .....	26, 28
Vacation Year.....	78
Vandalism .....	113

Vehicle Servicepersons .....	249
Vehicle Technician Certification .....	249-250
Vehicles, Operation of .....	116-117
Vision Care .....	53
Voluntary Demotion/Involuntary Demotion	
General .....	75-76
Building and Related Services .....	154
Custodial Services and Campus Protection Officers .....	174
Food Services .....	179
Vomited Matter, Contamination with .....	111
 W	
Wage Continuation Program Leave .....	31-33
Wage Schedules	
Building and Related Services .....	19-20
Clerical and Technical .....	22-23
Custodial Services and Campus Protection Officers .....	20-21
Food Services .....	21-22
Transportation Services .....	24
Weather Delay Program	
Building and Related Service .....	155
Custodial Services .....	174-175
Work Rules	
General .....	109-118
Miscellaneous .....	110-116
Worker Reassignment, Food Service.....	180
Workers' Compensation Leave .....	33-35
Workers' Compensation –Return to Work/	
Transition Work Program.....	30-36, 123-130
Workfare.....	120
Working above Classification .....	89
Working Alone in Building (Clerical) .....	214
Working below Classification .....	89
Working Facilities Site Coordinators .....	162-163, 164-165
Working Out of Classification .....	89-90
Written Reprimands .....	91