

ARTICLE XX -- ESTABLISHED PRACTICES

Section 1. Break Time

For daily work assignments of six or more hours, permanent and probationary employees (except bus drivers and bus aides) shall be entitled to one 15-minute break for each half of the work assignment. For work assignments of less than six hours, such employees shall be entitled to one 15-minute break.

Employees who spend a majority of the workday working with a Video Display Terminal (VDT) shall be permitted to perform other job-related duties (i.e., work not involving use of a VDT) 10 continuous minutes out of each hour. Such time shall not be cumulative and shall be in addition to break time established above.

Section 2. Clean-up Time

Permanent and probationary employees (except bus aides) will have 10 minutes prior to the close of each work shift for the purpose of clean-up and/or returning tools and equipment.

Section 3. Split Shifts

There shall be no split work shifts.

Section 4. Shift Differential

A shift differential shall be paid to those full-time permanent and full-time probationary employees working the afternoon/evening (second) shift and the night (third) shift.

- A. Second Shift - Full-time permanent and full-time probationary employees, including head custodians, will be eligible for the second shift premium when the start of the shift is 12:30 p.m. or later, but prior to 6:00 p.m. The shift premium will be \$.40 per hour.
- B. Third Shift - Full-time permanent and full-time probationary employees, including head custodians, will be eligible for the third shift premium when the start of the shift is 6:00 p.m. or later, or three hours before the beginning of the normally scheduled first day shift. The shift premium will be \$.45 per hour.

Section 5. Shift Assignment

- A. Permanent fulltime school-site custodians shall be given a 20-workday notice of a change in shift assignment. Where the change in shift assignment constitutes a hardship, the employee may request a transfer, pursuant to the provisions of Article X, Section 1(E). Shift changes shall not be made in an arbitrary or capricious manner.
- B. Permanent, fulltime school-site custodians shall be given priority consideration for a shift change to fill a vacancy at the same work location.

Section 6. Food Service Personnel

All food service personnel are to receive meals without payment.

Section 7. Advancement in Pay Grades. (Refer to Appendix III)