

9/30/94

AGREEMENT

BETWEEN THE

ROMEBO BOARD OF EDUCATION

AND THE

AMERICAN FEDERATION

OF

STATE, COUNTY AND MUNICIPAL

EMPLOYEES

LOCAL 2614

1991 - 1994

THE ROMEBO COMMUNITY SCHOOLS

ROMEBO, MICHIGAN

Romeo Community Schools

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

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AGREEMENT

THIS AGREEMENT ENTERED INTO THIS 1st DAY OF OCTOBER, 1991, between the BOARD OF EDUCATION OF THE ROMEO COMMUNITY SCHOOL DISTRICT, MACOMB AND OAKLAND COUNTIES, MICHIGAN, hereinafter referred to as the "Employer" and LOCAL UNION #2614, affiliated with Michigan Council #25, American Federation of State, County and Municipal Employees, AFL-CIO, all of whom are hereinafter referred to as the "Union".

A sound educational program as affects the best interests of the children of the community is the primary objective. The Employer and the Union mutually agree to provide the best possible education for the children of the school district. To this end the Employer and the Union dedicate their efforts.

The purpose of this Agreement is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interests of the Employer and Employees.

The Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all Employees.

SECTION 1: MANAGEMENT'S RIGHTS

- A. It is expressly agreed that all rights and prerogatives, which ordinarily vest in and have been exercised by the Board shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Union either as to taking the action under such rights or with respect to the consequence of such action during the term of this Agreement, except those which are clearly and expressly relinquished herein by the Board. Such rights shall include, by way of illustration and not by way of limitation, the right to:
1. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing.
 2. The right to establish, modify or change any work or business or school hours or days.
 3. The right to direct the working forces, including the right to hire, promote, transfer, discipline and/or reassign Employees, assign work or duties to Employees, determine the size of the work force and to lay off Employees.
 4. Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing, disseminating and/or selling its services, methods, schedules, and standards of operation, the means, methods, and processes of carrying on the work.
 5. Adopt rules and regulations.
 6. Determine the qualifications of Employees.
 7. Determine the number and location or relocation of its facilities,

including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.

8. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.

B. The policy making functions rest exclusively with the Board.

SECTION 2: RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 336 of 1947, as amended by Act 379 of 1965, the Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment for the term of this Agreement of all Employees of the Employer included in the following bargaining unit: custodians, bus drivers, cafeteria personnel, including cashiers, and maintenance personnel, including mechanics. All temporary Employees, substitutes and supervisory personnel are excluded.

SECTION 3: UNION SECURITY

To the extent that the laws of the State of Michigan permit, it is agreed that:

- A. Employees covered by this Agreement shall be required as a condition of continued employment:
 1. To become members of the Union or remain members of Union if they are already members.
 2. Or to pay an amount equivalent to the fees and dues to the Union as a service fee.
- B. Newly hired, transferred or rehired Employees shall, as a condition of employment, select one of the options as described in A. at the end of their probationary period.
- C. An Employee who shall tender an initiation fee (if not already a member) and the periodic dues uniformly required as a condition of acquiring or retaining membership, shall be deemed to meet the conditions of this section. Current Employees who do not wish to become members of the Union shall not be required to pay the initiation fee.
- D. Indemnification - The Union will protect and save harmless the Employer from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with this section of the Agreement.

SECTION 4: UNION DUES

The Employer agrees to deduct from the wages of any Employee who is a member of the Union a people deduction as provided for in a written authorization. Such authorization must be executed by the Employee and may be revoked by the Employee once during any fiscal year, giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this statement showing the name of each Employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

- A. During the life of this Agreement and in accordance with the terms of the form of authorization of check-off dues as set forth in Schedule A, which is attached hereto and made a part hereof, and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct union membership dues and service fees from the pay of each Employee for whom it has on file an authorization for check-off of dues form.
- B. Deductions shall be made only in accordance with the provisions of said authorization for check-off of dues together with the provisions of this Agreement. The Employer shall have no responsibility for collection of any other assessment or deductions in accordance with this provision.
- C. Delivery of Executed Authorization of Check-Off Form. A properly executed copy of such authorization for check-off of dues or service fees form for each Union Employee for whom membership dues or service fees are to be deducted hereunder shall be delivered to the Employer before any payroll deductions are made. Deductions shall be made thereafter only under authorization for check-off of dues and service fees forms which have been properly executed and are in effect. Any such form which the Employer discovers is incomplete or in error will be returned to the Local Union Financial Secretary by the Employer.
- D. When Deductions Begin. Check-off deductions under all properly executed authorization for check-off of dues and service fees forms shall become effective at the time the application is tendered to the Employer and shall be deducted from the second (2nd) pay of the month and each month thereafter.
- E. Delivery of Additional Check-Off Forms. The Union will provide to the Employer any additional signed authorization for check-off of dues and service fees forms under which Union membership dues and service fees are to be deducted.
- F. Refunds. In cases where a deduction is made that duplicates a payment that an Employee has already made to the Union, or where a deduction is not in conformity with the provisions of the Union Constitution and By-laws, refunds to the Employee will be made by the Local Union.
- G. Remittance of Dues to Financial officer. Deductions for any calendar month shall be remitted to the Financial Officer of the Local Union as soon as possible after the tenth (10th) day of the following month. The Employer shall furnish the designated Financial Officer of the Local

Union monthly with a list of those for whom the Union has submitted signed authorization for check-off of dues and service fees forms but for whom no deductions have been made.

- H. Termination of Check-Off. Any authorization for check-off deduction which has been duly executed and delivered to the Employer shall be irrevocable for the duration of this Agreement and may be revoked as of the expiration of this Agreement only by written notice given to the Employer by the Employee at least thirty (30) days prior to the expiration of this Agreement.
- I. Disputes Concerning Check-Off. Any dispute between the Union and the Employer which may arise as to whether or not an Employee properly executed or properly revoked an authorization for check-off of dues form shall be reviewed with the Employee by a representative of the Employer. Until the matter is disposed of, no further deductions shall be made. The Employer assumes no liability for the authenticity, execution or revocation of the Authorization form.
- J. Limit of Employer's Liability. The Union will protect and save harmless the Employer from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with Section 4 of this Agreement.

SECTION 5: REPRESENTATION

- A. The number of representation districts in the unit shall be the present number, unless the number is increased or decreased by agreement between the Employer and the Union.
- B. It is recognized that the principle of proportional representation which reflects the increase or decrease in the work force is a sound and sensible basis for implementing this section of the Agreement.

SECTION 6: SUPPLEMENTAL AGREEMENTS

All supplemental agreements, if any, shall be subject to the approval of the Employer and the Union.

SECTION 7: GRIEVANCE PROCEDURE

A grievance shall mean a complaint by an Employee or group of Employees based on an alleged violation, misinterpretation or misapplication of any provisions of this Agreement.

Investigation of Grievance

The local Union President or the grievance designee may request time through the Assistant Superintendent for Human Resources to investigate and/or process a grievance. This released time, if approved, will be without loss of time or pay in performing the investigation.

Time Limits

Time limits as shown herein may be extended by mutual consent by both parties. Any requests made for extension of time must be in writing.

Procedure

Any grievance or dispute which may arise between the parties to this Agreement concerning the application, meaning or interpretation of this Agreement shall be settled in the following manner:

Grievances shall be deemed invalid and barred if not presented at Step 1.

Step 1 - Within ten (10) working days of the occurrence of the cause for complaint, the Employee shall discuss the matter informally with the Employee's immediate supervisor. A steward may accompany the Employee. All Employees shall be offered Union representation prior to any disciplinary action by the Employer.

Step 2 - If the grievance is not resolved informally, it shall within five (5) working days be reduced to writing and given to the Employee's immediate supervisor. The immediate supervisor shall render the decision in writing within five (5) working days and give a copy of the decision to the Superintendent or the Superintendent's Designee and to the steward and the grievant.

Step 3 - If the grievance is not resolved at Step 2, the steward shall file written appeal with the Superintendent or Designee within five (5) working days after the steward's receipt of the immediate supervisor's answer. Within not more than five (5) working days, the Superintendent or Designee shall review the grievance and render a decision in writing and give a copy of this decision to the steward and the grievant.

Step 4 - If the grievance remains unsettled, it may be presented within five (5) working days in writing to the Board of Education through the Superintendent. Prior to the Board's next regular or appropriate special meeting, the Superintendent or Designee will meet with the Union representatives in a final attempt to settle the grievance. If this attempt is unsuccessful, the Union and the Employer shall present their arguments to the Board at its next regular or appropriate special meeting. A written decision shall be rendered within fifteen (15) working days following said meeting, and notice of said decision shall be given to the affected Employee, Employer and the Union President.

SECTION 8: BINDING ARBITRATION

If the grievance is not settled at Step 4, the Union may, within ten (10) working days after the receipt of the Board's decision at Step 4, move the grievance to arbitration by notifying the Board of Education through the office of the Superintendent and AFSCME Council 25 of their intent to arbitrate. The School Board's designee and a representative from Council 25 shall then attempt to mutually select an arbitrator.

If, within sixty (60) calendar days from the Union's notice of intent to arbitrate, an Arbitrator has not been mutually selected, the grievance may then be appealed by Council 25 to the American Arbitration Association, within these sixty (60) calendar days, to be processed in accordance with its Voluntary Labor Arbitration Rules.

The decision of the Arbitrator shall be final and binding on the parties, and the Arbitrator shall be requested to issue the decision within thirty (30) calendar days after the conclusion of the testimony and proceedings.

The Arbitrator shall have no authority except to pass upon alleged violation of the express provisions of this Agreement and to determine disputes involving the application or interpretation of the express provisions of this Agreement.

The Arbitrator shall construe this Agreement in a manner which does not interfere with the exercise of the Board's rights and responsibilities, except to the extent that such rights and responsibilities may be expressly limited by the terms of this Agreement.

The Arbitrator shall have no power or authority to add to, subtract from or modify any of the terms of this Agreement. The Arbitrator shall not render any decision which would require or permit an action in violation of the Michigan School Laws. The termination of probationary Employees shall not be subject to arbitration.

The Arbitrator's fees and expenses shall be shared equally by the Board and the Union. The expenses and compensation of any witness or participant in the arbitration shall be paid by the party calling such witness or requesting such participant.

SECTION 9: COMPUTATION OF BACK WAGES

No claim for back wages shall exceed the amount of wages the Employee would have earned at his/her regular rate or result in an increase in the Employee's total remuneration from all sources including unemployment compensation benefits and remuneration from other employment pursued in place of his/her employment with the Employer.

SECTION 10: DISCHARGE AND DISCIPLINE

- A. Notice of Discharge or Discipline. The Employer agrees promptly upon discharge or discipline of an Employee to notify the steward in the district of the discharge or discipline. The Employer agrees that its enforcement of discipline or discharge will be for fair and just cause.
- B. The discharged or disciplined Employee will be allowed to discuss his/her discharge or discipline with the steward of the district and the Employer will make available an area where s/he may do so before s/he is required to leave the property of the Employer. Upon request, the Employer or the Employer's designated representative will discuss the discharge or discipline with the Employee and the steward.

- C. Appeal of Discharge or Discipline. Should the discharged or disciplined Employee or the steward consider the discharge to be improper, a complaint shall be presented in writing through the steward to the Employer within five (5) regularly scheduled working days of the discharge or discipline.

The Employer will review the discharge or discipline and give its answer within three (3) regularly scheduled working days after receiving the complaint. If the decision is not satisfactory to the Union or if the decision is not given within the time limits, the matter shall be referred to the grievance procedure at Step 3.

- D. Use of Past Record. In imposing any discipline on a current charge, the Employer will not take into account any prior infractions which occurred more than eighteen (18) months previously, provided however, that any offense involving moral turpitude shall be grounds for dismissal whenever discovered.

SECTION 11: SENIORITY

- A. New Employees hired in the unit shall be considered as probationary Employees for the first sixty (60) calendar days of their employment except for custodians of said department. The sixty (60) calendar day probationary period shall be accumulated within not more than one (1) school year. When an Employee finishes the probationary period, s/he shall rank for seniority from the day sixty (60) calendar days prior to the date s/he completes the probationary period. There shall be no seniority among probationary Employees.
1. Custodial Employees must put in thirty (30) calendar days of their sixty (60) calendar day probationary period between September 1 and June 15 while school is in session.
 2. Bus drivers will be required to serve an additional thirty (30) calendar days before being assigned to special trips.
- B. Probationary Employees will not become eligible for insurance benefits until the completion of their sixtieth (60th) calendar day. Probationary Employees will accumulate sick days and vacation days during that period but may not utilize them until the completion of the probationary period. However, probationary Employees will receive appropriate holiday pay.
1. In any extension of a probationary period, the Union will be notified. The Union may request a meeting to discuss the situation. No fringe benefits will be provided to any Employee during this extended probationary period.
- C. The Union shall represent probationary Employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment as set forth in Section 2 of this Agreement. The Employer shall have the right to discharge and discipline probationary Employees and the action is not subject to appeal or grievance unless the discharge or disciplinary action is for Union activity.

D. Seniority shall be by group classification and in accordance with the Employee's first day of hire on a permanent assigned position. Seniority for computation of vacations, holidays and other fringe benefits shall be from date of permanent hire into the Romeo Community Schools. However, those Employees presently hired into the Transportation Department who have been granted seniority from day of hire as relief drivers will continue to maintain that seniority.

In the event of a tie in seniority, the tie shall be broken by reference to the table of random numbers (below) and the social security numbers of the involved Employee. The Employee whose number (the last two digits of the social security number) appears first on the table (beginning at the upper left side and moving down the column) shall be deemed to have higher seniority than the other involved Employee(s). In the event that the last two (2) numbers of the social security numbers of the involved Employees are the same, then the first two (2) numbers of the last four (4) shall be used to determine the seniority. All new Employees after the signing of this Agreement will be so governed. All current Employees, after the signing of this agreement, will be so governed with the exception of Transportation Employees, who will be governed by their application date.

TABLE OF RANDOM NUMBERS

28	24	65	35
92	07	55	43
53	80	54	29
73	33	90	86
62	39	84	77
56	96	01	47
10	81	15	94
74	76	61	87
31	46	09	34
83	70	58	44
32	45	78	60
82	69	51	41
49	13	88	75
98	91	50	52
25	11	21	93
23	00	67	05
22	16	48	99
18	95	63	14
89	64	02	85
71	17	57	19
68	42	27	26
79	20	66	38
08	30	12	37
97	04	36	03
72	06	59	40

1. An Employee may not move from one group classification to another group classification except by the posting process as outlined under Section 17 of this Agreement. Should an Employee move as herein stated, said Employee's seniority in the new group classification shall commence with the first day worked in said new classification.
2. An Employee who has moved from one group classification to another group classification and moves back to his/her original group classification within thirty (30) days, shall retain the seniority s/he had accumulated in the original group. Seniority for these days worked in the trial classification shall be credited to the original classification.
3. Preferential seniority, against layoffs only, shall be granted to the elected President, Vice-President and Treasurer of the bargaining unit, and to no more than four (4) elected stewards provided that any Employee so retained is qualified to perform the work of the job which is available, and provided further that such Employee need not be retained in employment is subject to usual summer or other vacation layoff.
4. The group classifications are as follows:
 - a. Mechanics
 - b. Maintenance/Grounds Utility
 - c. Custodial/Warehouse
 - d. Transportation
 - e. Food Service Department - Cooks
Food Service Department - Cashiers
- E. Any Employee who changes classification, and in the opinion of the Employer does not satisfactorily complete the trial period in the classification to which s/he has changed, will be returned to his/her original position. If the Employer reverts an Employee to his/her original position after the trial period, it may be subject to the grievance procedure. His/her salary shall revert to that of the original classification and his/her seniority shall not be affected. The trial period shall be for a period of thirty (30) working days.
- F. An Employee who is promoted during his/her probationary period shall be considered to have satisfactorily completed the probationary period in the classification from which s/he has been promoted.

SECTION 12: SENIORITY LISTS

- A. Seniority shall not be affected by the race, sex, marital status or the dependents of the Employee.
- B. The seniority lists on the date of this Agreement will show the names and job titles of all Employees of the unit entitled to seniority.
- C. The Employer will keep the seniority list up-to-date at all times and will provide the local union president with a seniority list every September and February and will post seniority lists on union bulletin boards.

SECTION 13: LOSS OF SENIORITY

An Employee shall lose his/her seniority for the following reasons:

- A. The Employee quits or retires.
- B. The Employee is discharged, and the discharge is not reversed through the grievance procedure.
- C. The Employee is absent for five (5) consecutive working days without notifying the Employer. Such absence results in automatic discharge, and the Employer will send written notification to the Employee at his/her last known address that his/her employment has been terminated, and the Employee has lost seniority.
- D. If the Employee does not return to work when recalled from layoff, as set forth in the recall procedure.
- E. Return from sick leave and leaves of absence will be treated the same as C. above.

SECTION 14: LAYOFFS

- A. Layoffs shall mean a reduction of the work force.
- B. Should it become necessary for a layoff, the following procedure shall be effective.
 - 1. Temporary and probationary Employees in the affected classification shall be immediately laid off.
 - 2. The required number of seniority Employees shall be laid off from the affected classification beginning with the least senior Employee.
 - 3. Any least senior Employee so laid off shall be able to exercise seniority rights to bump the Employee with the least seniority in his/her classification first, and then exercise his/her seniority to bump any Employee with the least seniority in any classification within his/her group classification or to any classification within the bargaining unit, provided the Employee had previous seniority in said other classification, or s/he may accept the layoff. When Employees bump into a classification outside their present group classification, they will only be able to bump an Employee who holds less seniority than the seniority they held in that classification.
 - 4. The least senior Employees who remain unplaced after the reduction in the required classification(s) and bumping is completed, shall be laid off.
- C. The above layoff procedure does not apply to the normal reduction of the work force during the time school is not in session.

- D. Employees to be laid off from their regular duties for an indefinite period of time will have at least fourteen (14) calendar days notice of layoff. The Local Union secretary shall receive a list from the Employer of the Employees being laid off on the same date the notices are issued to the Employees.

SECTION 15: RECALL PROCEDURE

- A. Should the working force be increased after a layoff, Employees shall be recalled in the inverse order of the layoffs.
- B. The most senior Employees shall be recalled to the first openings in the classification from which the Employee was laid off, or which the Employee held before the Employee exercised his/her right to bump.
- C. Recall will be by written notice sent by registered or certified mail to the Employee's last known address on file in the Board of Education office and shall require that the Employee report for work within ten (10) days after the date of delivery or proof of non-delivery.

SECTION 16: TRANSFERS UNDER THE EMPLOYER WITHIN
THE ROMEO COMMUNITY SCHOOL DISTRICT

- A. An Employee who transfers or who is promoted to a position under the Employer not included in the Bargaining Unit shall have his/her accumulated seniority frozen as of the day the Employee leaves the unit.

In the event the Employee returns to the Bargaining Unit, the Employee has the right to bump the least senior person in the same job classification within the group classification the Employee occupied prior to leaving the Bargaining Unit, provided that Employee has less seniority, and shall exercise his/her Bargaining Unit seniority thereafter. The time spent out of the Bargaining Unit will not be counted toward seniority within the Unit.

Those Employees who leave the Bargaining Unit but still remain Employees of the Board of Education and who re-enter the Bargaining Unit shall have total years of service with the Board of Education counted as basis in determining salary placement, vacation and longevity.

- B. Transfers to a posted vacancy through the bidding process shall be permitted within each group classification in order to seniority. An Employee so transferred shall be given a thirty (30) working day trial period in which to demonstrate his/her ability to perform the duties of the job. The Employer shall have the right at any time during the trial period to revert the Employee to his/her former position if, in the opinion of the Employer, the Employee's work performance is not satisfactory. The Employee shall have the right at any time during the trial period to revert to his/her former position if s/he so desires. There will be guaranteed custodial training conducted by management, and a minimum two (2) day orientation with a selected AFSCME person. (That selected person must willingly accept the trainee.)

Management training will consist of approximately eight (8) two (2) hour training sessions.

Any Employee who has been reverted back to his/her original position by the Employer during his/her trial period may not apply for a similar position for a period of at least six (6) months.

- C. If the Employer reverts the Employee to his/her original position after his/her trial period, it may be subject to the grievance procedure.
- D. An Employee may be granted a maximum of two (2) lateral move transfers during any given calendar year. This restriction does not prohibit an Employee from a promotional change.
- E. After thirty (30) working days in a posted temporary position, upon completion of the temporary position, the Employee will revert back to his/her original position.
- F. Employees, during their probationary period as a new hire, shall complete their probationary period in that building and may be granted only one (1) transfer during the remaining calendar year. Thereafter, the above paragraph shall apply.

SECTION 17: TRANSFERS AND PROMOTIONS

A. Definitions

Transfer: Transfer is a lateral move defined as a movement with no change in classification or pay. Seniority shall be used in considering Employees for a lateral move. An Employee shall be given a trial period as outlined in "C".

Promotion: Promotion is an upward change in job classification which results in additional compensation and/or additional responsibilities. An Employee will be given a trial period as outlined in "D".

- B. Vacancies: The Employer will publicize all vacancies within the Bargaining Unit by posting in all buildings of the district. Employees may apply for the vacancy.

The notice of the position shall be posted for a period of five (5) working days, setting forth the job title, location, hours of employment, rates of pay and general qualifications necessary to perform the job. Where possible, the position shall be filled within five (5) days from the expiration of the posting.

1. Consideration for a vacancy shall be within the Employee classification group (one of five (5) major areas). Should the vacancy not be filled within the classification groups, Employees from other group classifications will be considered prior to new hires, provided they meet the qualifications.
2. A transportation Employee who bids for a newly created posted run shall have a five (5) working day period to notify the Employer s/he may wish to revert back to the transportation run s/he had prior to moving to the newly created posted run. This notice must be submitted in writing to the Transportation Supervisor by the end

of the fifth (5th) working day. The vacated run will not be posted for five (5) working days to allow for the possibility of reverting back to the vacated run. After five (5) working days, the vacated run will be posted for bid for one (1) day by p.m. punch-in.

3. The Employer agrees to give due weight to the qualifications of all applicants.
4. Employees going on vacation are urged to notify the Union president or their steward, as to their address while on vacation, if they wish to be notified of vacancies which may occur while they are gone. The Employer will provide extra copies of the posting requested by the Union.

C. Transfers

1. Transfers to a posted vacancy through the bidding process shall be permitted within each group classification in order of seniority. An Employee so transferred shall be given a thirty (30) working day trial period in which to demonstrate his/her ability to perform the duties of the job. The Employer shall have the right at any time during the trial period to revert the Employee to his/her former position if, in the opinion of the Employer, the Employee's work performance is not satisfactory. The Employee shall have the right at any time during the trial period to revert to his/her former position if s/he so desires. If the Employer reverts the Employee to his/her original position after his/her trial period, it may be subject to the grievance procedure.
2. An Employee may be granted a maximum of two (2) lateral move transfers during any given calendar year. Note: A maximum of only one (1) temporary lateral move within the above specified two (2) moves will be allowed. (No more than any combination of two (2) moves will be allowed.) This restriction does not prohibit an Employee from a promotional change.
3. Employees, during their probationary period as a new hire, shall complete their probationary period in that building and may be granted only one (1) transfer during the remaining calendar year. Thereafter, the above paragraph shall apply.

- D. Promotions - The Employer agrees to use qualifications and seniority in considering Employees for promotion. Seniority will govern when qualifications are equal. An Employee being promoted to a higher paying classification shall be given a trial period of up to thirty (30) working days in which to demonstrate his/her ability to satisfactorily meet the standards and perform the duties of the job. The Employer shall have the right at any time up to the conclusion of the trial period to revert the Employee to his/her former classification if, in the opinion of the Employer, the Employee's work performance is not satisfactory. During the period, the Employee shall receive the pay rate for the job s/he is performing. The Employee shall have the right at any time during the trial period to revert to his/her former classification if s/he so desires.

E. Temporary Positions

1. Temporary positions have been created to replace a full-time Employee who is absent from his/her position for consecutive periods of thirty (30) working days or more, and shall be posted within five (5) days of written notification to the Human Resources Office.
 2. Full-time Employees who fill temporary positions will be eligible for all fringe benefits in the temporary position.
 3. Full-time Employees transferring to a temporary position for thirty (30) working days or less shall return to their former position or run and will not lose any seniority. In the event this occurs for a bus driver when runs are being selected and the transportation Employee does not have thirty (30) working days in the temporary position, the Employee will choose to pick a run or stay in the temporary position. When the temporary position is completed, the driver shall return to relief driver status and can use seniority for any posted run.
 4. The seniority of an Employee taking a temporary position within the same classification will not change. Full-time Employees transferring to a temporary position outside their classification shall have thirty (30) working days to revert back or management may revert them back without loss of seniority. If an Employee stays in a temporary position outside his/her classification after thirty (30) working days, his/her seniority shall start from the first (1st) day in the temporary position, and his/her seniority will be frozen in his/her regular classification.
 5. No fringe benefits of any kind will be given to any temporary Employee who is not a member of the bargaining unit.
- F. The Employer will not sub-contract any work normally performed by its work force during the life of this contract, provided that the necessary equipment to perform the work is owned by and is available to the District, and provided regular Employees are able to complete the necessary work without unusual amounts of overtime work.
- G. Bus driver temporary positions. Drivers may only hold one (1) temporary position and one (1) regular run. Drivers may bid on a second temporary position, and if awarded, the driver must give up rights to the first temporary position, finish the second temporary, and return to original status before utilizing bidding rights again. The first temporary position will then be given to the next senior person who bids on that position.

SECTION 18: NEW POSITIONS

- A. New positions in the bargaining unit may be established by the Employer.
- B. Upon creation of a new position, the Employer and the Union will meet to negotiate an appropriate wage rate and classify the position. In the

event that agreement is not forthcoming within fifteen (15) calendar days, which shall include three (3) meetings if necessary, it shall become a proper matter for the grievance procedure.

SECTION 19: SICK LEAVE AND BUSINESS DAYS

Employees absent from duty on account of personal illness or other reasons set forth in this article shall be allowed such leave as set forth in this article.

- A. 1. Full-time custodians, shop maintenance, warehouse and cafeteria-utility persons, maintenance engineers, bus mechanics, grounds-utility, warehouse and regular part-time custodians who are twelve month Employees, shall be granted one (1) day sick leave per month, per working year. It is understood that the twelve (12) days will be added on for the school year, which begins July 1, to those days which were previously accumulated. The Board agrees to add provision for all Employees with previously unused sick days to have their banks restored to reflect all escrowed days.
- 2. Employees in A. 1. above who have, for a period of two (2) consecutive years, used up all granted sick leave, shall be granted one (1) sick day per month. It shall be understood that these Employees shall be granted the sick days only after the sick day has been earned at the end of the month. In order to be able to have the twelve (12) sick days restored at the beginning of the work year, the Employee would have to accumulate ten (10) sick days over a two year period.
- B. 1. The head cooks, assistant cooks, cashiers, bus drivers and regular part-time custodians who work only during the time school is in session, will have ten (10) days added on July 1 to those days previously accumulated.
- 2. Employees in B. 1. above who have, for a period of two (2) consecutive years, used up all granted sick leave, shall be granted one (1) sick day per month. It shall be understood that these Employees shall be granted the sick days only after the sick day has been earned at the end of the month. In order to be able to have the ten (10) sick days restored at the beginning of the work year, the Employee would have to accumulate eight (8) sick days over a two (2) year period. This paragraph does not apply to short-term disability Employees who use all of their accumulated sick days due to an extended illness.
- C. Accumulation of sick days shall be unlimited.
- D. Sick days will be granted for:
 - 1. Personal illness or quarantine of Employee or Employee's living quarters.
 - 2. To provide care for a parent, child or spouse of an Employee for one (1) day in case of illness or accident when there is no one else available to take care of them. A maximum of two (2) days per year may be used for this purpose.

3. Under extenuating circumstances additional time may be granted. Any reason other than the ones listed will be decided by the Assistant Superintendent for Human Resources and the supervisor concerned.
 4. Employees may accrue sick and vacation days for the first six (6) months they are paid disability insurance by the Board of Education carriers. After that time, accrual of sick and vacation days will stop with the exception of Workers' Compensation, which will continue to accrue sick and vacation time for the entire period of paid disability.
- E. Each Employee shall be notified at the beginning of the school year as to the number of accrued sick days.
 - F. Any Employee covered by this sick day policy not fulfilling his/her contract, either by resignation or dismissal, will have his/her sick days prorated for the year and shall be required to pay back to the Employer all sick day payments of which s/he is not entitled.
 - G. The Employer requires that an Employee ill for more than five (5) working days, before returning to work, present the Employer with a certificate of good health from the attending physician indicating that the Employee is physically and mentally able to return to work.
 - H. When an Employee is absent an additional number of days over his/her sick day allowance, the full daily wage will be deducted.
 - I. Employees are required to notify their immediate supervisor of their absence due to illness in time for other arrangements to be made. Failure to notify the supervisor prior to shift beginning time may result in loss of pay for the full shift.
 - J. An Employee taking no more than one (1) sick day in a school year will receive one (1) bonus day the following school year. An Employee taking no sick days in a school year will receive two (2) bonus days the following school year. Such days shall be accumulated up to five (5). If unused, these days shall be placed in the individual's sick bank.

Employees may utilize bonus days for payment on snow days or inservice workshop days, for which they normally would not be paid. A "Request for Leave Day(s)" form must be completed for each day they use.

- K. Business Days - An Employee shall be granted an additional two (2) days per year to be utilized as business days. Such leave shall be requested only to carry out such business as cannot be accomplished at times other than working hours, such as mortgage closing, legal matters, orthodontic visits, graduation, getting married, and death of a friend. The following are examples of those kinds of things that are not acceptable for business leave. This does not represent a total listing of unapproved activities. Travel with spouse on business trips, hunting, house cleaning, review real estate in other communities or states, moving, honeymooning, house hunting, social functions, review of any item for purchase in another community or state, vacation extensions,

interviewing for other positions, union or association activities and other matters that will take more than one (1) day to complete.

Any Employee not using either of his/her business days in a given school year will have two (2) sick leave days added to his/her personal sick bank the following year. If one (1) day is used, the remaining unused day will be placed in the Employee's sick bank).

The request for business days shall be made to the supervisor at least one (1) week in advance with the reason for business leave requested in writing on a "Request for Leave Day(s)" form. Emergency requests of less than one (1) week's notice may be granted. Existence of an emergency will be determined by the Employer.

SECTION 20: CHILDBEARING AND CHILD CARE LEAVE

An Employee shall notify the Human Resources Office, in writing accompanied by a physician's statement, as to the date of expected birth as soon as the doctor confirms the pregnancy.

1. A childbearing leave of absence will be treated in the same manner as any disability.
2. The Employee shall furnish periodic statements from the physician as often as she has examinations indicating her well being and ability to perform all duties and functions of the work required of the assignment.
3. The childbearing disability will end at the point where the Employee has received a post-natal examination and the doctor indicates the Employee may return to work.
4. An Employee returning from a childbearing leave will be placed back to the position in the classification, upon written authorization of the physician.
5. Upon written request, the Employee may be granted a child care leave of absence for a period not to exceed one (1) year. The child care leave of absence would begin from the date that the doctor had indicated that said Employee should return to work. No salary will be received during the time of the child care leave. Time on child care leave shall not be counted for service and salary increments.
6. If the Employee is granted a child care leave for a period up to one (1) year, the Employee may exercise his/her seniority in the position of his/her classification to bump the Employee with the least seniority.

SECTION 21: BEREAVEMENT DAYS

In addition to sick days, the Board of Education shall provide up to three (3) days with pay in case of the death of a husband, wife, child, father, mother, father-in-law, mother-in-law, grandchild, sister, brother, grandfather, grandmother, spouse's grandparent, brother-in-law, sister-in-law, or a member of the immediate household not related. Up to one (1) day per incident shall be provided in case of the death of an aunt or uncle. Under extenuating circumstances, additional time may be granted using accumulated sick days and/or vacation days.

SECTION 22: LEAVES OF ABSENCE

- A. Leaves of absence shall apply for all members of the bargaining unit.
- B. Employees may be granted a leave of absence for personal reasons, without compensation or other benefits, for a period of up to one (1) year, provided it does not injure the program of the school. Written application must be made to the Superintendent of Schools or Designee. Upon written application, at least ninety (90) days prior to the expiration of the leave, the Superintendent or Designee may, at his/her discretion, extend the leave of absence period for one (1) additional year.
- C. Scheduled salary adjustments, seniority and retirement credit are not allowed for such a leave.
- D. An Employee granted a leave of absence for a full semester or more must give written notice to the Superintendent or Designee at least thirty (30) calendar days prior to the expiration of the leave that s/he expects to return at the expiration of the leave.
- E. An Employee who accepts other employment while on leave of absence shall lose his/her seniority with the district and shall be subject to discharge.
- F. A leave of absence will be granted up to one (1) year to any Employee who joins the Peace Corps as a full-time participant in such a program. Such leave will be considered for extension as outlined in Section B. of this article.
- G. Veterans will be entitled to reemployment rights as provided by the law.
- H. Upon his/her return from leave of absence, the Employee will be given an assignment in his/her classification commensurate in hours with the assignment s/he held before going on leave. Should the returning Employee refuse this position, the obligation of the district shall be ended.
- I. Bus drivers returning during the "selection of routes" period will exercise his/her right of selection of route according to his/her seniority. Any driver who cannot be present at the bid time has the right to bid for a run if these steps are followed:

1. Written notification of the choices of the runs s/he would like must be submitted to the Transportation Supervisor at least one (1) day prior to bid time. The written notification should indicate if s/he wishes to have a kindergarten run, be on the trip board, the kindergarten sub board, etc.
2. The choices of the driver should guarantee s/he will be covered. For instance, a driver who is fifth on the seniority list should have five (5) choices listed in priority order.
3. Three (3) copies of this request must be submitted, one copy each for management, Employee's file and union steward.

Failure to follow the above steps will cause the driver to take the lowest seniority run upon his/her return from leave of absence. The driver will not be allowed to be on the trip board or have a kindergarten run. Should the returning Employee refuse this position, the obligation of the district shall be ended.

SECTION 23: OTHER ABSENCES

- A. Absence for jury duty by an Employee will not be chargeable to the sick leave allowance, and the Employer will pay the difference between the Employee's pay for jury duty and his/her regular daily wage. Should the Board and the Employee mutually agree, the Board may request the release of the Employee from jury duty when such absence would create a hardship on the District.
- B. An Employee will be granted time off to attend Union conferences or conventions. Application should be made in writing at least two (2) weeks prior to the meeting date. Deduction of the daily wage will be made for all time lost. All necessary expenses shall be borne by the Union.
- C. When an Employee's attendance at an educational conference or convention is approved by the Superintendent or Designee, the time spent will not be deducted from the sick leave allowance and necessary expenses will be paid by the Employer.
- D. AFSOME Employees who are required by the Employer to attend classes, workshops or inservice training will be compensated for all hours required at the straight time rate of pay. The straight time rate of pay also applies to regular work hours before or after the required participation time that day.
- E. Unless Employees are notified to not to report for work because of unusually severe weather conditions or other circumstances, they are expected to be present. Should custodial and maintenance Employees be unable to report, they will be allowed to make up the time lost within their group classification, provided the time is made up within ten (10) working days, and no more than eight (8) hours are worked in any one (1) day. This provision shall not apply to bus drivers or cafeteria personnel. Employees who are not notified to not report and find on reporting that there is no work shall be granted one-half of their usual daily rate.

- F. Leave may be granted for a period of one (1) year to one (1) Employee for the purpose of holding a full-time elective or appointive office with the Union representing the bargaining unit. This leave may be renewed for one (1) year periods, providing that a certified request is made no later than sixty (60) days prior to the date of the current leave.

No wages or fringe benefits or other benefits shall be due the Employee during such a leave.

Should the Employee not complete his/her full year of service with the Union, s/he shall be eligible to exercise his/her seniority rights to return to his/her classification.

SECTION 24: RETIREMENT

- A. The Board of Education shall have the right to request that an Employee who is sixty (60) years of age or older provide a yearly physician's statement certifying the Employee capable to perform the duties of his/her job.
- B. An Employee retiring under the Michigan Public School Employee's Retirement Act shall receive \$50.00 for each year of service in the school district. This will be prorated for part-time Employees.
- C. Upon resignation in good standing or upon retirement in accordance with the Michigan Public School Employees' Retirement Act, or in the event of the death of the Employee, any Employee with ten (10) calendar years of service or more may redeem all unused sick days at twenty-five percent (25%) of the Employee's daily rate per unused sick day up to three hundred (300) days. In the event of death, the estate will be given the money.
- D. Whenever possible, the Board and the Union will notify one another of an impending retirement of any Union member.

SECTION 25: GUARANTEE OF RIGHTS

- A. The Employer and the Union agree that there shall be no discrimination against any Employee or any applicant for employment by reason of race, sex, religion, age or national origin.
- B. The Board agrees that there shall be no discrimination against any Employee by reason of their membership or non-membership in the Union.

SECTION 26: LABOR RELATIONS COMMITTEE

The Union will establish a seven (7) member Labor Relations Committee consisting of members from the Bargaining Committee which will meet as agreed with designated representative(s) of the Board to discuss and study matters of mutual interest and advantage concerning the Romeo Community Schools. The Council Representative of the Union and the International Representative may also attend these meetings, if requested by the Union.

Meetings will be scheduled by mutual agreement. The party requesting the meeting will submit a prepared agenda which may be added to by the other party. Only items on the agenda prior to the meeting time will be discussed.

The purpose of the meetings will be to:

- A. Encourage mutual understanding.
- B. Exchange information.
- C. Consider matters pertaining to the general welfare of the school district and its Employees in the Bargaining Unit.

Meetings will not be scheduled more than one (1) per month. Meetings called by a representative of the Board of Education will be held during regular working hours. Meetings requested by the Union will be held after regular working hours of the day shift.

SECTION 27: VACATIONS

Full-Time Employees

- A. All regularly employed full-time Employees employed on a twelve (12) month basis will be granted vacations, in addition to the holidays established by this Agreement, according to the following schedule:

1-3 yrs.....Ten (10) days vac.	11 yrs.....Sixteen (16) days vac.
4-6 yrs.....Twelve (12) days vac.	12 yrs.....Seventeen (17) days vac.
7-9 yrs.....Fourteen (14) days vac.	13 yrs.....Eighteen (18) days vac.
10 yrs.....Fifteen (15) days vac.	14 yrs.....Nineteen (19) days vac.
	15 yrs.....Twenty (20) days vac.

- 1. Vacations will normally be taken during the summer season or at other times when school is not in session. Vacation requests for other times of the year will be considered provided all operational assignments can be covered adequately. Where there are fewer than four (4) Employees in any group classification, no more than one (1) may be off at one time. Employees will receive a statement of vacation accrued by March 15 of each year. Requests for vacation submitted prior to April 30 will be considered according to seniority; requests after April 30 will be considered in order of date received.

Employees are required to submit requests for vacations at least one (1) week prior to the day(s) requested; however, other requests will be considered.

- 2. Senior Employees will have preference for vacation dates.

Part-Time Employees

- A. Vacation pay will be given to each part-time Employee in his/her last paycheck of the school year. Part-time Employees will earn vacation based on the years of service with the school district according to the schedule as spelled out for full-time Employees except that the portion and fractional part of the day will be used to multiply the scheduled as listed. For example, if a part-time Employee worked four (4) hours per

day, and has been employed for three (3) years, the following formula will be used to determine the vacation pay:

Vacation schedule X number of hours worked

3 yrs. = 10 days X 4 hours or .50

10 X .50 = 5 days

- B. Vacations will normally be taken during the summer season or at other times when school is not in session. Vacation requests for other times of the year will be considered provided all operational assignments can be covered adequately. Where there are fewer than four (4) Employees in any group classification, no more than one (1) may be off at one time. Employees will receive a statement of vacation accrued by May 15 of each year. Requests for vacation submitted prior to September 30 will be considered according to seniority; requests after September 30 will be considered in order of date received.
- Employees are required to submit requests for vacations at least one (1) week prior to the day(s) requested; however, other requests will be considered.
- C. In the event of resignation or dismissal, accrued vacation time shall be granted.
- D. An Employee, as described in A. above, who has been employed by the school district less than one (1) year as of July 1, will be granted vacation at the rate of 5/6's per month of employment or major fraction thereof worked in the preceding period between July 1 of one year and July 1 of the next, but not to exceed ten (10) working days.
- E. Vacation periods must be earned in the previous school year (July 1 to June 30). Employees who have been employed by the school district less than one (1) year as of July 1, will be granted vacation at the rate of 5/6ths per month of employment worked in the preceding year between July 1 and June 30, but not to exceed ten (10) working days. Note: This affects Employees with service time up to three (3) years.
- F. When a holiday is observed by the Employer during an Employee's vacation, the vacation shall be extended one (1) day per holiday.
- G. If a regular pay day falls during the Employee's vacation, by written notice the Employee will receive that check in advance before going on vacation. Should an Employee change the vacation, the Employee must make a request for the check three (3) weeks before leaving, if the Employee desires to receive it in advance.
- H. Employees may accrue sick and vacation days for the first six (6) months they are paid disability insurance by the Board of Education carriers. After that time, accrual of sick and vacation days will stop with the exception of Workers' Compensation, which will continue to accrue sick and vacation time for the entire period of paid disability.

SECTION 28: LEAVES OF ABSENCE

- A. Leaves of absence shall apply for all members of the bargaining unit.
- B. Personal Leave - Employees may be granted a leave of absence for personal reasons, without compensation or other benefits, for a period of up to one (1) year, provided it does not injure the program of the school.

Written application must be made to the Superintendent of Schools or Designee. Upon written application, at least ninety (90) days prior to the expiration of the leave, the Superintendent or Designee may, at his/her discretion, extend the leave of absence period for up to one (1) additional year.

- 1. Scheduled salary adjustments, seniority and retirement credit are not allowed for such a leave.
 - 2. An Employee who accepts other employment while on leave of absence shall lose his/her seniority with the district and shall be subject to discharge.
- C. Return from Personal Leave - An Employee granted a leave of absence for a full semester or more must give written notice to the Superintendent or Designee at least thirty (30) calendar days prior to the expiration of the leave that s/he expects to return at the expiration of the leave.
 - 1. Upon his/her return from a personal leave of absence, the Employee, with the exception of bus drivers, will be given an assignment in his/her classification commensurate in hours with the assignment s/he held before going on leave. Should the returning Employee refuse this position, the obligation of the district shall be ended.
 - 2. Bus drivers scheduled to return from a personal leave during the upcoming school year must come in during the "selection of routes" and exercise his/her right of selection of route according to seniority. Any driver who cannot be present at the bid time has the right to bid for a run if these steps are followed:
 - a. Written notification of the choices of the runs s/he would like must be submitted to the Transportation Supervisor at least one (1) day prior to bid time. The written notification should indicate if s/he wishes to have a kindergarten run, be on the trip board, the kindergarten sub board, etc.
 - b. The choices of the driver should guarantee s/he will be covered. For instance, a driver who is fifth on the seniority list should have five (5) choices in priority order.
 - c. Three (3) copies of this request must be submitted, one (1) copy each for management, Employee's file and union steward.
 - 3. Failure to follow the above steps will cause the driver to take the

lowest seniority run upon his/her return from leave of absence. The driver will not be allowed to be on the trip board or have a kindergarten run. Should the returning Employee refuse this position, the obligation of the district shall be ended.

- D. Peace Corps Leave - A leave of absence will be granted up to one (1) year to any Employee who joins the Peace Corps as a full-time participant in such a program. Such leave will be considered for extension as outlined in Section B. of this article.
- E. Veterans Leave - Veterans will be entitled to reemployment rights as provided by the law.
- F. Union Leave - Leave may be granted for a period of one (1) year to one (1) Employee for the purpose of holding a full-time elective or appointive office with the Union representing the bargaining unit. This leave may be renewed for one (1) year periods, providing that a certified request is made no later than sixty (60) days prior to the date of the current leave.

No wages or fringe benefits or other benefits shall be due the Employee during such a leave.

Should the Employee not complete his/her full year of service with the Union, s/he shall be eligible to exercise his/her seniority rights to return to his/her classification.

- G. Child Care Leave - An Employee shall notify the Human Resources Office in writing accompanied by a physician's statement as to the date of expected birth as soon as the doctor confirms the pregnancy.
 - 1. A childbearing leave of absence will be treated in the same manner as any disability.
 - 2. The Employee shall furnish periodic statements from the physician as often as she has examinations indicating her well being and ability to perform all duties and functions of the work required of the assignment.
 - 3. The childbearing disability will end at the point where the Employee has received a post-natal examination and the doctor indicates the Employee may return to work.
 - 4. An Employee returning from a childbearing leave will be placed back to the position in the classification, upon written authorization of the physician.
 - 5. Upon written request, the Employee may be granted a child care leave of absence for a period not to exceed one (1) year. The child care leave of absence would begin from the date that the doctor had indicated that said Employee should return to work. No salary will be received during the time of the child care leave. Time on child care leave shall not be counted for service and salary increments.

6. If the Employee is granted a child care leave for a period up to one (1) year, the Employee may exercise his/her seniority in the position of his/her classification to bump the Employee with the least seniority.

H. Medical Leave

Employees on a leave of absence for medical reasons are covered under the Sick Bank Policy under Section 34 F. If the illness extends beyond the sick bank policy, Employees shall be allowed leave with benefits as defined under Section 34 G., Disability Insurance.

1. If the Employee's illness extends beyond the provisions of the Disability Insurance section, s/he may be granted an unpaid medical leave of absence for up to one (1) year, upon application in writing. Such request shall be accompanied by a written statement by the attending physician indicating the Employee is ill and cannot work. Failure to comply with these requirements shall be cause for discharge.
 2. The Employer is given the right to have an examination of an Employee sick for any length of time by a physician of its own choosing at the Employer's expense.
 3. Should the Employee challenge the Employer's selected physician's report, the following procedure will be employed:
 - a. The Employee may elect to be examined by a physician of the Employer's choice at the Employee's expense.
 - b. If the report of the Employee's and Employer's physicians are in conflict or disagreement, the Employer may have the Employee examined by a mutually agreed to appropriate specialist in the field of dispute for final determination of the matter. Recommendation of the agreed upon specialist shall be binding on the parties. Cost of the examination shall be borne by the Employer.
- I. Return from Medical Leave - An Employee returning from a medical leave of absence must notify the Superintendent or Designee with a doctor's statement thirty (30) days prior to the date of return.
1. Upon his/her return from a medical leave of absence, all Employees, with the exception of bus drivers, will be returned to his/her same job that s/he left. The current Employee holding said temporary position shall return to his/her former position.
 2. Bus drivers returning from a medical leave of absence will be given an assignment in his/her classification commensurate in hours with the assignment s/he held before going on a medical leave. If the medical leave extends from the end of one school year through the beginning of the next school year, the driver must bid during the "selection of routes" period and exercise his/her right of selection of route according to his/her seniority. Any driver who

cannot be present at the bid time has the right to bid for a run if these steps are followed:

- a. Written notification of the choices of the runs s/he would like must be submitted to the Transportation Supervisor at least one (1) day prior to bid time. The written notification should indicate if s/he wishes to have a kindergarten run, be on the trip board, the kindergarten board, etc.
 - b. The choices of the driver should guarantee s/he will be covered. For instance, a driver who is fifth (5th) on the seniority list should have five (5) choices listed in priority order.
 - c. Three (3) copies of this request must be submitted, one (1) copy each for management, Employee's file and Union steward.
3. Failure to follow the above steps will cause the driver to take the lowest seniority run upon his/her return from leave of absence. The driver will not be allowed to be on the trip board or have a kindergarten run. Should the returning Employee refuse this position, the obligation of the district shall be ended.

SECTION 29: WORK SCHEDULE AND OVERTIME COMPENSATION

- A. A "full-time" Employee is defined as someone who works at least eight (8) hours per day during the school year, five (5) days per week, and is not a full-time employee of any other organization.
- B. All Employees shall have regular starting and quitting times. Employees are expected to be at their regularly assigned buildings at their scheduled starting times. Starting and quitting times will not be adjusted after October 1st except as such changes are mutually agreed to by the Union and the Employer.
 1. During holiday breaks, afternoon and midnight shifts have the option to work the day shift. If an activity is scheduled during breaks, Employees will be given the option of working the afternoon shift on a voluntary basis. If no Employee volunteers, the activity will be filled by the lowest seniority within the building.
- C. Employees who are working a scheduled shift but are sent home because of no work will be paid one-half of their normal shift of work, or the amount actually worked, whichever is greater, but in no case less than two (2) hours.
- D. An Employee called for emergency purposes outside of his/her regular shift will be guaranteed at least two (2) hours pay.

E. Custodians and Maintenance/Grounds-Utility Employees

1. All full-time custodial and maintenance Employees shall have one-half (1/2) hour lunches and two (2) fifteen (15) minute breaks.
2. During the summer months, as custodians are needed to remain after 3:30 p.m., the afternoon and midnight shift personnel shall do so on a rotating basis.
3. It is understood and agreed that regular part-time custodians are employed and that their work assignments shall be within the hours established for the particular shift to which they are assigned. Except in emergencies, any changes in custodial schedules when school is not in session will require three (3) days prior notice.
4. Eight (8) hours work will be considered a full day for all Employees covered by this contract.
5. For all custodian, maintenance and grounds-utility Employees, the first shift is any shift that regularly starts on or after 4:00 a.m., but before 11:00 a.m. The second shift is any shift that regularly starts on or after 11:00 a.m. but before 7:00 p.m. The third shift is any shift that regularly starts on or after 7:00 p.m. but before 4:00 a.m.
6. Prior to the listing of overtime, the administration shall provide information on such work that is expected to be completed during the assignment of overtime which would be considered specific or routine in nature. The Employees bidding on a particular overtime assignment will be able to inquire into the nature of work that is expected to be completed during the overtime assignment.
7. Any custodian who works in more than one (1) building and wishes to be on a rotation list for overtime shall have the choice of only one (1) building and shall notify the Director of Buildings and Grounds in writing as to which building s/he would like to be included in for said overtime.
8. Overtime will be first distributed equally among the non-probationary Employees within a building.
9. The Director of Buildings and Grounds will provide a "district-wide" custodian/warehouse and a maintenance/grounds-utility overtime list. When overtime cannot be filled within a building/classification, it will be distributed equally by seniority within the group classification on a district-wide basis. A "NO" answer constitutes a turn. All the Employees on the list shall be asked prior to any Employee being asked more than once.
 - a. Employees up for scheduled weekend overtime may not work overtime if they called in sick the day before.
10. Every three (3) months the administration will update this overtime list. The Director of Buildings and Grounds will confer with the

President of AFSCME on equal distribution of the district-wide overtime. The AFSCME president will be given a copy of the district-wide overtime list.

11. In the absence of an Employee one (1) day to (30) days, said position will be filled within the building by the highest senior Employee unless there is an emergency situation.
12. Head Custodians shall be placed by bid in each secondary school, at all elementary school locations with over ten (10) classrooms, and Croswell Community Center.
13. Summer work hours for all custodians, warehouse and maintenance grounds-utility Employees will be four (4) days per week, ten (10) hours per day, noting the following:
 - a. This will be a pilot program for the summer of 1992 (last week of June, all of July, and the first week of August).
 - b. During the week of July 4th, Employees will work eight (8) hours per day and have the holiday off.
 - c. Summer hours will be 6:00 a.m. - 4:30 p.m. (which will include one (1) thirty (30) minute lunch hour and two (2) fifteen (15) minute breaks).
 - d. Representation from the Union and the Employer will evaluate said pilot program in the fall of 1992 and make recommendations for its possible continuance. Either side may elect to have the pilot discontinued.
 - e. All Employees will be paid at the straight-time rate of pay for the ten (10) hours.
 - f. No additional breaks or lunch time will be added to those days.
 - g. At Croswell, the Employees may have to rotate responsibilities during the pilot so that the building can remain open and functional five (5) days per week.
 - h. The cafeteria-utility person will do the Central Office mail run responsibilities on one (1) of the five (5) days to allow the warehouse-utility person to be involved in the pilot.
 - i. It must be noted that any utilizing of sick days, personal days, business days and vacation days will be charged for at ten (10) hours, rather than the normal eight (8) hour day.
 - j. In all buildings, (for example, the high school) it will be necessary to schedule a portion of the involved Employees Monday through Thursday and a portion Tuesday through Friday

to allow the continuance of existing summer programs. Most buildings, however, will be open Monday through Thursday during the summer "pilot" hours.

NOTE: Any item not dealt with here that appears to be a problem because of the initiation of this program will be decided on by the administration during this pilot program.

F. Transportation Employees: Bus Drivers

1. Drivers' schedules will be set by the Transportation Supervisor. Routes will be timed and estimated prior to the beginning of the school year. All relief drivers and regular education drivers will be guaranteed a minimum of a two (2) hours a.m. and two (2) hour p.m. schedule. The Employee is to remain available for work assignment if the shift is less than two (2) hours. Special education drivers will be guaranteed a minimum of five (5) hours. When a special education school is on half-day sessions, special education drivers will be paid for all clock hours worked on that day.
2. Bus driver assignments will be prepared and packaged by total estimated hours and assigned on the basis of a seniority bid at a designated time not less than one (1) week prior to the beginning of the school year. Any driver who cannot be present at the bid time must follow the steps outlined in Section 22 1. Bus drivers will have the option, only at bid time, to bid on a run or become a relief driver. A relief driver has the right to bid on any posted run.
3. New routes, that is, routes which are established or have become permanently vacant after the initial route assignment period at the beginning of the school year, will be posted for five (5) working days plus one (1) day for seniority bid.
4. Adjustments will be made during the first four (4) weeks of the school year to arrive at regular route times. The Transportation Supervisor will assign buses to the routes at the beginning of the school year before the routes are picked by the drivers. New routes established during the school year shall have a bus assigned to it before the route is posted. If new buses are ordered prior to the beginning of the school year, they will be assigned to routes before route selection. When new buses are ordered, they will be assigned and posted, and they will not be assigned as sub buses.
5. Transportation Employees will be paid at their regular rate of pay while attending drivers' school, or on road tests, which will include travel time and any time lost, plus two (2) hours pay.
6. Union stewards shall be paid two (2) hours for time worked on organizing routes on route selection day.

7. When an Employee is absent for an entire day and a relief driver fills the absence, the relief driver will fill the entire run.
8. When an Employee is unable to drive his/her assigned noon run, s/he must notify the Transportation Supervisor no later than the a.m. punch-in time of that day. The noon run will then be filled by regular bus drivers who wish to be included in consideration for noon runs and have signed up for such a run at the beginning of the school year based on seniority and rotation.
9. All Employees of the bus garage will use the time clock available. A list of the starting time (punch-in time) for all bus drivers will be posted on the bulletin board.
10. In the event of a bus driver vacancy resulting from sick leave, vacation or leave of absence, where the replacement driver will be able to substitute for five (5) days or more, the following procedure will apply:
 - a. Vacancies without prior notice will be posted immediately. Drivers wishing to bid on the vacancy shall submit a written bid to the Transportation Supervisor by afternoon punch-in time on the second (2nd) day of posting. The most senior driver bidding shall assume the vacant position on the morning of the third (3rd) day. However, if this vacancy includes a Kindergarten run, said Kindergarten run shall become a separate run and be offered to the next senior Employee. If a bus driver with a Kindergarten run is off for an extended period of thirty (30) working days or more, the Kindergarten run will be offered to the next driver in line for the Kindergarten run. If the Employee returns before the end of the school year, s/he returns to the Kindergarten run.
 - b. Vacancies with advance notice shall be posted immediately. Drivers wishing to bid on the vacancy shall submit a written bid to the Transportation Supervisor by afternoon punch-in time on the second (2nd) day of posting. The most senior driver bidding shall assume the vacant position on the first (1st) day of vacancy. However, if this vacancy includes a Kindergarten run, said Kindergarten run shall become a separate run and be offered to the next senior Employee. If a bus driver with a Kindergarten run is off for an extended period of thirty (30) working days or more, the Kindergarten run will be offered to the next driver in line for the Kindergarten run. If the Employee returns before the end of the school year, s/he returns to the Kindergarten run.
 - c. Upon the return of the absent driver, all Employees involved will return to their former positions.
 - d. Persons in these positions for more than thirty (30) calendar days would receive benefits according to Section 29 E.

- e. New or vacated Kindergarten runs shall be offered by seniority to drivers with a Kindergarten run.
11. Bus drivers wishing to be included in consideration for field trips shall sign up at the beginning of the school year. Drivers signing up will be listed in order of seniority and on a rotation basis. New drivers may be added as they complete their probationary period plus the thirty (30) calendar days additional driving time. Field trips will be assigned to those on the list in order of seniority and on a rotating basis.
12. Bus drivers wishing to be signed up for field trips will be listed in order of seniority and on a rotating basis.
- a. New drivers to be added as they complete their sixty (60) day probationary period plus thirty (30) calendar days additional driving time.
 - b. Field trips will be posted three (3) working days in advance. Saturday trips will be posted Thursday. Sunday trips will be posted immediately after Saturday trips are signed. Monday trips will be posted Friday. Tuesday trips will be posted immediately after Monday trips are signed.
 - c. Employees absent on the day field trips are posted will have an "absent" marked on the assignment sheet.
 - d. Drivers accepting the field trip must initial the trip board indicating their acceptance between 7:00 a.m. until Employee p.m. punch-in time the day the field trip is posted, indicating their acceptance. If a trip is posted after the p.m. punch-in time, a driver must sign by the end of his/her work day or it shall be a pass.
 - e. Drivers are to notify the supervisor as early as possible if they do not intend to accept the field trip.
 - f. A driver refusing an assignment for a field trip shall lose his/her turn until his/her name comes up again on the rotation schedule.
 - g. Four (4) consecutive passes in a row and the driver's name will be dropped from the field trip list.
 - h. Absences shall not be utilized in the computation of four (4) consecutive passes. (Absences do not stop passes.)
 - i. If a canceled field trip causes a driver to be posted for two (2) overlapping trips on the same day, that driver will be allowed the next available trip also.
 - j. Should a trip be canceled, the driver affected shall become eligible for the next available trip not already assigned. (Cancellations do not stop passes.)

- k. Drivers that take an assignment must work either an a.m. or a p.m. run on the day of the assignment.
- l. The bus drivers required to take out-of-district field trips will be granted a minimum of four (4) hours pay; in-district is two (2) hours pay.
- m. You can take a school pass if trip happens to fall on a school date. Drivers will lose their turn on the trip board until their next turn in rotation.
- n. Please sign up as soon as possible. Give others time to sign.
- o. Drivers refusing an assignment for noon runs shall lose their turn until their names again come on the rotation schedule. Four (4) consecutive passes in a row and the driver's name will be dropped from the noon trip list. Absences shall not constitute a pass on a previous assignment.
- p. On continuous trips no additional prep time will be paid.
- q. Bus drivers required to take overnight trips:
 - 1. Shall be paid time worked. This would include prep time for second day and then be treated as a regular field trip.
 - 2. Reasonable reimbursement for meals and lodging (where group is staying) will be made.
- 13. Bus drivers required to return to work after leaving the premises, upon request of their supervisor, will be paid a minimum of two (2) hours.
- 14. Bus drivers will be allowed to have two (2) hours work time for roster preparation.
- 15. The Employer agrees to pay for the cost of the chauffeur's licenses for all Employees in the bargaining unit who are required to have them. Payment for the chauffeur's license will be made at the time the license is secured. However, in the event the Employee terminates employment prior to the completion of those years already paid for, corresponding adjustment will be made in the last paycheck to reimburse the Employer for the advanced payment.
- 16. Transportation of four (4) or more pupils going on field trips from any school will be done by bus drivers. Field trips which are scheduled in small vehicles will be driven by bus drivers.
- 17. The Employer will pay for the physical examination required for Employees driving school buses. Such examination will be by a physician or physicians designated by the Employer. However, Employees wishing to have a more thorough examination by their own

physician or the physician designated by the Employer will be allowed up to the amount charged by the designated physician. The first such examination prior to the beginning of employment will be at the Employer's expense.

18. The Employer will pay up to \$50.00 toward the physical examination required by law to drive a school bus. Receipts and/or bills must be submitted to the district. The school district will reimburse the Employee or pay the doctor.
19. When a bus driver averages five (5) hours or more for a thirty (30) calendar day period (or more), the driver shall receive holiday pay, sick pay and vacation pay for the number of hours worked.

G. Transportation Employees: Mechanics

1. Lost, stolen and damaged tools needed to work on the school's vehicles will be replaced by the school district, provided an inventory of tools is recorded, kept current by the Employee, filed in the Transportation Supervisor's office, and if the occurrence is reported to and certification is made by the Supervisor of Transportation.
2. Mechanics will only be used to drive school buses in an emergency situation.
3. The bus mechanics' hours will be established by the transportation supervisor and the bus mechanics shall have a one (1) hour lunch hour period, except when students are not in session.
4. Overtime will be paid as follows:
 - A. Time and one-half will be paid as follows:
 1. For all hours over eight (8) in one day.
 2. For hours worked in excess of forty (40) hours in any one (1) week.
 3. Working on Saturday.
 4. There shall be no pyramiding of overtime.
 - B. Double time will be paid as follows:
 1. For all hours worked on Sundays.
 2. For all hours worked on holidays. Time worked on holidays will be double time plus holiday pay.
5. In the absence of the senior mechanic of one (1) day to thirty (30) working days, said position will be filled by the highest senior Employee, as long as the Employee is qualified.

H. FOOD SERVICE EMPLOYEES

1. The Food Service Department has two (2) classifications: (1) cook and (2) cashier. In the cook classification are included the subclassifications of: Senior High Head Cook, Senior High Cook, Senior High Assistant Cook, Jr. High Cook, Jr. High Assistant Cook, and Elementary Cook.
2. Food Service working hours shall be established and assigned by seniority by the Food Service Supervisor in accordance with the building schedule and cafeteria needs at the beginning of the school year. Food Service Employees shall be guaranteed work for the entire year when their kitchens are in operation.
3. All Food Service extra hours during the regular lunch program shall be assigned by seniority in job classification in each kitchen.
4. Any absences resulting in greater hours shall be filled by moving all other seniority Employees in that job classification up to fill that position or any subsequent position in that kitchen.
5. When a school is not serving lunches and regular seniority Employees are not working, they shall be called by job classification into work before any substitutes are called.
6. In the event a Food Service Employee is absent due to sickness, vacation, or personal reasons, substitutes will be called. In a school where only two (2) cooks are assigned, the cook who is not absent can be assigned additional hours of the absent cook's schedule before the substitute cook is assigned hours of work.
7. When a Food Service Employee is assigned to work in a higher subclassification for more than four (4) hours, the Employee shall receive the rate of pay for the higher classification. When the Employee works in a lower classification, the Employee shall receive his/her regular rate of pay.
8. All hours of work performed in the cafeteria for special events, which are not part of the regular approved Board of Education lunchroom program, will be paid at a rate of time and one-half (1 1/2) provided that the time worked is paid for through the payroll department. Overtime for special events will be assigned by job classification.

Exceptions to this provision are:

- a. Extra time assigned to cafeteria personnel for the Board approved lunchroom program.
- b. Extra time assigned for cleaning purposes.

These hours will be paid at the normal hourly rate unless they exceed over eight (8) hours in one day or forty (40) hours in any week.

SECTION 30: HOLIDAYS

A. Holidays paid for by the Employer at a regular rate of pay shall apply to (12) month Employees who are regularly employed for eight (8) hours or more per day, as follows, during the life of this Agreement. The following days shall be celebrated as holidays:

1991-92

Independence Day	Thursday, July 4, 1991
Labor Day	Monday, September 5, 1991
Thanksgiving Day	Thursday, November 28, 1991
Day after Thanksgiving	Friday, November 29, 1991
Christmas Eve	Tuesday, December 24, 1991
Christmas Day	Wednesday, December 25, 1991
New Years Eve	Tuesday, December 31, 1991
New Years Day	Wednesday, January 1, 1992
Good Friday	Friday, April 17, 1992
Easter Monday	Monday, April 20, 1992
Memorial Day	Monday, May 25, 1992

1992-93

Independence Day	Friday, July 3, 1992
Labor Day	Monday, September 7, 1992
Thanksgiving Day	Thursday, November 26, 1992
Day after Thanksgiving	Friday, November 27, 1992
Christmas Eve	Thursday, December 24, 1992
Christmas Day	Friday, December 25, 1992
New Years Eve	Thursday, December 31, 1992
New Years Day	Friday, January 1, 1993
Good Friday	Friday, April 9, 1993
Easter Monday	Monday, April 12, 1993
Memorial Day	Monday, May 31, 1993

1993-94

Independence Day	Monday, July 5, 1993
Labor Day	Monday, September 6, 1993
Thanksgiving Day	Thursday, November 25, 1993
Day after Thanksgiving	Friday, November 26, 1993
Christmas Eve	Thursday, December 23, 1993
Christmas Day	Friday, December 24, 1993
New Years Eve	Thursday, December 30, 1993
New Years Day	Friday, December 31, 1993
Good Friday	Friday, April 1, 1994
Easter Monday	Monday, April 4, 1994
Memorial Day	Monday, May 30, 1994

B. It is understood that the Employees of this contract will be given one-half (1/2) day off for their Union picnic providing they attend same. Three (3) members of the bargaining unit, mutually agreed upon by both the Local and the Administration, will be allowed off with pay on the morning of the Union picnic to prepare for same. Dates to be established.

- C. Employees will be granted the Friday following Thanksgiving as a holiday as listed above except that when school is in session on that day, the Employees of this contract will work a normal shift without premium, but one (1) day will be added to their vacation.
- D. It is understood that when a holiday falls on a Saturday, it shall be celebrated on Friday. When it falls on a Sunday, it shall be celebrated on Monday. Employees must work a full day the last regularly scheduled work day before a holiday, and a full day the first regularly scheduled work day following a holiday in order to receive pay for that particular holiday.
- E. If for any reason classes are in session during any of the above days, Employees will be expected to report for work at their regular rate of pay. Other days will be determined as holidays by mutual agreement should this occur.

SECTION 31: COMPENSATION SCHEDULE

- A. All Employees of the bargaining unit will receive benefits based on their regular hours worked. For bus drivers, their regular hours will be determined by October 1st of each year. All others will be determined after thirty (30) days in the position.
- B. Compensation is based on 2,080 hour per year, with a forty (40) hour work week. Overtime in excess of eight (8) hours per day, or forty (40) per week, shall be paid at the rate of time and one-half (1 1/2).
- C. Should an Employee be promoted to a higher classification, the Employee will move to the step of the new classification in accordance with the Employee's number of years of service in the district.
- D. When an Employee is assigned to work in a higher classification for more than four (4) consecutive hours, the Employee shall receive the rate of pay for the higher classification. When an Employee works in a lower classification, the Employee will receive his/her regular rate of pay.
- E. Bus drivers will be paid at their regular rate of pay for all time spent on field trips unless it will result in over eight (8) hours employment in one day, or forty (40) hours in that week, in which case time and one-half (1 1/2) shall be given for those hours beyond the eight (8) hours per day, or beyond the forty (40) hours per week. Field trip time will not be used to determine fringe benefits.
- F. Relief drivers will be paid for all benefits under this agreement based on their average hours worked during the previous school year.
- G. Relief drivers will be paid for all benefits under this agreement based on the relief driver with the least amount of hours worked the previous school year.

H. Compensation schedules are shown on Appendix I.

SECTION 32: PART-TIME EMPLOYEES

- A. Compensation schedules are shown on Appendix I.
- B. A part-time worker shall be defined as a regular Employee with a job assignment of less than eight (8) hours per day. Hours assigned shall be determined to be part of a regular shift. The workload shall be assigned by the Supervisor.
- C. Because of the concept of true pro-ration, the following indicates what fringe benefits the part-time Employees that are a part of this bargaining unit will receive:

Life Insurance - The Board will provide the following life insurance for all part-time Employees:

- \$15,000 term policy for Employees working 6 hours but less than 8 hours per day.
- 2 \$10,000 term policy for Employees working 4 hours but less than 6 hours per day.
- \$ 5,000 term policy for Employees working 2 hours but less than 4 hours per day.

- D. Hospitalization - The Board will provide the type of hospital-medical-surgical coverage presently carried for each full-time Employee for part-time Employees, and will cover the cost of the premium on a true prorata basis (a percentage of an eight (8) hour day).
- E. Vision Insurance - The Board will provide vision insurance for each full-time Employee and family and for part-time Employees, and will cover the cost of the premium on a true prorata basis (a percentage of an eight (8) hour day).

SPECS:

- | | |
|-------------------------|--|
| 1. Examination | 80% of reasonable and customary |
| 2. Single Vision Lenses | 80% of reasonable and customary |
| 3. Bifocal Lenses | 80% of reasonable and customary |
| 4. Trifocal Lenses | 80% of reasonable and customary |
| 5. Lenticular Lenses | 80% of reasonable and customary |
| 6. Frames | 80% of reasonable and customary |
| 7. Contact Lenses | \$32.00 per lens. 80% of customary and reasonable charges is paid if acuity of the patient is not correctable to 20/70 in the better eye with conventional lenses, but can be corrected to 20/70 or better by the use of contact lenses. |

- F. Vacations - Vacation pay will be given to each part-time Employee in his/her last paycheck of the school year. Part-time Employees will earn vacation based on the years of service with the school district according to the schedule as spelled out for full-time Employees except that the

portion and fractional part of the day will be used to multiply the schedule as listed. For example, if a part-time Employee works four (4) hours per day and has been employed for three (3) years, the following formula will be used to determine his/her vacation pay.

Vacation Schedule X Portion of Day

1-3 yrs. = 10 days x 75% = 7 1/2 days

- G. Holidays - For all part-time Employees that are a part of this bargaining unit the Board of Education will provide holiday pay for those days that fall within the Employee's normal work year for the hours worked on a normal day basis. For example, if the Employee normally works five (5) hours per day, the Employee will receive five (5) hours pay for those holidays that are within the Employee's normal work year.
- H. Longevity - For all part-time Employees that are a part of this bargaining unit the Board of Education will provide longevity pay as spelled out for full-time Employees except that it will be based on a prorata basis considering the fractional part of the day worked. For example, an Employee who has worked for ten (10) years for the district and is presently working four (4) hours per day, the following formula will apply to determine longevity pay:

Contract Schedule X Portion of Day

10 years = \$600 X 4 hours (.50%) = \$300

SECTION 33: UNIFORMS

- A. Custodians - The Board will furnish to each regularly employed custodian Employee three (3) uniforms every year (choice of cotton or polyester) and two (2) t-shirts. Uniforms will be distributed no later than Labor Day. New Employees will receive their uniforms as soon as possible after completion of their probationary period. The Employee shall be responsible for the care and cleanliness of the uniforms.
- B. Maintenance and Grounds-Utility - The Board will furnish these two groups with four (4) uniforms per year (cotton, if available). These Employees may choose coveralls instead of uniforms. Gloves will also be furnished.
- C. Mechanics will be furnished daily uniforms provided by a uniform service of management's choice. The following conditions will also prevail:
1. Mechanics will be ready to begin work, dressed in their uniforms, at the start of their shift.
 2. Mechanics will use the parts room, or agreed upon place, for changing into their uniforms.
 3. Mechanics will work until the end of their shift and then change clothes on their own time.
 4. It is understood that no soiled service uniforms will be taken home.
 5. Gloves will also be furnished.

- D. Drivers - Beginning with the 1989-90 school year and every third (3rd) year beyond that, management will purchase a new winter jacket and spring jacket for each driver. Additionally, new drivers will be provided with a winter and spring jacket. The jackets are to be kept clean and in good repair by the driver.
- E. Food Services Department - At the beginning of each school year, all cook classification personnel will be paid \$70.00 toward uniforms, and will be provided with five (5) aprons per school year.
- F. Grounds-Utility and Maintenance - The Board will provide monkey faced gloves for the grounds-utility and maintenance Employees. The Employees will turn in old gloves to show need of obtaining new ones.

SECTION 34: INSURANCE

- A. For purposes of determining eligibility for the insurance provisions of this section, it is understood that a "full-time" Employee is defined as someone who works ten (10) months per year for the Employer, at eight (8) hours per day, five (5) days per week, and is not a full-time Employee of any other organization. The Employee is responsible for completing the necessary insurance application forms. It shall further be the Employee's responsibility to report immediately to the Employer all changes in his/her current insurance status. Example: divorce, birth, etc.
- B. Hospitalization Insurance - Upon proper completion of the required hospitalization application form by the Employee, the Board of Education will provide a hospital-medical-surgical and major medical plan similar to the following: Blue Cross-Blue Shield MVF-1 with D45NM rider, the \$2.00 deductible prescription rider, and ML rider with a \$50.00 per insured person deductible, or a \$100.00 per insured family deductible per calendar year. The Board of Education will bid this hospitalization plan to eligible carriers and will determine the successful carrier. This coverage shall include spouse and eligible dependents, but shall not include extra payment for sponsored dependents and family continuation riders. Additional benefits may be purchased, such as sponsored dependent and family continuation on an individual basis by payroll deduction; however, it is agreed the additional costs will be borne by the Employee. Any Employee who elects not to carry hospitalization may double his/her life insurance coverage instead of the hospitalization. It is understood that part-time Employees would be able to double only that amount of insurance that they are entitled to.
- C. Life Insurance - All Employees in the bargaining unit, upon proper application, will be covered by life insurance on a group basis in the principal amount of \$20,000. The provisions of the group policy and the rules and regulations of the carrier shall govern as to commencement and duration of benefits and all other aspects of the coverage. The \$20,000 amount of the policy shall continue until September 30, 1994, including all vacation and regular summer periods as long as the individual remains an Employee of the Board of Education.

Employees electing not to be covered by hospital-medical-surgical

coverage may elect to have double the life insurance protection they are entitled to instead of hospitalization coverage. The Employee may request this in writing to the Assistant Superintendent for Human Resources.

- D. Vision Insurance - Upon proper completion of the required vision insurance application form by the Employee, the Board will provide vision insurance for each full-time Employee and family as follows:

SPECS:

1. Examination 80% of reasonable and customary
2. Single Vision Lenses 80% of reasonable and customary
3. Bifocal Lenses 80% of reasonable and customary
4. Trifocal Lenses 80% of reasonable and customary
5. Lenticular Lenses 80% of reasonable and customary
6. Frames 80% of reasonable and customary
7. Contact Lenses \$32.00 per lens. 80% of customary and reasonable charges is paid if acuity of the patient is not correctable to 20/70 in the better eye with conventional lenses, but can be corrected to 20/70 or better by the use of contact lenses.

- E. Dental Plan - Upon proper completion of the required vision insurance application form by the Employee, the Board of Education will provide a dental insurance plan for all full-time Employees and all part-time Employees, and will cover the cost of the premium on a true prorata basis.

The dental plan will provide a \$600.00 per person, per contract year, maximum. The dental plan will be similar to the following:

70% of the reasonable and customary charges of a dentist for preventative and emergency expenses:

1. Routine oral examinations and cleaning (prophylaxis) but not more than once each in any period of six (6) consecutive months.
2. Topical application of fluoride.
3. Space maintainers replacing permanently lost teeth for dependent children under 19 years of age.
4. Emergency palliative treatment.

60% of the reasonable and customary charges of a dentist for the following "general" dentist expenses:

1. Dental X-rays.
2. Extractions (except those performed in connection with orthodontic treatment).
3. Oral surgery (except when performed in connection with orthodontic treatment).
4. Fillings (amalgam, silicote, acrylic, synthetic, porcelain, and composite filling restoration).
5. General anesthetics (when medically necessary and administered in connection with oral or dental surgery).

6. Treatment of periodontal and other diseases of the gums and tissues of the mouth.
7. Endodontic treatment (including root canal therapy).
8. Injection of antibiotic drugs (by the attending dentist).
9. Repair or recementing crowns, inlays, onlays, bridgework, or dentures, or relining or rebasing of dentures more than six (6) months after the installation of an initial or replacement denture (no more than one (1) relining or rebasing in any period of thirty-six (36) consecutive months).
10. Inlays, onlays, gold fillings, or crown restoration (only when the tooth cannot be restored with an amalgam, silicote, acrylic, synthetic, porcelain or composite filling restoration).

The above "general" dental expenses will be subject to a \$25.00 per person, per fiscal year deductible, \$50.00 family deductible per fiscal year (July 1 to June 30 each year).

Effective 10-01-92 the dental will increase from \$600 per member per year to \$1,000 per member per year, with an orthodontic rider of \$1,000 lifetime maximum per family member.

- F. Sick Bank - The first fifteen (15) days of illness or disability of an Employee who has not been hospitalized shall be covered by the Employee's own accumulated sick leave days. On the sixteenth (16th) day the Employee may draw sick leave from the sick bank to a maximum of fifteen (15) days. In the event the Employee continues to be disabled, the Employee may then participate in the disability program outlined in G. below. No sick bank utilization for disability supplements.

Persons withdrawing sick leave days from the bank will not be required to replace these days except as a regular contributing member of the bank.

A maximum of fifteen (15) work days during one (1) school year may be drawn by one individual from the bank.

When the bank is reduced to fifty (50) days, each Employee shall donate one (1) day to replenish the bank.

The Union President will be notified in writing whenever sick days are drawn from the bank.

- G. Disability Insurance - Upon proper completion of the required disability insurance form by the Employee, the Board shall provide a short-term disability program for all Employees who have not been hospitalized beginning on the thirty-first (31st) consecutive work day of illness at the rate of sixty percent (60%) of the insured person's daily salary for a period of one hundred and four (104) weeks for accident and one hundred and four (104) weeks for sickness. The monthly salary shall not exceed a monthly maximum benefit of \$1,200.00.

The Board will allow Employees to opt in the payment of the difference between the Employee's regular salary and the amount received on disability with sick days or vacation days (at the Employee's option, in writing), such days being deducted in the same way as money paid to the

extent of the Employee's accumulated sick leave and vacation days.

When an Employee is hospitalized and/or when an Employee has had outpatient surgery, the disability benefit begins on the first (1st) day of confinement in a hospital or the day of outpatient surgery that is approved by the insurance carrier.

SECTION 35: MISCELLANEOUS

- A. All accidents or injuries of any nature, regardless of seriousness, shall be reported at once to the Supervisor. Employees shall furnish all information necessary to complete required accident report.
- B. The Board will provide the Tine (skin test) for all Employees in the bargaining unit, fully paid for by the Board of Education. Any Employee who is allergic to the skin test will be allowed \$30.00 toward their X-ray cost from their individual physician when the bill is presented to the Human Resources Office.
- C. Compensation schedules are shown in Appendix I.

SECTION 36: WORKERS' COMPENSATION

In the event an Employee loses time as a result of illness or injury incurred in the course of his/her employment, for which the Employee receives benefits under the Michigan Workers' Compensation Act, the Board will allow Employees to have the option (in writing) of being paid the difference between the amount paid for compensation and the amount normally earned on a straight-time basis as long as the individual has days remaining in his/her individual sick bank. A prorated amount of time shall be deducted from his/her sick bank for each day of absence. When Employees are released to return to work after having been absent on a Workers' Compensation disability, they will be reinstated to the classification held prior to his/her injury.

SECTION 37: WAIVER

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

SECTION 38: DURATION OF AGREEMENT

This Agreement shall be effective as of October 1, 1991, and shall continue in full force and effect until September 30, 1994. At any time subsequent to August 1, 1994, either party may give written notice to the other of its desire to negotiate a new Agreement for the following year, and meetings for that purpose shall begin after delivery of such written notification, provided, however, that nothing in this paragraph or elsewhere in this Agreement shall be construed to require the Employer to commit an unfair labor practice or otherwise violate the law by any improper recognition of or support or assistance to the Union.

LETTER OF UNDERSTANDING

Substitute custodians are not members of the AFSCME bargaining unit, and their hourly rate of pay is not subject to negotiations.

ASBESTOS

The school district will operate well within the guidelines of the law regarding asbestos. The school district will provide training at Employer expense to any and all Employees involved and will utilize safety equipment that is well within the guidelines regarding asbestos (AHERA and OSHA).

1. Properly trained Employees will work only on small scale clean-up, repair operations and emergency responses. This shall not include the large scale abatement projects listed in the management plan approved by the State (examples: the removal of asbestos pipe covering from the Romeo Jr. High School 1927 attic, and the Romeo Sr. High School removal of ceiling tile in six (6) classrooms and adjacent corridors).
2. For each Employee who has been directed to perform asbestos related work within any given year, regardless of the size of the job or the frequency, the District will pay for an annual X-ray or begin a medical monitoring program set up by the State/Federal authority at a physician of the Board's choice.
3. When possible (at the supervisor's discretion) two (2) Employees shall perform any removal procedure.
4. Under normal conditions (see note below) a work order shall be presented to Employees performing an asbestos task. It shall include:
 - a. A written procedure from starting task to disposal of material and clean-up.
 - b. All equipment and materials required for the execution of that specific task.
 - c. Be signed and dated by person or supervisor responsible for the task.
5. We will provide a copy of the AHERA Law to every certified asbestos Employee who requests one.

Note: During an emergency situation, verbal directions shall be given with a follow-up written work order as soon as time permits.

DRIVING RECORD

No person shall be permitted to operate a Romeo Community School District school vehicle if that person's driving record has placed the school district into a high risk pool.

The Board will provide evidence that the insurance rates have increased significantly due to said person.

The person will be allowed to bid on other open positions using his/her seniority. If a position is attained, seniority will be earned in the classification s/he is working in. If a position is not attained, s/he will have the right to seek unemployment benefits without the Board of Education challenging his/her claim. The person shall be excluded from the leave requirement, Section 22 E. (i.e. shall be allowed to seek other employment while on leave status).

Seniority will be frozen from the day the Employee was unable to work.

As soon as the person's liability is exhausted, s/he will be allowed to return to his/her position under Section 22 H.

APPENDIX I
1991-92 CONTRACT YEAR

	<u>Prob.</u>	<u>1st.</u>	<u>2nd.</u>	<u>3rd.</u>
<u>Maintenance/Grounds Utility</u>				
Sr. Shop Maintenance/Leader	-	-	-	12.32
Shop Maintenance	10.47	11.11	11.44	11.94
Sr. Shop Maintenance Engineer/Leader	-	-	-	12.43
Maintenance Engineer	10.47	11.11	11.44	11.94
H.V.A.C. Person	10.47	11.11	11.44	11.94
Sr. Grounds-Utility Person/Leader	-	-	-	11.45
Grounds-Utility Person	9.48	9.96	10.38	10.89
<u>Cooks</u>				
Senior High-Head Cook/Leader	9.35	9.77	9.94	9.94
Senior High-Cook	8.65	9.04	9.21	9.21
Sr. High-Assistant Cook	8.20	8.53	9.04	9.04
Jr. High-Cook	8.65	9.04	9.21	9.21
Jr. High-Assistant Cook	8.20	8.53	9.04	9.04
Elementary Cook	8.20	8.53	9.04	9.04
<u>Cashiers</u>				
	6.47	6.57	6.72	6.72
<u>Mechanics</u>				
Sr. Bus Mechanic/Leader	-	-	-	12.43
Bus Mechanic	10.47	11.11	11.44	11.94
Mechanic Trainee	8.59	9.12	9.65	10.18
<u>Custodial/Warehouse</u>				
Head Custodian-Sr. High	10.00	10.50	11.02	11.33
Head Custodian-Jr. High	9.88	10.37	10.95	11.17
Head Custodian-Elementary	9.70	10.23	10.54	11.06
Custodian	9.62	9.88	10.28	10.70
Warehouse Person	9.70	10.23	10.54	11.06
Warehouse-Utility Driver	9.62	9.88	10.28	10.70
Cafeteria-Utility Driver	9.62	9.88	10.28	10.70
Regular Part-Time Custodian	9.62	9.88	10.28	10.70
<u>Transportation</u>				
Regular Bus Drivers	9.46	10.28	10.71	10.71
Relief Bus Drivers	9.46	10.28	10.71	10.71

(Effective October 1, 1991)
Longevity - for All Full-time Employees

Years of Service (Effective 10/01/91)

10 years \$ 600.
12 years 800.
14 years 1,000.

Payments to be made on the first
payday after the anniversary date

Shift Premium Pay

.15 per hr. afternoons (3:00-11:30 p.m.)
.20 per hr. midnights (11:00 p.m.
7:00 a.m.)
.15 per hr. Jr. & Sr. High
Afternoon & Midnight Leaders

Journeyman Cards

.25 per hr. per card

Pesticide Certification

.25 per hr.

Cooks Certification (M.S.F.S.A.)

.15 per hr.

Summer Paint Crew Leader

.15 per hr.

Mechanic Certification (See Appendix)

.15 per hr.

Asbestos Certification

.25 per hr.

A.S.E. Certification

.25 ea. per hr. (maximum - \$1.75)

APPENDIX I

(Effective October 1, 1992)

1992-93 CONTRACT YEAR

<u>Maintenance/Grounds Utility</u>	<u>Prob.</u>	<u>1st.</u>	<u>2nd.</u>	<u>3rd.</u>
Sr. Shop Maintenance/Leader	-	-	-	13.12
Shop Maintenance	11.15	11.83	12.18	12.72
Sr. Shop Maintenance Engineer/Leader	-	-	-	13.24
Maintenance Engineer	11.15	11.83	12.18	12.72
H.V.A.C. Person	11.15	11.83	12.18	12.72
Sr. Grounds-Utility Person/Leader	-	-	-	12.19
Grounds-Utility Person	10.10	10.61	11.05	11.60
<u>Cooks</u>				
Senior High-Head Cook/Leader	9.96	10.41	10.59	10.59
Senior High-Cook	9.21	9.63	9.81	9.81
Sr. High-Assistant Cook	8.73	9.08	9.63	9.63
Jr. High-Cook	9.21	9.63	9.81	9.81
Jr. High-Assistant Cook	8.73	9.08	9.63	9.63
Elementary Cook	8.73	9.08	9.63	9.63
<u>Cashiers</u>	6.89	7.00	7.16	7.16
<u>Mechanics</u>				
Sr. Bus Mechanic/Leader	-	-	-	13.24
Bus Mechanic	11.15	11.83	12.18	12.72
Mechanic Trainee	9.15	9.71	10.28	10.84
<u>Custodial/Warehouse</u>				
Head Custodian-Sr. High	10.65	11.18	11.74	12.07
Head Custodian-Jr. High	10.52	11.04	11.66	11.90
Head Custodian-Elementary	10.33	10.89	11.23	11.78
Custodian	10.25	10.52	10.95	11.40
Warehouse Person	10.33	10.89	11.23	11.78
Warehouse-Utility Driver	10.25	10.52	10.95	11.40
Cafeteria-Utility Driver	10.25	10.52	10.95	11.40
Regular Part-Time Custodian	10.25	10.52	10.95	11.40
<u>Transportation</u>				
Regular Bus Drivers	10.07	10.95	11.41	11.41
Relief Bus Drivers	10.07	10.95	11.41	11.41

Longevity - for All Full-time Employees
Years of Service (Effective 10/01/92)

10 years	\$ 600.
12 years	800.
14 years	1,000.
16 years	1,200.
18 years	1,400.

Payments to be made on the first payday after the anniversary date

Shift Premium Pay

.15 per hr. afternoons (3 pm - 11:30 pm)
.20 per hr. midnights (11 pm - 7 am)
.15 per hr. Jr. & Sr. High Afternoon & Midnight Leaders

Journeyman Cards

.25 per hr. per card

Pesticide Certification

.25 per hr.

Cooks Certification (M.S.F.S.A.)

.15 per hr.

Summer Paint Crew Leader

.15 per hr.

Mechanic Certification (See Appendix)

.15 per hr.

Asbestos Certification

.25 per hr.

A.S.E. Certification

.25 ea. per hr. (maximum - \$1.75)

**APPENDIX I
1993-94 CONTRACT YEAR**

(Effective October 1, 1993)

<u>Maintenance/Grounds Utility</u>	<u>Prob.</u>	<u>1st.</u>	<u>2nd.</u>	<u>3rd.</u>
Sr. Shop Maintenance/Leader	-	-	-	13.97
Shop Maintenance	11.87	12.60	12.97	13.55
Sr. Shop Maintenance Engineer/Leader	-	-	-	14.10
Maintenance Engineer	11.87	12.60	12.97	13.55
H.V.A.C. Person	11.87	12.60	12.97	13.55
Sr. Grounds-Utility Person/Leader	-	-	-	12.98
Grounds-Utility Person	10.76	11.30	11.77	12.35
<u>Cooks</u>				
Senior High-Head Cook/Leader	10.61	11.09	11.28	11.28
Senior High-Cook	9.81	10.26	10.45	10.45
Sr. High-Assistant Cook	9.30	9.67	10.26	10.26
Jr. High-Cook	9.81	10.26	10.45	10.45
Jr. High-Assistant Cook	9.30	9.67	10.26	10.26
Elementary Cook	9.30	9.67	10.26	10.26
<u>Cashiers</u>	7.34	7.46	7.63	7.63
<u>Mechanics</u>				
Sr. Bus Mechanic/Leader	-	-	-	14.10
Bus Mechanic	11.87	12.60	12.97	13.55
Mechanic Trainee	9.74	10.34	10.95	11.54
<u>Custodial/Warehouse</u>				
Head Custodian-Sr. High	11.34	11.91	12.50	12.85
Head Custodian-Jr. High	11.20	11.76	12.42	12.67
Head Custodian-Elementary	11.00	11.60	11.96	12.55
Custodian	10.92	11.20	11.66	12.14
Warehouse Person	11.00	11.60	11.96	12.55
Warehouse-Utility Driver	10.92	11.20	11.66	12.14
Cafeteria-Utility Driver	10.92	11.20	11.66	12.14
Regular Part-Time Custodian	10.92	11.20	11.66	12.14
<u>Transportation</u>				
Regular Bus Drivers	10.72	11.66	12.15	12.15
Relief Bus Drivers	10.72	11.66	12.15	12.15

Longevity - for All Full-time Employees
Years of Service (Effective 10/01/93)
 10 years \$ 600.
 12 years 800.
 14 years 1,000.
 16 years 1,200.
 18 years 1,400.
 Payments to be made on the first
 payday after the anniversary date

Shift Premium Pay
 .15 per hr. afternoons (3 - 11:30 pm)
 .20 per hr. midnights (11 pm - 7 am)
 .15 per hr. Jr. & Sr. High
 Afternoon & Midnight Leaders

Journeyman Cards
 .25 per hr. per card

Pesticide Certification
 .25 per hr.

Cooks Certification (M.S.F.S.A.)
 .15 per hr.

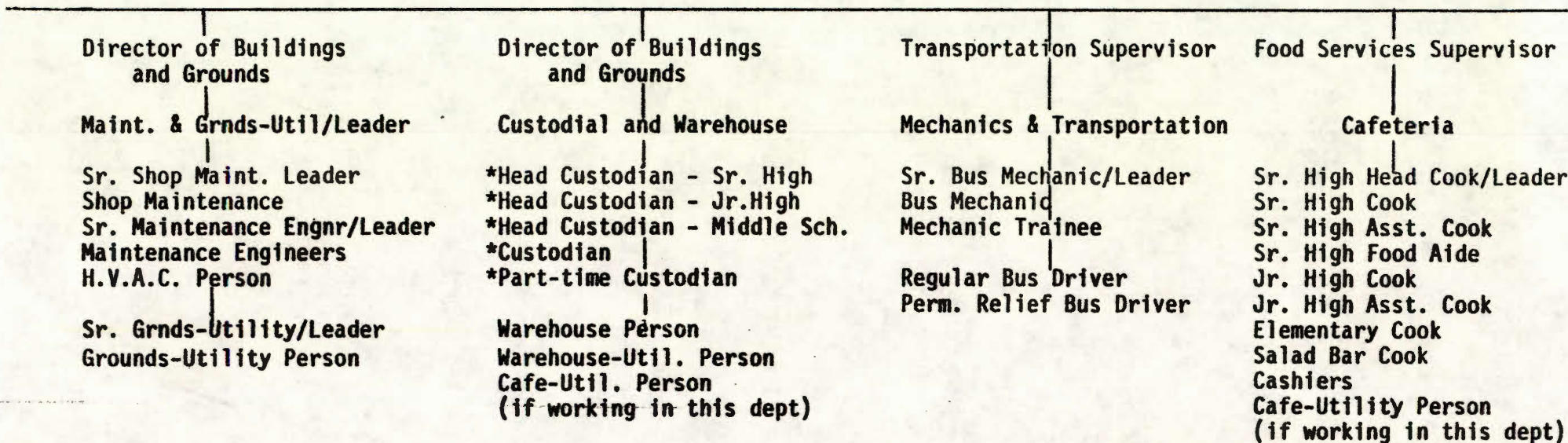
Summer Paint Crew Leader
 .15 per hr.

Mechanic Certification (See Appendix)
 .15 per hr.

Asbestos Certification
 .25 per hr.

A.S.E. Certification
 .25 ea. per hr. (maximum - \$1.75)

Assistant Superintendent
for Human Resources



***Step 1 - grievance procedure**
Immediate supervisor could be either
the Director of Buildings and Grounds
or the building administrator, whoever
gives right to the grievance at Step 1.

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JOB DESCRIPTIONS

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JOB DESCRIPTION

SENIOR SHOP MAINTENANCE PERSON/LEADER

- Title:** Senior Shop Maintenance Person/Leader
- Responsibility:** In the performance of the duties, the Senior Shop Maintenance Person/Leader is responsible to the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.
- General Duties:** The Senior Shop Maintenance Person/Leader shall have direct responsibility for general repairs to buildings and equipment requiring carpentry ability, be responsible for the proper processing of work orders related to the repair and maintenance of carpentry items for the school district, and be responsible for the purchase of items required for general repairs and finished carpentry items for the school district. Additionally, the Senior Shop Maintenance Person/Leader will be cooperating with the Director of Buildings and Grounds in the supervision of the Shop Maintenance Persons regarding the construction, installation and repair of carpentry items for the school district.
- Qualifications:**
1. Demonstrate ability to perform the specific duties listed below.
 2. Successful completion of some post secondary schooling/training in carpentry program is desirable.
 3. Must be able to read blueprints and schematic drawings.
 4. Must be able to read and understand written directions and literature relating to this responsibility.
 5. Must be able to work with minimum supervision, being responsible to complete projects efficiently and in a dependable manner.
 6. Carpenter Journeyman status is desirable.
- Specific Duties:**
1. To complete and process work orders as they relate to carpentry requests in terms of determining the scope and sequence of a required carpentry project, completing the construction of the required carpentry project, finishing and installing items related to carpentry projects.
 2. To construct and reinstall miscellaneous shelving, cupboards, wood doors, door hardware, toilet partitions, mirrors and other built-in and portable equipment, etc., as required.
 3. To repair wood flooring, tile floors, stairs.
 4. To build, provide formica-type finishing process and install storage cabinets, sink cabinets, book racks, tables, etc.
 5. To install window glass and glazes.
 6. To repair desk tops, seats, wood doors, general repair, etc.

Job Description - Senior Shop Maintenance Person/Leader

7. To repair and install playground equipment, swing seats, teeter-totter boards, etc.
8. To make forms for concrete walls, curbs, etc.
9. To perform masonry projects, such as but not limited to sidewalks, driveways, block, brick, tile, etc., installation.
10. To perform drywall/gypsum board installation and to finish same.
11. To complete painting and wall and floor fabric repair and small installation.
12. To perform any and all duties within the classification as assigned by the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION
SHOP MAINTENANCE PERSON

Title: Shop Maintenance Person

Responsibility: In the performance of the duties, the Shop Maintenance Person is responsible to the Sr. Shop Maintenance Person/Leader, the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Shop Maintenance Person shall have direct responsibility for general repairs to buildings and equipment requiring carpentry ability, be responsible for the proper processing of work orders related to the repair and maintenance of carpentry items for the school district, and be responsible for the purchase of items required for general repairs and finished carpentry items for the school district.

Qualifications:

1. Demonstrate ability to perform the specific duties listed below.
2. Successful completion of some post secondary schooling/training in carpentry program is desirable.
3. Must be able to read blueprints and schematic drawings.
4. Must be able to read and understand written directions and literature relating to this responsibility.
5. Must be able to work with minimum supervision, being responsible to complete projects efficiently and in a dependable manner.
6. Carpenter Journeyman status is desirable.

Specific Duties:

1. To complete and process work orders as they relate to carpentry requests in terms of determining the scope and sequence of a required carpentry project, completing the construction of the required carpentry project, finishing and installing items related to carpentry projects.
2. To construct and install miscellaneous shelving, cupboards, wood doors, door hardware, toilet partitions, mirrors and other built-in and portable equipment, etc., as required.
3. To repair wood flooring, tile floors, stairs.
4. To build, provide formica-type finishing process and install storage cabinets, sink cabinets, book racks, tables, etc.
5. To install window glass and glazes.
6. To repair desk tops, seats, wood doors, general repair, etc.
7. To repair and install playground equipment, swing seats, teeter-totter boards, etc.
8. To make forms for concrete walls, curbs, etc.

Job Description - Shop Maintenance Person

9. To perform masonry projects, such as but not limited to sidewalks, driveways, block, brick, tile, etc., installation.
10. To perform drywall/gypsum board installation and to finish same.
11. To complete painting and wall and floor fabric repair and small installation.
12. To perform any and all duties within the classification as assigned by the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION
SENIOR MAINTENANCE ENGINEER/LEADER

Title: Senior Maintenance Engineer/Leader

Responsibility: In the performance of the duties, the Senior Maintenance Engineer/Leader is responsible to the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: Under the supervision of the Director of Buildings and Grounds, the Senior Maintenance Engineer/Leader will perform minor repairs for the maintenance and repair work required in completing tasks in plumbing, heating and ventilation, electrical work and maintenance of all equipment of the school district.

Qualifications:

1. Demonstrate ability to perform the specific duties listed below.
2. Successful completion of some post secondary schooling/training in plumbing/mechanical program and/or electrical mechanical program and/or pneumatic repair and installation work program is desirable.
3. A Journeyman's card in either electrical, plumbing or HVAC is desirable.
4. Must be able to read blueprints and schematic drawings.
5. Must be able to read and understand written directions and literature relating to this responsibility.
6. Must be able to work with minimum supervision, being responsible to complete projects efficiently and in a dependable manner.

Specific Duties: The Senior Maintenance Engineer/Leader shall be responsible for the following in the assigned areas:

1. To be responsible for repair, installation and service of all plumbing and plumbing fixtures.
2. To be responsible for welding and brazing.
3. To lead joints and solder lead solder joints.
4. To cut, fit and assemble pipes for water, gas, steam, sewage, storm water, etc.
5. To make routine inspection of buildings in district.
6. To requisition materials to perform various jobs.
7. To adjust, repair and test thermostats, both electrical and pneumatic.
8. To repair, lubricate and test electrical and pneumatic damper control motors, valves and other related equipment.
9. To adjust oil fired burners, combustion control, oil valve pre-heaters.

Job Description - Senior Maintenance Engineer/Leader

10. To test chemical content of boiler water and blow-off boiler.
11. To clean boilers for state inspection or yearly inspection, as required.
12. To perform minor electrical wiring in the district.
13. To repair doorware locks, stop hinges, outside utility equipment, clocks and bells.
14. To repair custodial equipment, vacuums, scrubbers, etc.
15. To install window glass, plexiglass, etc., and glazers.
16. To repair roofs and gutter systems.
17. Establish work standards.
18. To troubleshoot, service and install heating, refrigeration, air conditioning and related equipment as needed in the district.
19. To calibrate, lubricate, test, repair and/or replace all pneumatic and electrical damper control motors, valves and other related equipment.
20. To assist the administration with a district-wide energy conservation program and energy improvement system.
21. To assist building maintenance persons when assigned.
22. To assist the administration in the development of a preventative maintenance program.
23. To attend trade related inservice training courses when practical and possible.
24. To perform any and all duties within the classification as assigned by the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

MAINTENANCE ENGINEER

Title: Maintenance Engineer (with electrical skills)

Responsibility: In the performance of the duties, the Maintenance Engineer is responsible to the Senior Maintenance Engineer Leader, through the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: Under the supervision of the Senior Maintenance Engineer/Leader and the Director of Buildings and Grounds, the Maintenance Engineer will perform minor repairs for the maintenance and repair work required in completing tasks in plumbing, heating and ventilation, electrical work and maintenance of all equipment of the school district.

Qualifications:

1. Demonstrate ability to perform the specific duties listed below.
2. Successful completion of some post secondary schooling in an electrical/mechanical program is desirable.
3. Must be able to read blueprints and schematic drawings.
4. Must be able to read and understand written directions and literature relating to this responsibility.
5. Must be able to work with minimum supervision, being responsible to complete projects efficiently and in a dependable manner.
6. Electrical Journeyman status is desirable.

Specific Duties: The Maintenance Engineer shall be responsible for the following in the assigned areas:

1. To be responsible for repair, installation and service of all plumbing and plumbing fixtures.
2. To be responsible for welding and brazing.
3. To lead joints and solder lead solder joints.
4. To cut, fit and assemble pipes for water, gas, steam, sewage, storm water, etc.
5. To make routine inspection of buildings in district.
6. To requisition materials to perform various jobs.
7. To adjust, repair and test thermostats, both electrical and pneumatic.
8. To repair, lubricate and test electrical and pneumatic damper control motors, valves and other related equipment.
9. To adjust oil fired burners, combustion control, oil valve pre-heaters.
10. To test chemical content of boiler water and blow-off boiler.
11. To clean boilers for state inspection or yearly inspection, as required.
12. To perform minor electrical wiring in the district.

Job Description - Maintenance Engineer (with electrical skills)

13. To repair doorware locks, stop hinges, outside utility equipment, clocks and bells.
14. To repair custodial equipment, vacuums, scrubbers, etc.
15. To install window glass, plexiglass, etc. and glazers.
16. To repair roofs and gutter systems.
17. Establish work standards.
18. To troubleshoot, service and install heating, refrigeration, air conditioning and related equipment as needed in the district.
19. To calibrate, lubricate, test, repair and/or replace all pneumatic and electrical damper control motors, valves and other related equipment.
20. To assist the administration with a district-wide energy conservation program and energy improvement system.
21. To assist building maintenance persons when assigned.
22. To assist the administration in the development of a preventative maintenance program.
23. To attend trade related inservice training courses when practical and possible.
24. To perform any and all duties within the classification as assigned by the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

MAINTENANCE ENGINEER

- Title:** Maintenance Engineer (with heating, ventilation and air conditioning skills)
- Responsibility:** In the performance of the duties, the Maintenance Engineer is responsible to the Senior Maintenance Engineer/Leader through the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.
- General Duties:** Under the supervision of the Senior Maintenance Engineer/Leader and the Director of Buildings and Grounds, the Maintenance Engineer will perform minor repairs for the maintenance and repair work required in completing tasks in plumbing, heating and ventilation, electrical work and maintenance of all equipment of the school district.
- Qualifications:**
1. Demonstrate ability to perform the specific duties listed below.
 2. Successful completion of some post secondary schooling in an electrical, mechanical and pneumatic repair and installation work program is desirable.
 3. Must be able to read and understand all trade blueprints and schematic drawings and directions.
 4. Must possess the ability to read and understand written directions and literature in the HVAC field for better understanding.
 5. Must be able to work with minimum supervision, being responsible to complete projects efficiently and in a dependable manner.
 6. A Third Class Refrigerant Operator's License is desirable.
- Specific Duties:** The Maintenance Engineer shall be responsible for the following in the assigned areas:
1. To be responsible for repair, installation and service of all plumbing and plumbing fixtures.
 2. To be responsible for welding and brazing.
 3. To lead joints and solder lead solder joints.
 4. To cut, fit and assemble pipes for water, gas, steam, sewage, storm water, etc.
 5. To make routine inspection of buildings in district.
 6. To requisition materials to perform various jobs.
 7. To adjust, repair and test thermostats, both electrical and pneumatic.
 8. To repair, lubricate and test electrical and pneumatic damper control motors, valves and other related equipment.

Job Description - Maintenance Engineer (with HVAC skills)

9. To adjust oil fired burners, combustion control, oil valve pre-heaters.
10. To test chemical content of boiler water and blow-off boiler.
11. To clean boilers for state inspection or yearly inspection, as required.
12. To perform minor electrical wiring in the district.
13. To repair doorware locks, stop hinges, outside utility equipment, clocks and bells.
14. To repair custodial equipment, vacuums, scrubbers, etc.
15. To install window glass, plexiglass, etc. and glazers.
16. To repair roofs and gutter systems.
17. Establish work standards.
18. To troubleshoot, service and install heating, refrigeration, air conditioning and related equipment as needed in the district.
19. To calibrate, lubricate, test, repair and/or replace all pneumatic and electrical damper control motors, valves and other related equipment.
20. To assist the administration with a district-wide energy conservation program and energy improvement system.
21. To assist building maintenance persons when assigned.
22. To assist the administration in the development of a preventative maintenance program.
23. To attend trade related inservice training courses when practical and possible.
24. To perform any and all duties within the classification as assigned by the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

MAINTENANCE ENGINEER

Title: Maintenance Engineer (with strong plumbing skills)

Responsibility: In the performance of the duties, the Maintenance Engineer/Leader is responsible to the Senior Maintenance Engineer through the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: Under the supervision of the Senior Maintenance Engineer/Leader and the Director of Buildings and Grounds, the Maintenance Engineer will perform minor repairs for the maintenance and repair work required in completing tasks in plumbing, heating and ventilation, electrical work and maintenance of all equipment of the school district.

Qualifications:

1. Demonstrate ability to perform the specific duties listed below.
2. Successful completion of some post-schooling in a plumbing/mechanical program is desirable.
3. Must be able to read blueprints and schematic drawings.
4. Must be able to read and understand written directions and literature relating to this responsibility.
5. Must be able to work with minimum supervision, being responsible to complete projects efficiently and in a dependable manner.
6. Plumbing Journeyman status is desirable.

Specific Duties: The Maintenance Engineer shall be responsible for the following in the assigned areas:

1. To be responsible for repair, installation and service of all plumbing and plumbing fixtures.
2. To be responsible for welding and brazing.
3. To lead joints and solder lead solder joints.
4. To cut, fit and assemble pipes for water, gas, steam, sewage, storm water, etc.
5. To make routine inspection of buildings in district.
6. To requisition materials to perform various jobs.
7. To adjust, repair and test thermostats, both electrical and pneumatic.
8. To repair, lubricate and test electrical and pneumatic damper control motors, valves and other related equipment.
9. To adjust oil fired burners, combustion control, oil valve pre-heaters.

Job Description - Maintenance Engineer (with strong plumbing skills)

10. To test chemical content of boiler water and blow-off boiler.
11. To clean boilers for state inspection or yearly inspection, as required.
12. To perform minor electrical wiring in the district.
13. To repair doorware locks, stop hinges, outside utility equipment, clocks and bells.
14. To repair custodial equipment, vacuums, scrubbers, etc.
15. To install window glass, plexiglass, etc. and glazers.
16. To repair roofs and gutter systems.
17. Establish work standards.
18. To troubleshoot, service and install heating, refrigeration, air conditioning and related equipment as needed in the district.
19. To calibrate, lubricate, test, repair and/or replace all pneumatic and electrical damper control motors, valves and other related equipment.
20. To assist the administration with a district-wide energy conservation program and energy improvement system.
21. To assist building maintenance persons when assigned.
22. To assist the administration in the development of a preventative maintenance program.
23. To attend trade related inservice training courses when practical and possible.
24. To perform any and all duties within the classification as assigned by the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION
SENIOR GROUNDS-UTILITY PERSON/LEADER

Title: Senior Grounds-Utility Person/Leader

Responsibility: In the performance of the duties, the Senior Grounds-Utility Person/Leader shall be directly responsible to the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Senior Grounds-Utility Person/Leader shall be responsible for the supervising of all persons assigned to the grounds department. Additionally, the Senior Grounds-Utility Person/Leader shall be directly responsible for the care and maintenance, protection and preservation of all areas affecting the outside conditions of school buildings and grounds and other auxiliary related buildings.

Qualifications:

1. Three (3) years of related work experience in grounds-keeping activities.
2. Must be able to read, understand and interpret written directions and literature applicable to this responsibility.
3. Must have knowledge and skills in operating standard grounds-keeping equipment such as mowers, tractors, trenchers, etc.
4. Certification in pesticide and herbicide application is desirable.
5. Certification as a Master Gardener or Greenskeeper is desirable.

Specific Duties: Under the direction of the Director of Buildings and Grounds the Senior Grounds-Utility Person/Leader shall perform the following duties:

1. To establish work schedules for all persons assigned to this department and see that these schedules are carried out.
2. To have knowledge of and instruct others in the operations of all vehicles and equipment assigned to the grounds department.
3. To repair and maintain vehicles and equipment assigned to the grounds department.
4. To report damages to the Director of Buildings and Grounds in the event of major repair.
5. To grade and construct new lawn sites.
6. To recommend the quantity and quality as well as the proper use of fertilizers, seed, weed killers and other products used in the maintenance and construction of lawns, and the applying of same. Training will be provided.

Job Description - Senior Grounds-Utility Person/Leader

7. To make all possible repairs on parking lots and driveways.
8. To participate and be responsible for the removal of snow and ice when necessary.
9. To assist the Director of Buildings and Grounds in developing and maintaining a district-wide landscaping and grounds maintenance program.
10. To assist other maintenance personnel when necessary.
11. To stripe, mark, etc., athletic fields and parking lots.
12. To perform other duties and responsibilities within the classification as assigned by the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

GROUNDS-UTILITY PERSON

Title: Grounds-Utility Person

Responsibility: In the performance of the duties, the Grounds-Utility Person shall be directly responsible to the Senior Grounds-Utility Person/Leader through the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Grounds-Utility Person shall be directly responsible for the care and maintenance, protection and preservation of all areas affecting the outside conditions of school buildings and other auxiliary related buildings.

Qualifications:

1. Demonstrate ability to perform the specific duties listed below.
2. Must be able to read, understand and interpret written directions and literature applicable to this responsibility.
3. Must have knowledge and skills in operating standard groundskeeping equipment such as mowers, tractors, trenchers, etc.
4. Certification in pesticide and herbicide application desirable.
5. Certification as a Master Gardener or Greenskeeper desirable.

Specific Duties: Under the direction of the Senior Grounds-Utility Person/Leader and the Director of Buildings and Grounds the Grounds Utility Person/Leader shall perform the following duties:

1. To mow, trim or fertilize lawns, shrubbery and trees.
2. To prepare new seed beds for grass, clear land for preparation of new play fields and maintain same.
3. To clean and repair driveways, roadways, clean ditches and storm drains and cultivate such areas as designated by the supervisor.
4. To repair and maintain athletic or playground equipment and the areas where this equipment is installed.
5. To be able to operate all vehicles and equipment assigned to the grounds department.
6. To do minor repairs on all equipment.
7. To perform winter duties which will include the snow removal program under the direction of the supervisor, which usually indicates very irregular hours.
8. In cases of emergency, the Grounds-Utility Person may be asked to substitute as a custodian during the day shift work hours.

Job Description - Grounds-Utility Person

9. To assist other maintenance personnel when necessary.
10. To stripe, mark, etc., athletic fields and parking lots.
11. To perform other duties within the classification as assigned by the Senior Grounds-Utility Person/Leader through the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

SENIOR HIGH HEAD COOK/LEADER

- Title:** Senior High Head Cook/Leader
- Responsibility:** In the performance of the duties, the Senior High Head Cook/Leader shall be responsible to the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.
- General Duties:** The Senior High Head Cook/Leader shall be responsible for assisting the Food Services Director and maintaining a food service program consistent with the Board of Education guidelines for all students in the Romeo Community School District.
- Specific Duties:**
1. To make sure food is prepared for all schools.
 2. To make sure food is in stock for all meals.
 3. To oversee other cooks and their duties.
 4. To report any problems which might come up to the supervisor.
 5. To assign different duties which might come up.
 6. To report any equipment which is not working and needs repair.
 7. To inventory food related materials to insure adequate supply is available in the school.
 8. In the event the Head Cook is absent, the Food Services Director will assign duties to one of the Senior High Cooks.
 9. To perform other duties within the classification as assigned by the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

SENIOR HIGH COOK

Title: Senior High Cook

Responsibility: In the performance of the duties, the Senior High Cook shall be responsible to the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Senior High Cook shall be responsible for assisting the Food Services Director and maintaining a good service program consistent with the Board of Education guidelines for all students in the Romeo Community School District.

Specific Duties:

1. To do baking.
2. To prepare all food.
3. To make sure all carts going out are filled.
4. To make sure all food ordered by other schools is shipped out.
5. To make sure all ala carte items are made and ready to be put out.
6. To serve food and take money.
7. To clean kitchen and clean ovens.
8. To take over Head Cook's duties in her absence when assigned by the Food Services Director.
9. To help where needed.
10. To perform other duties within the classification as assigned by the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

SENIOR HIGH ASSISTANT COOK

- Title:** Senior High Assistant Cook
- Responsibility:** In the performance of the duties, the Senior High Assistant Cook shall be responsible to the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.
- General Duties:** The Senior High Assistant Cook shall be responsible for assisting the Food Services Director and maintaining a good service program consistent with the Board of Education guidelines for all students in the Romeo Community School District.
- Specific Duties:**
1. To help fill the carts going in the morning (cooking certain foods to put in the carts).
 2. To help prepare food for ala carte line and "A" line.
 3. To help prepare the main dish for the day.
 4. To help serve during lunch at different times and to take turns with lunch money.
 5. To help clean kitchen and ovens.
 6. To help where needed.
 7. To perform other duties within the classification as assigned by the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

SENIOR HIGH FOOD AIDE

Title: Senior High Food Aide

Responsibility: In the performance of the duties, the Senior High Food Aide shall be responsible to the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Senior High Food Aide shall be responsible for assisting the Food Services Director and maintaining a food service program consistent with the Board of Education guidelines for all students in the Romeo Community School District.

Specific Duties:

1. To put all items for ala carte out on the serving line.
2. To resupply items as others are sold.
3. To restock all paper and silverware products as needed.
4. To serve to students and teachers all items that are not out for them to serve themselves.
5. To put all items away after serving time is over.
6. To clean up and wipe down serving bar at the end of the day.
7. To help other kitchen staff in the kitchen wherever help is needed.
8. To clean kitchen and clean ovens.
9. To take over Head Cook's duties in his/her absence.
10. To perform other duties within the classification as assigned by the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

JUNIOR HIGH COOK

Title: Junior High Cook

Responsibility: In the performance of the duties, the Junior High Cook shall be responsible to the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Junior High Cook shall be responsible for assisting the Food Services Director and maintaining a food service program consistent with the Board of Education guidelines for all students in the Romeo Community School District.

- Specific Duties:
1. To order the food needed which they will be cooking.
 2. To make the ala carte items.
 3. To prepare the food for serving.
 4. To serve the food and clean up the kitchen.
 5. To inventory food related materials to insure adequate supply is available in the school.
 6. To perform other duties within the classification as assigned by the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

JUNIOR HIGH ASSISTANT COOK

- Title:** Junior High Assistant Cook
- Responsibility:** In the performance of the duties, the Junior High Assistant Cook shall be responsible to the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.
- General Duties:** The Junior High Assistant Cook shall be responsible for assisting the Food Services Director and maintaining a food service program consistent with the Board of Education guidelines for all students in the Rameo Community School District.
- Specific Duties:**
1. To be responsible to order the food which they will be cooking in the event the cook is absent.
 2. To help prepare ala carte items.
 3. To help prepare their food for serving.
 4. To help serve the food and clean up their kitchen.
 5. To inventory food related materials to insure adequate supply is available in the event the cook is absent.
 6. To perform other duties within the classification as assigned by the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

ELEMENTARY COOK

Title: Elementary Cook

Responsibility: In the performance of the duties, the Elementary Cook shall be responsible to the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Elementary Cook shall be responsible for assisting the Food Services Director and maintaining a food service program consistent with the Board of Education guidelines for all students in the Romeo Community School District.

Specific Duties:

1. To order the amount of food items they want shipped.
2. To prepare food and vegetables.
3. To serve up the food which is shipped to them.
4. To clean up after the serving is over.
5. To inventory food related materials to insure adequate supply is available in the school.
6. To perform other duties within the classification as assigned by the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

SALAD BAR COOK

Title: Salad Bar Cook

Responsibility: In the performance of the duties, the Salad Bar Cook shall be responsible to the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Salad Bar Cook shall be responsible for assisting the Food Services Director and maintaining a food service program consistent with the Board of Education guidelines for all students in the Romeo Community School District.

Specific Duties:

1. To order the amount of all salad bar items that are needed for the week.
2. To prepare all salad bar items.
3. To clean up after the serving is over.
4. To inventory all related food items and materials to insure adequate supply is available for salad bar.
5. To do weekly ordering of all food if the elementary cook is off work.
6. To clean kitchen and clean ovens.
7. To take over the Head Cook's duties in his/her absence when assigned by the Food Services Director.
8. To perform other duties within the classification as assigned by the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

CAFETERIA CASHIER

Title: Cafeteria Cashier

Responsibility: In the performance of the duties, the Cafeteria Cashier shall be responsible to the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Cafeteria Cashier shall be responsible for assisting the Food Services Director and maintaining a food service program consistent with the Board of Education guidelines for all students in the Romeo Community School District.

Specific Duties:

1. To collect and record/register all cash generated from the sale of food in the school lunch program.
2. To maintain and record all prepaid lunch lists according to Federal regulations.
3. To reconcile, record and prepare daily sales and deposit reports.
4. To provide vending refunds and reimbursements as needed.
5. To keep assigned areas clean and sanitary during lunch service.
6. To order supplies as needed.
7. To perform other duties within the classification as assigned by the Food Services Director through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

SENIOR BUS MECHANIC/LEADER

- Title:** Senior Bus Mechanic/Leader
- Responsibility:** In the performance of the duties, the Senior Bus Mechanic/Leader is responsible to the Supervisor of Transportation through the Assistant Superintendent for Human Resources through the Superintendent.
- General Duties:** In the performance of the duties, the Senior Bus Mechanic/Leader shall have general supervision and be directly responsible for the care, maintenance and repair of all school buses. The Senior Bus Mechanic/Leader shall see that the school buses are maintained in a satisfactory and safe condition for the transportation of students. The Senior Bus Mechanic/Leader is directly responsible for the cleanliness and orderliness of the building work area and equipment.
- Specific Duties:** The Senior Bus Mechanic/Leader shall be responsible for the following in the assigned area:
1. To make weekly, monthly and annual inspection of school buses, or as required, in order to insure a minimum of road failures and a maximum of safety and economy operation.
 2. To approve or disapprove school buses for immediate use, to make repairs and replacement of parts as necessary and to report to the Supervisor of Transportation the mechanical failure of any bus.
 3. To take inservice courses whenever possible and endeavor to upgrade, with advice and knowledge, the mechanics under the Senior Bus Mechanic/Leader's supervision.
 4. To keep records and make reports as required on:
 - a. all buses - tune-ups, tires, brakes, oil changes, clutches, safety equipment, etc.
 - b. all stock parts for buses.
 - c. garage equipment.
 5. To unlock gates and garage doors in the a.m.
 6. To check work performed by mechanics.
 7. To see that all spare buses are started in the a.m.
 8. To start buses 1/2 hour early in the a.m.
 9. To assign various duties to garage employees:
 - a. rotate repair work, assigning most important repairs first.
 - b. report to the Transportation Supervisor any necessity for overtime in order to have buses ready for runs the following day.
 - c. schedule buses for oil change and tune-ups between runs whenever possible, and assign spare buses.

Job Description - Senior Bus Mechanic/Leader

10. To be responsible for all repair work, for which they have been so notified, to buses prior to them leaving the garage.
11. To order all replacement parts for buses, chassis and gear lube, motor oil, anti-freeze, batteries, oxygen, radiators, heater cores, etc.
12. To assign a mechanic to check gasoline storage tanks every five (5) days.
13. To receive all parts for buses and mark prices for stock.
14. To maintain records for all buses and maintenance vehicles.
15. To estimate damage to buses caused by accidents.
16. To do special wiring and electrical work.
17. To do various welding, soldering, refinishing, pruning and painting.
18. To supervise the work of garage employees and work with them daily.
19. To perform other duties within the classification as assigned by the Supervisor of Transportation through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

BUS MECHANIC

- Title:** Bus Mechanic
- Responsibility:** In the performance of the duties, the Bus Mechanic is responsible to the Supervisor of Transportation through the Assistant Superintendent for Human Resources through the Superintendent.
- General Duties:** The Bus Mechanic shall be directly responsible for the care, maintenance and repair of school buses. S/he shall see that the school buses are maintained in a satisfactory and safe condition for the transportation of students. S/he shall be responsible for the cleanliness and orderliness of the building area and equipment.
- Specific Duties:** The Bus Mechanic shall be responsible for the following in the assigned area:
1. To make weekly, monthly and annual inspection of school buses, or as required, in order to insure a minimum of road failures and a maximum of safety and economy of operation.
 2. To report to head mechanic any failure of a bus which would make it unsafe for transporting students.
 3. To take inservice training courses where possible and practical.
 4. To keep records and make reports as required.
 5. To obtain and keep a current chauffeur's license.
 6. To see that all buses are started in the a.m.
 7. To repair any bus that fails to operate safely.
 8. To repair buses as needed.
 9. To drive a bus route, when required, in cases of emergency.
 10. To cooperate with fellow employees.
 11. To perform other duties within the classification as assigned by the Supervisor of Transportation or the Head Mechanic through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

BUS MECHANIC TRAINEE

Title: Bus Mechanic Trainee

Responsibility: In the performance of the duties, the Bus Mechanic Trainee is responsible to the Supervisor of Transportation through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Bus Mechanic Trainee shall be directly responsible for the care, maintenance and repair of school buses under the direction of the Senior Bus Mechanic/Leader. S/he shall see that the school buses are maintained in a satisfactory and safe condition for the transportation of students. S/he shall be responsible for the cleanliness and orderliness of the building area and equipment.

Specific Duties: The Bus Mechanic Trainee shall be responsible for the following in the assigned area under the direction of the Senior Bus Mechanic/Leader:

1. To make weekly, monthly and annual inspections of school buses, or as required, in order to insure a minimum of road failures and a maximum of safety and economy of operation.
2. To report to the Senior Bus Mechanic/Leader any failure of a bus, which would make it unsafe for transporting students.
3. To take inservice training courses where possible and practical.
4. To keep records and make reports as required.
5. To obtain and keep a current chauffeur's license.
6. To see that all buses are started in the a.m.
7. To repair any bus that fails to operate safely.
8. To repair buses as needed.
9. To drive a bus route, when required, in cases of emergency.
10. To cooperate with fellow employees.
11. To perform other duties within the classification as assigned by the Supervisor of Transportation or the Senior Mechanic through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

SCHOOL BUS DRIVER

Title: School Bus Driver

Responsibility: In the performance of the duties, the School Bus Driver is responsible to the Transportation Supervisor through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The School Bus Driver is responsible for the transportation of students in an orderly and safe manner to and from school as well as an additional range of curricular and extra-curricular activities as offered by the school district. In the performance of the duties the School Bus Driver must pass and adhere to all requirements mandated by the State of Michigan for School Bus Drivers.

Specific Duties: The School Bus Driver shall be responsible for the following in his/her assigned area:

1. To check bus before leaving yard: lights, brakes, turn signals, gas, tires, overhead flashers.
2. To keep windows of bus clean - front, doors, driver's side window and rear.
3. To obtain and keep current a chauffeur's license.
4. May direct and/or assign the seating of students on the bus to maintain proper discipline of students. In addition, disciplinary action slips may be issued in accordance with the discipline policy.
5. To prepare and keep current a roster of all students assigned to ride the bus.
6. To maintain a route description and note all changes promptly.
7. To prepare accident reports whenever necessary, personal, vehicle, broken glass, student, etc., on appropriate forms made available.
8. To attend bus driver training classes and inservice meetings at the direction of the Transportation Supervisor.
9. To have a physical examination before September of each year.
10. To know how to use fire extinguishers and fuses.
11. To report in writing any bus repairs needed to the head mechanic.
12. To keep inside of bus clean, sweep after p.m. run and whenever necessary.
13. To wash back of bus whenever needed so that letterings, lights and license plate may be easily seen.
14. To maintain at your expense a bus driver's jacket, which the School Board has provided.

Job Description - School Bus Driver

15. To fuel bus during layover time when possible.
16. To call transportation office when ill or unable to work.
17. To perform other duties within the School Bus Driver classification as assigned by the Transportation Supervisor through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

HEAD CUSTODIAN

Title: Head Custodian

Responsibility: In the performance of the duties, the Head Custodian shall be responsible to the Building Principal and/or Director for the day-to-day operations through the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Head Custodian shall have direct responsibility for the care, maintenance, protection and preservation of the school building and its contents within the assigned area. S/he shall see that the building is at all times maintained in a satisfactory condition for use and occupancy. S/he shall be directly responsible for the cleanliness, sightliness and orderliness of the building and its equipment. Additionally, s/he shall supervise the custodial personnel with the cooperation of the Director of Buildings and Grounds and the building administrator.

Specific Duties:

1. Demonstrate ability to perform the specific duties listed below, as well as the specific duties in #1-21 of the custodial job description.
2. To be responsible for the care, maintenance and protection of the assigned building.
3. To be responsible for the care, condition and appearance of all physical property, which includes the building and grounds.
4. To be responsible for the inspection of the building and be continuously familiar with the physical condition of the building.
5. To open the building and through inspection see that the building is ready for use in terms of cleanliness, heating system, lights, pool, etc., if applicable.
6. To notify the Director of Buildings and Grounds and the building administrator in the event any conditions exist which may affect the operation of the school.
7. To be responsible for the maintenance of all gymnasium equipment as well as periodic inspection of same, and to report any needed repairs to the building principal or Director of Buildings and Grounds.
8. To maintain an adequate inventory of supplies and organize the purchasing and distribution of custodial supplies as needed.
9. To be responsible to see that all building and grounds are cleared of snow during winter months.

Job Description - Head Custodian

10. To be responsible for minor repair and maintenance of equipment in the building and grounds and report, when necessary, those items for repair which are not in the custodian's jurisdiction to the Director of Buildings and Grounds and the building principal.
11. To be responsible for the minor maintenance of the following: heating and ventilation, air compressor, water softener, pool, if applicable, fire alarm system, etc., performing such duties as greasing, changing oil, filters, etc.
12. To immediately notify the Director of Buildings and Grounds and the building principal in case of burglary and/or loss of property.
13. To be responsible for receiving and receipt of all goods and supplies delivered to the building.
14. To work out building assignment schedules regarding placement of all custodial staff through the cooperation of the building principal and the Director of Buildings and Grounds.
15. To be responsible for performing assigned custodial work and other work as time permits for the cleaning and upkeep of the building.
16. To perform other duties within the classification as assigned by the Director of Buildings and Grounds through the building administrator through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

CUSTODIAN

Title: Custodian

Responsibility: In the performance of the duties, the Custodian shall be responsible to the Head Custodian and Supervisor of Operations through the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Custodian shall have direct responsibility for the care, maintenance, protection and preservation of the school building and its contents within the assigned area. S/he shall see that the building is at all times maintained in a satisfactory condition for use and occupancy. S/he shall be directly responsible for the cleanliness, sightliness and orderliness of the building and its equipment.

Specific Duties: The Custodian shall be responsible for performing the custodian work required for cleaning and upkeep of the building in the assigned areas.

1. To mop, sweep, scrub floors and other surfaces.
2. To clean, renovate, renew floor surface finishes.
3. To clean and dust furniture, fixtures, windows, doors, trim and related furnishings.
4. To wash and clean light fixtures.
5. To replace incandescent and fluorescent lights.
6. To move furniture, supplies and miscellaneous equipment as directed.
7. To sweep or shovel snow from steps and walks at building entrances and to salt icy spots, when it is necessary.
8. To collect, bag or dispose of waste paper, inside and outside.
9. To lock and unlock classroom doors, windows and offices and turn off unnecessary lights.
10. To mop lavatories, toilet rooms and rest rooms and clean rest room fixtures.
11. To clean and service smoking urns and ashtrays.
12. To collect debris or junk and place in containers for removal.
13. To clean and wax furniture.
14. To wash windows, partitions and walls when needed.
15. To report items that require repair.
16. To follow written work schedules.
17. To guard property through visual inspection against fire, theft and illegal entry and to secure the building.
18. To make periodic inspection tours.

Job Description - Custodian

19. To work on ladders, scaffolding.
20. To perform internal painting when necessary.
21. To perform other duties as pertains to the job classification as assigned by the Director of Buildings and Grounds through the building administrator through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

AFTERNOON OR MIDNIGHT LEADER

- Title:** Afternoon or Midnight Custodial Leader
- Responsibility:** In the performance of the duties, the Afternoon or Midnight Custodial Leader shall be responsible to the Head Custodian, the Supervisor of Operations, through the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.
- General Duties:** The Afternoon or Midnight Custodial Leader shall be responsible to assist and help all Employees who work on his/her shift in the care and maintenance, protection and preservation of the school and its contents within the assigned school building. S/he shall see that the building is at all times maintained in a satisfactory condition for use and occupancy. Additionally, s/he shall perform other duties within the job classification working in conjunction with the head custodian and the building administrator.
- Specific Duties:**
1. To be responsible for assisting and helping all Employees working on the shift and be responsible for performing custodial work in connection with the cleanliness and usability of the building as shown in the custodian job description #1-21.
 2. To be responsible for the care, maintenance and protection of the assigned building.
 3. To be responsible for the care, condition and appearance of the building, which in some cases may include certain portions of the grounds.
 4. To be responsible for the inspection of the building and be continuously familiar with the physical conditions of the building.
 5. To open the building and through inspection see that the building is ready for use in terms of cleanliness, heating system, lights, etc.
 6. To notify the Director of Buildings and Grounds and the building administrator in the event any conditions exist which may affect the operation of the school.
 7. To be responsible to see that all building and grounds are cleared of snow during the winter months.
 8. To immediately notify the Director of Buildings and grounds and the building principal in case of burglary and/or loss of property.
 9. To work out building assignment schedules regarding placement of all custodial staff through cooperation with the head custodian, the building principal, and the Director of Buildings and Grounds.
 10. To perform other duties as pertains to the job classification as assigned by the Director of Buildings and Grounds through the building administrator through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

WAREHOUSE PERSON

- Title:** Warehouse Person
- Responsibility:** In the performance of the duties, the Warehouse Person shall be responsible to the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.
- General Duties:** Under the supervision of the Director of Buildings and Grounds, the Warehouse Person shall be responsible for developing and maintaining a computerized program and warehouse operation for system-wide stock inventory control.
- Qualifications:** The Warehouse Person shall have the following qualifications:
1. Ability to maintain records and filing system.
 2. Possess good math and reading ability.
 3. Have or be able to obtain a valid chauffeur's driving license.
 4. Warehouse experience desirable.
 5. Computer skills desirable; however, willingness to learn computer skills is required.
- Specific Duties:** The Warehouse Person shall be responsible for the following:
1. To coordinate incoming freight and deliveries and be responsible for storage and/or distribution of same.
 2. To report all shortages and/or damages to vendors and/or carriers and notify the Business Office of the same.
 3. To coordinate the preparation and shipment of materials from Central Warehouse to indicated buildings on approved requisitions or purchase orders.
 4. To maintain a computerized perpetual inventory of all stock.
 5. To coordinate internal mail deliveries.
 6. To notify the Business office and Maintenance Office when supplies are low and in need of reordering.
 7. In the absence of the Warehouse-Utility Driver, the Warehouse Person will make daily mail deliveries and pick-up from the Administrative Office to the offices of each school building/department. This will include pickup and delivery of mail to local post office.
 8. To be responsible for the care and custodial maintenance of the Warehouse facility to include housekeeping functions of sweeping, wet mopping, floor stripping, waxing, dusting, window washing, rest room cleaning, trash removal etc., of the warehouse facility building and its contents such as stock, furniture, equipment, fixtures, shelving, etc., and to keep the grounds/parking area free of trash and debris and the dock and steps free of snow/ice.

Job Description - Warehouse Person

9. To properly secure the warehouse facility and adjoining maintenance facility at the end of the shift, setting alarms and securing gate to the premises.
10. To perform other duties within the classification pertaining to central warehouse operations, as may be assigned by the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

WAREHOUSE-UTILITY PERSON

- Title:** Warehouse-Utility Person
- Responsibility:** In the performance of the duties, the Warehouse-Utility Person shall be responsible to the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources, through the Superintendent.
- General Duties:** Under the supervision of the Director of Buildings and Grounds the Warehouse-Utility Person shall be responsible for those duties related to the delivery process of the school district.
- Qualifications:**
1. Valid Michigan chauffeur's license.
 2. Computer skills desirable; however, willingness to learn computer skills is required.
 3. Ability to maintain records and filing system.
 4. Possess good math and reading ability.
- Specific Duties:** The Warehouse-Utility Person shall be responsible for the following in the assigned area:
1. To be responsible for all incoming and outgoing mail as well as providing appropriate postage on all mail.
 2. To assist in loading materials for delivery.
 3. To deliver all ordered materials to various buildings.
 4. To assist in maintaining an orderly inventory.
 5. To haul chairs, instruments and various equipment by work orders.
 6. To assist in unloading shipments to central warehouse facility.
 7. To assist in housekeeping/custodial duties at central warehouse facility when necessary.
 8. To fill in for Warehouse Person due to absences when necessary.
 9. To perform other duties within the classification pertaining to central warehouse operations, as may be assigned by the Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

JOB DESCRIPTION

CAFETERIA-UTILITY PERSON

Title: Cafeteria-Utility Person

Responsibility: In the performance of the duties the Cafeteria-Utility Person shall be responsible to the Food Services Director, Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

General Duties: The Cafeteria-Utility Person shall be responsible for assisting the Food Services Director in the delivery and maintaining of prepared foods for each of the satellite schools in the school district. Additionally, at times when the Cafeteria-Utility Person is not performing delivery services, this person shall be assigned custodian responsibilities by the Director of Buildings.

- Specific Duties:
1. To deliver prepared foods from the high school cafeteria kitchen to each of the satellite schools within the school district.
 2. To deliver an appropriate amount of emergency rations to the schools in the event an emergency should arise, which would not allow for delivery.
 3. To make food service deliveries from the warehouse to the main kitchen and all other schools.
 4. To have knowledge of available food stock in the warehouse and make this information known to the Food Services Director.
 5. To deliver to the bank the accounted for lunch monies of each of the food programs in the school district.
 6. To deliver additional food to all buildings when required.
 7. To assist in the cleaning of the main kitchen, which prepares food, and be responsible in cleaning of food carts.
 8. To assist as a building custodian during times when lunches are not served, i.e. specifically summer months.
 9. To be responsible for checking gas, oil, tires and the general condition of food services truck every morning. If there is any problem with the food services truck, report the problem to the Food Services Director immediately. The Food Services Cafeteria-Utility Person must also be responsible for cleanliness of the food services truck, both interior and exterior.
 10. To perform other duties within the classification as may be assigned by the Food Services Director, Director of Buildings and Grounds through the Assistant Superintendent for Human Resources through the Superintendent.

APPENDIX IV

MECHANIC CERTIFICATION PROGRAM

The State of Michigan, concerned with the safety of motor vehicles, has embarked on a program of certification for vehicle mechanics. Since January 1, 1978, every repair facility has been required to have in its employ at least one mechanic certified in each category of repair which the facility provides.

Effective January 1, 1981, all motor vehicle mechanics must be certified in the repair category in which they repair or service motor vehicles. Although governmental agencies are currently exempt from these State regulations, the Board of Education's concern for student safety necessitates our voluntary compliance with a Bus Mechanic Certification Program.

In addition to the Michigan State certification program, the Automotive Service Excellence has developed a program of certification for mechanics. In fact, it is our understanding that the ASE Program was used as the model by the State of Michigan in development of their program and is considered by many to be more meritorious and comprehensive in content. ASE is a nonprofit corporation organized to encourage the highest standard of automotive service in the public interest. Both ASE and the State plans to offer tests and certificates in eight areas of automotive and six areas of heavy duty truck (school bus) repair that are of particular interest to the Romeo Community Schools. A mechanic must pass the prescribed test covering the various categories of auto and truck repair and have at least two years of hands-on work experience to qualify for certification under each program. The certificates issued by ASE are valid for either five or five and one-half years depending on the series of examinations completed by the mechanic. To renew a certificate, a school bus mechanic is required to pass a recertification examination.

Our most recent experience with the Michigan State Police Vehicle Inspection Program indicates that an upgrading of the skill level in diagnostic and repair methods of our school bus mechanics is desirable.

The program agreed to, and which is to be implemented for Romeo bus mechanics, is one that utilizes both the State and ASE certification plans. The Romeo plan is outlined in the following Memorandum of Agreement:

MEMORANDUM OF AGREEMENT

Memorandum of Agreement, entered into the 14th day of April, 1980, between the Romeo Community Schools and the Transportation Chapter of Local #2614, A.F.S.C.M.E.

Certification

- A. General principals of the Romeo School Bus Mechanic Certification Program.
1. The certification program is an attempt to encourage the school bus mechanics of the Romeo Schools to achieve certification in the ASE Certification Program.
 2. An Employee holding certificates in the same area from both the State of Michigan and ASE shall receive the higher wage adjustment, but not both.
 3. The maximum wage adjustment an Employee may receive under this Certification is \$1.75 (14 ASE Certificates at \$.25 each/per hour).
 4. The wage adjustment shall be rescinded for any and all certificates that expire or shall become invalid for any reason.
 5. Failure for any Employees to inform the administration that the certificate has expired or become invalid, shall subject them to immediate disciplinary action.

B. Phase I - Michigan State Certificates

1. Certificates issued by the Michigan Department of State Bureau of Automotive Regulation - Mechanic Certification Division, Lansing, Michigan in the following areas are applicable to the Romeo Certification Program.

AUTOMOBILE

- a. Front End & Steering Systems
- b. Automatic Transmissions
- c. Manual Transmissions & Front & Rear Axle

HEAVY DUTY TRUCK (School Bus)

- d. Engine Repair - Gasoline
 - e. Drive Trains
 - f. Suspension & Steering
 - g. Electrical Systems
 - h. Brakes & Braking Systems
 - i. Diesel
2. The Head Mechanics, Mechanic Leader and Mechanic who possesses a certificate and has properly filed it with the Transportation Center is eligible for a \$.15 per hour wage adjustment for each certificate the Employee achieves in the areas outlined in paragraph B.1.
 3. A Mechanic Helper who possesses the appropriate State of Michigan certificates shall receive a wage adjustment of \$.15 per hour per certificate.

C. Phase II - ASE Certificates

1. Certificate issued by the Automotive Service Excellence in the following areas are applicable to the Romeo Certification Program.

AUTOMOBILE

a.	Automatic Transmissions	Test No.	A2
b.	Manual Transmission & Rear Axle		A3
c.	Front End		A4
d.	Brakes		A5
e.	Heating & Air Conditioning		A7
f.	Tune-up		A8

HEAVY DUTY TRUCK (School Bus)

g.	Gasoline Engines	Test No.	T-1
h.	Diesel Engines		T-2
i.	Drive Train		T-3
j.	Brakes		T-4
k.	Suspension & Steering		T-5
l.	Electrical Systems		T-6
M.	Body Repair		B-1
n.	Painting & Refinishing		B-2

2. The Head Mechanic, Mechanic Leader or Mechanic who possesses certificates and has properly filed them with the Transportation Center is eligible for a \$.25 per hour wage adjustment for each certificate the Employee achieves in the areas outlined in paragraph C. 1.
3. A Mechanic Helper who possesses certification and has properly filed with the Transportation Center is eligible for a \$.15 per hour wage adjustment for each certificate the Employee achieves in the areas outlined in paragraph C. 1.

D. Wage Adjustment Dates

1. Fall adjustment date shall be October 1st of each year. Any Employee wishing to receive a Fall wage adjustment based on certification must submit a properly authorized certificate by September 1st.
2. Spring adjustment date shall be April 1st of each year. Any Employee wishing to receive a Spring wage adjustment based on certification must submit a properly authorized certificate by April 1st.

APPENDIX V
AFSCME EVALUATION INSTRUMENT

ROMEO COMMUNITY SCHOOLS

Name _____ Location _____

Position _____ Date _____

EMPLOYEE PERFORMANCE APPRAISAL

for

Bus/Mechanic Staff
Custodial/Maintenance Staff
Food Services Staff

- A. Performance appraisal dictates an opinion on how well the individual performs the requirements of his/her job. Evaluations should be based on observations. Consideration should be given to day-to-day and overall performance since the last appraisal.
- B. A description of the column headings P, F, S, G and O follows:
- P - Poor: Fails to meet position requirements or meets them only in part. Definitely below acceptable standards.
- F - Fair: In general, meets minimum requirements of the job.
- S - Satisfactory: Meets practically all position requirements.
- G - Good: Meets all job requirements and, in many instances, exceeds them.
- O - Outstanding: In general exceeds position requirements. Operates at sustained top performance.
- C. The evaluator should leave blank those items that are not applicable or unobserved.
- D. Comments are essential to an appraisal. Comments should be used to explain ratings, when necessary; and to make specific suggestions for improvements and/or development.
- E. The intent of this evaluation form is to assist employees in their professional growth, which results in more competent, well-prepared individuals capable and desirous of improving their work skills and performances.
- F. The large boxes at the left hand side of the form indicate an overall rating. The numbered items indicate specific components that relate to the category.
- G. Upon completion of this report, forward it in a sealed envelope to the Human Resources Department, with a copy given to the person evaluated.

ROMEO COMMUNITY SCHOOLS

Name _____ Position _____

KNOWLEDGE OF WORK

The understanding of basic fundamentals, methods and procedures of his/her job.

1. Knows details of operations.
2. Knows equipment and materials.
3. Knows why things are done.
4. Learns work quickly.

COMMENTS: _____

QUANTITY OF WORK

Volume of acceptable work compared to what might reasonably be expected.

1. Overall volume of work.
2. Consistency of production.
3. Efforts to improve output.

COMMENTS: _____

QUALITY OF WORK

Grade of acceptable work compared to what might reasonably be expected.

1. Accuracy of work.
2. Thoroughness of work.
3. Neatness of work.
4. Reliability of work.

COMMENTS: _____

ADAPTABILITY

Quickness to learn new duties and adjust to new situations encountered on his/her job.

1. Adjusts to new situations.
2. Quick to learn new duties.
3. Follows organization policy.

COMMENTS: _____

ATTITUDE

The interest, enthusiasm and attitude shown toward his/her work, the organization and fellow workers.

1. Takes pride in work
2. Demonstrates self-control.
3. Friendly and tactful.
4. Has sense of duty to the organization.

COMMENTS: _____