

6/30/94

AGREEMENT

BETWEEN THE

SPRING LAKE BOARD OF EDUCATION

and the

SPRING LAKE BUS DRIVERS AND
SCHOOL
CUSTODIANS/MAINTENANCE/MECHANICS
EMPLOYEES UNITS AFFILIATED WITH
LOCAL #2647, COUNCIL #25
A.F.S.C.M.E., AFL-CIO

Spring Lake Public Schools

July 1, 1991 --- June 30, 1994

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LOCAL 2847, COUNCIL 425

A.R.C.M.E., A.F.-C.I.O.

July 1, 1991 -- June 30, 1994

Spring Lake Board of Education
2000
Spring Lake, Michigan

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AGREEMENT

THIS AGREEMENT entered into this fourteenth day of June, 1991, by and between the SPRING LAKE PUBLIC SCHOOL DISTRICT #41, SPRING LAKE, MICHIGAN, hereinafter referred to as the "Employer," and the SPRING LAKE BUS DRIVERS AND SCHOOL CUSTODIANS/MAINTENANCE/MECHANIC EMPLOYEES UNITS, Local #2647, Council #25, A.F.S.C.&M.E. AFL-CIO, hereinafter referred to as the "Union."

ARTICLE I

PURPOSE AND INTENT

The general purpose of this Agreement is to set forth the wages, hours, and working conditions which shall prevail for the duration of this Agreement and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees, and the Union. Recognizing that the safety and well-being of students are the paramount concern of all employees of the District, the Employer and the Union, for and in consideration of the mutual promises, stipulations, and conditions hereinafter specified, agree to abide by the terms and provisions set forth herein for the duration of this Agreement.

ARTICLE II

RECOGNITION AND UNION SECURITY

Section 1. - Recognition

Pursuant to the provisions of Act 379 of the Public Acts of 2965 of the State of Michigan, as amended, the Employer does hereby recognize the Union as the exclusive representative for purposes of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment of employees of the Employer as follows:

- a) All bus drivers, excluding supervisors and all other employees, as certified R 71 H 331, October 8, 1971.
- b) All custodial and maintenance employees, but excluding supervisors and all other employees, as certified R 71 K 429, December 29, 1971.
- c) The Employer agrees to provide the Union with a list of the names, job titles, and bargaining unit work performed (if any) by supervisors.
- d) The Employer agrees that it will not and shall not replace or displace bargaining unit members with other bargaining unit members that cannot hold seniority in the classification.

Section 2. - Non-discrimination.

The Employer and the Union agree that, for the duration of this Agreement, neither shall discriminate against any job applicant or employee because of race, religion, color, creed, sex, nationality, or political belief, nor shall the Employer or its agents nor the Union, its agents or members, discriminate against any employee because of his exercising those rights guaranteed by State or Federal law.

Section 3. - Union Security - Requirements of Union Membership

a) Employees covered by this Agreement at the time it becomes effective who are members or who choose to become members thereafter shall be required as a condition of employment, to continue membership in the Union for the duration of this Agreement.

b) Employees who are not members of the Union on the effective date of this Agreement and employees hired, rehired, reinstated, or transferred into the bargaining unit after the effective date of this Agreement, shall be required as a condition of continued employment to become a member of the Union, pay to the Union as a service charge, or pay to the Spring Lake School Boosters Club each month an amount equal to the regular monthly dues for the duration of this Agreement on or before the thirtieth (30th) day following the effective date of this Agreement or the thirtieth (30th) day following the beginning of their employment in the unit.

c) Employees shall be deemed to be members of the Union within the meaning of this section if they are not more than thirty (30) days in arrears in payment of membership dues. Employees shall be deemed to have complied with the requirements of this section if they are not more than thirty (30) days in arrears in payment of the equivalent charge.

d) Employees who fail to comply with the requirement of this Article will be discharged by the Employer within thirty (30) days after receipt of written notice to the Employer from the Union.

e) Union agrees to indemnify and save the Board harmless against any and all legal claims, suits, or other forms of liabilities arising out of the Board's compliance with this section of the Agreement.

Section 4 - Union Dues

a) Payment by Check-off. Employees shall authorize deduction of monthly membership dues by signing the Authorization for Check-off of Dues Form.

b) Check-off Form. During the life of this Agreement and in accordance with the terms of the Form of Authorization of Check-off of Dues hereinafter set forth, the Employer agrees to deduct only Union membership dues from the pay of each employee who executes or who has executed the following Authorization for Check-off of Dues Form and filed the same with the Employer. The Employer shall be entitled to rely solely on the written notice of the Union as to the amount to be deducted from the employee's wages and the employees from whom such deductions are to be made provided that authorization shall be given to the payroll department at least three weeks prior to the pay day of which deductions are to be made and provided deductions for check-off of union dues shall not supersede any legally required deductions, and the Employer shall not be required to make any check-off for union dues if the employee's pay is not sufficient to cover the dues in any pay period.

c) When Deductions Begin. Check-off of deductions under all properly executed Authorization for Check-off of Dues shall become effective at the time the authorization is signed by the employee and shall be deducted from the first pay period of the month

and each month thereafter. The remittance of dues shall be sent to such address as designated to the financial officer of Michigan Council #25, A.F.S.C. & M.E., AFL-CIO within ten (10) days thereafter with a list for whom deductions were made. The first list after the effective date of this Agreement shall include the addresses of each employee. The Employer further agrees to notify the financial officer of the Council of new employees added, addresses or change of address, and the names of employees for whom dues were not deducted, and the reason why, since the date of last submission of the previous month's remittance.

d) The written authorization for dues deduction shall remain in full force and effect during the period of this contract and may be revoked only by written notice given during the period 30 days immediately prior to expiration of this contract. The termination must be given both to the Employer and the Union.

ARTICLE III

MANAGEMENT RIGHTS

a) The Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Michigan and of the United States, including but without limiting the generality of the foregoing the sole and exclusive right to manage and operate the Facility in any and all of its operations and activities; the right to hire, promote, discharge, discipline, lay off, and recall employees and to maintain discipline and efficiency, the right to determine and implement all matters pertaining to the services to be furnished, including the methods, procedures, means, equipment and machines required to provide such services; the right to determine the composition and number of facilities and their locations; to establish the numbers of personnel required; the right to assign work to employees within their classification; the right to direct and control operations; the right to discontinue, combine or reorganize any services or any part or all of the operations; the right to direct the work force; the right to assign work in a reasonable manner in the interests of efficiency of operations and to determine the number of employees assigned to operations; the right to study and use improved methods and equipment, machinery, or processes, to change or eliminate existing equipment and institute technological changes, decide on materials, supplies, and equipment to be purchased; the right to construct new facilities or improve existing facilities; the right to determine the size of the work force and increase or decrease its size; the right to schedule hours of work and shifts as per this Agreement; to determine lunch rest periods and clean up times; the right to establish work schedules; the right to select employees for promotion or transfer to supervisory or other positions and to determine the qualifications and competency of employees to perform available work; and in all respects to carry out the ordinary and customary functions of management except as specifically restricted by the terms of this Agreement.

b) The Employer shall have the right to promulgate at any time and to enforce any rules and regulations which it considers necessary or advisable for the safe, effective, and efficient operation of the Facility, so long as they are not inconsistent herewith, and any employee who violates or fails to comply therewith shall be subject to discipline or discharge just the same as if they were set forth in this Agreement. The Employer shall furnish the Union with a copy of the work rules and the Union shall have the right to grieve the enforcement of any work rule established by the Employer.

c) The Union recognizes that volunteer organizations and voluntary individuals may perform services in the Facility that are a valuable and necessary contribution to the welfare of the students and to the operation of the Facility, and that in no way interfere or conflict with the normal work, safety, duties, or privileges of employees within the bargaining unit.

ARTICLE IV

STRIKES AND LOCKOUTS

The Union agrees that, during the life of this Agreement, neither the Union, its agents, nor its members will authorize, instigate, aid, condone, or engage in a strike, work stoppage, refusal to work, slow down, or any other concerted interference with the operations of the Employer. The Employer agrees that it will not lock out the employees.

ARTICLE V

GRIEVANCE PROCEDURE

a) A grievance is defined as any dispute claiming a violation of the meaning, interpretation, or application of the terms and provisions of this Agreement.

An employee or group of employees who have a grievance shall have a discussion with their supervisor in an effort to resolve the matter informally. Such discussion should take place as soon as possible after the incident that gives rise to the grievance. In the event the informal discussion does not resolve the grievance, the following procedure shall apply.

STEP ONE. The grievance shall be presented to the employee's respective supervisor for review. Any employee or group of employees who have any grievance must submit it to the supervisor within seven (7) regularly scheduled working days after the event occurred or within seven (7) regularly scheduled working days after the employee is charged with knowledge of the event upon which the grievance is based, whichever is later. At the employee's request, arrangements will be made to have the proper steward present for such discussion. The employee's supervisor shall investigate and report his/her disposition of the complaint within five (5) regularly scheduled working days after it has been made to him/her. In the event the complaint is not satisfactorily settled in this matter, the following procedure shall apply:

STEP TWO. To be processed hereunder, a grievance must be reduced to writing, state the facts upon which it is based, when they occurred, specify the section of the contract which has allegedly been violated, must be signed and dated by the employee who is filing the grievance and must be presented to his supervisor within five (5) regularly scheduled working days after the answer at Step One. The supervisor shall give a written answer to the aggrieved employee within five (5) regularly scheduled working days after receipt of the written grievance.

STEP THREE. If the grievance is not settled in Step Two and the employee desires to appeal it to Step Three, such employee and/or the Union steward must present the grievance to the superintendent of schools within five (5) regularly scheduled working days after the supervisor gave the employee the written Step Two answer. The superintendent of schools shall give the employee and/or the Union steward a written,

dated, and signed Step Three answer within five (5) regularly scheduled working days after he/she receives the grievance at this step.

STEP FOUR. If the grievance has not been settled at Step Three and if it is to be appealed to the Fourth Step, a written notice of such appeal must be served upon the superintendent of schools within five (5) regularly scheduled working days after receipt by the steward of the superintendent of schools' Step Three answer. The chapter chairman, the Union, and the superintendent of schools and/or representative by them designated shall meet to consider the grievance within ten (10) regularly scheduled working days after the superintendent of schools receives the grievance at this step. The superintendent of schools or his designated representative shall give the chapter chairman a written answer to the grievance within ten (10) regularly scheduled working days after the date of such meeting.

STEP FIVE. If at this point the grievance has not been satisfactorily settled or withdrawn by the Union, the Union shall have the right to submit such grievance to arbitration. Council #25 shall advise the superintendent by written notice within thirty (30) days of receipt of the Step 4 answer of its intent to arbitrate and shall request a meeting to attempt to resolve the grievance and/or help to select an arbitrator. The meeting shall be held within ten (10) calendar days from the date the Employer received the written notice from the Union. If the parties are not able to resolve the grievance and/or select an arbitrator at the meeting, the Union may file a request for arbitration within ten (10) working days after the date of the meeting at the appropriate office of the American Arbitration Association. The demand for arbitration and the proceedings thereafter shall be in accordance with the rules of the American Arbitration Association.

The arbitrator shall have no authority to add to, subtract from, or change, or modify any provisions of this Agreement, but shall be limited to the interpretation and application of this specific provision contained herein; however, the arbitrator shall have authority to decide any valid grievance relating to whether or not the Employer had just cause for imposing discipline or discharge and whether the penalty is appropriate. The decision of the arbitrator shall be final and binding upon the parties hereto. The expenses and fees of the arbitrator and the American Arbitration Association shall be shared equally between the Employer and the Union.

b) Grievances which are not appealed within the time limits specified in the grievance procedure shall be considered to be withdrawn by the Union and shall not be resubmitted. If the Employer fails or neglects to answer a grievance within the time limits specified at the various steps of the grievance procedure, the grievance shall automatically be settled in accordance with the Union's demands.

c) Whenever the words are used in this Agreement "regularly scheduled working days" shall be defined as those days which are scheduled for work between Monday and Friday, both inclusive, excluding holidays recognized under the Agreement.

d) All grievance meetings held under the provisions of this Article shall be held at such times as may be mutually agreed upon by the Union and the school administration.

ARTICLE VI

STEWARDS

a) The Employer recognizes the right of the Union to designate job stewards from the Employer's seniority list. It is agreed and understood that at no time will there be more than one (1) steward from the custodians working nights, one (1) from the custodians working days, and one (1) steward for the bus driver group and one Chapter Chairman

to cover both groups. These individuals shall also constitute the grievance committee of the Union.

b) The authority of job stewards and alternates so designated by the Union shall be limited to and shall not exceed the investigation and/or presentation of grievances to the Employer or the designated Employer representative in accordance with the provisions of the collective bargaining Agreement.

c) For purposes of layoff only, the Chapter Chairman and the stewards from the custodian group, and the steward from the bus driver group shall be considered to have the highest seniority in their respective groups and will be continued at work, provided they can perform the available work.

d) Officers and stewards shall represent employees within their groups only. The Stewards and Chapter Chairman, when required to investigate and/or handle grievances during a regular scheduled working hour shall notify their immediate supervisors, the immediate supervisor shall grant the necessary time for such duties unless to do so would conflict with an immediate job or program then required.

e) No steward shall leave a bus or building during working hours without express permission of the supervisor. Grievances shall be submitted at a time that would least interfere with the work force and/or the operation of the schools.

f) Authorized time spent during regularly scheduled working hours for negotiations, investigations, and/or handling grievances shall be paid at the regular rate.

g) The Union shall furnish the Employer with a list of the officers of each of the units and the stewards, and shall advise the Employer in writing of any changes thereof prior to the time the changes are to become effective.

ARTICLE VII

SENIORITY

Section 1. - Definition

a) Seniority shall be defined as an employee's length of continuous service with the Employer since his/her last hiring date. "Last hiring date" shall mean the date upon which an employee first reported for work at the instruction of the Employer since which he/she has not quit or been discharged.

b) It is understood and agreed that the seniority provisions of this Agreement shall apply separately to those employees in the classification of bus drivers and separately to those employees in the classification of custodians, maintenance and mechanics, and further, that part-time employees shall not be permitted to exercise their seniority to displace full-time employees and that bus drivers shall not be permitted to exercise their seniority to displace the custodians and likewise the custodians shall not be permitted to exercise their seniority to displace the bus drivers.

Section 2. - Seniority List

a) Promptly following the effective date of this Agreement, but no later than thirty (30) days thereafter, the Employer shall post a list of the employees covered hereby, in seniority order within seniority group, according to its records--most senior employee being listed first.

b) Annually after the date of such initial posting, for the duration of this Agreement, the Employer will post and it will furnish to the Local Union, a copy of the list of the employees covered hereby, in seniority order, most senior employee appearing first. The Employer will advise in writing the Chapter Chairman of new hires and employees whose seniority is terminated for any reason.

c) As between any two (2) or more employees who have the same seniority date, seniority shall be determined by (1) the date first reporting and (2) if the same, the date and time employed. After the effective date of this agreement for any and all employees presently employed with the same seniority date, placement shall be determined by a drawing of numbers per group (number 1 being first, etc.) to be placed on the first seniority list after the effective date of this agreement and thereafter.

Section 3. - Probationary Employees

a) An employee shall be considered to be on probation and he shall have no seniority, until after he/she has completed forty five (45) consecutive working days. Once an employee has completed his/her probationary period he/she shall be ranked on the seniority list from their last date of hire.

Section 4 - Loss of Seniority

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

a) He/she quits;

b) He/she is discharged and the discharge is not reversed through the grievance procedure set forth in this Agreement;

c) He/she retires or is retired at the age of 70 according to School District policy. An employee of the Spring Lake Schools who reaches his/her 70th birthday on or before July 1 of any school year shall be retired on that date. The Board of Education may extend length of service of an employee beyond the retirement age on an annual basis if they feel such action is advisable.

d) He/She is laid off for a period of eighteen (18) months;

e) He/She is on sick leave of absence for a period of two (2) years;

f) He/She accepts employment elsewhere while on a leave of absence (other than military service leave of absence), or is self-employed for the purpose of making a profit, during a leave of absence;

g) He/She fails to report for work at his/her starting time on his/her first workday after expiration of a leave of absence;

h) If, prior to the start of the first semester, when the Employer notifies him/her by certified mail with return receipt requested, of the date on which he/she shall report for work, the employee fails or refuses to advise the Employer in writing of his/her intent to return to work or not to return to work or not to return to work within one (1) calendar week after receipt of such recall notice and unless he/she actually reports for work on the date specified by the Employer;

i) When, following a layoff for lack of work [other than the case referred to in subsection (h) above], he/she fails or refuses to notify the Employer within forty-eight (48) hours

after receipt of the recall notice of his/her intent to work and unless he/she actually returns to work within five (5) regularly scheduled working days after receipt of such recall notice;

j) He/She is absent from work, without permission, for three (3) consecutive working days.

Section 5 - Seasonal Help

a) Help hired for the summer or other temporary periods when school is not in session shall not be subject to the terms or benefits of this Agreement provided such seasonal help shall not be used to cause the layoff of bargaining unit personnel. Bargaining unit personnel not working during the time when seasonal employees will be used will be given first consideration for such seasonal employment. The Employer shall post notice of such positions at least ten (10) days in advance on the bulletin boards. Employees who desire seasonal work as herein provided shall sign the posting.

b) These employees shall not be used to take the place of regular employees already on the payroll.

c) If an employee classified as seasonal help is retained as a regular employee or works beyond the length of seasonal employment, he/she shall have seniority from the date the employee was employed as seasonal and covered by all provisions of this Agreement.

Section 6. - Substitute Employees

Substitute employees employed to work for an employee who is on leave of absence as provided by Article X or workmen's compensation disability shall receive all benefits as provided by this Agreement during their employment and if retained as a regular employee, shall have seniority from last date of hire.

ARTICLE VIII

APPLICATION OF SENIORITY

Section 1. - Basic Principle.

Seniority shall be applied on a Unit basis (1. Bus Drivers (2. Custodial and Maintenance in permanent transfers, temporary transfers, layoff, and recall within seniority groups based on seniority, qualifications, and ability to perform the job.

Section 2. - Permanent Transfers.

a) The Employer will post notice of vacancy in a permanent bargaining unit job, within ten (10) days from the date of the vacancy providing the position is going to be filled setting forth the position, location, and shift, and it shall be posted for a period of five (5) working days. Any employee in the seniority group in which the opening exists who desires to fill such posted vacancy shall sign the posting. After the end of the posting period, an employee may not bid, regardless of his/her reason for failure to bid during the posting period, and also regardless of his/her seniority standing relative to those who did bid during the posting period. Employer may fill posted job on a temporary basis during the posting period.

b) Bidders from job classifications within the same seniority group in which the job is open shall be the only persons qualified to bid. Employees from the custodian/maintenance group cannot bid on job openings in bus driver group nor can employees from the bus driver group bid on custodian/maintenance jobs.

c) The position shall be awarded or denied within ten (10) days from the end of the posting period and all applicants will be notified of the successful bidder. In the event the senior applicant(s) is denied the position, the senior applicant(s) shall be given an opportunity upon request to discuss the reasons why the successful bidder was selected. The Employer shall provide the Union Chapter Chairman with a copy of the posting, the names of the applicants and to whom the position was awarded. It is expressly understood that if there are no employees who satisfy the requirements for assignment to vacancies, new employees may be hired for such jobs.

d) During the first fifteen (15) days on his/her new job, a successful bidder may elect to return to his/her former job, or the Employer may elect to retransfer the bidder to his/her former job in the event he/she fails to demonstrate his/her ability to do the required work with written notice of reasons with a copy to the Chapter chairman. If the job is so vacated, the Employer may select another bidder from the earlier posting.

e) After an employee's successful transfer to a job for which he/she has bid, he/she shall be ineligible to bid for another posted job until he/she has served on the job obtained by bidding for six (6) months thereafter. However, if the job for which he/she desires to again bid is a higher paying job than the job he/she successfully bid for, he/she shall be eligible to bid after working thirty (30) days on the job.

f) If an open job is not filled through the methods above provided, the Employer may either hire in an employee for the job or select an employee and train him/her for the job, at its option.

Section 3. - Special Provisions

a) It is expressly understood that the Employer reserves the right to disqualify an employee for reassignment to a route/building on/in which a permanent vacancy exists.

b) It is expressly understood that, if, in the judgment of the Employer, there are no employees who satisfy the requirements for assignments to a vacancy, new employees may be hired therefore.

c) Further, it is expressly understood and agreed, that in the case of absenteeism, or an emergency, or whenever for a temporary period of time there is an insufficient number of employees readily available to handle all assignments or the Employer is not able to contact regular employees on the seniority basis, the Employer may cover such assignments with non-bargaining unit employees, supervisors, or any other means available.

Section 4. - Temporary Transfer

a) If there is a temporary surplus or deficiency of employees in any classification within the employees' units, the Employer may adjust the situation by assigning employees to other work within the employees' units.

b) Where there is more than one (1) employee in the classification from which the transfer is to be made, and whenever it is practicable, the junior employee will be selected, provided he/she has the present ability to perform the work required or a substitute may be used unless the temporary transfer is an upgrade to a higher-paid work, in which case the senior employee so qualified will be offered the transfer. During

the period of a temporary transfer an employee shall be paid the rate of his/her classification or the rate of the classification to which he/she is transferred, whichever is higher.

Section 5. - Emergency

For the purpose of this Agreement, the term "emergency" shall mean a temporary unforeseen circumstance that demands immediate attention.

Section 6. - Transfer

Any employee who has been or in the future is promoted from the bargaining unit to a supervisory position or other job with the Employer outside the bargaining unit shall continue to maintain but not accrue seniority for a period of one (1) year. Employees shall be permitted to return to the bargaining unit within the one (1) year period by replacing the employee with the lowest seniority in the classification from which he/she was promoted.

Section 7. - Layoffs and Recalls

When the size of the work force is to be reduced for any reason as may be determined by the Employer, or is to be increased after a reduction, employees in each classification in the seniority group affected shall be laid off or recalled, as the case may be, in accordance with the principle set forth in Section 1 of this Article. Probationary employees and part-time employees in the classification in the seniority group affected, however, shall be laid off first and recalled last. Employees to be laid off will have at least seven (7) calendar days' notice of layoff. The Union Chapter Chairman will be furnished a list from the Employer of the employees being laid off when the notices are issued to the employees.

Employees laid off shall have the right to replace a less senior employee in a different classification within their unit only, provided they are qualified and notice is given to the Employer within three (3) working days after notice of layoff is received.

ARTICLE IX

DISCHARGE OR DISCIPLINE

a) In the event an employee under the jurisdiction of the Union shall be discharged from his/her employment or disciplined from and after the date hereof and he/she believes he/she has been unjustly discharged or disciplined, such discharge or disciplined shall constitute a case arising under the grievance procedure, provided a written grievance with respect thereto is presented to the superintendent of schools within five (5) regularly scheduled working days after such discharge or discipline. Such grievances shall be processed starting at the Third Step of the grievance procedure.

b) In the event it should be decided under the grievance procedure that the employee was unjustly discharged, the Employer shall reinstate such employee and pay full compensation, partial or no, compensation as may be decided under the grievance procedure, which compensation, if any, shall be at the employee's applicable rate of pay less such compensation as he/she may have earned at supplemental employment during such period.

c) In imposing any discharge or discipline on a current charge, the Employer will not take into account any prior infractions which occurred more than two years previously.

ARTICLE X

LEAVES OF ABSENCE

Section 1. - Unpaid Leaves

Upon written application to the superintendent, an employee with seniority shall be granted a leave of absence, if good cause is established under one of the reasons stated below, in writing, within two weeks (14 calendar days) from the date of receipt of application for:

- a) Union or Public Service - serving in an elected or appointed position for a maximum of two (2) years.
- b) Illness - physical illness verified by a physician's statement. The leave may be granted up to a maximum of six (6) months for any one illness.
- c) Maternity - Employer should be notified two (2) months after determination of pregnancy. Leave shall commence with the written advice of the employee's physician. The maternity leave shall end no later than six months following termination of pregnancy. The employee, upon returning from a maternity leave, shall give a written statement from her personal physician as to her physical ability to return to work. However, if further leave is recommended by the employee's physician an additional leave of absence may be granted by the superintendent up to ninety (90) calendar days.
- d) Personal - personal leaves of absence without pay for good cause other than specifically provided elsewhere in this Agreement, but not for the purpose of seeking or securing work elsewhere, not to exceed 60 calendar days, may be granted by the superintendent upon written application by an employee.
- e) Military - all military leaves and the reemployment rights of employees and probationary employees shall be in accordance with all applicable laws and Federal regulations.
- f) Union - two members of the Union elected to attend a function of the International Union or Council, such as conventions or educational conferences, shall be allowed time off without pay limited to ten (10) days per year for the total unit except that in case of attendance at International Conventions, the maximum shall be twenty (20) days.

Section 2 - Provisions

- a) Except as otherwise specified, employees shall not accrue seniority while on leaves of absence granted by the provisions of this Agreement; and shall be returned to a position to which their seniority prior to going on leave would entitle them.
- b) Vacations and sick leave which have been earned prior to the leave will be retained, but such benefits will not accumulate during leaves of absence.
- c) Approved leaves of absence will be considered an interruption of continuous service for the purpose of eligibility for longevity, salary adjustments, and/or other benefits upon return from leaves of absence.
- d) All leaves of absence shall be without pay except as otherwise provided in this Article.

e) Notwithstanding the above provisions, the Employer may terminate a leave of absence if substantial evidence indicates such leave is no longer applicable. The employee shall be notified of such fact and shall report for work within ten (10) days or shall be considered to have voluntarily quit.

f) Verification of the leave status of an employee may be required by the Employer, upon written request to the employee not more often than every thirty (30) days; and if such verification is not received within ten (10) days of being requested, such employee shall be considered to have voluntarily quit.

g) Upon an employee's return from any leave of absence, the Employer may require a physical examination prior to allowing the employee to return to work.

ARTICLE XI

HOLIDAYS

Section 1. - Bus Drivers

All bus drivers will be eligible for the following recognized holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day, the Monday following the close of school, and July 4 if they drive the full week in which July 4 falls, provided the employee is regularly employed and shall be paid at their regular straight time rate for the normal number of hours employed.

Section 2. - Custodial, Maintenance, & Mechanics

All custodial, maintenance, and mechanics employees will be eligible for the following recognized holidays: The Friday before Labor Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day, July 5, 1991, July 2, 1992, July 2, 1993, and Independence Day, provided the employee is regularly employed and shall be paid at their regular straight time rate for the normal number of hours employed.

Section 3. - Eligibility

a) When any of the above holidays occurs on a Saturday or a Sunday, the Friday before or the Monday after shall be considered as the holiday, whichever is more applicable.

b) To be eligible for holiday pay, an employee must work his/her last regularly scheduled work day before the holiday and his/her first regularly scheduled work day after the holiday, unless the employee was excused, on vacation, or on sick leave.

ARTICLE XII

VACATION

Section 1. - Full-time/Part-time Employees

a) All full-time employees covered by this Agreement within the Custodial, Maintenance, & Mechanics classifications shall receive vacation in accordance with the following schedule, to be computed by July 1 of each year:

YEARS OF EMPLOYMENT	MAXIMUM PAID VACATION PER YEAR		
	WEEKS	WORKING DAYS	HOURS
(1) After one (1) year --seven (7) years	Two (2)	Ten (10)	Eighty (80)
(2) Beginning year eight (8) --year thirteen (13)	Three (3)	Fifteen (15)	One hundred twenty (120)
(3) Beginning year 14 & over	Four (4)	Twenty (20)	One hundred sixty (160)

b) Part-time employees in the Custodial, Maintenance, & Mechanic classifications regularly scheduled for twelve (12) months, who meet the qualifications for vacations shall be entitled to a pro-rated vacation on the above schedule, based on their actual work hours worked annually as a fraction of two thousand (2000) hours (e.g. an employee working one thousand (1000) hours annually would receive one-half (1/2) the vacation benefits of a full-time employee).

c) Vacation pay will be paid on the employee's regular pay day as if the employee had worked during such period.

d) Bus drivers will receive vacation with pay per year at the rate of five (5) working days after one year of employment, seven (7) working days after ten (10) years of employment, and ten (10) working days after nineteen years. The vacation days will be taken during the period when school is not in regular session.

Section 2. - Vacation Periods

Paid vacations shall not be cumulative from year to year, but must be taken after the July 1 date upon which they were earned and the next succeeding July 1 date, provided, however, that there must be an interval of at least one (1) month between any year's vacation and the next year's vacation unless otherwise mutually agreed.

a) The Employer shall determine the number of employees, if any, who can be spared for vacation purposes at any one time.

b) Employees shall be required to submit to the Employer a written request indicating their proposed time off for vacation purposes at least forty-five (45) calendar days prior to the start of such anticipated vacation. If there are two (2) or more employees who request the same vacation time off and, both, or all, can not be spared at the same time, preference will be given to the employee with the greatest seniority, provided, however, an employee may make request for vacation with less than forty-five (45) days' notice based upon the needs of the operation, without preference to seniority. The Employer must answer all employees' requests for vacation leave within ten (10) calendar days of receipt of such request.

c) In order to receive vacation pay, an employee must take the time off.

Section 3. - Terminal Pay

If an employee's employment is severed, he/she shall receive any unused portion including that portion accrued in the current year along with his/her final check.

ARTICLE XIII

PAID SICK LEAVE

a) For employees who qualify therefore, paid sick leave shall be acquired and applied in accordance with the provisions set forth in this Article.

b) A permanent, full-time bus driver, upon completion of one (1) or more years of continuous employment since his/her last hiring date, and part-time custodial, maintenance, and mechanics employees, shall be eligible to receive eleven (11) days of paid sick leave per anniversary year, subject to the conditions specified in Section 4 below.

c) A permanent, full-time custodial, maintenance, and mechanics employee, upon the completion of one (1) or more years of continuous employment since his/her last hiring date, shall be eligible to receive fifteen (15) days of paid sick leave per anniversary year, subject to the conditions specified in Section d below.

d) Qualified employees, subject to the provisions set forth in this Article, shall be eligible for paid sick leave from (and to the extent of) their unused accumulated paid sick leave credits subject to the following conditions:

1) The absence must be necessitated by an illness or injury which arises out of or in the employment of this Employer only.

2) The absence must be reported by the employee to the Employer at least one-quarter hour prior to the shift from which the employee will be absent.

3) Upon returning to work following such absence, the employee must submit a written signed request for sick leave pay.

4) If such absence exceeds two (2) consecutive working days or is on the employee's last scheduled working day before and/or the first scheduled working day after the employee's regular vacation or any of the holidays specified in the Article relating to holidays, the employee must present to the Employer a certificate from a medical doctor certifying the nature of the illness or injury which necessitated the absence and certifying that the employee's physical condition is such that he/she is able to return to work if the Employer so requests.

e) An employee who makes a false claim for paid sick leave shall be subject to disciplinary action or discharge depending upon the circumstances involved.

f) Paid sick leave credits as provided in Section b of this Article for full-time bus drivers and part-time custodial, maintenance, and mechanics employees shall be cumulative from year to year for a period not to exceed eighty five (85) days. Paid sick leave credits as provided in Section c of this Article for full-time custodial, maintenance, and mechanics employees shall be cumulative from year to year for a period not to exceed one hundred seventy five (175) sick leave days in 1987-88 and one hundred eighty (180) days in 1988-89.

g) Paid sick leave may be utilized for the purpose of attending a funeral for an employee's immediate family, to include funeral arrangements for present spouse, mother, father, grandparents, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law, not to exceed five (5) days in each instance, including grandchildren. Arrangements for extended leave under this section will be made with one of the employee's administrative supervisors prior to the taking of such leave.

h) Employees will be allowed two (2) days' leave each year for personal business reasons. These days shall be non-cumulative from year to year and will be deducted from the paid leave days. A personal business day may be used for necessary business or activities of a personal nature which cannot be conducted at any time other than a school day. An employee planning to use a personal leave day or days shall notify his/her supervisor at least two (2) days in advance except in cases of emergency. The employee may be asked to explain the reasons for any personal leave requested for a school day immediately before or after a holiday or vacation period and reasonable restrictions may be imposed on personal leaves on such days. Personal leave days shall be available for the practice of individual religious preferences.

ARTICLE XIV

EQUIPMENT, ACCIDENTS, AND REPORTS

a) The Employer shall not require employees to take out on the streets or highways any vehicle that is not in safe operating condition or equipped with the safety appliances prescribed by law. It shall not be a violation of this Agreement where employees refuse to operate such equipment unless such refusal is unjustified. In such cases the driver is to immediately report the unsafe condition to the Director of Transportation. The director and a bus mechanic will then determine whether or not the vehicle is safe to drive. Should it be determined to be safe, the driver shall operate the vehicle or be subject to disciplinary action.

b) Under no circumstances will an employee be required or assigned to engage in any activity involving dangerous conditions or work or danger to person or property, or in violation of an applicable statute or court order, or governmental regulation relating to safety of person or equipment.

c) Any employee involved in any accident shall immediately report said accident and any physical injury sustained. When required by his/her Employer, the employee, before starting his/her next shift, shall make out an accident report, in writing, on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accidents. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

d) Employees shall immediately, or at the end of their shift, report all defects of equipment. Such reports shall be made on a suitable form furnished by the Employer and shall be made in multiple copies, one copy to be retained by the employee. The Employer shall not ask or require any employee to take out equipment that has been reported by any other employee as being in an unsafe operating condition until same has been approved in writing as being safe by the mechanical department.

e) As a condition of employment, all employees must satisfactorily pass a pre-employment physical examination and, following employment, shall thereafter be required at the discretion of the Employer to satisfactorily pass an annual physical

examination given by a physician designated by the Employer. Upon initial employment and every three years thereafter, employees shall be required to satisfactorily pass an examination for tuberculosis. The aforementioned examinations shall be at the expense of the Employer. If employee chooses to use a physician other than the one designated by the Employer, the employee will be responsible for the costs incurred.

f) Every employee shall observe all safety rules which are established as required by the Employer and shall use such safety devices or equipment as required by the Employer. Any infraction of such safety rule or failure to use such safety devices or equipment shall subject the employee to disciplinary action, including discharge.

ARTICLE XV

HOURS OF WORK

Section 1. - Bus Drivers

a) The Employer shall establish the route for each run and the starting time. The bus driver's work day shall be determined by the route, the season of the year in which it is run, and the length of time it takes to safely make the entire route with a minimum of one (1) hour per run. No waiting time will be paid between runs. Any outside run of two (2) hours or less as defined in Section 4, c, of this Article shall be paid at the driving time rate of pay for a bus driver. (Example: Driving time of 1 hour and waiting time of 1/2 hour would be paid at 1 1/2 hour driving time.)

Drivers' responsibilities will be as assigned by the Director of Transportation and shall include, but not be limited to, driving and maintaining their bus in a clean and neat condition along with keeping their maps and student lists updated. Clean-up and warm-up shall be part of the normal responsibilities of each driver, excluding the washing of buses.

b) The assignment of runs shall be made on the basis of bidding by seniority as defined in Article VII, Section 1, at an annual meeting to be held a minimum of seven (7) calendar days prior to September 1 of each year, each driver shall be given at least two (2) weeks advance notice of the date for the meeting.

c) A notice shall be posted by June 1 of each year requesting drivers for scheduled summer runs and/or charter runs during the summer school session. All drivers interested shall sign the posting, Article VII, Section 3, and among those qualified seniority shall be the determining factor for selection of requisite number of drivers.

d) Whenever a driver, who for reasons beyond his or her control, is caused to wait for work because of lack of tools, materials, etc., such waiting time shall be paid for at the regular hourly rate of pay.

e) Call In: Whenever a bus driver has been scheduled or notified to report for work outside the regular work day and is sent home due to no fault of his or her own, he or she shall receive one hour of his or her regularly scheduled hourly rate.

f) No driver operating a regular scheduled trip shall be eligible to drive a field trip, athletic trip, or any other "unscheduled" trip when such unscheduled trip would interfere in any way with the regularly scheduled trip being driven, except in the case where the unscheduled trip, field trip, or athletic trip would pay one (1) hour or more of waiting time than the regular run, for the remainder of the day.

g) All outside trip slips must be turned in to the transportation supervisor by the next business day with a copy remaining with the driver.

h) Drivers will be allowed fifteen (15) minutes prior to their first assigned run of the day to perform bus checks.

i) Except in unusual circumstances, drivers are expected to report anticipated absences at least one (1) hour prior to their starting time. Failure to report may result in loss of sick pay.

Section 2. - Custodians/Maintenance

a) Standard work hours are eight (8) hours per day and forty (40) hours per week, Monday through Friday, unless otherwise mutually agreed, with a half hour unpaid lunch period. (Example, 7:00 a.m. to 3:30 p.m.) Work hours for each employee are set by the Head Custodian, and must not be changed without permission of the Head Custodian. Full-time employees whose work hours started after 12:00 noon, will be paid for their lunch hour but will be expected to remain in their buildings during work hours which, as mentioned, includes lunch. (Example, 3:00 p.m. to 11:00 p.m.)

b) A custodian/maintenance employee who is directed by his/her supervisor to check his/her building on days off during the heating season will be paid at the applicable time rate for each day he/she performs this assignment.

c) Full-time employees may take a work break in the first half and the second half of their regular shift. Part-time employees may take one work break during their regular shift. Full-time are employees normally scheduled six (6) hours per day; part-time less than six (6) hours per day, not to exceed fifteen (15) minutes each at a time scheduled by the supervisor.

d) In the case that school is closed due to inclement weather, custodial/maintenance employees will not lose time or pay for time not at work because of the closing. If an employee is required to work during the time that school is closed, that employee will be paid time and one-half for all hours worked.

e) Employees must report to their supervisor if unable to be present at work as scheduled. Report of anticipated absence must be made at least one-quarter hour prior to the starting time. Failure to report will result in disallowance of sick leave payment.

Section 3. - General - All Employees

a) Employees advised not to report to work, reporting to work and then sent home due to circumstances such as weather, fire, or other conditions beyond the control of the Employer, will be paid for the balance of that day provided the employer is not required by law to make up the days during the school year.

b) Employees not reporting to work are expected to notify their supervisor, and may turn in vacation at that time or make up the lost time on their normal days off within a thirty (30) day period. If no other arrangements are made, the time lost will be deducted from their hours worked.

c) Nothing contained in this Agreement should be considered a guarantee of hours of work.

d) Employees reporting late for work, or leaving work early, or working overtime shall have all such hours computed for pay purposes to the nearest one-quarter (1/4) of an hour including any fraction thereof.

Section 4. - Distribution of Extra Hours

a) All extra hours must be approved by the supervisor prior to the time the extra hours are worked.

b) Extra hours will be performed by the employee normally assigned to the job or bus run involved. Whenever possible, regular or substitute drivers shall be used for extra hour driving having to do with transportation of students on school-sponsored activities, if a person is fully qualified. Three (3) major exceptions to this provision are:

- 1) Transportation of athletic teams or spectator buses, when it is judged by the coach and/or Employer that it is advisable to use other than an assigned driver.
- 2) Transportation of school groups when sponsors or other chaperons of the group are qualified to drive, other than band festivals.
- 3) Shuttle runs between schools or short trips to Grand Haven when such runs are combined with or assigned as a part of a regular run within the school system.

c) Extra hours for bus drivers shall be any field trip, athletic trip, or unscheduled run other than their regular work time. To the extent possible, the Employer shall post all extra hour trips at least one (1) day in advance.

d) Extra hours shall be assigned on a rotation bases within the classification and/or building. An up-to-date list showing the next person to be assigned will be kept in each building. Should an employee choose not to take his/her turn in the rotation he/she shall be excluded until the next rotation. An exception to this would be where an employee is absent because of vacation, sick leave, or an approved day off as provided for in this agreement.

Extra hours shall be defined as all hours above an employees regularly scheduled hours.

e) The Employer agrees to pay an employee who is on an outside bus run which takes eight (8) hours up to nine (9) hours for the meals purchased provided the amount does not exceed ten dollars (\$10.00) for the day. For runs of nine (9) or more hours the amount shall not exceed fifteen dollars (\$15.00) for the day. Receipts must be presented to business office for payment.

Section 5. - Overtime Premium

a) Time and one-half shall be paid as follows:

- 1) For all hours worked over 8 hours per day.
- 2) For all hours worked over 40 hours per week.

b) Double time shall be paid as follows:

- 1) For all hours worked on Sunday.
- 2) For all hours worked on holidays that are defined in this Agreement plus holiday pay.

ARTICLE XVI

GENERAL CONDITIONS

Section 1. - License

It shall be the responsibility of each employee to meet the qualifications for any license required for the performance of the job responsibilities. Any license required must be kept valid and up-to-date to qualify for continued employment. The cost of the license shall be the responsibility of the Employer.

Section 2 - Uniform allowance

All Maintenance I and II personnel will have an annual yearly allowance of two hundred fifty dollars (\$250.00) per year for uniforms (including shoes). Such uniforms will be in compliance with the colors now worn by current employees (gray pants and red shirts).

Section 3 - Supervisory Work

Nothing contained in this Agreement shall be construed to prohibit the Employer from using supervisory employees for bus driving and/or custodial normal work, provided that it does not take away from the employees' normal work.

Section 4. - Sub-Contracting

The Employer shall have the right to sub-contract any work which it does not have the available man-power, proper equipment, capacity or ability to perform or which cannot be performed by bargaining unit employees on an efficient and economical basis.

Section 5. - Communication

Employees shall be required to keep the Employer informed at all times as to their current address and telephone number. It is understood that any communication addressed to an employee at his or her last address on record with the Employer shall constitute notice to the employee of the contents of such communication.

Section 6. - Jury Duty or Witness Pay

During the period when an employee is performing required jury service or is required to serve as a witness as a result of being served with a subpoena, the Employer will pay for the difference, if any, between his/her fees for jury service or witness service and the pay he/she would have received had he/she worked his/her scheduled shift during jury duty or witness service, provided that the employee gives the Employer at least 48 hours' advance notice of jury duty or witness service and, thereafter, provides evidence of performance of jury duty or witness service and of the payment received for it.

Section 7 - Bulletin Boards

The Employer will provide bulletin boards space in each building which may be used by the Union for posting notices of the following types:

- a) Notices of recreational and social events.
- b) Notices of elections.
- c) Notices of results of elections.
- d) Notices of meetings.

ARTICLE XVII

WORKMEN'S COMPENSATION

The Employer agrees to cooperate toward the prompt settlement of employee on-the-job injury and sickness claims when such claims are due and owing. The Employer shall provide Workmen's Compensation protection for all employees.

To the extent an employee has accumulated sick leave, such sick leave may be used until workmen's compensation payments begin. After workmen's compensation payments begin, the employee shall not be allowed to use any remaining sick leave in connection with the disability.

ARTICLE XVIII

INSURANCE

The Employer shall pay the full cost of MESSA Super Med II per month for full-time employees and eligible dependents. Full time for insurance purposes is defined as an employee regularly working thirty (30) or more hours per week. If an employee so elects not to receive the above coverage, he/she may take other MESSA coverage, and the Employer will pay the cost not to exceed the cost of single subscriber premium. Delta Dental Plan E shall be provided for all full-time employees and eligible dependents.

The Employer shall provide to full-time custodial/maintenance/mechanic personnel with MESSA Plan I Long Term Disability Insurance. Benefits shall begin after termination of sick leave or 180 calendar days whichever is greater. Benefits shall be paid at a rate of 66 2/3% (two-thirds) of the employees salary (based on hourly rate). This coverage will begin on October 1, 1987.

An employee who works at least twenty (20) regular hours per week, but less than thirty (30) regular hours per week, will be entitled to single person hospitalization insurance or MESSA options in an amount up to single subscriber coverage or full family coverage for Delta Dental, Plan E., including orthodontic rider 07. Vision Service Plan (VSP-2) will be included, as well.

The Employer agrees to provide an employee who retires pursuant to the Michigan School Employees Retirement System with single person hospitalization insurance from the time the employee retires, provided the employee has attained the age of 59, to the time the employee becomes eligible for medicare.

The Employer shall have the right to change the insurance carrier, provided the level of benefits is comparable and such change does not reduce the coverage.

ARTICLE XIX

SEPARABILITY AND SAVINGS CLAUSE

If any Article or Section of this contract, or of any riders thereto, should be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this contract and of any rider thereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any Article or Section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of the Union for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint. If the parties do not agree on a mutually satisfactory replacement, either party shall be permitted all legal or economic recourse in support of its demands, notwithstanding any provision in this contract to be contrary.

ARTICLE XX

ENTIRE AGREEMENT CLAUSE

This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

ARTICLE XXI

DURATION OF AGREEMENT

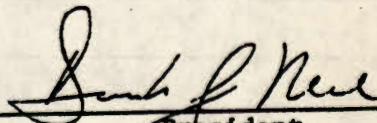
This Agreement represents the entire Agreement between the Board and the Union and supersedes all prior Agreements between the parties and shall become of full force and effect until midnight, June 30, 1994, and from year to year thereafter unless either party hereto shall give the other party at least sixty (60) days' written notice, by certified mail, before the end of the term of this Agreement or before the end of any annual period thereafter, of its desire to terminate.

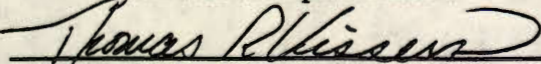
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on this 8th day of July, 1991.

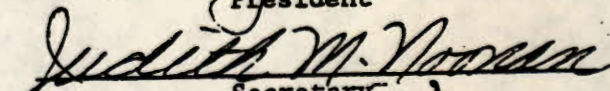
SPRING LAKE BUS DRIVERS AND
SCHOOL CUSTODIANS, MAINTENANCE,
AND MECHANIC UNITS, LOCAL #2647,
COUNCIL #25, A.F.S.C.M.E. AFL-CIO

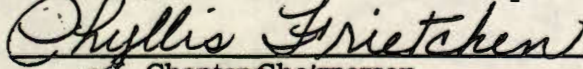
SPRING LAKE BOARD OF EDUCATION

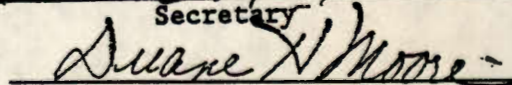

Beverly Lyttle
Bus Driver Representative


Don J. New
President


Thomas Blissen
Custodial/Maintenance/Mechanic Rep.

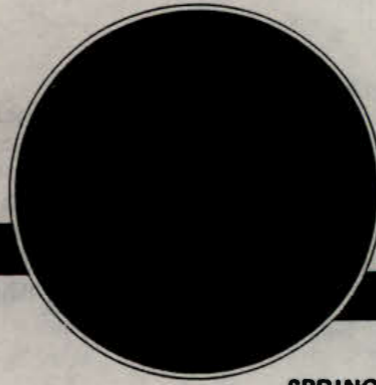

Judith M. Norman
Secretary


Phyllis Fritschen
Chapter Chairperson


Duane N. Moore
Superintendent of Schools


A. A. Cole
Council #25 Representative

Spring Lake



345 HAMMOND STREET
SPRING LAKE, MICHIGAN 49456
TELEPHONE (616) 846-5500

Letter of Agreement

Re: Pension Plan Study Committee

The Spring Lake Board of Education and Local #2647, Council #25, AFSME, AFL-CIO mutually agree to the following:

“A joint committee composed of administrators and employees will be established during the third year of the contract to study a pension plan.”

Council #25, AFSME

Spring Lake Board of Education

Signed: *Gerald A. Olsen*

Signed: *Duane N. Moore*

Date: 7/8/91

Date: 7-3-91

APPENDIX A - CLASSIFICATION AND RATES (per hour) - 1991-92

<u>CLASSIFICATION</u>	<u>STARTING</u>	<u>60 DAYS</u>	<u>6 MONTHS</u>	<u>1 YEAR</u>
Bus Driver	11.62	11.69	11.86	12.03
Bus Mechanic	12.47	12.54	12.70	12.88
Maintenance I	11.36	11.44	11.62	11.79
Maintenance II	12.13	12.21	12.36	12.54
Custodian	10.87	11.11	11.36	11.62
Lead Custodian	11.79	11.86	12.03	12.21

Bus driver waiting time for extra trips shall be paid at the rate of \$8.01 per hour for 1991-92.

(Regular wage rate will apply if coach and/or supervisor of group requests such supervision and verifies such request with transportation director. Benefit is not to be construed with normal interest in and supervision of equipment [bus or other vehicle] by assigned driver.)

APPENDIX A - CLASSIFICATION AND RATES (per hour) - 1992-93

<u>CLASSIFICATION</u>	<u>STARTING</u>	<u>60 DAYS</u>	<u>6 MONTHS</u>	<u>1 YEAR</u>
Bus Driver	12.32	12.39	12.57	12.75
Bus Mechanic	13.22	13.29	13.46	13.65
Maintenance I	12.04	12.13	12.32	12.50
Maintenance II	12.86	12.94	13.10	13.29
Custodian	11.52	11.78	12.04	12.32
Lead Custodian	12.50	12.57	12.75	12.94

Bus driver waiting time for extra trips shall be paid at the rate of \$8.49 per hour for 1992-93.

(Regular wage rate will apply if coach and/or supervisor of group requests such supervision and verifies such request with transportation director. Benefit is not to be construed with normal interest in and supervision of equipment [bus or other vehicle] by assigned driver.)

APPENDIX A - CLASSIFICATION AND RATES (per hour) - 1993-94

<u>CLASSIFICATION</u>	<u>STARTING</u>	<u>60 DAYS</u>	<u>6 MONTHS</u>	<u>1 YEAR</u>
Bus Driver	13.06	13.13	13.32	13.52
Bus Mechanic	14.01	14.09	14.27	14.47
Maintenance I	12.76	12.86	13.06	13.25
Maintenance II	13.63	13.72	13.89	14.09
Custodian	12.21	12,49	12.76	13.06
Lead Custodian	13.25	13.32	13.52	13.72

Bus driver waiting time for extra trips shall be paid at the rate of \$9.00 per hour for 1993-94.

(Regular wage rate will apply if coach and/or supervisor of group requests such supervision and verifies such request with transportation director. Benefit is not to be construed with normal interest in and supervision of equipment [bus or other vehicle] by assigned driver.)

JOB DESCRIPTION

MAINTENANCE AND CUSTODIAL STAFF

Maintenance I

Shall do custodial work along with light maintenance work, such as changing bulbs and ballasts, repairing vacuum breakers, repairing desks and chairs, painting

Maintenance II

Shall be responsible for the care of all heating, lighting, plumbing, and air equipment; also building repairs--interior and exterior, snow removal

Custodian

Shall care for and clean all interior areas of buildings, including exterior glass

Lead Custodian

Shall assign work for self and help; clean building interior and do light maintenance as Maintenance I, help with snow removal from doorways, porches, and sidewalks.

Note: In the event of snow, water, or other major disasters, everyone works together to accomplish what has to be done.

