

Contractual Agreement between  
AUTRAIN-ONOTA PUBLIC SCHOOLS  
Board Of Education

And

Support Staff Employees

Effective August 30, 2011  
Through August 29, 2014

AuTrain-Onota Public Schools  
N8790 Deerton Road  
P.O. Box 105  
Deerton, MI 49822

Contract Ratified 8-15-11

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## **INTRODUCTION**

The following terms as listed in the Agreement between the AuTrain-Onota Public Schools Board of Education and the Support Staff Employees Bargaining Unit should be interpreted as follows:

- Administration/Administrator refers to Superintendent, Administrator, Principal, or designated official.
- Board refers to Board of Education of AuTrain-Onota Public Schools.
- Bargaining Unit refers to support staff employees of the district.

## **Article I: Staffs' Rights**

- A. The Board agrees to furnish to the support staff or respond to reasonable requests from time to time, all available information concerning the financial resources of the district, tentative budgetary requirements and allocations, and such other information as will assist the support staff in developing intelligent, accurate, informed and constructive programs, together with information, except privileged communications, which may be necessary for the Bargaining Unit to process any grievance or complaint.
- B. The provisions of this agreement shall be applied without regard to race, creed, color, national origin, sex or marital status.

## **Article II: Right of the Board**

The support staff recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provision of this Agreement.

All positions of employment and scheduling or work hours are contingent upon student needs and are subject to change at any time based on district needs.

## **Article III: Compensation and Benefits**

- A. The hourly wages for new employees, covered by this agreement, are set forth in Schedule A, which is attached and incorporated in this Agreement.
- B. Hourly wages for contracted employees are in effect at the start of each fiscal school year.

- C. The following legal holidays shall be observed as a paid holiday, and all schools closed.
1. New Year's Day
  2. Memorial Day
  3. Labor Day
  4. Thanksgiving Day
  5. Christmas Day
- D. When a contracted regular part-time or full-time employee, substitutes for another support staff employee, the rate of pay will be the employee's current rate of pay. Support staff will be given preference for additional hours for substitute coverage, when applicable. Administration will decide when substitute coverage will be hired or not hired.
- E. Longevity pay will be paid to eligible full-time and part-time employees. Eligibility and formula calculations are outlined in Schedule B.
- F. Support staff are eligible for medical coverage, and the choice of dental or vision coverage, for employees who are employed over 35 hours per week. Benefits and insurance coverage are outlined in Schedule C.

#### **Article IV: Leave Pay**

- A. Sick days: Six (6) sick days per year to be granted; one sick day per year may be used for personal business. All unused sick days are eligible to "rollover" into the accumulated sick bank for future use to a maximum of 50 sick days.
- B. Personal Days: Five (5) personal days per year to be granted. Personal days have a maximum accumulation of five (5) per year. All unused personal days will "rollover" into the accumulated sick bank for future use.
- C. Effective August 30, 2011, all NEW employees hired (beginning the 2011-12 school year) shall receive the following:
- Eight (8) sick days per year to be granted; one sick day per year may be used for personal business. All unused sick days are eligible to "rollover" into the accumulated sick bank for future use to a maximum of 50 sick days.
- Two (2) personal days per year to be granted. Two (2) unused personal days may be rolled over into the following year personal day bank for a maximum accumulation of four(4) days. All unused personal days are eligible to "rollover" into the accumulated sick bank for future use.
- D. Each support staff members shall be given written notice at the beginning of the school year as to the amount of sick/personal leave s/he has accumulated.
- E. Support staff is given the option of being paid half-pay for unused sick days at the end of the school year, to a maximum of five (5) days.

## **Article V: Terminal Leave**

A support staff employee, that has been employed by the District for seven (7) or more years, will receive half-pay for unused sick days, accumulative to a maximum of fifty (50) days upon leaving employment at the district. Staff hired after August 30, 2011 will use a fifty (50) day maximum leave bank for calculation of eligible terminal leave benefits. Terminal leave benefits will be paid in one equal payment by January 31<sup>st</sup> after leaving employment. If the employee is leaving employment because of criminal behavior, there is no terminal leave pay due the employee.

## **Article VI: Staff Evaluation**

An employee evaluation for support staff will be done on a yearly basis by the Administration.

## **Article VII: Duration of Agreement**

- A. This agreement shall be effective as of August 30, 2011 and shall continue in effect until the 29<sup>th</sup> of August 2014. Negotiations between parties shall begin at least 60 days prior to the contract expiration date. If, pursuant to such negotiations, an agreement on the renewal or modification is not reached prior to the expiration date, this agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written agreement of the parties.
- B. Copies of this agreement titled "Contractual Agreement between the AuTrain-Onota Public School and the Support Staff Employees" shall be printed at the expense of the Board within 30 days after the agreement is signed and presented to all support staff employees now employed, hereafter employed or considered for employment by the Board. All school district personnel policies or any changes in said policies shall be distributed to all support staff employees within thirty days of the commencement of this contract or upon employment.
- C. *An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4.*

## **Article VIII: Federal and State Law**

The AuTrain-Onota Public Schools Board of Education will be in compliance with all Michigan and federal laws that may supercede this contract.

**SUPPORT STAFF  
BARGAINING UNIT AND BOARD SIGNATURES**

*Royanne Arnold*

*Wanda Kordich*

*Darrell W Stewart*

*Kim Roffe*

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## SCHEDULE A: MINIMUM HOURLY RATE FOR NEW EMPLOYEES

	<i>2011-12</i>	<i>2012-13</i>	<i>2013-14</i>
Bus Drivers	\$9.75	\$10.00	\$10.25
Custodial	\$8.75	\$ 9.00	\$ 9.25
Maintenance	\$8.75	\$ 9.00	\$ 9.25
Secretarial	\$8.75	\$ 9.00	\$ 9.25
Cook	\$8.75	\$ 9.00	\$ 9.25
Paraprofessional Aide	\$8.75	\$ 9.00	\$ 9.25

Upon the recommendation of the District Administrator, the Board may consider prior experience and/or education credits and/or certifications for hourly wage placement for new employees.

## **SCHEDULE B: LONGEVITY**

Longevity shall be paid on the following formula:

- Employees who have completed at least (5) five continuous years of service will have (10) ten cents added to their hourly rate. \*Starting 6<sup>th</sup> year of employment.
- Employees who have completed at least (10) ten continuous years of service will have (20) twenty cents added to their hourly rate. \*Starting 11<sup>th</sup> year of employment.
- Employees who have completed at least (15) fifteen continuous years of service will have (25) twenty-five cents added to their hourly rate. \*Starting 16<sup>th</sup> year of employment.
- Employees who have completed at least (20) twenty continuous years of service will have (30) thirty cents added to their hourly rate. \*Starting 21<sup>st</sup> year of employment.
- Employees who have completed at least (25) twenty-five continuous years of service will have (35) thirty-five cents added to their hourly rate. \*Starting 26<sup>th</sup> year of employment.

The employee's "hourly rate of pay" will be calculated for each fiscal year based on the contractual hourly rate of pay plus longevity. The employee's "hourly base rate of pay" for any contractual fiscal year adjustments will be calculated without longevity.



**SCHEDULE C: BENEFITS AND INSURANCE**

A. For all permanent full-time support staff (as defined in Article III) , the Board shall make a contribution of the proper rate per month to the negotiated health insurance carrier per the agreement. In conjunction with the HDHP (high deductible health plan), the Board shall make the proper contribution of the annual deductible to the employee's HSA custodian account. The Board will provide health care premiums for only one Plan-A or Plan-B per employee and/or family as listed below.

SET SEG serves as the plan administrator for the following negotiated health insurance carriers:

Plan A

Health Insurance (employee /and spouse and/or family)	BC/BS of Michigan, Simply Blue HSA HDHP Health Savings Custodial Account (HSA) BC/BS Prescription coverage
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Employee to choose ONE of the following:

Dental (employee only)	DenteMax
<b>-OR-</b>	
Vision (employee /and spouse and/or family)	United HealthCare Vision

**- OR -**

Plan B

Cash in lieu of health ins	\$1060
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Employee to choose ONE of the following:

Dental (employee only)	DenteMax
<b>-OR-</b>	
Vision (employee /and spouse and/or family)	United HealthCare Vision

- B. For all permanent full-time and part-time support staff, the Board shall make a contribution of the proper rate per month to the negotiated insurance carrier for the following:

Group Term Life Insurance                      \$20,000 plus \$20,000 AD&D

Long-Term Disability Insurance              3-month wait – 66 2/3%

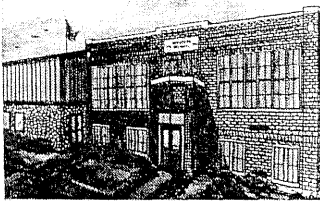
- C. It is further agreed that if a less expensive insurance coverage can be found, it will be studied by a panel of school board members and benefit-eligible group members to review the extent of its comparability to the current plan. The intent here is to give the Board the right to “shop around” for an equal policy at a lower premium. The intent of the benefit-eligible group members is to make sure of the equality of coverage.
- D. It is also established that coverage of the current insurance plans are agreed to under the current plan terms. The intent here is to insure that SET SEG and/or the insurance carriers do not add additional benefits under their plans and expect the Board to pay for these benefits with negotiations.

**Schedule D: Common Calendar**

The common calendar for all districts in Marquette-Alger RESA is presented below. This 5-year plan is presented as a courtesy to the support staff. Michigan law requires all school districts in the same ISD to share a common winter break and a common spring break. It is important to note that ALL of the listed dates on the MARESA common calendar may or may not be the same as those on the AuTrain-Onota Public Schools yearly district calendar. Each district calendar will be added to the Master Agreement as they are approved by the Board each year.

## Marquette-Alger RESA 5 Year Calendar Worksheet

Starts, Stops & Breaks	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Labor Day	Monday, 9/5	Monday, 9/3	Monday, 9/2	Monday, 9/1	Monday, 9/7
First Day of School	Tuesday, 9/6	Tuesday, 9/4	Tuesday, 9/3	Tuesday, 9/2	Tuesday, 9/8
Thanksgiving Break	Thurs-Fri, 11/24-25	Thurs-Fri, 11/22-23	Thurs-Fri, 11/28-29	Thurs-Fri, 11/27-28	Thurs-Fri, 11/26-27
Winter Break	Thurs-Mon, 12/22-1/2	Mon-Tues, 12/24-1/1	Mon-Fri, 12/23-1/3	Wed-Fri, 12/24-1/2	Wed-Fri, 12/23-1/1
Return from Winter Break	Tuesday, 1/3	Wednesday, 1/2	Monday, 1/6	Monday, 1/5	Monday, 1/4
Spring Break	Mon-Mon, 4/2-9	Fri-Fri, 3/29-4/5	Mon-Fri, 3/31-4/4	Fri-Fri, 4/3-4/10	Fri-Fri, 3/25-4/1
Return from Spring Break	Tuesday, 4/10	Monday, 4/8	Monday, 4/7	Monday, 4/13	Monday, 4/4
Memorial Day	Monday, 5/28	Monday, 5/27	Monday, 5/26	Monday, 5/25	Monday, 5/30



# AUTRAIN-ONOTA PUBLIC SCHOOLS

## 2011-2012

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<u>AUG</u>	31	Professional Development Day NO SCHOOL (Teachers Only)
<u>SEPT</u>	1	Professional Development Day NO SCHOOL (Staff Only)
<u>Tuesday</u>	6	<b>FIRST DAY OF SCHOOL (K-8)</b>
<u>Monday</u>	12	FIRST DAY of PRESCHOOL class

<u>OCT</u>	14	Professional Development Day NO SCHOOL
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<u>NOV</u>	23	Thanksgiving Break—NO SCHOOL
	24	Thanksgiving Break—NO SCHOOL
	25	Thanksgiving Break—NO SCHOOL

<u>DEC</u>	21	full day school— <i>Christmas Break Begins: after Dismissal</i>
	Thurs, Dec 22– Mon, Jan 2	: Christmas Break NO SCHOOL

<u>JAN</u>		
<u>Tuesday</u>	3	School Resumes

<u>FEB</u>	17-20	Winter Weekend Break NO SCHOOL
<u>Tuesday</u>	21	School Resumes

MARCH

<u>APRIL</u>	2-9	Spring Break NO SCHOOL
<u>Tuesday</u>	10	School Resumes

<u>MAY</u>	28	Memorial Day—NO SCHOOL
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<u>JUNE</u>		
<u>Friday</u>	8	<b>LAST DAY OF SCHOOL (K-8)</b> School Picnic—1:00pm Dismissal
	11-12	Professional Development Day (Teachers only)

8:10am — School Starts  
11:30am-12noon Lunch  
3:00pm — School Dismissal

178 Student Days  
183 Teacher Days

**Marking Periods**

November 4—End of 1st marking period  
November 11—Report Cards  
January 20—End of 2nd marking period  
January 27—Report Cards  
March 23—End of 3rd marking period  
March 30—Report Cards  
June 8—End of 4th marking period  
Final Reports Cards are mailed home

**AUTRAIN-ONOTA PUBLIC SCHOOLS**  
P.O. Box 105, N8790 Deerton Road  
Deerton, MI 49822  
Phone (906) 343-6632 Fax (906) 343-6633  
autrainonota.maresa.k12.mi.us