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6/30/94

MASTER CONTRACT

between

Avondale Board of Education

and

**Avondale Chapter of the
AFSCME Union Local 202 (AFL-CIO)**

July 1, 1991 - June 30, 1994

Avondale School District

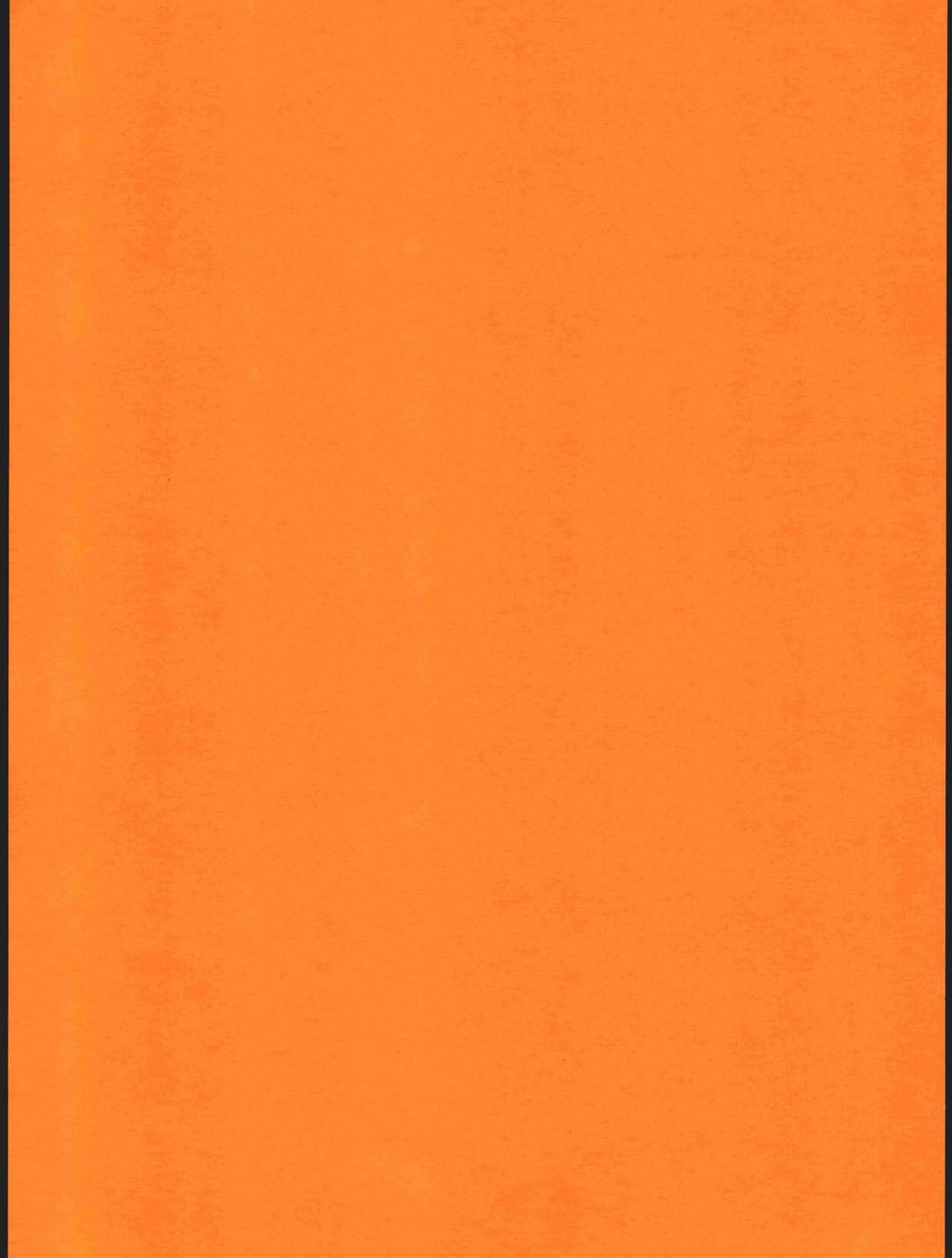
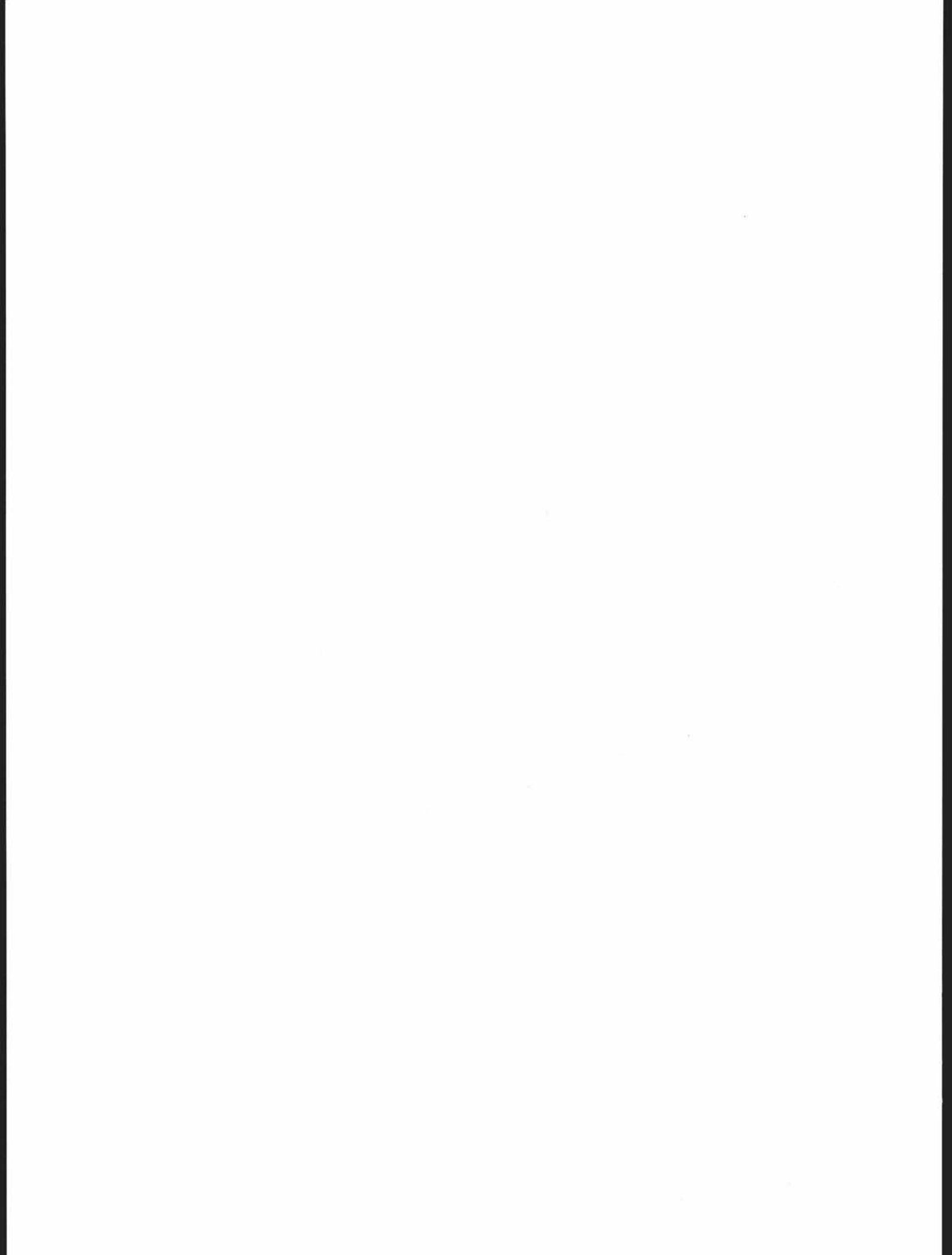


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CONTRACT

This Contract is between the Avondale Board of Education and the Avondale Chapter of the American Federation of State, County, and Municipal Employees Union Local 202 (AFL-CIO), affiliated with Michigan Council #25, of the American Federation of State, County, and Municipal Employees Union (AFL-CIO).

PARTIES TO AGREEMENT

This agreement entered into on this 1st day of July, 1991, between the Avondale Board of Education, hereinafter referred to as the "Employer", "District", and/or "Board", and the Avondale Chapter of Local #202, affiliated with Michigan Council #25, of the American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union."

NOTE: The headings used in this Agreement and exhibits neither add nor subtract from the meaning, but are for reference only.

ARTICLE 1 - RECOGNITION - EMPLOYEES COVERED

Section 1.1

Pursuant to and in accordance with all applicable provisions of the Michigan Public Employment Relations Act 379 of the Public Acts of 1965, as amended, the District does hereby recognize the Union as the sole and exclusive representative for the purpose of collective bargaining in respect to rates of pay, hours of employment, and other conditions of employment for the term of this Agreement for those employees of the District in the bargaining unit herein described. The bargaining unit shall include the following permanent, regularly assigned employees: custodial maintenance, bus drivers, mechanics, and food service employees; excluding but not limited to: Supervisor of Maintenance and Operations, Transportation Supervisor, Food Service Supervisors, part-time, substitute, and temporary employees employed 120 calendar days or less, all other supervisory and/or executive personnel.

Section 1.2

The Union agrees to represent equally all members of the bargaining unit without regard to membership or participation therein and to continue to admit members of the bargaining unit to membership without qualification other than payment of dues and permanent employment in the Avondale School District.

Section 1.3

The term "employee" when used herein shall refer to employees included in the Unit for bargaining as set forth in the paragraphs above and reference to male employees shall include

ARTICLE 1 - RECOGNITION - EMPLOYEES COVERED

Section 1.3 (continued)

female employees. The term "District" when used herein shall refer to the Board of Education, Superintendent, and other central office administrators, principals, assistant principals, and all other supervisory personnel within the meaning of Public Act 379.

Section 1.4

Union membership is not required of those food service employees who work less than two (2) hours per day. No regular Union food service worker will have regular assigned hours cut so as to hire another food service worker for less than two (2) hours.

ARTICLE 2 - REPRESENTATION

Section 2.1

There shall be three (3) representation departments within the bargaining unit consisting of the following:

- A. Custodial-Maintenance Department
 - 1. Custodial engineer classification
 - 2. Custodial classification
 - 3. Night leader
 - 4. Maintenance classification
- B. Transportation Department
 - 1. Bus drivers
 - 2. Bus mechanic
- C. Food Service Department
 - 1. Assistant Supervisor
 - 2. Food Service Aide

Section 2.2

There shall be one steward and an alternate steward in each department, on each shift, who shall represent all of the employees working in the department and a chapter chairperson and chief steward. The stewards and alternate stewards shall be regular employees working in the department they represent. During scheduled overtime periods of weekend work the steward or the alternate steward, as the case may be, shall be scheduled to work as long as there is work in the department he/she represents, provided, however, the District may work up to three (3) employees without representation. More than three (3) employees may work without Union representation if the steward or alternate steward declines the work assignment. In this case, the steward will appoint an acting steward from among those assigned for that day and assignment.

ARTICLE 3 - UNION SECURITY CLAUSE

Section 3.1

Each employee, who, on the effective date of this Agreement is a member of the Union, shall, as a condition of employment, maintain his/her membership in the Union. Each employee hired on or after the execution of this Agreement, shall, as a condition of employment, become a member of the Union within three (3), months after his/her hiring date or the effective date of this Agreement, whichever is later, and thereafter maintain membership in the Union. Employees who fail to comply with this requirement shall be discharged by the District within thirty (30) days after receipt of written notice to the District from the Union of the employees's failure to maintain membership in the Union.

Section 3.2

Exception to the above conditions, however, shall recognize that any employee may exercise his choice of the following alternate conditions in lieu of Union membership, any employee may pay to the Union a monthly service charge equal to the current monthly dues assessment. This contribution is to be construed as a donation toward the administrative cost of the Agreement. An employee who fails to comply with this condition shall be discharged within thirty (30) days after receipt of written notice of such default by the employee delivered to the District by the Union.

Section 3.3

The District shall not enter into any agreement with the employees coming under the jurisdiction of the Agreement either individually or collectively, which in any way conflicts with the terms and conditions of the Agreement.

Section 3.4

Local and/or Council Representatives and/or International Representatives of the AFSCME, AFL-CIO, shall have access to the premises of the school district at reasonable times to investigate grievances and other problems with which they are concerned. These representatives shall first notify the Superintendent or one of his assistants of their presence.

ARTICLE 4 - UNION DUES

Section 4.1

The District will deduct from the pay of each employee covered by this Agreement who has executed a proper dues authorization deduction form and delivered said form to the Personnel Office, all monthly union dues or service charges equal to the monthly

ARTICLE 4 - UNION DUES

Section 4.1 (continued)

union dues. All deductions shall be made during the first pay period of each calendar month and all sums deducted shall be remitted to the financial secretary of Local 202 of the Union, each month in which such deductions are made.

Section 4.2

All permanent, regularly assigned employees working a regular shift shall pay full union dues.

Section 4.3

A properly executed copy of such Authorization for Payroll Deduction of Dues form for each employee for whom Union membership dues or service charge dues are to be deducted hereunder shall be delivered to the District before any payroll deductions may be taken. Deductions shall be made thereafter only under Authorization for Payroll Deduction of Dues forms which have been properly executed and are in effect. Any Authorization for Payroll Deduction of Dues form which is incomplete or in error shall be returned to the Avondale Chapter Chairman by the District for correction.

Section 4.4

Payroll deductions which are authorized by properly executed Authorization for Payroll Deduction forms shall become effective on the date the authorization form is received by the District and shall be deducted from the first pay of the month each and every month thereafter during the employment of the union member. Deductions shall terminate the month following the time the individual ceases to be covered by this bargaining agreement.

Section 4.5

In cases where a deduction is made which duplicated a payment an employee already has made to the Union, or where a deduction is not in conformity with the provisions of the local Union Constitution and By-Laws, refunds to the employee will be made by the Local Union.

Section 4.6

The employer shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees.

ARTICLE 4 - UNION DUES

Section 4.6 (continued)

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 Article 4.

Section 4.7

The Employer will furnish to Local 202 Treasurer the names of any employees who are on leave without pay.

ARTICLE 5 - EMPLOYEE RIGHTS AND RESPONSIBILITIES

Section 5.1

Pursuant to Act 379 of the Public Acts of 1965, the District hereby agrees that every employee of the District shall have the right to freely organize, join, and support the Union for the purpose of engaging in collective negotiations and other lawful activities. The District agrees that it will not discriminate against any employee for his/her institution of any grievance, complaint or proceeding under this Agreement.

Section 5.2

The District specifically recognizes the right of its employees to involve the assistance of the Michigan Employment Relations Commission or a mediator from such agency.

Section 5.3

The Union and its members may have the right to use school building facilities for meetings in accordance with District policy.

Section 5.4

It is the responsibility of the Union and individual members to honor the Board policies and Administrative Regulations not in conflict with the Master Agreement. Neither the Union, its representatives, nor any member shall assume administrative or supervisory authority or direct employees to disregard the instructions or directions of administrators or supervisors.

Section 5.5

The Union agrees to supply all information which the District requests to process any grievance or complaint.

ARTICLE 5 - EMPLOYEE RIGHTS AND RESPONSIBILITIES

Section 5.6

In order to provide continuing safety and health protection for students, it shall be the policy of the Board that:

- A. Upon initial employment, each employee will be required to have a physical examination certifying that the individual is capable of carrying out his/her particular assignment. The cost of this examination will be paid by the employee.
- B. All employees must have a negative tuberculin report as required by the Michigan Department of Health to be eligible for continued employment. Should a T. B. clinic be arranged by the District, notice of said clinic noting the time, place, and location will be sent to each building.
- C1. The District will assume the cost of physical examinations, including x-rays, required by law or the District, of seniority employees. Physical examination of the bus drivers shall be required at least annually. The District reserves the right to select the examining physician.

The examination shall be limited to the Physical examination form given by the Department of Transportation, Michigan Department of Education, State of Michigan (see Appendix E).

For any other medical fitness examination, the employee shall have the right to a physician of his/her choice.

C2. Challenge of Physical Examination

In the event the report of the examining physician is challenged, then the following procedure shall be followed.

1. The protesting party may elect to require the affected employee to be examined by a physician of the protesting party's choice, at the protesting party's expense.
2. If the reports of the two examining physicians are in disagreement or conflict, the controversy shall be moved to a third-party physician at Beaumont Hospital in Royal Oak, paid for by the employer, if the employer is the protesting party, otherwise the parties will pay equally. The third party physicians determination shall be binding on both parties.

ARTICLE 5 - EMPLOYEE RIGHTS AND RESPONSIBILITIES

Section 5.6 (continued)

D. Failure to pass any part of the required State School bus examination will result in the driver being placed on a leave of absence, without pay, for up to one year. During that period, a substitute driver(s) will be employed, thus saving a bus driving job for the driver on leave. The following year, the bus driver will be reinstated as driver provided the driver passes all of the State examinations for bus driver the next time the driver is eligible to take the examination(s).

Failure to qualify as a bus driver at this time shall terminate the District's responsibility to the bus driver.

Section 5.7

Each employee accepts the responsibility to do the best job he can at all times.

Section 5.8

Any employee receiving an injury on the job shall be paid for that day's work if he/she is sent home or sent to a doctor because of his/her injury. If the injury occurs when the person is alone in the building and if it is necessary for him/her to leave school because of the injury, he/she shall be paid for that day's work providing he/she receives a doctor's statement if such a statement is requested by the District. He/she shall notify his/her supervisor or someone on the list provided to him/her prior to leaving his/her work assignment.

Section 5.9

The Principal shall have complete administrative charge of the building during the school year. There shall be mutual cooperation between the custodial staff and the Principal. At all times the custodial staff shall be responsible to the Building Principal during the school year and also to the Supervisor of Maintenance.

No "employee" is to leave his/her assigned work station or building once the work shift begins unless permission is given beforehand by the Building Principal, Supervisor of Maintenance and Operations, Manager of Facilities and Construction, Personnel Manager or Superintendent.

When school is not in session or the building principal is not present in the building (i.e., summer schedule, vacation, or evenings) custodians report directly to the Supervisor of Maintenance and Operations.

ARTICLE 5 - EMPLOYEE RIGHTS AND RESPONSIBILITIES

Section 5.10

At all times, the maintenance and special projects staff shall be responsible to the Supervisor of Maintenance and Operations.

ARTICLE 6 - SENIORITY

Section 6.1

- A. New employees, hired by the District, shall be considered as probationary employees for the first three (3) months of their employment. There shall be no seniority among probationary employees. When more than one employee begins regularly assigned employment on the same date, seniority will be determined by date and/or time of initial employment interview.
- B. Probationary employees shall be evaluated monthly. If either the second or third evaluation is marked "needs improvement" in any category, the probationary period may be extended at the option of the administration for a specific time period of up to ninety (90) calendar days. There shall be no more than one (1) extension. Employees in an extended probationary period shall not be eligible under Article 3 until they have successfully completed their probationary period.
- C. Probationary employees shall be eligible for fringe benefits earned and provided for in this agreement only after the successful completion of their probationary period. Fringe benefits shall not be retroactive at the completion of the probationary period unless specified.
- D. Upon completion of the probationary period, an employee is eligible for the following fringe benefits:
 - 1. Sick leave - Allowance begins at the end of the probationary period but prorated retroactively to the beginning of employment. No payment for wages lost during probationary period will be made.
 - 2. Holidays - Paid holiday benefits begin after the end of the probationary period with no retroactivity for holidays falling within the probationary period.
 - 3. Vacation - Vacation benefits are based on service including the probationary period.
 - 4. Uniforms - The uniform allowance is based on service including the probationary period.
 - 5. Insurance - Health insurance benefits will begin and will be paid by the District upon completion of the employment procedure.
 - 6. LTD and life insurance benefits which are provided by the District begin after the successful completion of the probationary period with no retroactivity.

ARTICLE 6 - SENIORITY

Section 6.2

- A. Seniority shall be defined as the length of time of continuous employment of an employee beginning with his/her effective date of hire as approved by the Board. However, seniority will not be valid until the employee has successfully completed the three month probationary period.
- B. Copies of the seniority lists for each representation department shall be furnished to the Union annually or when the seniority list changes, by retirement, resignation, or through the employment of a seniority employee.

Section 6.3

An employee shall be removed from the payroll and seniority list when he/she:

- A. Resigns or retires.
- B. Is discharged and the discharge is not reversed.
- C. The employee is absent for three (3) working days without notifying the District. An exception can be made to this rule only by the Superintendent or designee.
- D. Fails to return to work after a layoff as delineated in Section 6.6, paragraph A.
- E. Has falsified information on his/her employment application relative to previous unsatisfactory work performance or criminal record. This termination of employment may be implemented by the District within two (2) years of the date regular employment began.
- F. The District will notify the Union Chapter Chairperson of any employee terminated under the terms of this contract.

Section 6.4

- A. Notwithstanding their position on the seniority list, stewards, in the event of a layoff of any type, shall be continued at work as long as there is a job in their department which they can perform. They shall be recalled to work, in the event they are laid off, to the first open job in their department which they can perform when recall of employees by the District is implemented.

ARTICLE 6 - SENIORITY

Section 6.4 (continued)

- B. Notwithstanding their position on the seniority list, the Chairman, Vice-Chairman, and Chief Steward of the Chapter shall, in the event of a layoff, be continued at work at all times when one or more departments or fractions thereof are at work, provided they can perform any of the work available.

Section 6.5

In the event the Board determines it must reduce the number of employees in the school district, the following guidelines will be followed:

- A. Substitute employees, temporary summer employees, and probationary employees will be laid off first. Seniority will then be the basis for future layoffs provided employees being retained can perform the work of the employees being laid off.
- B. Employees to be laid off for an indefinite period will have at least fourteen (14) days notice of layoff. The employer shall notify the Chapter Chairman of employees being laid off at the same time employees are notified.
- C. Any seniority employee so removed shall be able to exercise seniority to bump into any equal or lower classification on a department-wide basis where he/she can perform the job and where his/her seniority is greater than the employee being bumped.
- D. It is clearly understood that any individual laid off shall automatically terminate and suspend the District's obligation to salary or fringe benefits under this collective bargaining Agreement or any other agreement.
- E. An employee who has successfully filled a particular position as a substitute for at least three (3) consecutive months will be considered to have completed his/her probationary period if he/she should be hired by the District on a regular basis to fill that position or a similar position. His/her date of seniority will be adjusted to reflect successful completion of his/her probationary period. However, in no case will this date reflect an adjustment which would credit the employee with more than ninety (90) days of probationary time.

Section 6.6

- A. Laid off employees shall be recalled in the inverse order of layoff with the most senior employee capable of meeting the job requirements being recalled first. Notice of recall shall be sent to the employee at his/her last known address by registered or certified mail. Within seventy-two (72) hours after receipt of the recall notice, the employee shall notify the District in writing of his/her intention to return to work or it shall be assumed by both the District and the Union, the employee has voluntarily terminated his employment.

ARTICLE 6 - SENIORITY

Section 6.6 (continued)

- B. Each employee is responsible for keeping the employer advised in writing of any change of address and will not be excused for failure to report for work on recall if he/she fails to receive recall notice because of his/her own failure to advise the employer in writing of his/her change of address.
- C. The District shall have no obligation to recall probationary employees who may be laid off.

Section 6.7

- A. An employee who transfers from one representation department to another will retain accumulated sick leave days.
- B. The employees' seniority years of continuous employment with the District in his/her previous department will be retained. This will permit the employee to return to his/her previous department in the event of a layoff in the new department.
- C. The seniority in the new department will begin with the date of his/her regular assignment to this new representation department.
- D. An employee transferring from one representation department to another will have up to sixty (60) days on the job training to qualify for his new position.
- E. For longevity purposes, the employees' seniority will be counted as years of continuous employment in the district.
- F. In the event that two or more employees transfer from one representation department to another on the same date, the resulting tie in seniority shall be decided as follows:
 - (1) Date of hire for the original bargaining unit position, as listed on the most recent department seniority list.
 - (2) For persons who become members of a particular representation department within the bargaining unit, and still have a tie in seniority after the application of number one (1) above, a one time drawing between the tied employees will be held. The time and place of the drawing shall be determined by the Union and the District and announced to all involved employees. The first name drawn shall rank ahead of the second, the second ahead of the third, etc. Such drawing shall take place within fifteen (15) working days of commencing work in the new representative department. Present at the drawing shall be Personnel Manager; Chapter Chairperson; Employees in question.

ARTICLE 7 - DISCHARGE AND DISCIPLINE

Section 7.1

The board shall not discharge or discipline any employee without just cause.

Section 7.2

The District, upon discharge or discipline of an employee, shall notify, in writing, the department steward and the employee of said discharge or discipline. The employee shall have the right to Union representation at any time in the disciplinary process. The employee's Union representative shall be released from work without the loss of time or pay to attend any disciplinary meeting.

Section 7.3

The discharged or disciplined employee has the right to discuss his/her discharge or discipline with his steward and the District shall select an area in the immediate building or place of employment where he/she may do so before the employee is required to leave the property of the Board, if this is necessary. Upon request by the Union, the Board shall discuss the discharge or discipline with the employee and the steward.

Section 7.4

Should the Union consider the discharge, discipline or suspension to be improper, the Union's complaint shall be presented in writing to the Superintendent or his/her designated representative within five (5) regularly scheduled work days after the discharge or discipline. The Superintendent or his/her designated representative shall give his/her answer to the Union within three (3) regularly scheduled work days after receiving the complaint. If the answer is not satisfactory to the Union, the matter may be referred to the grievance procedure commencing at Step 4.

Section 7.5

In imposing any discipline on a current charge, the District shall not take into account any prior infractions which occurred more than two (2) years previously. Exceptions to these conditions may be mutually agreed upon.

Section 7.6

The following shall be the usual procedure the District will follow in implementing disciplinary action against employees covered by this agreement. However, it is understood that the District may, if in its judgment the offense by the employee is so severe that Step B or C (below) may be immediately imposed.

- A. First warning - verbal
- B. Second warning - written
- C. Third warning - either disciplinary temporary suspension or discharge

ARTICLE 7 - DISCHARGE AND DISCIPLINE

Section 7.7

The District initiated a new appraisal system for all support personnel during the 1990-91 school year. An appraisal shall be completed monthly during the probationary period (Section 6.1 (A)). After the successful completion of the probationary period this appraisal form shall be completed once per year.

ARTICLE 8 - GRIEVANCE PROCEDURE

Section 8.1

A grievance is defined as any alleged violation of the application, meaning, or interpretation of this Agreement and shall be settled in the following manner.

Section 8.2

Employees selected by the Union to serve as Union representatives shall be known as Stewards. The names of employees selected as Stewards and the Local Chapter Chairperson shall be communicated in writing to the District by the Local Union. The members of the Union Grievance Committee and the Union Bargaining Committee shall also be communicated in writing to the employer by the Union.

Section 8.3

TIME LIMITS: The time limits specified hereinafter for movement of grievances through the grievance procedure shall be strictly adhered to and may be relaxed or extended only by mutual consent of both parties in writing. In the event the Union fails to appeal a grievance or a grievance answer within the particular specified time limit, the involved grievance shall be deemed to be abandoned and settled on the basis of the District's last answer. In the event the District fails to supply the Union with an answer to a grievance at a particular step and within the specified time limit, the grievance shall be deemed to be settled on the basis of the Union's last position.

Section 8.4

Each grievance shall be initiated within ten (10) working days or fifteen (15) calendar days (whichever is shorter) of the occurrence of the cause for complaint.

Section 8.5

The primary purposes of the procedure set forth in this Section is to secure at the lowest level possible equitable solutions to the grievances.

ARTICLE 8 - GRIEVANCE PROCEDURE

Section 8.5 (continued)

Step 1

The aggrieved employee shall have the right to representation by a Steward. The Steward, when called by the aggrieved party, shall then call the appropriate supervisor to inform him/her of the fact that he/she is processing a grievance. The Steward and the aggrieved shall be allowed to confer regarding the grievance and, if cause for complaint exists, a meeting on the problem shall take place between the grievant and/or Steward on the one hand, and the appropriate supervisor and/or his/her designated representative on the other hand. The Steward will not leave his/her working assignment in order to process a grievance without prior District approval.

Step 2

- A. In the event that the Union is dissatisfied with the result of the meeting with the appropriate supervisor on the matter, then the Union shall have the right to submit a written grievance on the complaint to the Personnel Manager within three (3) working days or five (5) calendar days (not including holidays) after the meeting delineated in Step 1.
- B. A meeting on the grievance shall take place between the grievant and/or Steward and the Personnel Manager within three (3) working days or five (5) calendar days after receipt of the written grievance.
- C. The written answer of the Personnel Manager shall be given to the Union within three (3) working days or five (5) calendar days from the date of the meeting described in Paragraph B, Step 2, above.

Step 3

- A. If the grievance is not satisfactorily settled as delineated in Step 2, then the Union shall have the right to appeal the written decision of the Personnel Manager within three (3) working days or five (5) calendar days or receipt of said written answer. Such appeal shall then be directed to the Superintendent of Schools.
- B. This Step 3 meeting will be between the Chapter Chairperson, Chief Steward, and the Steward of the department of the employee filing the grievance, and the Superintendent. Both parties may be accompanied by others who may be involved in the grievance. This meeting between the Superintendent, the Union representatives and/or representatives of Council 25, or the International Union, shall take place within three (3) working days or five (5) calendar days of the receipt of the grievance appeal from Step 2.
- C. The Superintendent shall render a written decision on the grievance to the Union within thirty (30) calendar days of the meeting delineated in Paragraph B, Step 3.

ARTICLE 8 - GRIEVANCE PROCEDURE

Section 8.5 (continued)

Step 4

- A. If the Union is not satisfied with the disposition of the grievance at Step 3, the Union may, within twenty (20) working days of receipt of the Superintendent's decision submit a written notice to the District and Superintendent indicating an intent to advance the grievance to arbitration. The Union shall file the grievance with the American Arbitration Association no later than sixty (60) days after the receipt of the Superintendent's decision (Step 3). Grievances which do not arise directly from the language of this agreement or an alleged breach thereof may be processed through Step 3, but will not be arbitrable.
- B. Within ten (10) school days or fifteen (15) calendar days after receipt of such written notice of intent by the Union to submit the alleged grievance to arbitration, the District and the Union will meet and agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators will be made to the American Arbitration Association by the party seeking arbitration. The parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- C. The Arbitrator so selected will hear the matter and issue his/her decision not later than thirty (30) days from the date of the close of the hearings, or, if oral hearings have been waived, then the decision shall be rendered within thirty (30) days of the date the final statements and proofs were submitted to him. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted.
- D. The power of the arbitrator stems from this agreement and his/her function is to interpret and apply this agreement and to pass upon the alleged violation thereof. He/she shall have no power to add to, subtract from, or modify any of the terms of this agreement, nor shall he/she have any power or authority to make any decision that requires the commission of an act prohibited by law or which is contrary to an order by a court of competent jurisdiction or that is violative of the terms of this agreement.
- E. The costs for the services of the arbitrator, including expenses, shall be borne equally by the District and the Union.
- F. He/she shall have no power to establish salary scales or change any salary.
- G. In rendering decisions, an arbitrator shall give due regard to the responsibility of management except as they may be specifically conditioned by this agreement.

ARTICLE 8 - GRIEVANCE PROCEDURE

Section 8.5 (continued)

- H. There shall be no appeal from an arbitrator's decision if within the scope of his authority as set forth above. It shall be binding on the Union, its members, the employee or employees involved, and the District and its agents. The Union shall discourage any attempt of its members, and shall not encourage or cooperate with any of its members in any appeal to any court or labor board from a decision of an arbitrator.

Section 8.6

- A. School time shall not be used for hearing grievances without prior approval of the District. However, any employee covered by this contract who is required by the District to attend a grievance meeting or hearing shall be paid his or her regular hourly rate of pay for all time spent in such meetings, when such time falls during the employee's regularly assigned work shift.
- B. All evidence and circumstances shall be included on Step 1 of the grievance. The grievance shall be in writing from Step 2.
- C. Steps may be bypassed by mutual consent of the District and the Union so that the grievance may be processed at the appropriate level as efficiently as possible.
- D. Hearings (steps) in the grievance procedure shall not be public and shall be limited to official representatives of the District and the Union.
- E. A grievant may be accompanied to hearings (steps) within the grievance procedure by legal counsel.
- F. The decision of the arbitrator shall be submitted to the District and the Union and, subject to law, shall be final and binding upon the Union, the District, and the grievant.
- G. The District agrees to supply any information which the Union requests to process any grievance or complaint. However, the Union agrees to pay the costs of any information so supplied to the Union.
- H. The filing of a grievance shall in no way interfere with the right of the District to proceed in carrying out its management responsibility, subject to the final decision of the grievance.

ARTICLE 9 - MANAGEMENT RIGHTS

Section 9.1

It is expressly agreed that all rights which ordinarily vest in and have been exercised by the District, except those which are clearly and expressly relinquished herein by the District, shall continue to vest exclusively in and be exercised exclusively by the District. Such rights shall include, by way of illustration and not by way of limitation, the right to:

- A. Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the District.
- B. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business or school hours or days.
- C. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees with just cause, transfer employees, assign work or duties to employees, determine the size of the work force and to lay off employees, but not to conflict with the provisions of this Agreement.
- D. Determine the services, supplies, and equipment necessary to continue its operations 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 including automation or contracting thereof or changes therein, the institution of new and/or improved methods or changes therein.
- E. Adopt reasonable rules and regulations.
- F. Determine the qualifications of employees, including physical conditions.
- G. 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.
- H. Determine the placement of operations, production, service, maintenance or distribution of work and the source of materials and supplies.
- I. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

ARTICLE 9 - MANAGEMENT RIGHTS

Section 9.1 (continued)

- J. Determine the size of the management organization, its functions, authority, amount of supervision and structure of organization, provided that the District shall not abridge any rights from employees as specifically provided for in this Agreement.
- K. Determine the policy affecting the selection, testing or training of employees providing that such selection shall be based upon lawful criteria.

The above are not to be interpreted as abridging or conflicting with any specific provision in this Agreement.

ARTICLE 10 - NO STRIKE CLAUSE

Section 10.1

- A. The local Union officers shall not cause, engage in or sanction any strike or refusal to perform the duties of employment nor shall any employee willfully absent himself/herself from his/her position, abstain from the faithful performance of his/her duties, interfere with the rights and the privileges or obligations of employment, for the purpose of a strike, tie-up or slow-down as set forth by law as provided by Act 379. No lockout of employees shall be instituted by the employer during the term of this Agreement.
- B. In the event of any such violation of this Article, the Union shall endeavor to return the employees to work as expediently and quickly as possible by:
 - 1. Delivering immediately to the District a notice addressed to all employees repudiating such acts of the employees and ordering them to cease such acts and return to work; and by-
 - 2. Taking such other action which it deems reasonable and appropriate to bring about compliance with the terms of this agreement.

ARTICLE 11 - WAIVER CLAUSE

Section 11.1

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 parties recognize this Agreement may be altered, by addition, modification, or deletion, only through the voluntary, mutual consent of the employer and the Union by a memorandum of agreement which has been ratified and signed by both parties, thereby becoming an amendment to this agreement which is then final and binding on all employees covered by this Contract and on the District.

ARTICLE 12 - ENTIRE AGREEMENT CLAUSE

Section 12.1

This Agreement supersedes and cancels all previous Agreements or past practices between the District and the Union 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 13 - SPECIAL CONFERENCES

Section 13.1

Special conferences for important matters will be arranged between the Chapter Chairperson and the District upon request and agreement of both parties. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be confined to those on the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences. This meeting may be attended by a representative of the Council or a representative of the International Union.

ARTICLE 14 - PROMOTIONS AND TRANSFERS

Section 14.1

The term promotion, as used in this provision means the advancement of an employee to a higher paying position within his/her representation department or within another representation department.

Section 14.2

- A. Whenever a job opening occurs, other than a temporary opening previously defined, in any existing job classification or as the result of the development or establishment of a new job classification, a notice of such opening shall be posted for ten (10) days. A notice will be sent to all employees within that department. Two (2) additional notices shall also be sent to the head custodian and to the bus garage for posting.
- B. During this period, employees who wish to apply for the open position or job, including employees on layoff, may do so. The application shall be in writing and it shall be submitted to the Superintendent or designee.
- C. Promotions shall be made on the basis of the seniority and the qualifications of the employee in relationship to the job qualifications. If the senior applicant is denied the promotion, the reasons for the denial shall be stated in writing to the employee with a copy of said reasons going, also, to the Chapter Chairperson. The employee, so denied the promotion, may within ten (10) days of receipt of written reasons for said denial, appeal his/her passover to the District.

ARTICLE 14 - PROMOTIONS AND TRANSFERS

Section 14.2 (continued)

- D. Any employee so promoted shall serve a sixty (60) day trial period in the new job. During this sixty days the employee will be expected to learn the new job, and will be evaluated monthly. At the end of the sixty (60) days, either the employee or the District may decide to return the employee to his/her former position. The former position will still be available because it will have been filled by a temporary assignment or substitute employee during the sixty (60) day trial period.

An employee that transfers into a new job or vacancy in his/her existing job classification, shall have a thirty (30) day trial period. During this thirty (30) days the employee will be expected to learn the new job, and will be evaluated at the end of three (3) weeks. At the end of the thirty (30) days, either the employee or the District may decide to return the employee to his/her former position. The former position will still be available because it will have been filled by a temporary assignment or substitute employee during the thirty (30) day trial period.

Section 14.3

Any employee who is promoted to a position within the Avondale AFSCME unit or to an administrative position outside the Avondale AFSCME unit (supervising members of the Avondale AFSCME unit) may, if the promotion assignment is eliminated, due to economic reasons or other reasons deemed appropriate by the administration, "bump" back into the promoted employee's representative department provided the promoted employee has greater bargaining unit seniority than the bumped employee, and is qualified for the position.

Section 14.4

No employee shall be assigned to a temporary job opening more than twice in any calendar year, unless the employee specifically agrees to the assignment. It is the intent of this provision to prevent the repeated assignment of employees to job vacancies designated as temporary job openings when such job openings could be filled in another manner.

Section 14.5

- A. When employees are temporarily assigned out of their classification, they will receive their regular pay for the first three days. Beginning with day 4, the employee who is temporarily assigned out of his/her classification will receive pay at the rate assigned to the new assignment, provided it is higher than the employee's regularly assigned rate, or the employee will retain his/her regular rate.

ARTICLE 14 - PROMOTIONS AND TRANSFERS

Section 14.5 (continued)

- B. However, in no case, shall the temporarily assigned employee be paid less than his or her regular wage.
- C. Any Avondale Employee who is covered by the terms of this contract and who is promoted, shall be placed on the salary schedule at a step which will guarantee a salary increase.
- D. Should an employee be transferred or bumped to a position which has a salary schedule less than the employee's present assignment, then the employee will be assigned to the top step of the salary schedule of the new assignment.

Section 14.6

Employees displaced by the elimination of jobs through consolidation (combining the duties of two or more jobs), the installation of new equipment or machinery, the curtailment or replacement of existing facilities, the development of new facilities, or for any other reason, shall be permitted to exercise their seniority rights to transfer to any other open job within his/her representation department, provided he/she can perform the job to the satisfaction of the District. Any employee so transferred as a result of the application of this Section shall be given up to sixty (60) days of "on the job training" to qualify for the new position.

Section 14.7

- A. Employees desiring to transfer to other open jobs shall submit an application, in writing, to the Superintendent or his/her designee. The application shall state the reason for the requested transfer.
- B. Employees requesting transfer for reasons other than the elimination of jobs shall be transferred to equal or lower paying job classifications on the basis of seniority provided there are jobs available.

Section 14.8

- A. There shall be no contracting or sub-contracting of work presently being performed by employees within the bargaining unit during the term of this agreement unless there is not time, men, or equipment available to perform the work required by the District.
- B. The District may subcontract work which is beyond the capability of the present staff and which will not result in a layoff of full time employees.

ARTICLE 14 - PROMOTIONS AND TRANSFERS

Section 14.9

- A. New jobs or vacancies in existing job classifications are positions not occupied due to an employee's resignation, an employee's illness, an employee's leave of absence, or because the job is new. These jobs shall be filled initially by the District on the basis of a temporary transfer, if necessary. During the period of temporary transfer the job shall be posted on all bulletin boards. Employees desiring to transfer to the job shall submit an application in writing to the Superintendent or designee.
- B. The District shall fill the new job classification or the vacant job one month after posting, except under extenuating circumstances. The job shall be filled in accordance with Section 2 (C) above except as follows:

Employees working in a kitchen employing 2 or more bargaining unit members will be given the opportunity by the food service supervisor to fill a vacancy in their kitchen result in higher wages and B. the employee in the opinion of the food service supervisor, is capable of performing the new assignment. The resulting food service vacancy to be filled by a substitute or new employee will be the position not taken by the building food service staff.

ARTICLE 15 - USE OF BUILDINGS

Section 15.1

There will be a custodian and/or maintenance employee called in whenever the school buildings are being used on Saturday or Sunday or beyond the regular working schedule by school, church, or civic organizations. Head custodians shall be supplied each Monday with a schedule of the organizations known at the time which will be using the buildings and the time they will be present. Schedules are to be arranged so that a custodian will be in attendance at all times a building is in use by an outside group. (Except small planning or executive groups may meet without a custodian if a member of the administration is present and groups of students supervised by an administrator may pick up or drop off equipment and materials without a custodian or maintenance employee being present if the students are in the building one-half [1/2] hour or less).

ARTICLE 16 - INCLEMENT WEATHER

Section 16.1

- A. When schools are closed due to inclement weather, or for other reasons, custodial engineers, custodial classification, maintenance classification, night leaders and mechanics will report to their assignment or to the bus garage, whichever is most practicable. At that time these employees will be assigned to work stations for the duration of the emergency by the administration.
- B. If schools are closed and normal activities suspended due to inclement weather emergency, custodial, maintenance and mechanic employees who work during the period of time from the moment the emergency is declared until such time that a normal schedule can be resumed, will accrue extra vacation days as as per the following guidelines. For each hour worked, one (1) hour of vacation time will be earned up to a limit of two days (16 hours) of vacation time per fiscal year.

Section 16.2

Any employee delineated in Section 1 above who does not report to work when schools are closed and work a full eight (8) hour shift will lose pay for the number of hours not worked.

Section 16.3

Any employee losing pay as prescribed in Section 16.2 may appeal to a special Appeal Board consisting of two (2) representatives from the custodial department and two (2) representatives appointed by the Superintendent or his/her designee. This committee by majority decision may mitigate the loss of pay by substituting a loss of vacation day or portion thereof, or, by substituting other appropriate remedies which are unanimously recommended by the committee.

Section 16.4

The decision of the Appeal Board, as delineated in Section 16.3 is not grievable.

Section 16.5

When all of the schools in the Avondale School District are closed due to inclement weather, food service workers shall not report to work on that day but the food service workers will be paid their regular daily rate for the first day schools are closed due to inclement weather. Should the school district be shut down for longer than one day, food service workers will not be paid, beginning with the second day all schools are closed, unless they actually work in one of the school district cafeterias and, in that case, they will only be paid for the actual hours worked.

ARTICLE 16 - INCLEMENT WEATHER

Section 16.5 (continued)

The above procedure of being paid on the first day all Avondale Schools are closed due to inclement weather, shall be limited to three separate closings during a school year. Beginning with the second day schools are closed due to inclement weather or for other temporary conditions, food service employees who are directed by their food service supervisor, building administrator, or central office administrator to report to their assigned work station or to another cafeteria assignment and can not do so because of the weather or for other valid reasons may petition the Superintendent or designee to use a sick leave day from the employee's personal sick leave bank in lieu of working. The decision of the Superintendent or designee is not grievable.

ARTICLE 17 - UNION BULLETIN BOARDS

Section 17.1

The District shall provide bulletin boards in all buildings for exclusive use of the Union.

Section 17.2

The material on the bulletin boards shall be kept current by the Union and shall not be derogatory to the Board, the School District or any employee.

ARTICLE 18 - DRIVER ASSIGNMENTS, HOURS, AND EMERGENCY CALL-IN

Section 18.1

A run is defined as a series of regularly scheduled pupil pick-up and drop-off points which, when combined, constitutes a driver assignments.

Section 18.2

Selection of bus runs shall be bid in a period no greater than three (3) weeks before school starts.

In the event runs are eliminated, reduced in time, or entire runs changed during the school year, the drivers affected by such modifications may select other runs driven by drivers with less seniority as defined in Section 6.2. The drivers who are "bumped" may, in turn, select other runs driven by drivers with less seniority. This provision will not apply to modifications which are expected to be in effect for ten (10) working days or less. The selection and reassignment process shall be administered by the Transportation Supervisor.

ARTICLE 18 - DRIVER ASSIGNMENTS, HOURS, AND EMERGENCY CALL-IN

Section 18.2

Modifications to runs within the district may be made at any time. However, a drivers paid time will not be reduced unless the modification results in a reduction of at least 15 minutes in a drivers assignment.

Section 18.3

Buses shall be assigned to runs prior to school opening whenever practicable.

Section 18.4

In the event of an emergency as determined by the Board, all drivers who are required to report in and take children home at a time other than the scheduled dismissal time and without advance notice thereof, shall be guaranteed a minimum of two (2) hours pay at their regular rate. If the emergency involves early dismissal of all schools, drivers will be paid usual salary for the regular run or the time it requires to complete the emergency assignment whichever is greater.

Section 18.5

A driver who is occasionally assigned part of a run in addition to her/his usual assignment, shall be paid 15 minutes or the time it takes to complete the modified assignment, in no case shall that time exceed one (1) hour.

Section 18.6

The minimum assigned time for regularly assigned drivers shall be two (2) hours a.m. and two (2) hours p.m., including time for safety check, clean-up and fueling. Bus runs that have Head Start students, shall be paid for the time only on days that Head Start classes are scheduled.

- A. All drivers whose assignment is totally within the Avondale School District shall be paid their regular day's salary for all days worked while the Avondale School District is in session and children are in attendance. The work year will be a minimum of 180 days unless otherwise permitted or required by law and modified by the Board. A driver's regular day's salary will be computed on the number of hours allocated to the driver's assignment as most recently modified in accordance with Section 18.2.

In the event a bus driver's assignment is partially cancelled for a day or longer, then the driver will report to the Transportation Supervisor at the bus garage at the scheduled times for possible reassignment. This reassignment may include, but is not limited to the following:

ARTICLE 18 - DRIVERS ASSIGNMENTS, HOURS, AND EMERGENCY CALL-IN

Section 18.7

1. Driving a substitute run.
2. Answering the phone in the bus garage office.
3. Shuttling buses.
4. Helping to retrieve disabled buses.
5. Cleaning the bus lounge, lavatory and office.
6. Washing Buses.
7. Other appropriate work as may be assigned by the Transportation Supervisor.

If a driver does not report to the bus garage as stated above on those days her/his regular assignment is partially cancelled, then he/she will forfeit his/her remuneration for the time not driven.

- B. All drivers whose assignments consist entirely of runs outside the Avondale School District will be paid for the days driven but not less than the same number of days as the drivers in Section 18.7A. Any adjustments in pay needed as a result of this provision will be made on the driver's final pay in June.

On those days when Avondale students are not in attendance (recess, etc.) and students (usually special education students) must be transported in or out of the district, the driver shall be paid two (2) hours in the a.m. and two (2) hours in the p.m., or the actual time it takes to transport the students (whichever is greater).

It is expressly understood by the signatories of the Master Agreement that the special education trips on those days when Avondale students are not in attendance shall be driven by the regular drivers of those runs unless they choose not to work on those days. The drivers will also be utilized in place of substitutes whenever practicable as follows: In the absence of a regular driver, unassigned drivers in seniority order, will have the option of driving the vacant assignment. The obligation of a back-up driver to drive the assignment of an absent driver supersedes this option right. Consequently the vacant assignment is the assignment of the back-up driver whenever a back-up driver has been designated. There shall be two (2) designated backup drivers for all Special Education runs.

A modification of a special run may occur (especially in special education runs) when children are reassigned to different schools or to different buses. Should educational reassignment of children be necessary, the time of the run will be adjusted accordingly. Pay for these runs will not begin until the driver actually starts the run. Should funding (Federal, State, Local or other) be modified or eliminated for runs other than K-12, these special runs will, in turn, be eliminated or adjusted accordingly.

ARTICLE 18 - DRIVERS ASSIGNMENTS, HOURS, AND EMERGENCY CALL-IN

Section 18.7 (continued)

- C. All drivers whose assignments consist of runs within and outside the Avondale School District will be paid only for the time driven within the Avondale School District (i.e., Noon Kindergarten) on those days the outside the district class(es) are not in session, a minimum of two (2) hours time will be paid.

In the event an early dismissal of pupils attending schools other than Avondale Schools conflicts with the driver's ability to drive an assigned noon run within Avondale, the driver shall be able to choose which run will be driven and be paid accordingly.

- D. All drivers will be paid their regular rate for the number of hours allocated to the driver's assignment as most recently modified in accordance with Section 18.2 in the event school is closed due to inclement weather.

- E. In the event a driver is absent for more than ten (10) working days, and no regular driver has been designated as back-up driver, the absent driver's assignment may be driven by another regular driver during such absence. The regular driver with the greatest seniority will be given the temporary assignment if more than one driver is interested in substituting for the absent driver. The temporary driver will be paid for the time allocated to the temporary assignment while driving the assignment and will be paid at that rate for sick days, holidays and inclement weather days after more than thirty (30) working days on the assignment. Pay for sick day, holidays and inclement weather days, will be at the time allocated to the driver's regular assignment during the first thirty (30) days.

1. The ten (10) day period of absence stated means the regular driver has been absent for more than 10 days or is certain to be absent for more than ten (10) days. If a driver is seriously ill or injured, less disruptions will occur if the absence is accommodated according to the provision rather than wait until the ten (10) days have expired.

2. A noon back-up driver shall have the option of driving the entire assignment of an absent regular driver. If the noon back-up driver exercises this option, more than the 10 days stated in this section the assignment of the back-up driver's regular run will be subject to the conditions of this section.

ARTICLE 18 - DRIVERS ASSIGNMENTS, HOURS, AND EMERGENCY CALL-IN

Section 18.7 (continued)

- F. Scheduled early dismissal of part of a driver's assignment will result in pay to the driver at the regular rate for the time driven to complete the modified assignment if added to one of the driver's regular runs. If the early dismissal is not added to one of the driver's regular runs, the time paid at the regular rate will be the time driven to complete the modified assignment or one (1) hour, whichever is greater.
- G. When a regular driver is driving a temporary assignment as back-up driver for a day or more that has more hours than the regular assignment, the hours of pay shall be for the time allocated to the temporary assignment. In the event one of the days is a shortened day, the back-up driver shall receive the pay for her regular assignment or the time it takes to complete the temporary assignment, whichever is greater. If there is no notice prior to the shortened day, the back-up driver shall receive the full day's pay for the temporary assignment.

Section 18.8

A regular run that has been increased by at least thirty (30) minutes will be posted for bidding for five (5) days. If there are no bids, the original assigned driver will retain the run.

Section 18.9

Backup driving assignments shall be for the period from first day of school to the first day of the following year.

ARTICLE 19 - EXTRA RUNS

Section 19.1

- A. Extra runs are any driving assignment during the school year related to field trips, athletic events or other co-curricular activities and other uses of school buses allowed by law which are in addition to the runs defined in Article 18.
- B. An extra run within the district added to a regular run shall be paid at the driver's regular rate for the time it actually takes to complete the run. In no case will this extra time be less than fifteen (15) minutes.
 - 1. Cancellation of extra runs assigned under this section will be treated as though driven.

ARTICLE 19 - EXTRA RUNS

Section 19.1 (continued)

- C. An Extra run outside the district which is added to a regular run shall be compensated for the actual time it takes to complete the run providing the driver was given at least twenty-four (24) hours notice of the extra run. If twenty-four (24) hours notice was not given to the driver, the greater of two (2) hours compensation, or the actual time it takes to complete the extra run will be paid. In either case, the pay rate for the extra runs will be provided in Section 2 of Appendix A.
1. Cancellation of extra runs without eight (8) hour notice which are added to regular runs will result in one (1) hour compensation to the assigned driver. Cancellation of extra runs without eight (8) hour notice which involved an interruption of paid time will result in two (2) hours compensation to the assigned driver.
- D. All other extra runs will be guaranteed a minimum of two (2) hours pay at the rate provided in Section 2 of Appendix A.
- E. Provisions shall be made for drivers on extra trips so that they will not have to sit in the bus. They shall have the same privileges as the group they transport.
- F. Assigned drivers shall make the entire extra runs whenever possible.

Section 19.2

- A. Any extra runs which interfere with the time for driving regular runs shall be posted in the driver's lounge at the Avondale Bus Garage each Monday or as early as possible each week.
- B. The assignment of extra runs shall be based on seniority, least hours of extra time and total weekly hours. All extra hours will be equalized as equally as possible among drivers. Equalization lists are to be posted and kept up-to-date at all times, showing accumulated extra hours charged to each driver. Drivers who would accumulate over forty (40) hours a week may not select extra runs if other drivers are available who would not accumulate over forty (40) hours in a week.

Beginning with the 1989-90 school year, this restriction on extra runs for drivers who have accumulated forty (40) hours per week, will no longer be in effect.

ARTICLE 19 - EXTRA RUNS

Section 19.2 (continued)

- C. Drivers with the lowest accumulated extra hours charged on the extra time equalization list shall be given the first extra run by date that is available. Drivers may exchange runs with prior approval of the Transportation Supervisor. Normally, the drivers for extra runs will be determined no less than twenty-four (24) hours in advance.
- C1. Cancellation of extra runs without eight (8) hour notice which are added to regular runs will result in one (1) hour compensation to the assigned driver. Cancellation of extra runs without eight (8) hour notice which involved an interruption of paid time will result in two (2) hours compensation to the assigned driver.
- D. Drivers who select an extra run and then choose not to drive the run will be charged for the time on the extra time equalization list.
- E. Drivers who select an extra run will be expected to drive the extra run or give the Transportation Supervisor at least twenty-four (24) hours notice of their intent not to drive the run unless excused for just cause by the Transportation Supervisor. Just cause is defined as illness of the driver, serious illness within the driver's family or an emergency which makes it impossible for the driver to drive the extra run.
- F. Drivers of kindergarten runs and runs transporting children under kindergarten age, may take extra runs in lieu of such regular assignments beginning with the second semester only.
- G. Regular drivers not driving field trips and then beginning to drive field trips shall be charged the highest number of accumulated hours on the list.
- H. New drivers shall be charged the highest number of accumulated extra hours on the extra equalization list.
- I. Drivers returning from absences of five (5) working days or more shall be charged the highest number of accumulated hours on the extra time sheet.
- J. Drivers may select an extra run which interferes with their regular assignment, but will be charged on the extra time equalization list for the difference between the time allocated to the portion of the regular assignment not driven and the time driven on the extra run. A driver selecting such an extra run will give up the entire portion of their regular assignment. However, the Transportation Supervisor may ask a driver to drive part of the assignment given up.

ARTICLE 19 - EXTRA RUNS

Section 19.2 (continued)

- K. The Transportation Supervisor may in unexpected circumstances ask a driver to drive an extra run with less than twenty-four (24) hours notice. The driver will not be charged for the time on the extra time equalization list if less than eighteen (18) hours notice was given.
- L. Any extra runs not selected within twenty-four (24) hours prior to the run, may be driven by a substitute driver.

Section 19.3

Bus drivers who are assigned extra runs for extra curricular or athletic events and who are required to take the participants to the events and then return home to await a phone call to pick up the participants for the return run shall be reimbursed as follows:

- A. The driver will be paid at the extra run rate for the actual time it takes to complete the run there and to return. In no case will the driver receive less than two (2) hours pay for each way (there and back).
- B. If the driver is to await a phone call from the sponsor, her/his time begins at the time she/he is scheduled to receive the call and continues until the bus is returned to the garage. The driver will receive two (2) hours pay or the actual time spent beginning with the phone call and continuing until the bus is returned to the garage - depending upon which is greater.
- C. If the sponsor cancels or fails to call the driver within thirty (30) minutes of the time the sponsor was to call -the driver shall return the bus to the garage and receive two (2) hours pay.

Section 19.4

Drivers may when practicable take the bus assigned to their regular runs on extra runs except for football games or when a small bus may be utilized. The Transportation Supervisor will assign the bus for the runs excepted above.

ARTICLE 20 - EXPENSES FOR DRIVERS

Section 20.1

Runs classified as 'extra runs' shall include coverage of meals, lodgings and other necessary expenses incurred on this run.

Since the drivers "shall have the same privileges as the group that they transport," - the Board of Education shall not pay for meals and/or lodging if the transported group purchases meals and/or lodging for the members of their group.

If the group transported carries sack lunches or does not eat, and if the extra run is to a location outside of the School District, then the driver will be paid meal allowances when the following conditions are met:

- A. A noon meal, costing no more than \$5.00 will be allowed when:
 - a regular morning run is operated by the driver before picking up the extra run, and
 - there is less than one (1) hour elapsed time between the official ending of the morning regular trip and the time the driver must be at the building where she/he is to pick up her/his group, and
 - there is less than one (1) hour elapsed time between the completion of the extra run and the beginning of an afternoon regular assignment.
- B. A noon meal costing no more than \$5.00 will be allowed when:
 - an extra run operates on a day when the Avondale Schools are not in session, or when the driver does not operate a regular morning run, and
 - when the extra run begins before 10:30 a.m., and finishes after 1:30 p.m., or
 - there is less than one (1) hour elapsed time between the completion of the extra run and the beginning of an afternoon regular assignment.
- C. An evening meal, costing no more than \$7.00 will be allowed when:
 - the driver operates a regular afternoon run prior to picking up the group, and
 - the elapsed time between the official ending of the afternoon regular run and the time for pick up of the group is less than one (1) hour, and
 - the group is not returned to the District before 7 p.m.
- D. An evening meal, costing no more than \$7.00 will be allowed when:
 - an extra run operates on a day when the Avondale Schools are not in session, or when the driver does not operate a regular afternoon run, and
 - when the extra run begins before 3:30 p.m. and finishes in the District after 7 p.m.

ARTICLE 20 - EXPENSES FOR DRIVERS

Section 20.1 (continued)

- E. A cash register or restaurant receipt must be submitted by the driver when claiming meal allowances and the District will pay only the amount spent for each meal up to the allowable limit.

Section 20.2

The Board will reimburse up to \$45.00 toward the cost of the required physical examination.

Section 20.3

The District will reimburse bus drivers for the cost of the required Class 3 license certification. License renewal applications must be made in person at a Secretary of State's Office.

ARTICLE 21 - HOURS OF WORK

Section 21.1

- A. The standard work day for full time building custodial employees shall be eight (8) hours. This includes a twenty (20) minute paid lunch period. All other employees in the custodial and maintenance department will have a standard work day of eight (8) hours, not to include paid lunch time.
- B. The standard work day for regularly assigned food service employees shall be up to eight (8) hours per day.
- C. The standard work day for regularly assigned transportation employees shall be up to eight (8) hours per day.

Section 21.2

The standard work week for custodial employees, food service employees, and transportation employees shall be no more than (5) days beginning on Monday and ending on Friday. This may be modified as provided in Section 21.3C.

Section 21.3

Except as otherwise provided in Sections 1 and 2 of this Article, eight (8) consecutive hours of work shall constitute a work shift. All employees shall be scheduled to work on a regular work shift, each work shift shall have a regular starting and quitting time according to the following Paragraphs A,B,C and D.

ARTICLE 21 - HOURS OF WORK

Section 21.3 (continued)

- A. First shift begins on or after five (5) a.m., but before 10:59 a.m.
- B. Second shift is any shift that regularly begins on or after eleven (11) a.m. but before 6:59 p.m. Any regularly assigned full time custodial employee who is assigned to the second will receive an hourly shift premium of 5% of base hourly rate. However, this shift premium does not apply to holiday pay, vacation pay or sick pay. It is not to be considered part of the base hourly rate.
- C. Third shift is any shift that regularly begins on or after 7:00 p.m., but before 3:00 a.m. Any regularly assigned full time custodial employee who is assigned to the third shift will receive an hourly shift premium of 7% of base hourly rate. However, this shift premium does not apply to holiday pay, vacation pay or sick pay. It is not to be considered part of the base hourly rate.
- D. It may be desirable and/or advantageous to both the District and the Avondale Chapter of AFSCME to modify the standard work day during the summer recess. Summer recess is defined as the time between the last day of school for teaching staff in June, and the resumption of school in the fall. Any modification of the standard work day and/or week during summer recess must meet with the approval of the District and Avondale Chapter of AFSCME.

Section 21.4

During the summer recess there shall be no shift premium unless the custodial employee begins his/her full time shift on or after one (1) p.m.

Section 21.5

Work schedules showing the employees' shifts, work days, and hours shall be posted by the District on all department bulletin boards at all times. Except for special events, work schedules shall not be changed unless the changes are mutually agreed upon by the Union Chapter Chairperson and the District.

In emergency situations work schedules and/or work assignments may be changed by the Board for the duration of the emergency.

ARTICLE 21 - HOURS OF WORK

Section 21.6

There shall be one custodial engineer classification per school. The position of custodial engineer shall not be considered vacant during vacations or during temporary absence. When the custodial engineer or night custodian is absent from the school during days when school is in session, the position shall be covered by another custodian regularly assigned to that building as follows:

- A. Whenever there is an absence of an afternoon custodian in a building, the day custodian will be asked to work the first four (4) hours of absent employee's shift. Should the day man/woman be absent, the afternoon custodian will be given the opportunity to work the day shift and four (4) hours of his/her own afternoon shift. If the Supervisor of Maintenance makes a decision to fill all or part of the second four (4) hours, the custodian working the first four (4) hours shall be given the opportunity to work before using a substitute or temporary employee. If the regular custodian does not work, then the employer can work a substitute or temporary employee.
- B. This four (4) hour working arrangement, above and beyond the regular eight (8) hour shift of the custodian, may be continued for a period up to five (5) consecutive days.
- C. Should the illness or the incapacitation of the employee last beyond five (5) working days, then a regularly assigned substitute may be hired beginning with the sixth work day of absence or sooner if the other building custodian(s) declines the overtime assignment.

Section 21.7

Food service employees shall be paid for all days worked while children are in attendance and hot lunches served. On those days when children are in and hot lunches are not served, Food Service Supervisor have the option of permitting the food service workers to work all or part of their regular assignment.

Section 21.8

Custodial employees, work permitting, may take a coffee break in the A.M. and in the P.M. Each coffee break shall be for no more than fifteen (15) minutes.

ARTICLE 22 - OVERTIME - CUSTODIAL, CAFETERIA, AND MECHANIC

Section 22.1

It is mutually agreed and understood by the District and the Union that overtime shall be divided as evenly and functionally as possible in all categories. Each sixty (60) day period, upon request, the District shall submit to the Chapter Chairman an itemized overtime list setting forth clearly all overtime paid during the immediate reporting period as well as accumulated overtime to date. Reports shall originate and terminate on the fiscal year.

Section 22.2

When there is a need for work in a building requiring time beyond the custodial employee's eight hour day, the overtime will first be offered to the custodial employees within that building. If for any reason these custodial employees cannot work the required overtime, then the overtime will be offered to other custodial employees within the District. For daily absences on the day shift, the employer may use maintenance/special projects employees until other custodians can be contacted for the overtime. The overtime offered, the overtime worked, and the overtime turned down will be kept on a master list by the Supervisor of Maintenance and will be equalized as nearly as possible. Overtime turned down by an employee will be charged to him/her and will not be cause for further discipline.

- A. In order to get the required work done on a specific project during the regular eight hour day, it shall be the right of the Supervisor of Maintenance to supplement the custodial staff if necessary with temporary custodial employees.
- B. When a specific project needs to be completed and cannot be accomplished during regular working hours. The overtime hours needed to complete the specific project will be offered to employees in this order:
 1. The staff working on the project at the end of the regulation work day (whether a regular or temporary employee).
 2. Other regular employees.
 3. Temporary help or substitute employees.
- C. Some maintenance jobs and projects arise in emergency situations. If such jobs demand overtime hours in order to be completed, it shall be the prerogative of the Supervisor of Maintenance to determine the most appropriate manner in which to complete the job. Work not assigned to a sub-contractor will be offered to appropriately skilled members of the bargaining unit and then to temporary help.

ARTICLE 22 - OVERTIME - CUSTODIAL, CAFETERIA, AND MECHANIC

Section 22.3

Two consecutive refusals of overtime work will result in the custodial employee being removed from the Districtwide Overtime Equalization List (DWOEL). The employee may be reinstated to the DWOEL by written notice to the Director of Maintenance wherein the employee indicates his/her availability for overtime assignment. An employee reinstated or new to the list will be credited with one hour more than the employee on the DWOEL who has the most hours of overtime at the time of reinstatement or assignment to the list.

Section 22.4

The reinstatement request shall be in duplicate, one copy to the Supervisor of Maintenance and the other copy to the Chapter Chairman.

Section 22.5

All time worked after the regular eight (8) hour day shall be considered as overtime, and the employee(s) shall receive time and one-half for his/her work beyond eight (8) hours in one day and/or 40 hours in one week. All employees shall be paid double time for Sundays or holidays for work required by the Board except for the custodial building check on weekends. Overtime shall not be pyramided.

Section 22.6

When an employee is called to work for an emergency, he/she shall be guaranteed no less than two (2) hours of time and one-half.

Section 22.7

All dinners scheduled after regular school hours in the cafeteria will be assigned to the building food service manager, or her/his designate, who will then assign the necessary employees in his/her kitchen.

They will be paid at the rate of time and one-half provided the food service employee worked an eight (8) hour day that day. Employees who complete their regular schedule and are called back for evening work, shall be guaranteed a minimum of two (2) hours pay at the prevailing rate. If overtime cannot be handled within the kitchen where the overtime occurs, then it will be filled voluntarily on rotation by food service employees from other schools.

Section 22.8

Overtime shall be authorized in advance whenever possible by the Superintendent or his/her designee.

ARTICLE 22 - OVERTIME - CUSTODIAL, CAFETERIA, AND MECHANIC

Section 22.9

A building checklist will be posted by the Supervisor of Maintenance prior to the initiation of building checks in the fall. Custodial employees who are interested in performing building checks will indicate this to the Supervisor of Maintenance prior to the posting of the Building Check List Schedule. Any deviation from this schedule must be approved by the Supervisor of Maintenance.

An employee, to be eligible to perform building checks, must have a minimum of one (1) year seniority.

Section 22.10

During the winter months, it is often necessary to check the buildings on weekends. A custodian shall be paid at his/her regular hourly rate for this work. A minimum of three (3) hours at time and one-half shall be allowed for each day that is necessary to do this work. Mileage will be paid to the custodian for ten (10) miles per building check at the rate being paid by the Board.

Section 22.11

Time spent on building checks shall not be considered to be part of the employee's regular 40 hour work week or 8 hour daily work assignment.

ARTICLE 23 - VACATION

Section 23.1

- A. All custodial employees who have been on the payroll for a period of one (1) year to five (5) years shall be entitled to two (2) weeks vacation with pay. Vacation time for custodial employees who have been on the payroll less than one (1) year shall be a prorated portion of two (2) weeks, based on the ratio of the number of months worked to twelve (12).
- B. All custodial employees who have been on the payroll for five (5) full years shall be entitled to three (3) weeks vacation with pay, beginning with their 6th year.
- C. Beginning with the seventh year of employment, one additional day of vacation will be added for each additional year of employment. The same formula will be utilized through the eleventh year, wherein, an employee will have earned a maximum of twenty (20) vacation days.

No current employee shall lose vacation days with the application of this formula.

ARTICLE 23 - VACATION

Section 23.1

- D. Summer vacation schedules will be worked out with the Supervisor of Maintenance.
- E. The approval or non-approval of a vacation request at a time other than during the normal summer vacation schedule lies within the sole discretion of the Supervisor of Maintenance and Operations.
- F. Leaves of absence do not count as work time in earning vacation time.

Section 23.2

- A. All other employees covered by this agreement and having at least one (1) year of service shall receive one (1) week paid vacation time, which will be paid at the employee's rate during the Winter holiday recess, Mid-winter break or Spring break at the employees option.
- B. Ten month employees with more than 11 years of continuous service will receive additional paid vacation according to the following schedule: one (1) day after eleven (11) years, two (2) days after twelve (12) years, three (3) days after thirteen (13) years, four (4) days after fourteen (14) years.

Ten (10) month employees with more than sixteen (16) years of continuous service will receive additional paid vacation according to the following schedule: one (1) day after sixteen (16) years, two (2) days after seventeen (17) years, three (3) days after eighteen (18) years, four (4) days after nineteen (19) years, five (5) days after twenty (20) years.

These vacation days will be placed in the employee's vacation bank at the beginning of each school year. These days are to be utilized only during winter, mid-winter and spring breaks. Unused days will be paid at the end of the employee's work year.

ARTICLE 23 - VACATION

Section 23.3

- A. Vacation days accrue to the employee while on paid sick leave at the vacation rate (seniority) the employee is entitled to receive.
- B. Seniority continues to accrue to the employee while on paid vacation leave.
- C. The employee is entitled to Holiday Pay (for those holidays listed in the Master Agreement - Avondale School District and the Avondale Chapter Local #202 AFSCME), while on paid vacation leave - with no charge to vacation allowance.
- D. Vacation days do not accrue while on Workers' Compensation.

ARTICLE 24 - HOLIDAYS

Section 24.1

The District agrees to pay all full time employees for the following Holidays not worked, according to the following schedule. For these days, employees will be paid their regularly assigned daily rate.

- A. Custodians shall be paid for the following Holidays not worked. It is understood that all other days in the calendar year are scheduled work days except Saturdays and Sundays.

July 4 (when July 4 falls on either Tuesday or Thursday, then the Monday preceding (July 3) or the Friday after (July 5) will be an additional paid holiday)

Labor Day	January 1
Thanksgiving Day	Good Friday
Friday after Thanksgiving	Easter Monday
December 24, 25 and 31	Memorial Day

- B. Food Service employees shall be paid for the following Holidays not worked. Food Service employees shall be paid for all other days worked when school is in session and lunches are prepared.

Labor Day	December 31
Thanksgiving Day	January 1
Friday after Thanksgiving	Good Friday
December 24	Easter Monday
December 25	Memorial Day

ARTICLE 24 - HOLIDAYS

Section 24.1 (continued)

- C. Bus drivers shall be paid for the following Holidays not worked.

Labor Day	December 31
Thanksgiving Day	January 1
Friday after Thanksgiving	Good Friday
December 24	Easter Monday
December 25	Memorial Day

Bus Drivers working a twelve (12) month schedule shall be paid for July 4.

- D. The employee is not eligible for Holiday Pay while on unpaid leave.

ARTICLE 25 - SICK AND EMERGENCY LEAVE WITH PAY

Section 25.1

Regularly assigned employees will be granted sick leave days as herein listed:

- A. Custodians - twelve (12) sick leave days per year.
- B. Food Service employees - ten (10) sick leave days per year.
- C. Bus drivers - ten (10) sick leave days per year. Drivers who work a twelve (12) month schedule shall receive twelve (12) sick leave days per year.
- D. Sick leave days accrue at the rate of one (1) per month for those months worked, or while on paid leave (sick leave or paid vacation).
- E. No sick leave days accrue while on approved unpaid leave but personal sick leave bank is retained (Section 25.2).
- F. In order to receive Holiday pay, any employee covered by this master agreement shall:
 - 1. Have completed his/her probationary work period, and
 - 2. Work his/her regular assignment the last scheduled work day before and the next scheduled work day after the holiday(s), or
 - 3. Be on paid sick leave the last scheduled work day before and/or the next scheduled work day after the holiday(s), or
 - 4. Be on "approved leave" on the last scheduled work day before the holiday(s) and/or the first scheduled work day after the holiday(s), or

ARTICLE 25 - SICK AND EMERGENCY LEAVE WITH PAY

Section 25.1 (continued)

5. An employee who absents himself/herself without approval (as defined above, subparagraph 4) shall lose pay for the day(s) he or she is absent as well as for the holiday(s) which follows or precedes the unapproved absence(s).

Approved leave is defined as leave granted by the Superintendent or his/her designate to an employee who is covered by this agreement for leave with or without pay for the immediate work day(s) before and after the holiday(s). It shall be the sole discretion of the Superintendent or his/her designate to grant or not to grant the aforementioned leave (with or without pay).

Section 25.2

Sick leave days may accumulate according to the above schedule during the course of the employee's seniority. Sick leave days do not accumulate while on leave except for time lost due to a condition which is compensable under Workers' Compensation.

Section 25.3

Sick leave days chargeable to the employee's sick leave bank may be used for the following reasons:

- A. Personal illness (a doctor's certificate indicating fitness to return to work is required for any absence of ten (10) consecutive work days).
- B. Three (3) days may be used annually for illness of an immediate relative (immediate relative is defined as husband, wife, son, brother, sister, daughter, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, and other relatives residing in the employee's home).
- C. Two (2) days per year may be used for personal business. Application is to be made in advance to the building administrator, or Supervisor of Maintenance if the Principal is unavailable, for use of sick leave days as personal business days. Personal business is defined as that activity which business days will not be granted on the day before or after a Holiday.
- D. The employee may petition the Superintendent of Schools for extra days under Paragraphs B and C. It is understood that the Superintendent's decision is not grievable.

ARTICLE 25 - SICK AND EMERGENCY LEAVE WITH PAY

Section 25.4

Sick leave days for the year shall be credited to the employees on the first pay of the fiscal year. Employees shall execute a promissory note payable to the Board for repayment in money or days for sick days received, but not earned. Repayment shall be made within a 10 month (for ten month employees) or 12 months (for twelve month employees) period from time of borrowing. If repayment is not made in days accrued, the sick days used will be deducted from the employee's final paycheck.

Section 25.5

A separate sick leave bank has been created for loaning sick leave days to custodians, to bus drivers, and to food service workers who are covered by this Agreement and who have exhausted their own personal sick leave bank. A committee composed of two (2) people for each separate sick leave bank will meet as required to approve or disapprove applications for sick leave loans by members of the respective sick leave banks. Each committee composed of four (4) people; two (2) appointed by the Union and two (2) administrators appointed by the Superintendent, shall render decisions within ten (10) days of all applications to borrow sick leave days. The decision of this committee is not grievable.

Section 25.6

A leave of absence with pay and no charge against the member's sick leave allowance for bereavement shall be granted as follows:

A maximum of three (3) days for a death in the immediate family. Immediate family includes husband, wife, children, step-children, mother, father, step-parents, mother-in-law, father-in-law, guardians, sibling, sibling-in-law, grandparents, grandparents-in-law, or relatives living within the same household as the employee. The employee may use one (1) day to attend the funeral of a friend or relative not included in the above definition.

The employee may apply to the Superintendent for additional days and permission to attend a funeral of a relative or friend not included in the above definition. Additional days to attend the funeral of a relative defined above or a friend shall be charged against the employee's sick leave day accumulation or be time off without pay.

ARTICLE 26 - LEAVES OF ABSENCE

Section 26.1

Employees may be granted a leave of absence without pay for up to one (1) year for good cause and with the consent of the District without prejudice to seniority and under such conditions as may then be deemed equitable by the District. The Bargaining Committee shall be notified promptly of a request and grants for leave of absence and such notice shall be given by the District. Violation of the intent for leave of absence shall be considered grounds for immediate dismissal of the employees. Upon termination of said leave of absence, the employee shall be reinstated to his former position or a one reasonably equivalent.

Section 26.2

Annually, up to two (2) members of the Union who have been elected to Local Union positions or selected by the Union to do work which takes them from their employment, shall upon written request of the Union to the District, receive leaves of absence without pay. Upon their return they will be reemployed along with accumulated seniority. If the leave of absence exceeds two (2) years, the employee will be assigned to the first job available for which he/she is qualified.

Section 26.3

Up to two (2) members of the union elected to attend an AFSCME Convention shall be allowed a maximum of three (3) work days each annually plus any annual Personal Business days remaining as a total number of days approved with pay. The use of Personal Business days will be deducted from their sick bank.

Section 26.4

Employees called for jury duty shall receive the difference between the jury pay and their regular wages during the time they are serving on a jury. Time spent serving on jury duty shall not be taken from personal sick days, annual leave, or holiday pay.

Section 26.5

The District agrees that the same right to reemployment which the law afforded to selective service employees inducted into the Armed Services of the United States of America, shall also extend to employees voluntarily enlisting in such Armed Forces, providing the employee notifies the District of such enlistment prior to leaving his/her employment. Seniority for such employee shall accumulate during his/her service in the Armed Forces for one enlistment period.

ARTICLE 26 - LEAVES OF ABSENCE

Section 26.6

Pregnancy related disability shall be treated like all other disabilities providing a doctor's certificate is submitted indicating the employee is unable to work due to pregnancy. A maternity/child care leave, without pay, shall be granted upon the request of the employee for a period of up to one (1) year. If an employee on such a leave of absence fails to apply for reinstatement prior to the end of the leave period, such employee shall forfeit all rights to return and the employee's employment shall be terminated.

Section 26.7

Employees on Board approved leaves of absence shall continue to accrue seniority but will not accumulate seniority for purposes of qualifying for salary increments or fringe benefits which are afforded employees with higher seniority. However, an employee on a District approved leave shall retain accumulated sick leave days.

Section 26.8

An employee on medical leave compensated by Workmen's Compensation shall accumulate seniority and fringe benefits (to the extent they are allowed) for a period of up to one (1) year from the anniversary of the compensable condition.

ARTICLE 27 - TERM LIFE INSURANCE

Section 27.1

The Board shall provide Thirty thousand dollars (\$30,000) term life insurance for all AFSCME employees.

Section 27.2

The One Thousand Dollars (\$1,000) life insurance coverage provided to the employees who retired on or before June 30, 1986, will be continued.

ARTICLE 28 - WORKERS' COMPENSATION

Section 28.1

In the event that an employee loses time because of an accident or illness that is covered and reimbursed by Workers' Compensation

Insurance, the District agrees to pay the difference between the compensation and the employee's full day's pay providing that the employee agrees to have a minimum of 1/4 day or more (to the nearest quarter) deducted from his/her PSLB in order to receive a full day's pay (SLB & W.C.). The employee in such an instance shall receive full pay for as long as he/she has sick leave days or until he/she returns to work. However, an employee may elect to receive only Workers' Compensation and not utilize his/her personal sick leave bank.

Section 28.2

Any employee receiving an injury on the job shall be paid for that day's work if he/she is sent home or sent to a doctor because of his/her injury. If the injury occurs when the employee is alone in the building and if it is necessary for him/her to leave the school because of the injury, he/she shall be paid for the day's work providing he/she receives a doctor's statement if such a statement is requested by the District. He/she shall notify his/her supervisor or someone on the list provided to him/her prior to leaving his/her work assignment.

Section 28.3

- A. An employee eligible for Workers' Compensation due to an accident or illness arising out of and in course of employment with the Avondale School District may elect one of the following:
1. Receive Workers' Compensation only.
 2. Supplement Workers' Compensation by using the employee's personal sick leave bank as provided in Section 1, above.
- B. Sick leave days accrue while on Workers' Compensation.
- C. Seniority accrues while on Workers' Compensation.
- D. Holiday Pay fringe benefits are not paid to employees while they are drawing Workers' Compensation.

ARTICLE 29 - HOSPITALIZATION INSURANCE

Section 29.1

- A. Each employee who is covered by this Agreement shall have the District pay Blue Cross/Blue Shield medical-hospitalization as per the following guidelines.
1. If the employee works thirty (30) hours or more per week, the District shall pay the full premium for either single-person, two-person, or full-family coverage, as selected by the employee.
 2. If the employee works at least twenty (20) hours but less than thirty (30) hours per week, the District shall pay the premium for single-person coverage or fifty percent (50) of the premium for two-person or full-family coverage, but in no case will the premium paid by the District be less than the amount of premium for single person coverage.
 3. An employee regularly assigned for less than twenty (20) hours per week shall pay for the one person coverage on a pro-rate basis with the District if they wish to have the coverage and if the District can obtain the coverage from the insurance carrier. For example, a fifteen (15) hour per week employee will pay one-fourth (1/4) while the District pays three fourths (3/4). Coverage is limited to persons regularly employed for fifteen (15) hours or more per week.
- B. The coverage shall be a Preferred Provider Plan (Trust 15) and shall include comprehensive hospitalization coverage, MVF-2, with ward privileges, with riders: D45M, CC, SD, COB-3, OPC, ML, FAE-RC, RPS, XF-EF Exact Fill, DC, SAT-II, SOT-PE (GLE-1), Prescription Drugs (\$2), PD-MAC, Master Medical (Option 2), MMC-PD.
- The coverage as described by the above rider codes, shall not be changed (additions or deletions) except by the mutual consent of the District and the Union.
- C. The District shall not be responsible for solicitation of the employees for this insurance but shall have application forms and the necessary information available for the employees.
- D. Employees may, through payroll deduction, arrange to have additional coverage for themselves and for other member(s) of their family if the coverage for these member(s) is not included in the above.
- E. Michigan Hospital Service and Michigan Medical Service (Blue Cross/Blue Shield) shall not be a party to this agreement and coverages and rates as provided by Blue Cross/Blue Shield.

ARTICLE 29 - HOSPITALIZATION INSURANCE

Section 29.2

Option to Hospitalization Insurance

Any AFSCME employee covered by District hospitalization insurance as of September, 1991, may select an optional benefit. Such employees covered by hospitalization insurance from another source shall be provided seventy-five dollars (\$75) per month for a tax deferred annuity. The employee must submit proof of hospitalization insurance from another source and sign with one of the district's approved tax deferred annuity providers.

ARTICLE 30 - DENTAL/OPTICAL COVERAGE

Section 30.1

The District will provide, during the life of this contract, up to the amounts listed in Section 30.3 below annually in order to provide Dental and Optical benefits to employees covered by this agreement.

Section 30.2

Employees wishing to participate in this program will pick up a dental/optical form from the Business Office prior to treatment or examination. Within ten (10) days of completion of dental work or optical treatment, the form will be returned to the Business Office with the cost of the treatment certified by the doctor.

Section 30.3

The dental/optical forms submitted during the course of the school year, will be reimbursed in July/August of each year. Should the total approved bills submitted during the course of the school year exceed the amount in the fund, then reimbursement will be prorated - so many cents per dollar. The amount in the fund for each year of the contract shall be as follows:

1991-92	\$15,000
1992-93	15,000
1993-94	15,000

ARTICLE 30 - DENTAL/OPTICAL COVERAGE

Section 30.3

The following rules will govern the use of the fund:

- A. The employee must have completed the ninety (90) days probationary period before being eligible to receive payment from the Dental/Optical Fund.
- B. An employee may submit no more than one (1) claim per year for an eye exam.
- C. An employee may submit no more than one (1) claim per year for a set of glasses or for a set of contacts.
- D. Any employee being paid less than four (4) hours per day shall receive reimbursement at one-half (1/2) the prorated amount paid to full time employees (those working four (4) hours per day or more).

Section 30.4

An employee must be regularly assigned to ten (10) hours of work per week or more in order to benefit from this dental/optical coverage.

Section 30.5

Any employee who is entitled to dental/optical coverage under this Article, and who has similar coverage under other dental/optical plans, shall be reimbursed (on a prorated basis if necessary) up to that amount not covered under the other dental/optical plan. Abuse of this provision, namely seeking double payments, will result in non-participation in this plan for the duration of this contract as well as possible other disciplinary action.

Section 30.6

Coverage under this Article is limited to Husband, Wife, and dependent children.

Section 30.7

A committee of four (4) (two (2) AFSCME members and two (2) Avondale Administrators) will resolve any disputes resulting from participation in or the administration of this Article. The decision of this committee is not grievable.

Section 30.8

Should any of the amounts budgeted not be utilized during their scheduled year, then the amount not paid out will be carried over to the succeeding fiscal year.

ARTICLE 31 - LONG TERM DISABILITY

Section 31.1

- A. An eligible employee who is unable to work due to mental or physical disability may go on LTD after 180 calendar days of disability. The LTD benefit shall be 66 2/3% of the employee's gross salary at the time of the last day worked. The 66 2/3% LTD benefit is reduced by other forms of income available to the employee for which the District has helped pay. These "off-sets" include Social Security, retirement, and Workmen's Compensation benefits. The intent of the plan is to assure the employee a source of income from various sources equal to the 66 2/3% benefit. The LTD shall continue until the employee's return to work, death or to age 65, if the disability occurs before age 60; for five (5) years if disability occurs between ages 60 and 64; to age 70, but at least one (1) year, if disabled between ages 65-69, and one (1) year, if disabled at age 70 or over.
- B. It is expressly understood by the Union and by the District that this LTD plan is subject to the rules and policies of the underwriter.
- C. The underwriter of this LTD plan shall not be a party to this agreement and coverages and rates are hereby limited to the availability of such coverages and rates as provided by the underwriter of this LTD plan.
- D. The District shall select the underwriter for LTD.
- E. An employee shall return to work when he/she is certified by an is certified by an appointed team of qualified physicians.

ARTICLE 32-RAINBOW PLAN

Section 32.1

The District shall make available, to all members, payroll deduction for a member's voluntary participation in a Section 125 salary reduction agreement. The salary reduction agreement shall be the Rainbow Plan, Flexible Compensation Trust, provided by Pension and Group Services, Inc. The plan shall take effect January 1, 1992. The annual open enrollment period shall be between November 1, and November 31, each year.

ARTICLE 33 - TAX SHELTERED ANNUITY

Section 33.1

The District will purchase for an employee, upon written request and signed authorization from that employee, a tax-sheltered annuity within the limits provided by law. The annuity shall be paid for entirely by the employee by means of regular payroll deductions.

ARTICLE 34 - UNIFORMS

Section 34.1

The District shall provide uniforms and/or jackets according to the following schedules, which the employees shall be required to wear while on duty:

- A.
 1. Custodial - After successful completion of the employee's probationary period, \$175.00 initial set and \$125.00 per year thereafter.
 2. Providing a custodian and/or maintenance employee has four (4) good usable uniforms, he/she may select, instead of uniforms, socks, work boots, or a jacket, as specified by the District.
- B. Food service employees shall receive three (3) uniforms per year as specified by the District providing they have successfully completed the probationary period. Uniform purchase will be made at one time only during the year not to exceed one hundred seventy-five (\$175.00) dollars for the initial set and \$125 per year thereafter. Food service employees with four (4) good usable uniforms may select shoes or stockings instead of uniforms as specified by the District.
- C. Bus drivers shall receive one (1) work jacket annually provided by the District. The cost shall not exceed One hundred dollars (\$100.00). Jackets will be provided to the driver after successfully completing his/her probationary period. Jackets will be alternated, one year winter jackets and next year spring/fall jackets. The drivers shall select a committee composed of the Driver Steward and two (2) drivers who shall recommend a jacket source, color and style to the Transportation Supervisor.

The Bus Mechanic shall receive seventy-five dollars (\$75) per year as a shoe allowance, after successful completion of the probationary period.
- D. Mechanics' uniforms will be provided by the District.

ARTICLE 35 - IN-SERVICE TRAINING

Section 35.1

It is recognized by both the District and the AFSCME employees of the Avondale School District that participation in the "in-service training sessions" and other established local and state training sessions by the members of this AFSCME bargaining unit is beneficial to both the District and to the employee (s).

Therefore, while in attendance at in-service training sessions at the request of the District, the employees shall receive their regular rate of pay provided the training session is successfully completed. In addition, employees may qualify for the following benefits:

- A. Food service employees who complete or who have completed the "Silver Spoon" program at Oakland Schools shall receive an additional 10 cents per hour.
- B. Members of the Avondale AFSCME unit who successfully complete 150 hours of District approved in-service training related to their assignment shall receive an additional 5 cents per hour. After 300 hours of further related training (successfully completed and District approved) the employee (Avondale AFSCME unit) will receive an additional five cents per hour for a total of 10 cents per hour.
- C. The benefits in subparagraph B apply to training taken after July 1, 1978.

Section 35.2

The District will establish an in-service committee for the purpose of designing a training program for new and experienced custodians. This committee shall be comprised of: Manager of Facilities and Construction; Supervisor of Maintenance and Operations; two members of the bargaining unit selected by the Union. The committee shall begin to meet within thirty (30) days of ratification of this agreement.

ARTICLE 36 -RETIREMENT

Section 36.1

- A. All employees who have reached the age of fifty-five (55) and who qualify for retirement benefits under the State retirement plan (Michigan Public School Employees Retirement System) and who elect to exercise their benefits under the State retirement plan may petition the Avondale Board of Education for permission to retire. If this request for retirement is approved by the Avondale Board of Education, then the employee shall receive pay at his pay rate at the time of retirement for one-fourth (1/4) of the number of sick leave days accumulated up to a maximum of thirty (30) days. This amount shall be returned to the Avondale School District if the retiree returns to full time school work.

ARTICLE 36 - RETIREMENT

Section 36.1 (continued)

B. All employees who have reached the age of sixty (60) or older and who qualify for retirement benefits under the State retirement plan (Michigan Public School Employees Retirement System) and who elect to exercise their benefits under the State retirement plan may petition the Avondale Board of Education for permission to retire. If this request for retirement is approved by the Avondale Board of Education, then the employee shall receive pay at his/her pay rate at the time of retirement for one-half (1/2) of the number of sick leave days accumulated up to a maximum of seventy (70) days.

ARTICLE 37 - GENERAL PROVISIONS

Section 37.1

Probationary employees shall not be covered by this Agreement until their probationary periods of three (3) months are successfully completed.

Section 37.2

No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at his/her regular rate.

Section 37.3

Non-certified employees of the Avondale School District who are covered by this agreement may be given up to three (3) years credit on the salary schedule for past experience providing this experience is in the area of employment for which the new employee is being considered.

ARTICLE 38 - CONTRACT DEFINITIONS

BARGAINING COMMITTEE - A group of employees appointed by the Union who bargain collectively with the District and who have been recognized by the District as the duly elected representatives of the Union.

BOARD - The Avondale Board of Education, the Avondale Administrative staff and its designees.

DEPARTMENTS - The three (3) representative departments within the bargaining unit - custodial employees, food service employees, bus drivers and mechanics.

DISCIPLINE - A verbal or written penalty for a violation of this contract, District policy, or a Principal's directive.

ARTICLE 38 - CONTRACT DEFINITIONS

EXTENDED PERIOD - A period of more than three (3) days.

GRIEVANCE COMMITTEE - Employees selected by the Union to serve as Union representatives shall be known as "stewards". The names of employees selected as stewards, and the local Chapter Chairman, shall be certified in writing to the District by the local union, and the individuals so certified shall also constitute the Union Grievance Committee and the Union Bargaining Committee.

Grievance Definition - A grievance is defined as any alleged violation of the application, meaning, or interpretation of this Agreement.

LAYOFFS - To cease to employ because of a reduction in the working force which may be due to a decrease of work or a limitation or reduction of operating funds.

LOCK-OUTS - The denial of employment by the District to workers during a labor dispute.

LONGEVITY

- A. Longevity pay is not applicable to any stipend paid a driver by the Avondale Board of Education for attendance in any school or training session.
- B. For those drivers who qualify under the terms of the Master Agreement for longevity pay based on their years in Avondale, longevity pay will be applicable to extra trips.

PROBATIONARY PERIOD- The three (3) month period the employee serves at the beginning of his/her employment and during which there are no fringe benefits accruing to the employee.

PROMOTION - The advancement of an employee to a higher paying position.

REGULAR SHIFT - The hours worked every day one (1) hour up to eight (8) hours which are regularly assigned.

REGULARLY EMPLOYED PERSON - One who has a regular assigned duty of one (1) hour or more per school day.

SENIORITY - Seniority shall be defined as the length of time of continuous employment of an employee beginning with his/her effective date of hire as approved by the District. However, seniority will not be valid until the employee has successfully completed the three (3) month probationary period.

SERVICE CHARGE - An amount of money equal to the monthly Union dues paid in lieu by employees in the bargaining unit who elect not to join the Union.

ARTICLE 38 - CONTRACT DEFINITIONS

STRIKES - To quit work with mutual understanding by all departments in the Union to enforce compliance with demands made on the District - it is recognized that this is illegal and the Avondale School district Chapter of AFSCME, Local 202, pledges not to engage in this type of activity during the duration of this contract.

STEWARD - A person elected or appointed to represent his/her department in dealings with the District and who also serves as a member of the Grievance and Bargaining Committees.

SUBSTITUTE - A substitute is defined as a person on call to fill in for absent employees on a temporary basis.

TEMPORARY JOB - A temporary job is a vacancy that may periodically develop in any job classification (may be seasonal or because of special programs).

UNION - The Avondale Chapter of the American Federation of State, County and Municipal Employees AFL-CIO, Local 202 of the American Federation of State, County and Municipal Employees.

UNION DUES - A specific amount of money established by the Local and International Union to be paid once a month by each member of the Union.

WORK SHIFT - The hours worked every day on a regularly scheduled basis.

ARTICLE 39 - TERMINATION, RENEWAL AND MODIFICATION

Section 39.1

This contract shall take effect as of July 1, 1991, and shall remain in force and effect until June 30, 1994. Ninety (90) days prior to the termination as herein provided, either party shall notify the other of intent to review or modify the current agreement. At least sixty (60) days prior to the expiration of this written agreement, the parties will begin negotiations for a new agreement covering wages, hours, and terms and conditions of employment.


Section 39.2

Upon receipt of this notice to negotiate, both parties shall enter into collective bargaining for the purpose of arriving at a new and just settlement.

ARTICLE 40 - SIGNATORIES

FOR THE DISTRICT

President of the Board



John T. Waugh

Superintendent



James J. Bird

Manager of Facilities
and Construction



Donald L. Cloutier


FOR THE UNION

AFSCME Rep. Council 25
(Local #202)



Ellen Keith

Chapter Chairperson



Mary E. Shank

Custodial Steward



Jere J. Ross

Custodial Steward




Richard L. Foster

Bus Drivers' Steward



Ida E. Corrie

Food Service Steward



Martha M. Carnes

AFSCME BARGAINING TEAM

Richard Foster
Jere Ross
Ida Corrie
Ellen Keith
Martha Carnes
Mary Shank
Dave Reagan

ASD BARGAINING TEAM

Monte Clute
Stanley Skavery
Donald Cloutier
Stephen Gabriel
Joan Martus

APPENDIX A

AFSCME SALARY SCHEDULES 1991-92, 1992-93, AND 1993-94

Section 1

A1. Custodial Engineer

	1991-92	1992-93	1993-94
Step 1	11.30	11.98	12.70
Step 2	11.99	12.71	13.47
Step 3	12.65	13.41	14.21
Step 4	13.30	14.10	14.95
Step 5	14.13	14.98	15.88

A2. Senior High Custodial Engineer shall receive an additional One Thousand Two Hundred Dollars (\$1,200) for each year of the contract.

A3. Middle School Custodial Engineer shall receive an additional One Thousand Dollars (\$1,000) for each year of the contract.

A4. Auburn Elementary and Deerfield Elementary Custodial Engineers shall receive an additional Eight Hundred Fifty Dollars (\$850) for each year of the contract.

B1. Custodian

	1991-92	1992-93	1993-94
Step 1	11.09	11.76	12.47
Step 2	11.57	12.26	13.00
Step 3	12.08	12.80	13.57
Step 4	12.51	13.26	14.06
Step 5	13.05	13.83	14.66

B2. Building Check - During the winter months, it is often necessary to check the buildings on weekends. A custodian shall be paid at this regular hourly rate for this work. A minimum of three (3) hours at time and one-half shall be allowed for each day that it is necessary to do this work. Mileage will be reimbursed at \$.27 per mile or such higher rate as the District may determine.

B3. The afternoon custodian (Custodian classification) in the Middle School, Auburn Elementary, and Senior High School, who is selected by the District to serve as Night Leader shall receive an additional 3% of his or her base pay.

APPENDIX A

AFSCME SALARY SCHEDULES 1991-92, 1992-93, AND 1993-94

Section 1 (continued)

C. Maintenance/Special Projects

	1991-92	1992-93	1993-94
Step 1	13.21	14.00	14.84
Step 2	13.89	14.72	15.60
Step 3	14.53	15.40	16.32
Step 4	15.15	16.06	17.02
Step 5	15.90	16.85	17.86

D. Mechanic

Step 1	13.52	14.33	15.19
Step 2	14.20	15.05	15.95
Step 3	14.85	15.74	16.68
Step 4	15.50	16.43	17.42
Step 5	16.20	17.17	18.20

E. Assistant Food Service Supervisor

Step 1	8.67	9.19	9.74
Step 2	8.92	9.46	10.03
Step 3	9.07	9.61	10.19
Step 4	9.25	9.81	10.40

F. Food Service Aide

Step 1	7.96	8.44	8.95
Step 2	8.18	8.67	9.19
Step 3	8.34	8.84	9.37
Step 4	8.50	9.01	9.55

G. Bus Driver

Step 1	11.09	11.76	12.47
Step 2	11.51	12.20	12.93
Step 3	11.81	12.52	13.27
Step 4	12.24	12.97	13.75

APPENDIX A
AFSCME SALARY SCHEDULES 1991-92, 1992-93, AND 1993-94

Section 1 (continued)

G2.

Extra runs will be paid at the driver's regular rate.

Extra trips which push the assigned work hours over eighty (80) hours per biweekly pay period will be paid at time and one-half of the extra run rate. Extra trips driven on Sundays and Holidays will be paid double time at the extra run rate.

G3.

- A. Time spent in bus driver school, as shown on the certification issued by the Intermediate School District, will be paid at the driver's regular rate.
- B. Actual time spent up to four (4) hours will be paid driver's regular rate for completing the necessary annual state testing requirements for licensing as a public school bus driver.
- C. Drivers will be paid regular rate for time spent in meetings called by the Transportation Supervisor. The minimum paid time will be one (1) hour or a driver's unassigned time between runs whichever is less.

Section 2

Longevity

More than 10 full years work, \$.10 per hour.
More than 15 full years work, \$.05 per hour additional.
More than 20 full years work, \$.05 per hour additional.
More than 25 full years work, \$.05 per hour additional.
More than 30 full years work, \$.05 per hour additional.

Section 3

The Salary Schedules will be retroactive as indicated for all employees covered by this agreement who are employed within a representation department at the time this agreement is ratified.

Section 4

The bi-weekly pay period shall begin Saturday A.M. and end Friday P.M. Time worked during the first Saturday or Sunday of a pay period may be included in the pay for the period if the employee so requests and such time is included in the time sheets for the period.

APPENDIX A
AFSCME SALARY SCHEDULES 1991-92, 1992-93, AND 1993-94

Section 5

The Bus Mechanic shall be provided an annual tool allowance of two hundred (\$200) dollars.

Additionally, if tools are destroyed by vandalism or fire, the District will replace tools up to the value of \$4,000 during the life of this contract.

Section 6

Bus drivers and mechanic employed with the District as of September, 1991, shall be paid a one time stipend of \$200 upon the successful completion of the Commercial Driver's License (CDL).

APPENDIX B
AVONDALE BUS DRIVERS' SICK LEAVE BANK

1. General Purpose:
To create a bank of sick leave days as a source of extra help for those employees who have used up all of their sick leave days.
2. Definitions:
As used throughout this agreement, the word bank shall mean the Avondale Bus Drivers' Employees Sick Leave Bank, the word employees shall mean the eligible employees, the word committee shall mean the committee as composed of two bus drivers, the Superintendent or his/her designate, and the Transportation Supervisor and the word member shall be those eligible employees who have enrolled by completing the application form.
3. Provisions:
 - A. All personnel who are covered by this master agreement are eligible to participate in the Sick Leave Bank.
 - B. Application for membership in the Avondale Bus Drivers' Sick Leave Bank shall be made within thirty (30) calendar days after the beginning of the school year or employment.
 - C. An employee's participation in the Avondale Bus Drivers' Sick Leave Bank may be formalized by signing an authorization form donating two (2) sick leave days from his/her personal sick leave bank to the Avondale Bus Drivers' Sick Leave Bank. Thereinafter, membership may be maintained by donating one (1) sick leave day annually to the Avondale Bus Drivers' Sick Leave Bank during the first thirty (30) calendar days of the school year. The Committee may, upon a unanimous vote, require more than one (1) sick leave day donation but not more than three (3) sick leave days, as a prerequisite to the maintenance of membership in the Avondale Bus Drivers' Sick Leave Bank.
 - D. If a member does not continue membership in the Avondale Bus Drivers' Sick Leave Bank by an annual donation of one (1) day during the first thirty (30) calendar days of the school year, his/her membership shall be revoked and all days previously contributed shall remain in the Avondale Bus Drivers' Sick Leave Bank and may not be reclaimed by the former member.

APPENDIX B

AVONDALE BUS DRIVERS' SICK LEAVE BANK

(continued)

- E. If an employee wishes to reapply for membership in the Avondale Bus Drivers' Sick Leave Bank, he/she may do so during the first thirty (30) calendar days of the school year. At that time, if his/her application is approved by the Avondale Bus Drivers' Sick Leave Bank Committee, another initiation fee of two (2) days plus one (1) day for each year he/she was not a member will be deducted from his/her personal sick leave bank and added to the Avondale Bus Drivers' Sick Leave Bank. The Committee will act upon the former member's reinstatement application within thirty (30) calendar days of the date of the reinstatement application.
- F. All days remaining in the Avondale Bus Drivers' Sick Leave Bank will be carried over to the next school year.
- G. A loan of sick leave days to cover a member's personal illness or injury which prevents him/her from working may not be made until the member's personal sick leave days have been exhausted. Application for a loan shall be made in writing to the Avondale Bus Drivers' Sick Leave Bank Committee with a carbon copy sent to the Avondale School District Business Manager's office.
- H. The Avondale Bus Drivers' Sick Leave Bank Committee will review all applications for loans by members and shall decide if sick leave days are to be loaned and, if so, number to be loaned. The Applicant will be notified of the Committee's decision within fifteen (15) calendar days of receipt of said application. Decisions of the Sick Leave Bank Committee are not grievable. A majority decision of the Committee is necessary before an application to borrow from the Sick Leave Bank is allowed or disallowed.
- I. The terms of repayment by a member for a sick leave loan shall be no more than one-fifth of the total days loaned to the employee. The exact procedure for repayment of a sick leave bank loan shall be worked out by the Committee and the employee prior to the execution of the loan. If the employee is unable to meet with the Committee prior to the loan, then the terms for repayment shall be decided upon as soon as possible.
- J. Appropriate application forms for joining, borrowing, donating, and reinstatement will be provided by the Avondale Sick Leave Bank Committee.

APPENDIX C

AVONDALE FOOD SERVICE EMPLOYEES SICK LEAVE BANK

1. General Purpose:
To create a bank of sick leave days as a source of extra help for those employees who have used up all of their sick leave days.
2. Definitions:
As used throughout this agreement, the word bank shall mean the Avondale Food Service Employees Sick Leave Bank, the word employees shall mean the eligible employees, the word Committee shall mean the Committee as composed in Section F, and the word member shall be those eligible employees who have enrolled by completing the application form.
3. Eligibility:
All food service employees of the Avondale School District who are members of the AFSCME Union and all of the food service supervisors.
4. Enrollment Period:
 - A. Regular enrollment will take place during the month of September each year.
 - B. Special enrollment periods of thirty (30) days will take place at the acceptance of this agreement and at such times that a majority of members vote that an emergency situation could be alleviated by a special enrollment period.
5. Method of Enrollment:
 - A. Employees may become members by completing the application blank. The completed form gives the Avondale School District the right to deduct sick leave days, as specified, from those accumulated by the applicant.
 - B. Initial enrollment shall require the donation of three (3) sick leave days to the bank.
 - C. Membership shall be maintained by donating the number of required days each September.
 - D. An employee who does not continue membership by annually (September) donating the required days, shall lose all privileges of membership and sick leave days previously contributed shall remain in the bank for distribution by the Committee.

APPENDIX C

AVONDALE FOOD SERVICE EMPLOYEES SICK LEAVE BANK
(continued)

- E. Employees joining for the first time and employees joining after a lapsed membership, shall donate the number of days that they would have donated had their membership been in force from the beginning of this bank. This clause will not be enforced for employees new to the food service.
 - F. Employees new to the Avondale School District may join the Food Service Employees Sick Leave Bank only during the September enrollment period and only if they have been regularly employed during the six (6) preceding working months. These employees must donate three (3) days upon enrollment.
 - G. All days remaining in the bank will be carried over to the next school year.
6. Composition of Committee:
The Committee shall be composed of two (2) employees selected by the food service employees' union, one (1) food service supervisor selected by the managers and one (1) representative of the School District's Administrative Staff.
7. Function of Committee:
- A. The Committee will review all applications for loans by members and shall decide if sick leave days are to be loaned and, if so, the number to be loaned. The applicant will be notified of the Committee's decision within fifteen (15) calendar days of receipt of said application. Decisions of the Committee are not grievable by the Union.
 - B. Members receiving a sick leave loan shall repay one-fifth (1/5) of the days used from the bank at the rate of one day per year until all are repaid or until the member ceases to be employed.
 - C. The Committee will decide each year, before September 1st, the number of days needed from each member in order to maintain membership. The amount shall be no more than three (3) days.

APPENDIX D

AVONDALE CUSTODIAL SICK LEAVE BANK

1. General Purpose:
To create a bank of sick leave days as a source of extra help for those employees who have used up all of their sick leave days.

2. Definitions:
As used throughout this agreement, the word bank shall mean the Avondale Custodial Employees Sick Leave Bank, and the word employees shall mean the eligible employees, the word Committee shall mean the Committee as composed of two custodians, the Superintendent or his/her designate, and the Director of Maintenance, and the word member shall be those eligible employees who have enrolled by completing the application form.

3. Provisions:
 - A. All personnel who are covered by this master agreement are eligible to participate in the Sick Leave Bank.

 - B. Application for membership in the Avondale Custodial Sick Leave Bank shall be made within thirty (30) calendar days after the beginning of the school year or within thirty (30) calendar days of the beginning of employment.

 - C. An employee's participation in the Avondale Custodial Sick Leave Bank may be formalized by signing an authorization form donating two (2) sick leave days from his personal sick leave bank to the Avondale Custodial Sick Leave Bank. Thereafter, membership may be maintained by donating one (1) leave day annually to the Avondale Custodial Sick Leave Bank during the first thirty (30) calendar days of the school year. The committee may, upon a unanimous vote, require more than one (1) sick leave day donation but not more than three (3) sick leave days, as a prerequisite to the maintenance of membership in the Avondale Custodial Sick Leave Bank.

 - D. If a member does not continue membership in the Avondale Custodial Sick Leave Bank by an annual donation of one (1) day during the first thirty (30) calendar days of the school year, his/her membership shall be revoked and all days previously contributed shall remain in the Avondale Custodial Sick Leave Bank and may not be reclaimed by the former member.

APPENDIX D

AVONDALE CUSTODIAL SICK LEAVE BANK
(continued)

- E. If an employee wishes to reapply for membership in the Avondale Custodial Sick Leave Bank, he/she may do so during the first thirty (30) calendar days of the school year. At that time, if his/her application is approved by the Avondale Custodial Sick Leave Bank Committee, another initiation fee of two (2) days plus one (1) day for each year he/she was not a member will be deducted from his/her personal sick leave bank and added to the Avondale Custodial Sick Leave Bank. The Avondale Custodial Sick Leave Bank Committee will act upon the former member's reinstatement application within thirty (30) calendar days of the date of the reinstatement application.
- F. All days remaining in the Avondale Custodial Sick Leave Bank will be carried over to the next school year.
- G. A loan of sick leave days to cover a member's personal illness or injury which prevents him/her from working may not be made until the member's personal sick leave days have been exhausted. Application for a loan shall be made in writing to the Avondale Custodial Sick Leave Bank Committee with a carbon copy sent to the Avondale School District Business Manager's office.
- H. The Avondale Custodial Sick Leave Bank Committee will review all applications for loans by members and shall decide if sick leave days are to be loaned and, if so, the number to be loaned. The applicant will be notified of the Committee's decision within fifteen (15) calendar days of receipt of said application. Decisions of the Sick Leave Bank Committee are not grievable. A majority decision of the Committee is necessary before an application to borrow from the Sick Leave Bank is allowed or disallowed.
- I. The terms of repayment by a member for a sick leave loan shall be no more than one-fifth of the total days loaned to the employee. The exact procedure for repayment of a sick leave bank loan shall be worked out by the Committee and the employee prior to the execution of the loan. If the employee is unable to meet with the committee prior to the loan, then the terms of repayment shall be decided upon as soon as possible.
- J. Appropriate application forms for joining, borrowing, donating, and reinstatement will be provided by the Avondale Sick Leave Bank Committee.

AVONDALE SCHOOL DISTRICT
Auburn Hills, Michigan 48326

Letter of Agreement
Avondale School District and AFSCME Local 202

It is understood that the Personnel Manager and the AFSCME Chapter Chairperson shall examine the records of the Sick Leave Banks of Custodians, Bus Drivers, and Food Service employees for the purpose of closing out these banks. These banks shall be eliminated starting with the 1991-92 school year provided that: there is no harm to any AFSCME member; AFSCME membership and the Superintendent agree to the cessation of the Sick Leave Banks.

For the Union:

For the Board:

Mary Shank,
Chapter Chairperson

Donald Cloutier, Manager of
Facilities and Construction

Ellen Keith,
Council Representative

Monte Clute,
Personnel Manager

Date

Date

AVONDALE SCHOOL DISTRICT
Auburn Hills, Michigan 48326

MEMORANDUM OF AGREEMENT

This memorandum is to verify a mutual agreement that was reached between the Avondale School District Board of Education and AFSCME Local 202:

It is agreed to by the Avondale School District and the AFSCME Bargaining Unit that beginning with the first year of the new Master Agreement (1991/92), a working committee comprised of three (3) members of the Union and three (3) administrators from the District shall be established. The purpose of this committee shall be to explore the building of a new package of benefit options. This committee shall have the power to recommend changes in the benefit package for the second and third years of the contract. Any such recommendations are subject to approval by the membership of the AFSCME bargaining Unit and the Avondale Board of Education.

The undersigned, by affixing their signatures hereto acknowledge this agreement between the Avondale School District Board of Education and the AFSCME Bargaining Unit.

For the Union:

For the Board:

Mary Shank,
Chapter Chairperson

Donald Cloutier, Manager of
Facilities and Construction

Ellen Keith,
Council Representative

Monte Clute,
Personnel Manager

Date

Date

AVONDALE SCHOOL DISTRICT
Auburn Hills, Michigan 48326

Letter of Agreement
Avondale School District and AFSCME Local 202

CDL Trainers

It is understood that the Supervisor of Transportation shall select Bus Drivers to be used as CDL Trainers. In order to have qualified trainers who will be available when needed, the Supervisor of Transportation shall have four (4) such trainers on call to perform necessary training functions. Effective June 30, 1992, preferred candidates for new CDL Trainer positions should have five (5) years of Michigan school bus driving experience. These CDL Trainers are allowed to give up part of their regular run in order to do the training if there is an appropriate substitute available, at the discretion of the Supervisor of Transportation.

Additionally, at the discretion of the Supervisor of Transportation, CDL Trainers will be able to do the training even if it means they may be working overtime.

For the Union:

For the Board:

Mary Shank,
Chapter Chairperson

Donald Cloutier, Manager of
Facilities and Construction

Ellen Keith,
Council Representative

Monte Clute,
Personnel Manager

Date

Date

