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NORTHVIEW PUBLIC SCHOOLS

EMPLOYMENT REGULATIONS

MAINTENANCE PERSONNEL

JULY 1, 1996 - JUNE 30, 1998

*Northview Public Schools*



NORTHVIEW PUBLIC SCHOOLS  
MAINTENANCE PERSONNEL

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**NORTHVIEW PUBLIC SCHOOLS  
EMPLOYMENT REGULATIONS**

**MAINTENANCE PERSONNEL**

The employee benefits and job conditions which are described in this employment contract are set by the Board of Education to reward covered employees for the skill, effort, and experience that they apply to their job. These benefits and regulations represent the combined thinking of the Board, the Administrative Staff, and the Northview Maintenance Employee Representatives, all of whom have expressed themselves on this matter. Any questions which arise can be handled promptly and fairly, provided they are made known to your Supervisor or through the complaint procedure provided herein.

All concerned are always willing to discuss and give consideration to questions and any suggestions that employees might have.

The benefit levels and stated conditions of employment established by this document will remain in effect until June 30, 1998. A procedure for future amendments is provided.

**ARTICLE I**

**EMPLOYEE COVERAGE**

Employees covered by this contract shall include all maintenance employees of Northview Public Schools in the classifications covered by this Agreement, and excluding the Director of Operations and Maintenance and all other employees.

**ARTICLE II**

**EMPLOYEE RIGHTS**

**Section A.** The Board of Education recognizes that employees covered by this contract have formed the Northview Maintenance Employee Association for the purposes of improving communications between employees and representatives of the Board of Education. The Board agrees that the Association and its members shall have the right to use available school building facilities at reasonable times and hours for their meetings provided arrangements have been made in advance with the Administration. This right is extended to available equipment, but not to supplies of the school system as long as such use does not interfere with the activities of the Administration. Association

meetings during working hours will be limited to two (2) meetings per calendar year, each to last two (2) hours or less. Additional meetings may be held at the discretion of the Assistant Superintendent.

**Section B.** For the purpose of reviewing employee suggestions and complaints under the procedure provided in Article XIV hereof and for reviewing the various provisions of this contract prior to making amendments as hereinafter provided, the Northview Public School Board of Education recognizes representatives of the covered employee group. Such employee representatives will be designated exclusively by covered employees without intervention by the Board of Education or its representatives. These representatives shall be three (3) in number, all of whom shall be employees from within the group covered hereby.

The Association shall notify the Assistant Superintendent, in writing, as to who has been selected to represent them and also promptly report any changes.

### **ARTICLE III**

#### **BOARD RIGHTS**

The Board of Education, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, the right:

- (1) to the executive management and administrative control of the school system and its employees, properties, and facilities;
- (2) to hire all employees and subject to the provisions of law to determine their qualifications, the conditions of their dismissal or demotion, and to promote and transfer all such employees;
- (3) to the exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of good judgment and discretion in connection therewith shall be limited by the specific and express terms of this Agreement and then only to the extent such specific and express terms of this Agreement hereof are in conformance with the Constitution and Laws of the State of Michigan and the Constitution and Laws of the United States.

## ARTICLE IV

### TRANSFERS, ASSIGNMENT, SENIORITY

**Section A.** Seniority shall be defined as length of continuous service in the employ of the School Board commencing with the date of last hire. During the probation period, as described below, employees will have no seniority status. At the end of the probationary period each employee will be entered on the seniority list as of the date of last hire. Probationary employees may be terminated without cause (this does not apply to an employee transferred to a new position who has already completed an initial probation period). When a probationary employee has been terminated without cause he/she shall be given five (5) days notice and have been under qualified training and close supervision.

#### **Section B. Probationary Period.**

1. A new employee hired to fill a vacancy other than that of a temporary nature shall be deemed to be in a probationary status. The probationary period shall be sixty (60) workdays taken from and including the first day of employment, but may be extended for an additional sixty (60) workdays upon the recommendation of the Director of Operations and Maintenance. If an extension is recommended, the employee is to be informed of the reason for extension in writing. Employment during the probationary period shall be on a day-to-day basis with no paid holidays, or sick leave, should they fall during the probationary period
2. Uniforms will not be provided until the end of the probationary period.
3. After an employee has completed the probationary period of employment and has proven satisfactory, he/she will then receive retroactive payment for any holidays as provided in Article XII.

#### **Section C. Transfer, Assignment and Promotion.**

1. The Board agrees to post all permanent vacancies in positions covered by this Agreement for a period of five (5) working days. Any interested employee may apply, in writing, to the Operations and Maintenance Director. Such vacancy shall be filled based on the skill, ability, and prior job performance. Provided that, if in the opinion of the Administration, skill, ability, and prior job performance are equal, seniority shall govern.



2. Each employee who is transferred or assigned to a new position of equal or lower class, shall be on probation for thirty (30) workdays, providing a probationary period has not been served for a comparable responsibility. If the employee is unsatisfactory, he/she will be returned to the previous job status, if available.
3. Each employee who is moved into a higher classification shall be on probation, not to exceed eighty (80) workdays in that classification. If the employee is unsatisfactory or not qualified, he/she will be returned to the previous job status providing a vacancy exists or to a position which he/she is capable of performing.
4. Posted positions will normally be filled within thirty (30) days. The Association will be informed if the position will not be filled within thirty (30) days after the close of the posting period. Employees who have applied for a posted vacancy shall be informed in writing of the reason(s) for not being selected. A copy of the notification will be placed in the employee's file.
5. Employees may submit a request to the Director of Operations and Maintenance for a transfer within their classification. The request for transfer should state the reason(s) for the transfer. If the request is not granted the employee will be given a written statement indicating the reason(s) for not implementing the transfer.

**Section D. Layoff and Recall Procedure.**

1. If a layoff occurs for any reason, and probationary employees are employed in the classification affected, they shall be the first to be laid off.
2. Should a further staff reduction be necessary, layoff shall be determined by the following criteria as determined by the Board.
  - a. Skill and ability
  - b. Experience and qualification
  - c. Prior job performance
  - d. Seniority

If a more senior employee is laid off, the employee and Association will be notified of the reason for retaining a less senior employee.

3. Recall shall be in inverse order based on the same criteria used for layoff as determined by the Board.

4. Any employee that is laid off after December 31, 1992, shall be maintained on a recall list for a period not to exceed three (3) years.

**Section E.** Seniority shall be lost and the employment relationship of a covered employee shall end under the following conditions:

1. Quit or discharge for a just cause.
2. Absence from work for three (3) consecutive working days without notification.
3. Failure to return to work within five (5) days of receiving a recall notice following a layoff.
4. Failure to return to work at the expiration of a leave of absence.
5. Falsification in connection with obtaining a leave of absence.
6. Retirement.
7. Promotion to a position outside the group covered by this contract.

**Section F. Newly Created Position.**

In all newly created positions all basic requirements will be listed pertaining to:

Mechanics	Physical Condition
Experience	Wages
Ability	Hours

The Association shall be advised of these positions.

**ARTICLE V**

**CONDITIONS OF EMPLOYMENT**

**Section A. Health.**

1. Each new employee shall have on file a health certificate indicating the individual's physical fitness for his/her duties from a licensed doctor of medicine within thirty (30) days of employment. Employment in any position shall be contingent upon filing this certificate with the Assistant Superintendent. Employees will be reimbursed for their examination at the conclusion of a satisfactory probationary period.

**Section B.**

1. Twelve (12) months of continuous services is required to qualify for movement to the next step on the salary schedule.
2. July 1 becomes the effective date for pay increases after the first anniversary date.

**Section C. Employee Classification.**

- Full time: Employees working six (6) hours or more per day for forty-eight (48) weeks or more per year.
- School Year: Employees working six (6) hours or more per day and at least a school year or more, but less than forty-eight (48) weeks.
- Regular Part-time: Employees working on a regular basis for at least a school year or more but less than six (6) hours per day.
- Part-time: Any employee excluded from the above categories and students.

**Section D. Temporary Summer Help.**

If the administration determines that additional help is needed for summer grounds and/or maintenance, temporary help hired will not be subject to the terms and conditions of this Agreement.

**ARTICLE VI**

**EVALUATION**

All employees shall receive a formal evaluation each year by the appropriate supervisor. Written evaluations are to be completed on or before April 30. The employee shall receive a copy of the written evaluation. A signed copy by the employee and supervisor shall be received by the Assistant Superintendent on or before May 3.

In the event that the employee feels that his/her evaluation was incomplete or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file.

Evaluations are made with the objective to assist the employee to improve his/her working techniques and skills, relationship with other employees, job knowledge, relationship with students and the community, and/or other responsibilities that may be associated with his/her position with the school district.

**ARTICLE VII**

**RETIREMENT**

**Section A.** The retirement age for non-instructional employees

shall be seventy (70) years.

**Section B.** A member of the non-instructional staff must retire on June 30 following his/her seventieth (70) birthday. If his/her seventieth (70) birthday falls after the close of the school year and before the official opening day of the succeeding school year, the member must retire as of June 30 of the school year completed.

**Section C.** The Board of Education may require retirement prior to age seventy (70) of any non-instructional employee whose physical and mental health, as determined by a qualified physician, makes it impossible for the employee to meet the normal obligations of his/her regular assignment. The expense of this medical examination shall be assumed by the Board of Education.

**Section D.** After ten (10) years of continuous employment a full-time employee who reaches the age of retirement to qualify for benefits under the Michigan Public School Retirement System and severs his/her employment with the Northview Public Schools, the Board shall pay the employee for each day of accumulated unused sick leave the following rates:

1. Accumulation since June 30, 1976 - \$20.00 per day.
2. Accumulated days frozen as of June 30, 1976 - \$12.00 per day.

## ARTICLE VIII

### UNIFORMS

**Section A.** In an effort to maintain a neat standard of appearance, the school district will provide each full-time employee with up to five (5) complete sets of uniforms and one (1) set of coveralls each school year. Instead of receiving a fifth set of uniforms, the employee may apply for reimbursement of up to the uniform cost, upon presentation of a receipt for the purchase of work shoes or a work jacket.

**Section B.** A new employee will qualify for said uniforms upon completion of the probation period. Employees that qualify for uniforms after March 1 shall receive them after July 1.

**Section C.** Uniforms are provided for use during employment at Northview Schools and are not intended for personal use.



## ARTICLES IX

### HOURS OF WORK

**Section A.** Each employee will work a total of forty (40) hours per week unless otherwise specified by the Director of Operations and Maintenance. Daily and weekly work schedules are maintained as uniformly as possible; however, work hours cannot be guaranteed. The normal workday shall be eight (8) consecutive hours plus a non-paid lunch period for full-time employees.

**Section B Emergency Work.**

Whenever an employee is called in for emergency work, he/she shall receive the rate applicable, or two (2) hours at his/her regular rate, whichever is higher. This provision shall not apply to regularly scheduled maintenance work.

**Section C. Premium Pay.**

Employees will be paid one and one-half their regular rate of pay for hours worked on a holiday plus their eligible holiday pay. Double time will be paid for all hours worked in excess of forty (40) hours per week for Sunday work. An employee may elect to accumulate overtime hours and receive compensatory time off at a later date subject to the terms and conditions developed by the Board.

**Section D.** Full-time employees of each department or building will be given first chance for overtime when a substitute employee is not available.

**Section E.** Each employee shall be entitled to a fifteen (15) minute coffee break during each four (4) hour work period.

**Section F.** Employees are expected to work their regular shift when school is not in session due to inclement weather unless notified otherwise by the Administration. Payment and/or leave criteria shall be determined as follows:

1. If the school days are not going to be rescheduled, payment for hours worked on inclement weather days will be at twice the normal rate of pay or, as determined by the Administration, employees will be given compensatory time off for actual hours worked.
2. If the school days are rescheduled, employees who do not report for work on inclement weather days will not be paid unless personal leave time is authorized.

**Section G.** If an employee is assigned to work in a higher classification for more than ten (10) consecutive work days, he/she will be paid the rate for that classification retroactive to the first day in the new classification.

**Section H.** If an employee is designated to serve as a supervisor or project leader for two (2) or more employees, he/she will receive a supervisory increment of forty (40) cents per hour for the designated time period.

## ARTICLE X

### LEAVES OF ABSENCE

**Section A.** Leaves of absence without pay may be granted by the Board for good cause for a period of up to thirty (30) days during which the employee shall continue to accumulate seniority.

**Section B.** Leaves for sickness or injury of an employee may be granted upon receipt of written notice by the Board for periods of up to one (1) year, subject to renewal by the Board. It is the obligation of the employee to keep the Board advised of their condition. Written notice for the resumption of duties should be made at least thirty (30) days prior to the expected date of return. Seniority shall accumulate during such leaves.

Employees requesting such leaves or continuation of same, within the reasonable limits, may be required to present a supporting certificate of a physician. An employee returning from such leave may be required to pass a physical examination given by a doctor approved by the Board and paid for by the Board.

**Section C.**

1. A full-time employee will earn sick leave eligibility at the rate of one (1) day per full month worked.
2. A school year employee will earn sick leave eligibility at the rate of one (1) day per full month worked for a total of ten (10) days in any given year.
3. Each employee shall accumulate sick leave days to a maximum of sixty-five (65) days. As of June 30, 1976, all full-time employees with more than thirty-five (35) days of accumulated leave will have those days frozen in their individual accounts.
4. Employees shall be credited with the respective number of days to be earned at the commencement of each year of employment.

5. Each employee shall possess and maintain sufficient good health, physical and mental, to adequately perform their respective duties.
6. An employee who desires to use a sick leave day must notify the Director of Operations and Maintenance or Central Office as soon as possible.
7. If an employee is unable to complete the year of employment and he/she has previously used more sick days than earned, he/she shall have the value of such days already paid deducted from the last pay check.
8. Payment for earned and accumulated days will be subject to medical verification upon request of the Director of operations and Maintenance.
9. Any employee who is not absent due to sickness or injury for twelve (12) consecutive months shall receive one day as a paid holiday. This day may be taken when desired as long as prior approval has been received.

**Section D. Personal Business.**

Two (2) days absence, non-accumulative, for personal business reasons may be granted during the year without loss of salary after the probationary period has been attained. All personal business days must be approved by the Director of Maintenance and Operations. An applicant for a personal business day is required to state the reason for such absence. Such requests shall be made at least five (5) working days in advance, except in the case of an emergency. These days may not be used immediately before or following a holiday or vacation, or the first or last day of the school year, except by express approval of the Director of Maintenance and Operations or his designated representative. The purpose of personal business leave days shall be subject to advance verification by the Administration.

Personal business may be approved for the transaction of personal matters which cannot be attended to on weekends or outside normal school hours.

Personal business leave days cover such areas as the following:

1. Court subpoena.
2. Religious observance by employee.
3. Death of friend or relative not covered by death in family.
4. Moving (involving change of address on part of employee).
5. Medical and dental appointments when such appointments cannot be made at any other time.

6. Serious medical situations in the immediate family not covered by sick leave.
7. Other as approved by the administration due to extenuating circumstances.

The Board has the right to have employees reschedule non-emergency leave if the workload requires.

**Section E. Death in Family.**

Absence without loss of salary shall be allowed according to the following schedule:

Death of parent, parents-in-law, spouse, child, sister, brother:

---up to five (5) workdays.

Death of other member of the immediate family of the employee's spouse and brothers-in-law or sisters-in-law of the employee:

---up to two (2) workdays.

Death of other relative or friend:

---up to one (1) workday.

**Section F. Jury Duty.**

The Board will pay the difference between regular compensation loss and jury duty pay received from the court by any employee required to serve as a juror during regularly assigned working time.

**Section G. Other.**

Any absence for reasons other than the above listed must be discussed in advance with the Assistant Superintendent or his representative. Cases not specifically defined in these policies will be handled on an individual basis.

**Section H.** All leaves are considered as time off for the reasons stated and necessary for the protection of the employee. Any employee who willfully violates or misuses this policy or who misrepresents any statement or conditions under this policy shall forfeit all pay for this stated period and any further rights under this policy unless reinstated in good standing by the Assistant Superintendent. The offense may constitute grounds for dismissal.



## ARTICLE XI

### WORKERS' COMPENSATION

**Section A.** An employee injured on the job shall report such injury at once to the business office or said employee's immediate supervisor. All reports must be filed at the business office as soon as possible after the incident has occurred.

**Section B.** An employee who is absent due to an injury and is eligible for Workers' Compensation benefits must elect to:

1. Receive Workers' Compensation benefits  
(OR)
2. Receive sick leave payment.

If option 2 is selected the employee will be paid during the period of disability until their sick leave entitlement is exhausted. After sick leave is exhausted the employee receives Workers' Compensation benefits only and becomes responsible for all personal commitments.

**Section C.** An employee who qualifies for Workers' Compensation will be afforded medical care premium payments as specified in **ARTICLE XVI - INSURANCE**, through the end of the fiscal year in which the injury occurs and for twelve (12) months thereafter.

## ARTICLE XII

### HOLIDAYS

**Section A.** The following conditions shall be met in order to obtain holiday with pay:

1. On the date of the holiday the employee has been on the payroll for at least thirty (30) days.
2. The employee has worked scheduled hours the entire day on the last day scheduled for his/her classification prior to the holiday and the first day for his/her classification after the holiday, unless such failure was excused by the administration due to accident, sickness, or similar cause, or unless the holiday fell during the employee's scheduled vacation period.

**Section B.** Each full-time employee will be entitled to holiday pay for each of the following holidays:

July 4  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Memorial Day

1996-97

Christmas Eve (Dec. 24)  
Christmas Day (Dec. 25)  
New Year's Eve (Dec. 31)  
New Year's Day (Jan. 1)

1997-98

Christmas Day (Dec. 25)  
Day after Christmas (Dec. 26)  
New Year's Day (Jan. 1)  
Day after New Year's (Jan. 2)

Good Friday shall be observed as a holiday under this agreement if school is not in session.

**ARTICLE XIII**

**VACATION**

**Section A.** Regular full-time employees are entitled to paid vacation each year based upon a continuous length of service and employment during July 1 to June 30. The schedule of vacation benefits is as follows:

<u>Years of Employment as of July 1</u>	<u>Vacation Days</u>
One (1) to Six (6) Years	10 Days
Seven (7) to Thirteen (13) Years	15 Days
Fourteen (14) or More	20 Days

Employees who have not completed a full year of employment as of July 1 and who are still in the employment of the school district on July 1 are entitled to a pro-rated portion of a first year vacation benefit based upon the percentage of the year employed.

**Section B.** Vacation pay shall consist of a continuation of the prescribed salary for the period of the vacation.

**Section C.** Arrangements for vacation must be made with and approved by the Director of Operations and Maintenance. Employees may request their vacation for any time period during the year; however, the final decision will be based on being able to spare the number of employees for any specific time period.

#### ARTICLE XIV

#### PROCEDURE FOR SUGGESTIONS AND COMPLAINTS

**Section A.** Any employee may discuss a suggestion or complaint with his/her immediate supervisor at any time provided such discussions are confined to the time reasonably necessary and do not interfere with the normal operations of the department.

**Section B.** If a complaint is not satisfactorily settled in this manner or if any employee feels that a suggestion he/she had made is not adequately credited, he/she is encouraged to reduce the matter to writing not later than the fifth working day following the discussion with his/her Supervisor. A copy of this writing shall be given to the Director of Operations and Maintenance and a copy to the representative designated by Northview Maintenance Employees' Association.

**Section C.** If the matter is still pending for five (5) working days following receipt of this writing by the Supervisor, the latter will arrange for a meeting with the employee and a representative designated by said Association, at which time all parties concerned shall be heard. This meeting shall be scheduled as soon as possible, but in no event later than five (5) working days following the Supervisor's receipt of the written communication.

The Supervisor shall render his/her written disposition of the matter following the meeting. He/she shall give a copy of his/her disposition to the employee and the representative.

**Section D.** If the written disposition of the suggestion or complaint given in Section C is not considered satisfactory by the employee having filed the matter, it shall be submitted to the Assistant Superintendent of Northview Public Schools no later than the end of the fifth working day following the date of this disposition specified in Section C.

After a full investigation of the matter and discussion of it with the representative of the Association and the employee involved, and in no event later than the end of the fifth working day following receipt of the appeal by the Assistant Superintendent, he/she shall give his/her written disposition of it.

**Section E.** If the disposition given in Section D is not satisfactory, the matter may be appealed to the Northview Superintendent and thence to the Board of Education for further review provided the employee acts promptly and continues to pursue his/her rights as provided hereunder. The employee shall have the full opportunity to be heard at each step of this procedure, to be counseled by a member of his/her Association, and to present any employee witnesses necessary to a full presentation of his/her suggestion or complaint.

## ARTICLE XV

### BOARD REPRESENTATION

For the purpose of reviewing employee suggestions and complaints under the procedure provided in **Article XIV** of this Agreement and for reviewing the various provisions of this contract prior to making amendments as hereinafter provided, the Board agrees to appoint a committee of Board Member(s) and Administrator(s).

## XVI

### INSURANCE

#### **Section A. Health Insurance.**

1. The Board will provide a comprehensive, semi-private, health insurance program for the employee who elects such coverage.
2. Such contribution shall begin, in the case of new employees, at the beginning of the insurance month immediately following the time they begin employment and notify the Board of their desire to have such insurance. No changes or additions can be made after October 1, except as change in family status occurs thereafter.
3. Coverage will terminate at the end of the month in which the employee leaves the school district.
4. The Board shall provide the above program until this contract terminates.
5. The Board agrees to provide the above mentioned insurance benefits within the underwriting rules and regulations as set forth by the insurance carrier in the master contract held by the policyholder.

**Section B. Dental.**

The Board will provide dental care insurance in Class I, Class II and Orthodontic Benefits, as provided below, for all full-time employees. School year employees may select such coverage in lieu of the health insurance plan.

1. The category structure is as follows:

- a. CLASS I BENEFITS: \$25 lifetime deductible per eligible family member. The amount payable will be 60%, increasing by 10% each subsequent calendar year (to 100%) provided the participant visited a dentist for examination and diagnosis at least once during the calendar year, and all Basic Services, which were recommended by the dentist as a result of the first of such visits, were completed during the calendar year.

Benefits to include basic dental services for major corrective and restorative procedures, i.e., examinations, radiographs, patient consultations, preventive treatment, fillings and free standing crowns, jackets, oral surgery (primarily extractions), denture repairs, diagnostic services, root canal therapy, etc.

- b. CLASS II BENEFITS: \$50 annual deductible with a maximum of two deductibles per family. After deductible, 70% of the eligible expense incurred by the participant during the remainder of the calendar year will be paid.

Benefits include prosthodontics services, i.e., bridges, inlays, crowns and bridge repair, dentures, and partial dentures.

Combined Basic and Major.

Annual maximum per participant per year - \$1,000.

2. Orthodontic Benefits are provided only for qualified dependent children less than nineteen (19) on the date the orthodontic procedure commences. A separate lifetime deductible of \$50 per individual applies to orthodontic treatment. After the deductible has been satisfied, the plan will pay 70% of the orthodontist's actual charges up to the plan maximum of \$1,500.
3. Benefits will be provided under the conditions provided above in Sections A, Items 2, 3, 4, and 5, of the Health Insurance Program.



**Section C. Vision.**

1. The Board will provide SET Ultra-Vision Plan IV for all full-time regularly scheduled employees who elect such coverage by completing and signing the appropriate application. September 1, 1992 vision insurance will be upgraded to Plan II.
2. Benefits will be provided under the conditions provided above in Sections A, Items 2, 3, 4, and 5, of the health insurance program.

**Section D. Life Insurance.**

The Board of Education will provide upon completion of employee's probationary period, for each full-time employee, a \$30,000 death benefit, plus \$30,000 accidental insurance.

Coverage will terminate at the end of the insurance month following the employee's termination date. The Board will not be liable for claims beyond what its carrier(s) will provide.

**Section E. Salary Protection Plan.**

The Board of Education will make available to each full-time employee a Salary Protection (Long Term Disability) insurance program to enhance the present sick leave provisions with the following conditions:

1. There will be a limit of 66-2/3 (75% monthly pay limit) of income not to exceed \$3,000 per month prorated over a twelve (12) month period to age 65.
2. There will be a ninety (90) calendar day waiting period.
3. The Board of Education will consider any financial offset such as Workers' Compensation, Social Security, other insurance income, etc., to determine its obligation to the employee (freeze on offsets).
4. Alcoholism/drug addiction - 2 year limit.  
Mental/nervous - 2 year limit.
5. The coverage shall become effective at the beginning of the insurance month immediately following date of employment.
6. An employee who qualifies for Long Term Disability will be afforded medical care premium payments as outlined under Health Insurance through the end of the school year in which the disability occurs.
7. All other benefits are severed with the exception of medical care at the point in time where the employee can no longer provide services as a maintenance employee.

8. The Board agrees to provide the above mentioned insurance benefits within the underwriting rules and regulations as set forth by the insurance carrier in the Master Contract held by the policyholder.

**Section F. Options**

If an employee does not elect health insurance coverage, they will receive up to \$130 per month towards the purchase of approved options. The District's Section 125 Flexible Benefits Plan will be the vehicle for options selected.

**ARTICLE XVII**

**LONGEVITY PAY**

**Section A.** For longevity purposes, years of service in the Northview Public Schools System shall be computed twice per year; once as of December 1 and once as of June 1.

**Section B.** One-half of the amount listed below will be paid in a lump sum with the first pay in December and one-half with the last pay in June.

**Section C.** A full-time employee who has completed the number of years as stated below shall begin to earn longevity beginning with the seventh year of continuous employment, at the rate per annum as indicated:

Six (6) years	\$300.
Eleven (11) years	\$400.
Sixteen (16) years	\$600.
Twenty-one (21) years	\$700.

**ARTICLE XVIII**

**MISCELLANEOUS PROVISIONS**

**Section A.** Copies of this Agreement shall be prepared at the expense of the Board and presented to all affected employees now or hereafter employed by the Board.

**Section B.** This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms.

**Section C.** If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall

not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**Section D.** During the negotiations leading up to this Agreement each party had the opportunity to bargain on all proper matters. This represents the entire Agreement of the parties. It is further expressly understood and agreed that during its term neither party shall be required to engage in further collective bargaining on any matter or subject whether mentioned herein or not.

**Section E.** The Association recognizes that the cessation or interruption of services by employees as defined in Section I of Public Act 336 of 1947 of Michigan, as amended, is contrary to law and public policy. Accordingly, the Association and employees agree that during the term of this Agreement, they will not direct, instigate, participate in, encourage or support any cessation or interruption of services by any employee or group of employees.


ARTICLE XIX

DURATION


**Section A.** This contract shall become effective July 1, 1996, and shall remain in full force and effect until June 30, 1998.

**Section B.** On or before April 1, 1998, the Board of Education agrees to meet with representatives of the Northview Maintenance Employee Association and discuss proposals that each may make for incorporation into the contract to cover the period following the termination of this Agreement. Such discussions shall be scheduled from time to time until all suggestions have been heard and a substitute contract, agreeable to a majority of the employees in the unit covered, has been proposed by the Board of Education. Representatives of the Association shall not exceed three (3) in number.

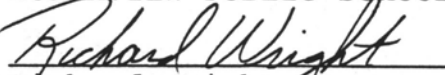
BOARD OF EDUCATION  
NORTHVIEW PUBLIC SCHOOLS

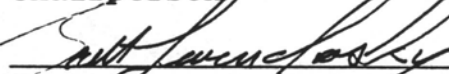
  
Maureen Martin  
Assistant Superintendent

  
Steven D. Crandall  
President, Board of Education

  
M. Thomas Lothamer  
Secretary, Board of Education

MAINTENANCE ASSOCIATION  
NORTHVIEW PUBLIC SCHOOLS

  
Richard Wright  
Chairperson

  
Scott Levendosky  
Member of Association

**SUPPLEMENTAL A**  
**MAINTENANCE CLASSIFICATIONS**

<u>Classification</u>	<u>Position</u>
I	Bus Mechanic
II	Truck Driver/Warehouse
III	Groundsman
IV	Maintenance



**SUPPLEMENTAL B**

**MAINTENANCE SALARY SCHEDULE**

**1996-97**

	<b>STEP <u>0</u></b>	<b>STEP <u>1</u></b>	<b>STEP <u>2</u></b>	<b>STEP <u>3</u></b>	<b>STEP <u>4</u></b>	<b>STEP <u>5</u></b>
CLASS I	\$12.40	\$12.80	\$13.20	\$13.60	\$14.00	\$14.40
CLASS II	11.96	12.36	12.74	13.15	13.53	13.98
CLASS III	12.34	12.74	13.13	13.53	13.93	14.35
CLASS IV	13.43	13.83	14.23	14.64	15.07	15.48

**1997-98**

	<b>STEP <u>0</u></b>	<b>STEP <u>1</u></b>	<b>STEP <u>2</u></b>	<b>STEP <u>3</u></b>	<b>STEP <u>4</u></b>	<b>STEP <u>5</u></b>
CLASS I	\$12.65	13.06	13.46	13.87	14.28	14.69
CLASS II	12.19	12.60	12.99	13.41	13.80	14.26
CLASS III	12.58	13.00	13.39	13.80	14.21	14.64
CLASS IV	13.70	14.11	14.52	14.93	15.37	15.79

**SUPPLEMENTAL C**

**ATTENDANCE INCENTIVE**

Each employee that is absent due to illness or injury for less than four (4) days from July 1 through June 30 of each fiscal year will receive an additional twenty-five (25) cents per hour for all hours worked from July 1 through June 30 of the preceding fiscal year. Each employee that is absent due to illness or injury for less than five (5) days from July 1 through June 30 of each fiscal year will receive an additional fifteen (15) cents per hour for all hours worked from July 1 through June 30 of the preceding fiscal year. Payment will be made in the second regular pay period in July to all employees who completed the fiscal year and satisfied the above criteria.

