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6/30/98

AGREEMENT

Between The

**REETHS-PUFFER EDUCATIONAL
SUPPORT PERSONNEL ASSOCIATION**
(Office Personnel and Paraprofessionals)

And The

REETHS-PUFFER BOARD OF EDUCATION

Reeths-Puffer Schools

July 1, 1995 - June 30, 1998

Reeths-Puffer Schools
Muskegon, Michigan

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REETHS-PUFFER PUBLIC SCHOOLS AGREEMENT

ARTICLE I
PARTIES OF THE AGREEMENT

This Agreement made and entered into by and between the Board of Education of the Reeths-Puffer School District, Muskegon, Michigan, hereinafter referred to as the "Employer" and the Reeths-Puffer Educational Support Personnel Association, MEA/NEA, (Office Personnel and Paraprofessionals) as described in MERC Case No. R88 A-11 and R88 A-12, hereinafter referred to as the "Union."

ARTICLE II
PURPOSE AND INTENT

The general purpose of this Agreement is to set forth the wages, hours, terms and conditions of employment which shall prevail for the duration of this Agreement. The Employer and the Union, for and in consideration of the mutual promises, stipulations and conditions hereinafter specified, agree to abide by the terms and provisions set forth herein for the duration of this Agreement. This Agreement shall supersede all previous policies adopted by the Board or past practices affecting the Union which are contrary to or inconsistent with its terms, except as mutually agreed to by the Board and the Union through subsequent negotiations. All such previous policies adopted by the Board and all such past practices affecting the Union pursuant to this provision are no longer in effect.

ARTICLE III
BOARD OF EDUCATION RIGHTS

- A. The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitations, 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/or the United States.
- B. The Union recognizes that the Board is legally responsible for the operation of the entire school system within the boundaries of the Reeths-Puffer School District, Muskegon County, and that the Board has the necessary authority to discharge all of its responsibilities subject to laws above mentioned and to the provisions of this Agreement.
- C. The Union recognizes that the Board may invoke appropriate disciplinary action in situations where employees fail to adhere to the terms and conditions of employment herein outlined or to reasonable rules, regulations and policies of the Board.
- D. Manage and control its business, its equipment and its operation and to direct the working force and affairs of the school district.
- E. Hire all employees and, subject to the provision of law, to determine their qualifications.
- F. Establish levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
- G. Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules and standards of operation; the means, methods, and processes of carrying on the work, including automation or contracting thereof, or changes therein; the institution of new and/or improved methods or changes therein.
- H. Adopt rules and regulations.
- I. Determine financial policies and accounting procedures.

- J. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, groups, and divisions or sub-divisions thereof, and the relocation or closing of offices, groups, divisions or sub-divisions, buildings or other facilities.
- K. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board shall be limited only by the terms and provisions of this agreement, state and federal laws and/or the Constitutions of the State of Michigan and/or the United States of America.

ARTICLE IV RECOGNITION

The Employer hereby recognizes the Union as the sole and exclusive bargaining representative for all full-time and regular part-time secretaries, including high school secretary, junior high secretary, elementary secretary, instructional services, transportation and maintenance, community education secretary, special services secretary, and guidance department secretary; clerks, including payroll clerks, LMC/Technician, special services clerks, and paraprofessionals; but excluding confidential office personnel, casual employees, temporary employees, substitute employees, bus drivers, custodial employees, maintenance employees, kitchen employees, cafeteria employees, professional employees, and all other employees.

The Board of Education has a right to five (5) confidential office personnel (non members of the bargaining unit) assigned to central office administrators. No current bargaining unit member would be replaced by a confidential office personnel.

ARTICLE V UNION RIGHTS

- A. The Union and its representatives shall have the right to use school facilities and equipment for Union business in the building in which located, including typewriters, mimeograph machines, other duplicating equipment, calculating machines and all other types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Union shall pay for the reasonable cost of all materials and supplies incident to such use.
- B. Executive officers of the national, state, and local union or their representatives, duly authorized to represent the Union, and/or the president of the local union will be permitted to participate in any negotiations or grievances relative to hours, wages, and working conditions providing that when they are to be on the Reeths-Puffer District grounds that the Employer is notified and it does not stop or delay normal operations, informs the Employer of whom he/she wishes to see, and for what purpose. Employees will not be paid for such time unless the Employer so agrees to do so.
- C. The Union shall have the right to post notices of activities and matters of Union concern on designated bulletin boards, at least one of which shall be provided in each building or facility to which bargaining unit members may be assigned. The Union may use the District mail services for communication to bargaining unit members.
- D. The names of the officers, association representatives, or alternates shall be given in writing to the Employer. Any changes in officers, association representatives, or alternates will be reported to the Employer in writing as far in advance as possible.
- E. With respect to any School Improvement Plan as required by P.A. 197, Section 15.199 (919b) M.S.A. it is agreed as follows:

1. All matters pertaining to wages, hours, and other terms and conditions of employment, including the negotiation of an agreement on behalf of the employees shall be the sole responsibility of the Reeths-Puffer Educational Support Personnel Association (OPP).

Any plans, strategies, or objectives which conflict with the Master Agreement will require mutual agreement between the RPESPA (OPP) and the Reeths-Puffer Board of Education.

2. The RPESPA (OPP) shall approve any and all bargaining unit representatives to any district or building committee formed for the purpose of School Improvement, Site Based Decision making, Building Level Decision making, etc.
3. The participation in the above mentioned plans shall be voluntary on the part of the bargaining unit members.

ARTICLE VI UNION DUES OR FEES AND PAYROLL DEDUCTIONS

- A. Any employee who is a member of the Union or who has applied for membership may sign and deliver to the Board an assignment authorizing deduction of dues, assessments and contributions in the Union which sum shall be in such amounts as established by the Union. Such authorization shall continue in effect from year to year unless revoked according to the procedures outlined in the Reeths-Puffer Support Personnel Association (RPESPA), MEA/NEA Constitution and Bylaws. (Unit as defined in MERC Case No R88 A-11 and R88 A-12.) Pursuant to such authorization, the Board shall deduct one-eighth (1/8th) of such dues assessments and contributions from the regular payroll check of the employee each month for eight (8) months, beginning in September and ending in May of each year, no deduction in December.
- B. The Union recognizes its responsibility to provide the Board's designated financial official a continuous membership list on or before September 1 of each school year.
- C. The Union will notify the school payroll office prior to July 1 of each school year as to the amount of yearly dues to be deducted from the employee's salary.
- D. Each bargaining unit member shall, as a condition of employment, (1) on or before sixty (60) calendar days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Union or (2) pay a Service Fee to the Union, pursuant to the Union's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedures adopted pursuant to that policy. The Service Fee shall not exceed the amount of union dues collected from union members. The bargaining member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such Service Fee directly to the Union, or authorize payment through payroll deduction, the Employer shall, pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Union, deduct the Service Fee from the bargaining unit member's wages and remit same to the Union. Payroll deductions made pursuant to this provision shall be made in equal amount, as nearly as may be from the paychecks of each bargaining unit member. Moneys so deducted shall be remitted to the Association, or its designee, no later than twenty (20) days following deduction.
- E. Pursuant to Chicago Teachers Union v. Hudson, 106 S CT 1066 (1986), the Association has established a "policy regarding objections to political-ideological expenditures." That policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to Non-Association bargaining unit members. The remedies set forth in that policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review there, shall have been availed or and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this section shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.

F. Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid school year (December, January or February). Consequently, the parties agree that the procedures in this Article relating to the payment or non-payment of the representation fee by non-members shall be activated sixty (60) days following the Union's notification to non-members of the fee for that given school year.

G. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Union agrees to defend such action, at its own expense and through its own counsel, provided:

1. The employer gives full and complete cooperation to the Union and permits the Union intervention as a party if it so desires, and
2. The employer gives full and complete cooperation to the Union and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.

The Union agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this article, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

H. 1. The employee shall select twenty-one (21) or twenty-six (26) equal pays.

2. Payroll deductions will be available to employees on a mutually agreed basis. The order of priority shall be determined by the existing payroll program subscribed to by the district. The priorities are as follows:

- a. Annuities; Annuity carriers are limited to the following companies:
 1. Michigan Educational Association Financial Services (MEAFS)
 2. Fidelity Investments
 3. Washington National Insurance Company
- b. Federal Tax
- c. FICA
- d. State
- e. Regular Insurance Deductions
- f. Summer Insurance Deductions
- g. Union Dues
- h. Credit Union
- i. United Way
- j. Variable Deductions (YFCA, Saving Bonds through First Michigan Bank, Second Annuity)

I. The Board agrees to promptly remit to the Union all dues, assessments, and fees deducted in accordance with those procedures as outlined in Section A of this Article.

J. This Article shall be effective retroactively to the date of Agreement, and all sums payable hereunder shall be determined from said date.

K. The Board shall not be liable for any errors or losses in the administration of this Article unless it is shown that the Board or its agents were negligent in the care and handling of the monies involved.

ARTICLE VII
EMPLOYEE RIGHTS

- A. The word employee shall be defined as follows:
1. Full-time Employee - Any person covered by this contract who works at least six (6) hours per day, five (5) days per week for the entire calendar year.
 2. Full-time School Year Employee - Any persons covered by this contract who works at least six (6) hours per day, five (5) days per week for the entire school year.
 3. Part-time Employee - Any person covered by this contract who works less than six (6) hours per day, five (5) days per week.
 4. Calendar Year - July 1 through June 30.
 5. School Year - That portion of the year in which school is in session for students.
- B. Pursuant to Act 379 of the Public Act of 1965, as amended, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Union for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Act 379 or other laws of the State of Michigan or the Constitution of Michigan and United States; that it will not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in the Union. His/her participation in any activities of the Union or collective bargaining with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- C. All new district employees shall serve a probationary period of ninety (90) actual work days. The purpose of the probationary period is to give the Employer an opportunity to observe the performance of the new employee and dismiss such employee without recourse if the Employer feels he/she is not up to standard. The Employer shall evaluate, in writing, each new employee no later than the employee's 45th working day. All provisions of Office Personnel Evaluation Form shall apply. The supervisor shall provide a copy of the evaluation and meet with the employee to discuss the evaluation. Failure of the Employer to evaluate the new employee shall mean that his/her work is deemed to be satisfactory.
- The probationary period may be extended an equal amount of time by mutual consent of the Union and the Employer.
- D. Employees shall be entitled to full rights of citizenship and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to his/her employment.
- E. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status.
- F. Membership in the Union shall be open to all bargaining unit members regardless of race, creed, sex, marital status or national origin.
- G. Employees shall not be prevented from wearing Union insignia, on or off the school premises.

- H. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any contractual rights or benefits without just cause. Any such discipline shall be subject to the grievance procedure hereinafter set forth, including arbitration. Procedures regarding all such action as outlined herein shall be:
1. An employee shall be entitled to have present a representative of the Union during any meeting to discuss disciplinary action.
 2. Employees to receive disciplinary action, in any form, must be notified of such disciplinary action within twenty (20) work days from the knowledge of the incident for which the action is taken.
- I. The Union, its officers and its members, individually and collectively agree that during the course of this Agreement neither it, nor they, will cause, permit, or take part in, any sit-down, stay-in, or slow-down, or any curtailment of work, or restriction of service or interference with education of the children. The Employer agrees that during the course of this Agreement, it will not lockout its employees.

ARTICLE VIII EVALUATION OF EMPLOYEES

- A. All employees shall be evaluated by their immediate supervisor no less than once every three (3) years. Evaluations shall be completed no later than March 31 of the school year in which they are due.
- B. Employees shall have the opportunity to discuss their evaluation with their supervisor, a reasonable length of time to prepare a supplementary statement for inclusion in their own files if they wish, and a copy of the evaluation for their own files. Employees shall have access to their personnel files. The content of evaluations shall not be subject to the grievance procedure. Evaluation forms shall be developed jointly by the association and the district and shall be subject to change by mutual agreement.
- C. The Association and the Board of Education may by mutual agreement change the evaluation process and the evaluation form. When changes are made and agreed to, they will be presented to the employee within ten (10) calendar days.
- D. The Association and the Board of Education mutually agree to remove the evaluation forms from the Master Agreement.

ARTICLE IX SENIORITY

- A. Seniority shall be defined as an employee's length of continuous service with the Employer, beginning with the employee's first day of work. Seniority shall not accrue or be lost when an employee takes an authorized unpaid leave of more than ten (10) working days. Seniority shall accrue for any employee on paid sick leave, layoff, or an authorized unpaid leave of ten (10) working days or less.
- B. Seniority shall be by group only, and seniority accrued in one group shall not be transferred to another group, except that for the purpose of promotion, transfer or layoff, seniority within the bargaining unit shall be used to determine who shall be awarded a position when seniority within the group is equal.

In the event an employee holds a position with job responsibilities within more than one group, the employee shall accrue seniority in the group in which the employee works the greatest number of hours on an annual basis. In the event the hours spent in each group are equal, the employee shall designate the group in which they will accrue seniority.

- C.
1. Positions are classified on the basis of the technical knowledge, training, education, skills, experience, responsibilities, and relative degree of proficiency required.
 2. All employees and new hires shall be placed on salary step one of the salary schedule for the position being filled unless the selection committee makes a recommendation to the superintendent to place the applicant on a different step of the schedule setting forth their reasons. Therefore, in the event the selection committee makes such a recommendation, the decision to accept, reject or modify the recommendation shall rest exclusively with the superintendent.
 3. A change to a higher job assignment by an employee shall not mean a reduction in hourly rate except if an employee elects to accept a voluntary transfer between the secretarial and paraprofessional categories. The employee shall be placed on whatever step necessary to ensure he/she will be paid at least commensurate with his/her present hourly rate.
 4. It is understood that each office has peak periods of productive activity where all employees are expected to join in and complete a job regardless of their group. In these cases, the particular assignment of each employee would not exceed the skills outlined by their specific group.
 5. The employer and the association regard the various groups within each category below as opportunities on a career ladder. Bargaining unit members who wish to advance may qualify for a higher position within the category by notifying the assistant superintendent or designee of their interest in the future vacancies by specific group. Such notice should include:
 - a. Information from their personal portfolio which demonstrates the quality of their work.
 - b. Evidence of attainment of the skills required for the position desired including formal class work and/or individual experience or practice that meets the new skill requirements.
 6. Within fifteen (15) work days from receipt of a bargaining unit member's notification of interest, the assistant superintendent or designee will notify the member of their acceptance into the pool of qualified members for the group or shall deny the request for consideration for the group setting forth the reasons therefore.

In the event a member's request for acceptance into the pool of qualified members for a group is denied and the member is not satisfied with the determination, he/she may appeal the decision to the support personnel council for review.

The Council shall review the member's appeal at its next regular meeting and shall make a recommendation to the superintendent either to accept or deny the member's appeal along with the reasons therefore.

D. Career Categories are as follows:

CATEGORY I -- OFFICE PERSONNEL

- | | |
|--------------------------------------|--------------------------|
| 1. Group I Secretary | 4. Group III Secretary |
| 2. Group I Printer | 5. Group IV Receptionist |
| 3. Group II Secretary/LMC Technician | |

CATEGORY II -- PARAPROFESSIONALS

- | | |
|-------------------------------------|--------------------------------|
| 1. Group V Self-contained Classroom | 3. Group VII Student Assistant |
| 2. Group VI General Classroom | 4. Group VIII Student Monitor |

CATEGORY I -- OFFICE PERSONNEL

The following reflects the professional skills required for each group. Differences in qualifications for groups reflect different responsibility levels and factors such as size of building, number of staff, number of students, etc., as well as general skill proficiencies. Following are the general skill proficiencies for all category I positions; specific position descriptions for each position within this category shall be developed jointly by the association and the school district. Position descriptions may be modified from time to time as needed and mutually agreed by the parties hereto. Initial position descriptions shall be developed and implemented within six months after the effective date of this agreement.

GENERAL PROFESSIONAL SKILLS FOR ALL CATEGORY I GROUPS:

SKILLS/ POSITION	GROUP I Secretary	GROUP I Printer	GROUP II Secretary	GROUP II LMC	GROUP III	GROUP IV
Typing Speed	60 wpm	50 wpm	60 wpm	50 wpm	50 wpm	50 wpm
Computer Operation	Basic	Basic	Basic	Advanced Operations Systems level	Basic	Basic
Work Processing	Required	Required	Required	Required	Required	Required
Writing Skills	Editing/Bus comp.	Compose letters/memos	Compose letters/memos	Compose letters/memos	Compose letters/memos	Compose letters/memos
Office Machine Use	Basic	2 color press related mach.	Basic	Inc. AV equipment	Basic	Basic
Phone/Fax Use	Required	Required	Required	Required	Required	Required
Filing	Required	Required	Required	Required	Required	Required
First Aid Knowledge	Required	Required	Required	Required	Required	Required
Dictation/Transcribe	90 wpm		Desired			
Spreadsheets	Required		Required			
Basic Accounting	Required		Required			
Scheduling	Required		Required			
Basic Budgeting	Required					
Presentation Skills				Required		
Lifting	Minimal	Min. 50 lbs.	Minimal	Minimal	Minimal	Minimal
Recordkeeping		Required	Required			
Other Special Skills		Knowledge paper/chemical inks and offset printing		CIS, Cataloging System, Extensive Computer Application Knowledge		Exceptional Telephone Skills
Education	Secretary Degree Pref.	H.S. Grad Equiv.	H.S. Grad Equiv.	H.S. Grad Equiv.	H.S. Grad Equiv.	H.S. Grad Equiv.

CATEGORY I DESCRIPTIONS AND POSITION LOCATION

GROUP I SECRETARY - In addition to the skills listed above, employees in this group may be required to possess accounting and bookkeeping skills required to maintain the school building or group budget. This employee is expected to accept responsibilities involving judgment factors over and above that expected of a Group II Secretary and a Group III secretary as reflected in the position description.

Jobs in this group include: Secretaries to the principals at the high school, middle school, Reeths-Puffer, Central, McMillan and Twin Lake elementary schools and non-exempt secretaries to Central Office Administrators.

GROUP I PRINTER - Printer operates off-set printing machine, plate maker and additional machines related to the printing operation. Printer also maintains the operation of the mail room.

SECRETARY II and L.M.C./TECHNICIAN ASSISTANT - Group II Secretary and LMC Technician Assistant must be able to type with a good degree of speed and accuracy. Recordkeeping and handling of money may be required. May be required to take dictation and transcribe.

Jobs in this group include: Secretaries to the assistant principals, secretary to high school and middle school counselors, secretary to administrator of Pennsylvania School, secretary to community education office, secretary at Duck Creek Early Childhood Center and technical positions at various locations.

GROUP III SECRETARIES - General clerical work involving the use of a typewriter for many duties including typing of reports and letters, filing, telephone techniques, mechanical machine operation and/or technical knowledge for the specific job. Group III secretaries may be called upon to assist secretaries in Groups I and II.

Group III secretaries shall be in the following positions:

Central Elementary	Reeths-Puffer Elementary	Food Service Group
Maintenance/Transportation	Twin Lake Elementary	Special Services

GROUP IV RECEPTIONIST - Receptionist work involves the greeting and directing of visitors, the operation of the switchboard, the use of typewriter for many duties, including typing of reports and letters and filing. Group IV receptionists may be called upon to assist secretaries in Group I, II and III.

CATEGORY II -- PARAPROFESSIONALS

The following reflects both the professional and interpersonal skills required for each group. Differences in qualifications for groups reflect different responsibility levels and skill factors. Additional skill requirements may appear on individual postings from a list of additional skill requirements as jointly developed by the employer and the association, the parties shall develop such a list along with specific position descriptions within six months from the effective date of this agreement. Following are the general skill proficiencies for category II positions.

CATEGORY II GENERAL PROFESSIONAL SKILLS FOR ALL GROUPS:

Skills/Group	Group V	Group VI	Group VII	Group VIII
Education	Instruct aide degree	HS graduate/equiv.	HS graduate/equiv.	HS graduate/equiv.
Experience working with children in classroom	2 years working in a self contained class room or Alt Ed	Experience working with children	Experience working with children	Experience working with children
Behavioral management training	Required	Required	Required	

Work independently/self directed	Required	Desired		
Demonstrates listening skills	Required	Required		
Large and small motor skills development		Required		
Basic computer skills	Required	Required	Required	
Laminating machine operation (elementary level)	Required	Required	Required	
Copy machine usage	Required	Required	Required	
Writing skills (age appropriate)	Required	Required	Required	
Communication skills (age appropriate)	Required	Required	Required	Required
Math skills (age appropriate)	Required	Required	Required	

ALL POSITIONS WITHIN CATEGORY II SHALL BE GROUPED AS FOLLOWS:

GROUP V	GROUP VI	GROUP VII	GROUP VIII
Special Education Self-contained	General Classroom (Pre K-12)	Student Assistant	Student Monitor
Alternative Education (Baker and Middle School)	LRE Resource Cata. Rooms		
PPI	Title I (elementary, middle school)		
Regional-Categorical			

GROUP V SELF CONTAINED CLASSROOM PARAPROFESSIONAL - Self Contained Classroom Paraprofessionals employed in Special Education Programs, Alternative Education Programs and Regional Programs. Self contained classrooms are those rooms designated by the district in which all academic needs of the student may be met in this classroom and all subject areas may be taught. All positions within this group shall be full time positions.

ADDITIONAL SKILLS AND QUALIFICATIONS FOR GROUP V

Minimum of two (2) years successful experience as a Classroom Paraprofessional in a self-contained classroom or Alternative Education Program; or completion of an advanced training program in a community college or degree-granting institution whose instructional aide program has been approved by the Michigan Department of Education.

Skills/Qualities

- Teamwork with teacher and other support staff
- Insight into personal needs of each student

GROUP VI - GENERAL CLASSROOM PARAPROFESSIONALS, LEAST RESTRICTIVE ENVIRONMENT SPECIAL EDUCATION, RESOURCE AND CATEGORICAL ROOMS, AND TITLE I PROGRAMS. -- Positions within this group may be full time or part-time positions, except that there shall be not less than one full time position for every five part-time positions within the group. In the event there is a reduction or elimination of funding for Title I positions that requires the elimination of

positions, the resulting reduction in Title I positions shall not be used to increase the number of full time positions required by this section.

Special education positions within this group may be full time or part-time positions, except that for every four (4) positions over twelve (12), one position in this group shall be made a full time position.

GROUP VII -- STUDENT ASSISTANT PARAPROFESSIONAL -- Student Assistance Aides are employed to primarily provide specific assistance to identified students. These positions may require training in medical related and bodily care functions to include but not be limited to trachea suction, catheterization, percussion, C.P.R., ostomy, feeding tubes, toileting, bathing, and other as allowed by law.

All student assistance positions shall be considered part-time positions and shall not accrue benefits regardless of the actual hours worked. Employees in these positions shall only occupy the position upon the requirements of an individual student IEP and shall only remain in the position as required by the IEP. Hours and days may vary by position and are dependent upon the days and hours an individual student or students are in school. Positions may be reassigned each school year.

Group VII positions shall be created only upon the requirements of an individual student(s)' Individualized Education Program (IEP) and shall remain in effect only as long as required by the IEP and allowed by state law, rule or regulation. The position shall entail normal classroom duties as well as added health care duties as allowed under state guidelines.

Such position shall be a newly created bargaining unit position which is posted in accordance with the current collective bargaining agreement. The postings shall contain specific information of the kind of educational, behavioral, or medical related services to be performed for the student, such as CPR, catheterization, suctioning, ostomy tracheotomies, feeding and feeding tubes, toileting, diapering, bathing, lifting, dispensing of medication, postural drainage or percussion, and any other medical procedures allowed by law. The posting shall include the job requirements mentioned above, and the following statement:

“Position is assigned to a specific student(s), and hours/days may vary if the student is not in school.”

The district shall provide training for the employees in personal care and medically related procedures to be performed. The training will be conducted by competent professionals. All bargaining unit members will be eligible to receive this training at no expense. Any bargaining unit member who is awarded a position in Group VII shall receive refresher/update training as needed. A refresher/update training pertaining to Group VII shall be provided by the district, at district expense, including treating the time involved in training as time on the clock. Only persons who apply for transfer into, or hire into positions that specifically include providing such services to the students shall be required to do so. Employees providing such services shall have access to any information regarding a particular student which is needed to provide the service.

Group VII paraprofessionals shall be expected to report to work each day at his/her regular starting time unless notified at least twelve (12) hours prior to such regular starting time by his/her supervisor or designee. It is agreed that assignments to a specific student will be for the school year only. The Group VII paraprofessional shall be employed for the ensuing school year provided an assignment is available. If an assignment is not available, the Group VII paraprofessional shall be permitted to bump according to the terms of this contract.

The right of the Group VII paraprofessional to apply for a transfer any time this contract allows shall not be waived. The Group VII paraprofessional shall not be subject to bumping during the semester. The Group VII paraprofessional is subject to bumping, however, at the end of the semester following normal procedures provided that the person who is bumping has received the appropriate training.

In the event a student receiving the services of a Group VII paraprofessional terminates his/her enrollment and the employee is laid off, the laid off employee may not bump another employee during the semester.

* Same as Letter of Agreement.

GROUP VIII STUDENT MONITOR -- The individual will be responsible for tasks assigned by the building administrator or designee. Responsibilities will include supervising students in the cafeteria, hallways, classrooms, high school parking lot, and on the playground. Also, the individual will be responsible for maintaining records and other tasks as assigned. At Duck Creek, McMillan and Pennsylvania elementary schools, the student monitor may be required to serve as cashier in the lunch room.

- E. The Employer shall prepare and post an updated seniority list in each building by October 15th of each year.
- F. All bargaining unit seniority is lost when the employee resigns, retires, or is discharged for cause.
- G. It is agreed that all bargaining unit members who were employed as secretaries as of August 31, 1988, shall be classified as Group I Secretary. Any new hires or transfers shall be placed according to the group description set forth above.

ARTICLE X

VACANCIES, PROMOTIONS AND TRANSFERS

- A. All job vacancies shall be posted for a period of five (5) working days. The posting shall include the qualifications and background needed, a brief job description, and job location.

Vacancies occurring in Category I positions shall be posted and filled in accordance with the provisions of this agreement as permanent assignments regardless of when the vacancy occurs.

Vacancies occurring within Category II after the start of the second semester and prior to the beginning of the next school year shall be posted for a period of five (5) working days not later than August 1. The district and the association shall meet as soon as possible thereafter to discuss requests for transfer and job placements. The parties shall convene a second meeting for the purpose of determining requests for transfers and placement resulting from vacancies created by job placements during the first meeting. Any vacancy remaining or created as a result of transfers during the second meeting may be filled by permanent or temporary assignment of personnel outside of the bargaining unit.

Vacancies occurring within Category II after August 1st shall be filled by temporary assignment and posted for permanent assignment for a period of three (3) working days prior to the start of the second semester. The district and the association shall meet as soon as possible thereafter to discuss requests for transfer and job placements. Any vacancy remaining or created as a result of transfers during the meeting may be filled by permanent or temporary assignment of personnel outside of the bargaining unit.

Any vacancy occurring within Category II after the start of the second semester shall be filled by temporary assignment and posted prior to August 1 of the next school year as a permanent vacancy.

- B. Any employee may apply for the vacancy by signing the posting and/or personally calling or contacting the supervisor for an interview. The local president or association representative may sign on behalf of an employee.
- C. When filling the vacancy, the following factors shall be given consideration
 - * Prior experience
 - * Seniority
 - * Academic preparation
 - * Identified special requirements of the position (as posted)
 - * Recent professional development and training
 - * Portfolio Development

* The aforementioned criteria are prioritized as follows:

In the event two or more applicants meet the qualifications for the position as posted, priority shall be given in filling the vacancy for:

- a. Prior district experience within the position/group
- b. Portfolio development
- c. Seniority within the category
- d. Seniority within the bargaining unit

At the Employer's discretion, a new assignment may not begin until all vacancies created by the original vacancy have been filled.

- D. Any employee who is a successful bidder for transfer or promotion, once school has started, may not bid on any job for twelve (12) months from the date of the successful bid. For the purpose of this Agreement, the date of the notification of success would be sufficient. The twelve (12) month eligibility clause may be waived by mutual consent of the Union and the Employer.
- E. An employee who has been granted a transfer to a vacancy may have a trial period in the new position not to exceed thirty (30) work days. If for any reason the employee cannot meet the requirements of the new position, he/she may return to his/her former position. During the trial period, a substitute employee may be hired for the vacated position, or if feasible, the Board may, by way of temporary transfer within the group, move people up, with mutual agreement, so that a substitute is hired for the lowest position.
- F. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status.
- G. A temporary employee shall be an employee hired to replace an employee who is temporarily absent due to illness, disability, vacation, or to fill a job that cannot be posted as a permanent vacancy for a period that is more than thirty (30) calendar days.
- H. A casual or substitute employee shall be an employee working in a position or positions up to thirty (30) calendar days within a school year to replace an employee temporarily absent or fill a vacancy prior to posting. Casual or substitute employees shall not accrue any benefit under the terms of this agreement.
- I. Except as otherwise provided in Article XV-E or unless mutually agreed by the parties, a position occupied by a temporary employee or substitute employee for more than ninety (90) calendar days shall be declared vacant and shall be posted on the ninety-first day as required by this article.

ARTICLE XI

REDUCTION IN PERSONNEL, LAYOFF, AND RECALL

- A. No employee shall be laid off pursuant to a necessary reduction in the work force unless the employee shall have been notified of said layoff at least fourteen (14) calendar days prior to the effective date of layoff. In the event of a necessary reduction in the work force, the Employer shall notify the employees in those positions in writing (personally delivered or by certified mail). Employees whose positions have been eliminated or reduced in hours due to a reduction in the work force or who have been affected by a layoff/elimination of position shall have the right to assume a position in their group or category for which they are qualified, which is held by the least senior employee with equal hours. In no case shall a new employee be employed by the Employer while there are laid off employees who are qualified for a vacant or newly created position.

- B. Substitute employees shall be laid off first; then the employees within the affected category(s) with the least seniority shall be laid off.
- C. When an employee has personally received written notice of layoff (i.e., personally delivered or by certified mail), the affected employee shall notify the Employer in writing within three (3) days, excluding Saturdays, Sundays, and holidays (when school operations are completely closed) of his/her desire to exercise bumping rights.

D. Bumping Procedure

1. Bumping shall occur only within a group as set forth below:

Office Personnel

1. Group I Secretary
2. Group I Printer
3. Group II Secretary/LMC/Technician
4. Group III Secretary
5. Group IV Receptionist

Paraprofessional

1. Group V Self-Contained Classroom
 2. Group VI General Classroom
 3. Group VII Student Assistance
 4. Group VIII Student Monitor
2. In the event of a layoff, bumping shall be implemented first within the affected group. All bumping shall be done at a meeting of the entire category called by the administration. Bumping shall take place in order of seniority and qualifications; a laid off employee or an employee who has been bumped may bump any person in the group with the least seniority. If a person(s) is bumped out of a group he/she may bump the least senior person in a lower group provided the category has more than one (1) group. The end result must be that the least senior person(s) is laid off in the last group.
3. Employees shall only be allowed to bump into another category if they have previously earned enough seniority in that category with which to bump.
4. Employees who bump down or into another category (as specified in 3) shall have a trial period of thirty (30) calendar days to show proper ability. Such trial period may be extended thirty (30) calendar days upon concurrence of the Employer and the Union.

E. Recall

Laid off employees shall be recalled in order of seniority within the category and group, with the most senior employee being recalled first to any position within their category and group. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the bargaining unit member is to report back to work. It shall be the employee's responsibility to keep the Employer notified as to his/her current mailing address. A recalled employee shall be given five (5) calendar days from receipt of notice, excluding Saturday, Sunday and holidays, to report to work. The Employer may fill the position on a temporary basis until the recalled employee can report for work, providing the employee reports within the five (5) day period. Employees recalled to full time work for which they are qualified are obligated to take said work. An employee who declines recall to full time work for which he/she is qualified shall forfeit his/her seniority rights. For the purposes of this subsection full time work shall mean work with hours equal to or greater than the hours the

employee was regularly working prior to layoff. Employees on layoff shall accrue seniority during the period of such layoff.

ARTICLE XII
WORKING CONDITIONS

- A. Persons who work five (5) or more but less than six (6) hours per day are eligible for one ten (10) minute break to be scheduled during the longest scheduled portion of their day.
- Persons who work six (6) or more hours per day are eligible for one fifteen (15) minute break to be scheduled during the longest scheduled portion of their day.
- B. The Employer will make every effort to maintain a safe working environment. Employees are expected to bring hazardous or unsafe conditions to the attention of the Employer.
- C. Those employees who are hired to take the place of an employee temporarily absent due to illness, vacation, etc., shall, for the purpose of this agreement be considered substitute employees and shall not accrue seniority or any other rights under this agreement.
- D. The receptionist position at the Educational Services Building shall be split into two (2) part time positions or one full time position at the discretion of administration. The administration will have the option to post the position as a temporary summer position for which qualified school employees may apply. If a bargaining unit member is the successful bidder, the compensation will be that established by the contract for the receptionist position. No additional fringe benefits will be extended beyond those held by the successful employee.
- E. The ratio of playground aides to number of children on the playground at any one time shall be no more than 1:151.

ARTICLE XIII
WORK WEEK, HOURS, AND ASSIGNMENTS

- A. Regular work week shall consist of five (5) consecutive days, Monday through Friday.
- B. LMC Technician Assistant will work two (2) days beyond student days to be scheduled as agreed to by building principal and the employee.
- Group V, VI and VII Para-professionals will work one (1) day beyond student days at the start of the school year.
- C. Any work performed over eight (8) hours per day or over forty (40) hours per week shall be paid at the rate of time and one-half (1-1/2) or by mutual agreement the employee may take comp time at the time and one-half (1-1/2) rate. All paid time off and unpaid authorized funeral leave shall be counted as time worked when computing overtime (except when the day is the sixth day of pay, such as Christmas and New Year's).
- D. If Sunday work is authorized by the administration, the work will be paid at the rate of two (2) times the hourly rate. All work performed on a holiday will be paid at the rate of one and one-half (1-1/2) times the regular hourly rate in addition to the pay for the holiday.
- E. For purposes of moving to another step on the salary schedule, each employee will move up a step on the scale on July 1, of each year, providing they have worked for the district since February 1, of that year. They will move up one step on their own schedule. For instance, if a person works 2 hours per day, they would go to the next step if their job continued at 2 hours per day. If this 2 hours per day employee changed

to a full-time job, the position on the schedule would depend on the total amount of time that had been worked for the district by this employee plus any additionally steps allowed for experience earned with other employers that would apply to the full-time job.

ARTICLE XIV
PAID LEAVE

- A. Twelve month employees shall be credited with one (1) day per month of sick leave or up to twelve (12) days per year with unlimited accumulation. School year employees shall be credited with one (1) day per month of sick leave or up to ten (10) days per year with unlimited accumulation. A day shall be defined as the regular number of hours in that employee's normally scheduled work day. Sick leave shall be granted in accordance with the schedule specified herein, subject to the following conditions:
1. Personal illness and/or disability.

Any illness or disability associated with pregnancy, miscarriage, abortion or childbirth shall be treated as any other illness or disability.
 2. Illness and/or disability in the immediate family. Illness in the immediate family shall be when there is a moral obligation on the part of the employee to be with such member of his/her family. This shall not be interpreted as to allow the employee to be with someone as a nurse or in attendance of a sick member of the family which can be done by someone else.
 3. For the purpose of this section, immediate family shall be defined as parent, parent-in-law, spouse, and child.
 4. An employee may elect not to use any of his/her accumulated sick leave. This request must be in writing.
- B. Bereavement: Utilization of such leave shall be for the purpose of attending the funeral or making funeral arrangements in the case of the death of employee's father, mother, father-in-law, mother-in-law, spouse, children, brother, sister, brother-in-law, sister-in-law, grandparents or grandchildren. This leave shall be for a maximum of five (5) days per death and shall not be deducted from sick leave. Bereavement days shall not be counted as a vacation day or holiday.
- C. Funerals: One day leave shall be granted for attending funerals for persons other than in the immediate family. One additional day shall be granted for attending funerals held more than 200 miles from Muskegon.
- D. Jury Duty: When on jury duty, the employee shall submit to the school his/her full jury pay less mileage and meals (the difference between costs and wages). The school will pay the school wages of the employee in full. Jury duty after school hours will have the jury pay for that period going to the employee. The employee will turn in a record of time served and accounting of jury pay due the school.
- E. An appearance as a witness in a case connected with the employee's employment by the school, or in support of litigation initiated by the school.
- F. Personal Leave: The parties agree that there may be personal conditions or circumstances which may require an employee absenteeism for other reasons than heretofore mentioned. At the beginning of each school year, each full-time and full-time school year employee, shall be eligible for three (3) days. Classroom Paraprofessionals shall be eligible for two (2) days.
1. Unused days shall be added to the employee's accumulated sick days.

2. Employees desiring to use such leave shall submit their request on the application form (provided by the Board) at least five (5) working days in advance of the anticipated absence except in cases of emergency. This form must be filed with the immediate supervisor.
 3. Restrictions: The intent of these days is not to extend a recess. Recess shall be defined as Labor Day, Thanksgiving Recess, Christmas Recess, Mid-Winter Recess, Spring Recess, Memorial Day, Good Friday, Memorial Day and Fourth of July. Summer is considered to be a break, however, it cannot be extended through the use of personal days.
 4. If a day is needed for an emergency, the supervisor must be notified as soon as possible by the employee and provided the reason for such emergency.
- G. In the event that an employee has exhausted paid sick leave, insurance benefits shall continue uninterrupted for a period not to exceed one (1) year beyond the time the employee's sick leave is exhausted.
- H. Worker's Compensation
1. The Employer shall provide Worker's Compensation protection for all employees as required by law.
 2. Employees shall promptly report all work-related injuries or illnesses to their supervisor, and complete the necessary forms as soon as possible.
 3. An employee's absence from duty due to a service connected disability for which he/she is receiving loss of wages Worker's Compensation benefits, shall not be compensated for, or deducted from his/her sick leave, unless no Worker's Compensation is to be received and therefore the period may be paid under sick leave (less than a seven (7) days disability). A day's sick pay will have one (1) day deducted. The Employer will be reimbursed if the Employer pays sick leave during a "Waiting" period that eventually extends to seven (7) days (Worker's Compensation days).
 4. Seniority shall continue for all employees absent due to injury or illness covered by the Worker's Compensation Act.

I. Union Leave Days

At the beginning of each work year, the Union shall be credited with ten (10) working days to be used by employees who are officers of the Union, such use to be at the discretion of the Union. Five (5) of these days shall be made available to the Union without cost.

- J. Full pay not chargeable against the employees leave time shall be given for days during which the employee attends conferences or conventions for which approval has been given in advance.

ARTICLE XV
UNPAID LEAVES OF ABSENCE

A. Short Term Leave - less than thirty (30) calendar days.

All requests for leaves of absence will be submitted in writing to the Employer at least two (2) weeks in advance of the anticipated leave. The Employer will notify the employee at least one (1) week prior to anticipated leave. (All such leaves are subject to having the District able to cover the leave with personnel without subjecting the District to personnel shortage.) Days off in general will not be authorized from two (2) weeks before school starts to four (4) weeks after school starts following summer vacation; the same applies to two (2) weeks prior to and two (2) weeks after the end of the regular school year.

B. Long Term Personal Leave - thirty (30) or more calendar days.

An employee, after three (3) years of service to the District, may be granted a leave of absence for personal reasons without pay for a period not to exceed one (1) year, provided he/she request such leave in writing and receives advance written permission from the Employer. Employees exercising their rights under this provision shall maintain but not accrue seniority and must return to the position from which he/she took leave if his/her leave was for thirty (30) days or less, or to the next available position in his/her group that is open if the leave is for more than thirty (30) days but not more than one (1) year.

C. An employee shall be entitled, upon request, to a parental leave of absence, without pay, for up to two (2) years. Such leave shall commence immediately after the birth of a child, receives de-facto custody of an infant child, receives custody of a minor child or, prior to receiving custody of said infant or minor child if such is necessary, as determined by the employee, to fulfill the requirements of adoption. A request for leave shall include the beginning and anticipated ending date of the leave. The request for leave must be submitted to the Superintendent of Schools sixty (60) days prior to commencement of leave or ninety (90) days prior to the end of the school year, whichever comes first; and in cases of child adoption or the death of either parent, whenever possible. After notifying the district of a desire to return to active employment, the employee shall be assigned to his/her former position or, if the former position is no longer open, to a position of like nature. During said leave, seniority will not accrue nor shall the employee be advanced on the wage schedule.

D. A military leave of absence shall be granted to any employee who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States, or who shall enlist, volunteer, be called, or otherwise make him/herself available for active duty in the National Guard or Reserve.

The reinstatement rights of any employee who enters the Military Service of the United States by reason of an act or law enacted by the Congress of the United States, or who may voluntarily enlist to avoid being drafted during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

E. Extended Illnesses

Those employees who as a result of extended illness have used all of their accumulated sick leave and who require additional time off due to such illness, shall be allowed up to one (1) year of unpaid sick leave if requested in writing. If not requested within thirty (30) days following the exhaustion of sick leave, they shall be terminated. Vacation time may not be used to become eligible for holiday pay or any other fringe. Although officially and automatically terminated at the end of the one (1) year of requested unpaid sick leave, the employee would retain the right to return to any open position which he/she were working. Any employee hired to take the place of an employee off on paid or requested and granted unpaid sick leave shall enjoy employment only for the term of the sick leave. Vacancies caused by persons being on sick leave shall not be posted.

F. A bargaining unit member shall, upon request, be granted an unpaid maternity leave not to exceed twelve (12) weeks with accrued seniority.

**ARTICLE XVI
HOLIDAYS**

A. HOLIDAYS

HOLIDAY	FULL YEAR EMPLOYEE	SCHOOL YEAR SECRETARIES	PARA-PROFESSIONALS Groups V, VI, VII	STUDENT MONITOR Group VIII
JULY 4	YES			
LABOR DAY	YES	YES	YES	YES *
THANKSGIVING	YES	YES	YES	YES
DAY AFTER THANKSGIVING	YES	YES	YES	YES
DAY BEFORE CHRISTMAS	YES			
CHRISTMAS	YES	YES	YES	YES
DAY BEFORE NEW YEAR'S	YES			
NEW YEAR'S	YES	YES		
MEMORIAL DAY	YES	YES	YES	YES
*GOOD FRIDAY (1/2 OR FULL DAY)	YES	YES	YES	YES
	9-1/2 OR 10	6-1/2 OR 7	5-1/2 OR 6	

* IF SCHOOL IS IN SESSION BEFORE LABOR DAY.

- B. Should a holiday fall on Saturday or Sunday, it shall be celebrated according to the student school day calendar. If no school day is involved, it shall be celebrated on the following Monday. In the event that the day off is not possible, the employee will receive six (6) days pay for five (5) days work.
- C. To be eligible for holiday pay, an employee must receive compensation for his/her last scheduled work day preceding and his/her first scheduled day following such holiday.
- No employee shall be eligible for holiday pay while laid off or on unpaid leave.
- D. Holiday pay shall be the employee's normal daily straight time compensation.

**ARTICLE XVII
VACATIONS**

A. Full-time Employees:

After 1 year employment:	1 week vacation with pay.
After 2 years employment:	2 weeks vacation with pay.
After 7 years employment:	3 weeks vacation with pay.
After 15 years employment:	4 weeks vacation with pay.

Vacation earned during the current school year is to be taken during the next school year.

- B. Employees, other than full year, hired after September 1, 1996, shall not receive vacation. Employees hired before September 1, 1996, shall receive vacation on a pro rated basis as follows:

1. Persons employed less than two (2) years as of September 1, 1996, shall receive one (1) week of vacation in the first year and two weeks of vacation thereafter.
 2. Persons employed more than two (2) years but less than seven (7) years as of September 1, 1996, shall receive two (2) weeks vacation through year six (6) of employment and three (3) weeks of vacation thereafter.
 3. Persons employed more than seven (7) years as of September 1, 1996, shall receive three (3) weeks vacation through year fourteen (14) of employment and four (4) weeks of vacation thereafter.
- C. Full year employees can take vacation at anytime with the immediate supervisor's approval.
- D. This Article shall apply to office personnel only.

ARTICLE XVIII
COMPENSATION

A. Wages

GROUP I SECRETARY - PRINTER

Step	Index (new)	Index (old)	Current Employee 1996-97	New Employee 1996-97
10	1.45	1.567	13.31	
9	1.40	1.504	12.78	
8	1.21	1.441	12.24	13.31
7	1.18	1.378	11.71	12.98
6	1.15	1.315	11.17	12.65
5	1.12	1.252	10.64	12.32
4	1.09	1.189	10.10	11.99
3	1.06	1.126	9.57	11.66
2	1.03	1.063	9.03	11.33
1	1.0	1.0		11.00

GROUP II SECRETARY AND LMC/TECH

Step	Index (new)	Index (old)	Current Employee 1996-97	New Employee 1996-97
8	1.35	1.441	11.93	
7	1.30	1.378	11.41	
6	1.25	1.315	10.89	10.75
5	1.20	1.252	10.36	10.32
4	1.15	1.189	9.84	9.89
3	1.10	1.126	9.32	9.46
2	1.05	1.063	8.80	9.03
1	1.0	1.0		8.80

GROUP III SECRETARY

Step	Index (new)	Index (old)	Current Employee 1996-97	New Employee 1996-97
6	1.25	1.315	10.49	
5	1.20	1.252	9.99	
4	1.15	1.189	9.48	8.63
3	1.10	1.126	8.98	8.25
2	1.05	1.063	8.48	7.88
1	1.0	1.0	7.98	7.50

GROUP IV		RECEPTIONIST			
Step	Index (new)	Index (old)	Current Employee 1996-97	New Employee 1996-97	
3		1.126	7.79		
2	1.05	1.063	7.35	7.35	
1	1.0	1.0		7.00	

GROUP V		SELF CONTAINED CLASSROOM PARA-PROFESSIONALS			
Step	Index (new)	Index (old)	Current Employee 1996-97	New Employee 1996-97	
5	1.15	1.3104	10.31	10.31	
4	1.12	1.3104	10.31	10.04	
3	1.09	1.3104	10.31	9.77	
2	1.06	1.189	9.36	9.50	
1	1.03	1.098	8.63	9.23	

GROUP VI		GENERAL CLASSROOM PARA-PROFESSIONALS			
Step	Index (new)	Index (old)	Current Employee 1996-97	New Employee 1996-97	
3	1.12	1.310	10.31	9.18	
2	1.08	1.189	9.36	8.86	
1	1.04	1.096	8.63	8.53	

GROUP VII		STUDENT ASSISTANT PARAPROFESSIONALS			
Step	Index (new)	Index (old)	Current Employee 1996-97	New Employee 1996-97	
4	1.15	1.31	10.31		
3	1.10	1.189	9.36		
2	1.10	1.096	8.41	8.44	
1	1.0	1.0		7.67	

GROUP VIII		PLAYGROUND/ LUNCHROOM STUDENT MONITORS			
Step	Index (new)	Index (old)	Current Employee 1996-97	New Employee 1996-97	
2		1.241	9.54*		
1		1.0	7.69	7.39	

* Existing employees hired after September 1, 1996, working more than two (2) hours per day in this group shall be paid at the rate of \$8.00 per hour.

1997-98 WAGES

The increase in the compensation schedule for the 1997-98 school year shall be equal to the increase in the base foundation grant for the district, expressed as a percentage, but in no event shall be less than 2% nor more than 2.5% on the B.A. base.

December 1996 - 1% of the 1995-96 salary signing bonus.

B. Longevity - After ten (10) consecutive years of experience in the district and each year thereafter, the employee shall receive 1/2% per year of his/her current salary or 45.00 per year, whichever is greater. This shall be paid on the first pay of January every year. This provision shall apply to office personnel only.

- C. Retirement - An employee who retires under the Michigan Public Schools Employees Retirement System shall be paid as follows for any accumulated sick leave he/she has earned.

First 100 days	\$	5.00/day
101 - 150 days		7.50/day
151 - 200 days		10.00/day
201 - 250 days		12.50/day
251 + days		15.00/day

An employee will be entitled to a 50% bonus on the total amount entitled for unused sick days provided that written notice of intent to retire is submitted to the superintendent nine (9) months or more before the date of retirement.

For the purposes of calculating the payment, a day shall be defined as the length of the employee's work day during his/her last three (3) years of employment, but in no event, less than six (6) hours per day.

- D. Any employee who is promoted to a higher group shall receive the rate of pay for the higher group when he/she begins working on the new job.
- E. When an employee is temporarily assigned for a day or more to a higher paying group, he/she shall be paid at the higher rate.
- F. When employees are sent home or are ordered not to report on a regularly scheduled work day because of inclement weather or other "Acts of God", the employees shall suffer no loss of wages.
- G. If approval is given, office personnel wishing to work during the mid-winter break may do so at their regular rate of pay.
- H. Office personnel electing to retire under the Michigan Public School Employees Retirement System, provided they have 15 years service with the district, shall be entitled to health insurance. The Board shall reimburse the difference between the total premium for the Retirement Health Plan including the cost of Medicare Part B Premium and Michigan Public School Employees Retirement System subsidy on a quarterly basis.

Benefits will be available for a maximum of eight (8) years or shall terminate at the end of the month the employee becomes eligible for social security benefits, whichever occurs first.

ARTICLE XIX FRINGE BENEFITS

- A. Office personnel - Six (6) Hours or More Per Day
1. The Employer shall provide with out cost to the bargaining unit member MESSA Super Med I through August 1996 and Super Care I MESSA PAK beginning September 1, 1996, for a full twelve (12) month period for the bargaining unit member and his/her entire family and any other eligible dependents as defined by MESSA.

MESSA PAK A includes the following:

- Health: Super Care 1 (includes \$5,000 AD & D Basic Term Life)
- Negotiated Long Term Disability 50
Maximum Monthly Include Benefit
Maximum Eligible Salary
Calendar Days Modified Fill
Maternity Coverage - yes
Freeze on Offsets - yes
Pre-Existing Condition Waiver - yes
Alcoholism/Drug Addiction - Same as any other illness
Mental/Nervous Condition - same as any other illness
2 year own occupation
- Negotiated Life: \$30,000 with AD & D
- Vision (Plan year is July to July) VSP 3
- Delta Dental Group 90/90/90: \$1,500
(Plan year is July to July) \$1,000 Maximum for Class I & II)

2. Bargaining unit members not electing health insurance will receive \$100 in lieu of.

B. Office Personnel - At Least Four (4) But Less than Six (6) Hours Per Day

1. The Employer shall provide 50% of the cost of MESSA Super Med I through August 1996 and Super Care I MESSA Pak health insurance beginning September 1, 1996, protection for a full twelve (12) month period for the bargaining unit member and his/her entire family and any other eligible dependents as defined by MESSA.

The following will be provided without cost to the bargaining unit member and their eligible dependents as defined by MESSA:

- Negotiated Long Term Disability 50
Maximum Monthly Include Benefit
Maximum Eligible Salary
Calendar Days Modified Fill
Maternity Coverage - yes
Freeze on Offsets - yes
Pre-Existing Condition Waiver - yes
Alcoholism/Drug Addiction - Same as any other illness
Mental/Nervous Condition - same as any other illness
2 year own occupation
- Negotiated Life: \$30,000 with AD & D
- Vision (Plan year is July to July) VSP 3
- Delta Dental Group 90/90/90: \$1,500
(Plan year is July to July) \$1,000 Maximum for Class I & II)

2. Bargaining unit members not electing health insurance will receive \$50 cash in lieu of.

C. Classroom Paraprofessionals in Group V

1. The Employer shall provide with out cost to the bargaining unit member MESSA Super Med I through August 1996 and Super Care I MESSA PAK beginning September 1, 1996, for a full twelve (12) month period for the bargaining unit member and his/her entire family and any other eligible dependents as defined by MESSA.

MESSA PAK A includes the following:

- Health: Super Care I (includes \$5,000 AD & D Basic Term Life)
- Negotiated Long Term Disability 50
Maximum Monthly Include Benefit
Maximum Eligible Salary
Calendar Days Modified Fill
Maternity Coverage - yes
Freeze on Offsets - yes
Pre-Existing Condition Waiver - yes
Alcoholism/Drug Addiction - Same as any other illness
Mental/Nervous Condition - same as any other illness
2 year own occupation
- Negotiated Life: \$30,000 with AD & D
- Vision (Plan year is July to July) VSP 3
- Delta Dental Group 90/90/90: \$1,500
(Plan year is July to July) \$1,000 Maximum for Class I & II)

2. Bargaining unit members not electing health insurance will receive \$100 in lieu of.

D. Classroom Paraprofessionals Group VI Working Six (6) or More Hours Per Day

1. The Employer shall provide with out cost to the bargaining unit member MESSA Super Med I through August 1996 and Super Care I MESSA PAK health insurance beginning September 1, 1996, for a full twelve (12) month period for the bargaining unit member only.

The following will be provided without cost to the bargaining unit member and their eligible dependents as defined by MESSA:

- Health Super Care I Single Subscriber
- Negotiated Long Term Disability 50
Maximum Monthly Include Benefit
Maximum Eligible Salary
Calendar Days Modified Fill
Maternity Coverage - yes
Freeze on Offsets - yes
Pre-Existing Condition Waiver - yes
Alcoholism/Drug Addiction - Same as any other illness
Mental/Nervous Condition - same as any other illness
2 year own occupation
- Negotiated Life: \$10,000 with AD & D
- Vision (Plan year is July to July) VSP 2

B. Procedure

1. In the event that an employee believes there is a basis for a grievance, he/she shall request a meeting to discuss the alleged grievance with his/her supervisor. The request must be made within ten (10) working days or fourteen (14) calendar days, whichever comes first of the occurrence or acknowledge of the alleged violation, misinterpretation or misapplication. The employee may request the presence of the Union representative in his/her group. A maximum of a half hour paid released time shall be granted for the meeting with the supervisor. The Employer may end the meeting before the half hour paid time period has elapsed. The half hour paid time period does not include a Union representative/employee conference. The meeting must take place within two (2) working days of the request of the grievant. The supervisor shall give an oral answer to the employee within five (5) working days following the meeting.
2. If the matter is not settled in Step 1 above, the employee may invoke the formal grievance procedure through the Union within five (5) working days following the supervisor's oral answer in Step 1 above. The formal grievance shall include the following:
 - a. Written and signed "Statement of Grievance."
 - b. Shall name the employee involved, shall state the facts giving rise to the grievance.
 - c. Shall identify the provisions of the Agreement alleged to be violated by reference to article and section.
 - d. Shall state the contention of the grievant and the Union.
 - e. Shall indicate the relief requested. Within five (5) working days after the personnel receipt of the formal grievance, the designated supervisor may submit a written answer to the employee or to the Union.
3. If the Union is not satisfied with the disposition of the grievance, or if no disposition has been made in Step 2 above, the grievance shall be transmitted to the Director of Personnel. Within seven (7) working days, the Director of Personnel or his/her designee shall meet the Union on the grievance, and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Union.
4. If the Union is not satisfied with the disposition of the grievance, or if no disposition has been made in Step 3 above, the grievance shall be transmitted to the Superintendent. Within seven (7) working days, the Superintendent or his/her designee shall meet with the Union on the grievance, and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Union.
5. If the Union is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the time period provided in Step 3 above, the Union may submit the grievance to Arbitration by notifying the Board of its intent to do so. In the event the Board and the Union cannot agree on the choice of an arbitrator within fifteen (15) working days after the Union has notified the Board of its intent to arbitrate, the Union shall submit a demand for arbitration to the American Arbitration Association.

The arbitrator may determine the effective date for his disposition of a grievance. The arbitrator shall have jurisdiction and authority only to interpret, apply and determine compliance with this Agreement, and shall not add to, or detract from or alter in any way, its provisions. The arbitrator's

decision shall be final and binding on both parties. The fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall bear individually the costs of presenting their respective case in arbitration.

6. A grievance regarding the dismissal of an employee shall be submitted in writing to the Superintendent or his/her designee within three (3) working days following the meeting in Step 1. The immediate supervisor's written response will not be required in this instance.
7. Time limits may be extended in writing by mutual agreement between the Board and the Union.
8. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.
9. Any grievance not advanced to the next step within the time limit specified shall be deemed abandoned and not subject to further appeal.
10. In the event of an individual grievance, the grievant will be expected to be present at all levels of the procedure except in extraordinary circumstances.

ARTICLE XXI SEPARABILITY

A. Invalidated Provisions

In any event that any of the provisions of this Agreement shall become invalid or unenforceable, as determined by a court of law with proper jurisdiction after completion of all appeals or by state and federal legislative action, such invalidity or unenforceability shall not affect the remaining provisions thereof.

B. Negotiating Invalidated Provisions

It is further provided that in the event any provisions are so declared to be in conflict with any law superseding this Agreement, both parties shall meet within thirty (30) days for the purpose of negotiating the provisions so invalidated.

ARTICLE XXII COMMUNICABLE DISEASES

It is recognized that the formulation of a policy dealing with communicable diseases is a concern of both the Board of Education and the Reeths-Puffer Educational Support Personnel Association. A committee to develop the policy dealing with communicable diseases will be established involving representatives of both the Board of Education and the Reeths-Puffer Educational Support Personnel Association.

ARTICLE XXIII PROFESSIONAL DEVELOPMENT

- A. On days designated as teacher in-service days, an in-service program shall also be provided for the office personnel, classroom paraprofessionals and student monitors. This shall be conducted at the same time as the teacher in-service. Employees shall have the option of attending either in-service with approval from their immediate supervisor if applicable to their job.

In-service programs shall be planned jointly between Association and Administration.

- B. Full pay not chargeable against the employee's leave time shall be given for days during which the employee attends work related conferences or conventions for which:
1. approval by immediate supervisor has been given in advance
 2. a confirmed conference request has been filed and returned to the employee

ARTICLE XXIV
SUPPORT PERSONNEL COUNCIL

1. There shall be a Reeths-Puffer Support Personnel Council whose purpose shall be to develop policies and procedures to provide for the efficient operation of this agreement, consider requests for placement, and conduct such other business not inconsistent with the provisions of the collective bargaining agreement or the policies of the district. The council shall have no authority to alter the collective bargaining agreement or in any way abrogate the Association's or the District's rights and obligations under PERA. To the extent possible the council shall promote a team concept through collaborative decision making.
2. Council membership shall be as follows: (a) Two central office administrators (one from special education), (b) Two building principals (one elementary and one secondary), (c) One RPESPA Board Member, (d) One RPESPA Office Personnel Representative and (e) Two RPESPA Paraprofessional Representatives (one from special education)
In September of each school year, the superintendent and the Association president shall appoint members to serve a term of two years, except that in 1996:
 - a. The association president shall select two representatives to serve a two year term and two representatives to serve a one year term.
 - b. The superintendent shall select two representatives to serve a two year term and two representatives to serve a one year term.
3. The council shall:
 - A. Elect a chairperson and a secretary
 - B. Develop bylaws as necessary and hold regular meetings (not less than quarterly) during the school year. The first meeting each school year shall be scheduled not later than October 15.
 - C. Participate in district long range planning
 - D. Keep minutes of each meeting
 - E. Provide ongoing contract review and maintenance and make recommendations to the Superintendent and the Association.
 - F. Develop training and in-service opportunities for staff.
 - G. Design evaluation tools to review performance.
 - H. Evaluate the functions and operation of the career ladder program and recommend modifications as may be required.
 - I. Conduct such other business as may come before the council

ARTICLE XXV
DURATION OF AGREEMENT AND RETROACTIVITY OF AGREEMENT

This agreement shall be effective as of July 1, 1995, and shall continue in effect until June 30, 1998. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

**THE REETHS-PUFFER EDUCATION SUPPORT
PERSONNEL ASSOCIATION MEA/NEA (OFFICE
PERSONNEL, CLASSROOM PARA-PROFESSIONALS)**

By *Manuel L. E. ...*
President

By *Nancy L. Bikkenga*
Secretary

By *Mary Benson*
Chairman, Negotiating Committee

REETHS-PUFFER BOARD OF EDUCATION

By *Phyllis Miller*
President

By *Caryn Halbrook*
Secretary

By *Don ...*
Trustee

Dated this 9th day of September 1996.

Letter of Agreement

Between

Reeths-Puffer Board of Education

And

Reeths-Puffer Educational Support Personnel Association (OPP)

THIS AGREEMENT is entered into this 24th day of February, 1997, by and between the Reeths-Puffer Board of Education, referred to as the "School District;" and the Reeths-Puffer Educational Support Personnel Association (OPP), referred to as the "Association."

In order to protect, preserve the intention of the parties as it relates to the Letter of Agreement entered into by the School District and the Association in October of 1992 controlling certain rights and responsibilities of Health Care Paraprofessionals, the School District and the Association hereby agree to a clarification of the provisions of Article IX of the current collective bargaining agreement as follows:

GROUP VII -- Student Assistant Paraprofessional -- Student Assistance Aides are employed to primarily provide specific assistance to identified students. These positions may require training in medical related and bodily care functions to include but not be limited to trachea suction, catheterization, percussion, C.P.R., ostomy, feeding tubes, toileting, bathing, and other as allowed by law.

All student assistance positions shall be considered part-time positions and shall not accrue benefits regardless of the actual hours worked. Employees in these positions shall only occupy the position upon the requirements of an individual student IEP and shall only remain in the position as required by the IEP. Hours and days may vary by position and are dependent upon the days and hours an individual student or students are in school. Positions may be reassigned each school year.

Group VII positions shall be created only upon the requirements of an individual student(s)' Individualized Education Program (IEP) and shall remain in effect only as long as required by the IEP and allowed by state law, rule or regulation. The position shall entail normal classroom duties as well as added health care duties as allowed under state guidelines.

Such position shall be a newly created bargaining unit position which is posted in accordance with the current collective bargaining agreement. The postings shall contain specific information of the kind of educational, behavioral, or medical related services to be performed for the student, such as CPR, catheterization, suctioning, ostomy tracheotomies, feeding and feeding tubes, toileting, diapering, bathing, lifting, dispensing of medication, postural drainage or percussion, and any other medical procedures allowed by law. The posting shall include the job requirements mentioned above, and the following statement:

“Position is assigned to a specific student(s), and hours/days may vary if the student is not in school.”

The district shall provide training for the employees in personal care and medically related procedures to be performed. The training will be conducted by competent professionals. All bargaining unit members will be eligible to receive this training at no expense. Any bargaining unit member who is awarded a position in Group VII shall receive refresher/update training as needed. A refresher/update training pertaining to Group VII shall be provided by the district, at district expense, including treating the time involved in training as time on the clock. Only persons who apply for transfer into, or hire into positions that specifically include providing such services to the students shall be required to do so. Employees providing such services shall have access to any information regarding a particular student which is needed to provide the service.

Group VII paraprofessionals shall be expected to report to work each day at his/her regular starting time unless notified at least twelve (12) hours prior to such regular starting time by his/her supervisor or designee.

It is agreed that assignments to a specific student will be for the school year only. The Group VII paraprofessional shall be employed for the ensuing school year provided an assignment is available. If an assignment is not available, the Group VII paraprofessional shall be permitted to bump according to the terms of this contract.

The right of the Group VII paraprofessional to apply for a transfer any time this contract allows shall not be waived. The Group VII paraprofessional shall not be subject to bumping during the semester. The Group VII paraprofessional is subject to bumping, however, at the end of the semester following normal procedures provided that the person who is bumping has received the appropriate training.

In the event a student receiving the services of a Group VII paraprofessional terminates his/her enrollment and the employee is laid off, the laid off employee may not bump another employee during the semester.

IN WITNESS WHEREOF, the parties have signed and entered into this Agreement on the date(s) set forth below.

WITNESS:

Reeths-Puffer School District

Maureen A. Bates

By: Steven P. Fritz

Dated: 5-7-97

Its: Superintendent

WITNESS:

Reeths-Puffer Educational
Personnel Association

Karen L. Meyers

By: Margaret L. East

Dated: 5-7-97

Its: President

APPENDIX I

REETHS-PUFFER SCHOOL CALENDAR
1995-96

Thursday, August 24, 1995	Breakfast, RPEA Meeting , Faculty Meetings, Classroom Preparation
Friday, August 25, 1995	Kindergarten Teacher Orientation 9 A.M. in each individual building
Monday, August 28, 1995	All students report for class
Thursday, August 31, 1995	In-service for all employees - No Students
Friday, September 1, 1995	No School
Monday, September 4, 1995	Labor Day - No School
September - to be determined	Open House - Elementary Buildings and Middle School
Monday, October 16, 1995	In-service
Tuesday, October 17, 1995	In-service
Friday, November 3, 1995	Elementary Classes A.M. - Elementary Records' Day P.M. A.M. Kindergarten in A.M.; No P.M. Kindergarten
Monday, November 6, 1995	High School Classes A.M. - Parent-Teacher Conference 6-9 P.M. P.M. Kindergarten Classes in P.M. - Parent-Teacher Conferences A.M. or Evening
Tuesday, November 7, 1995	High School Classes A.M. - Parent-Teacher Conference 6-9 P.M. Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Kindergarten - A.M.; No P.M. Kindergarten
Wednesday, November 8, 1995	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M. Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Kindergarten in A.M.; No P.M. Kindergarten
Thursday, November 9, 1995	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M. Elementary Classes A.M. - Parent-Teacher Conferences 1-4 P.M. A.M. Kindergarten Classes in A.M.; No P.M. Kindergarten
Friday, November 10, 1995	Middle School Classes A.M. - Parent-Teacher Conferences 12-3 P.M. Kindergarten Parent-Teacher Conferences in A.M. P.M. Kindergarten in the P.M.; No A.M. Kindergarten
Wednesday, November 22, 1995	High School Students A.M. - High School In-Service P.M.
Thursday & Friday November 23 & 24, 1995	Thanksgiving Recess
Tuesday, December 12, 1995	High School Students A.M. - High School In-Service P.M.
Friday, December 22, 1995	Christmas Recess begins at 4 P.M.
Wednesday, January 3, 1996	School resumes after Christmas Recess

Friday, January 19, 1996	All Students A.M. - Records' Day P.M., High School Exams P.M. Kindergarten in A.M.; No A.M. Kindergarten
Friday, February 16, 1996 Monday, February 19, 1996	Mid-Winter Break
Friday, March 15, 1996	Elementary Students A.M. - Elementary Records Day in P.M. A.M. Kindergarten in A.M.; No P.M. Kindergarten
Monday, March 18, 1996	High School Classes A.M. - Parent-Teacher Conferences 6-9 P.M. Kindergarten Conferences A.M. P.M. Kindergarten in P.M.; No A.M. Kindergarten
Tuesday, March 19, 1996	High School Classes A.M. - Parent-Teacher Conferences 6-9 P.M. Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Kindergarten in A.M.; No P.M. Kindergarten
Wednesday, March 20, 1996	Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Conferences in A.M.; No P.M. Kindergarten
Thursday, March 21, 1996	Elementary Classes A.M. - Parent-Teacher Conferences 1-4 P.m. A.M. Kindergarten in A.M.; No P.M. Kindergarten
Friday, March 22, 1996	P.M. Kindergarten in P.M. ; No A.M. Kindergarten Kindergarten Conferences
Tuesday, March 26, 1996	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Wednesday, March 27, 1996	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Thursday, March 28, 1996	Middle School Classes A.M. - Parent-Teacher Conferences 12-3 P.M.
April 1 - 5, 1996	Spring Recess
Tuesday, April 23, 1996	High School Students A.M. - High School Orientation 6-9 P.M.
Monday, May 27, 1996	Memorial Day
Monday, June 3, 1996	All Students A.M. - Records Day P.M. High School Exams P.M. Kindergarten in A.M.; No A.M. Kindergarten
Tuesday, June 4, 1996	All Students A.M. - Records Day P.M. High School Exams P.M. Kindergarten - A.M.; No A.M. Kindergarten
June 5 and 6, 1996	Potential Snow Make-up Days

All 1/2 days will equal 3 hours of instruction for students. Half day dismissal schedules are as follows:
 Elementary11:55 A.M. Middle School11:00 A.M. High School10:57 A.M.

APPENDIX II

REETHS-PUFFER SCHOOL CALENDAR
1996-97

Wednesday, August 28, 1996	New Teachers Report
Thursday, August 29, 1996 Preparation	Breakfast, RPEA Meeting, Faculty Meetings, Classroom
Friday, August 30, 1996	No School
Monday, September 2, 1996	Labor Day - No School
Tuesday, September 3, 1996	All students report for class A.M. Kindergarten only attends all day with parents No P.M. Kindergarten
Wednesday, September 4, 1996	P.M. Kindergarten only attends all day with parents No A.M. Kindergarten
September - to be determined	Open House - Elementary Buildings and Middle School Make-up time for open houses shall be scheduled in each building (time for time). The make-up time shall be given on a mutually agreed upon 1/2 day.
Friday, October 11, 1996	In-Service Countywide
Friday, November 1, 1996	Elementary Classes A.M. - Elementary Records' Day P.M. A.M. Kindergarten in A.M.; No P.M. Kindergarten
Monday, November 4, 1996	All Kindergarten students attend - Parent-Teacher Conferences
Tuesday, November 5, 1996	In-service
Wednesday, November 6, 1996	Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Kindergarten - A.M.; No P.M. Kindergarten
Thursday, November 7, 1996	Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. P.M. Kindergarten - A.M.; No A.M. Kindergarten
Friday, November 8, 1996	Elementary Classes A.M. - Parent-Teacher Conferences 1-4 P.M. P.M. Kindergarten Classes in A.M.; No A.M. Kindergarten
Monday, November 11, 1996	All Kindergarten students attend; Parent-Teacher Conferences
Monday, November 11, 1996	High School Classes A.M. - Parent-Teacher Conference 6-9 P.M.
Tuesday, November 12, 1996	High School Classes A.M. - Parent-Teacher Conference 6-9 P.M.
Wednesday, November 20, 1996	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Thursday, November 21, 1996	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Friday, November 22, 1996	Middle School Classes A.M. - Parent-Teacher Conferences 12-3 P.M.
Tuesday, November 19, 1996	High School Classes A.M. - High School In-Service P.M.

Thursday & Friday November 28 & 29, 1996	Thanksgiving Recess
Tuesday, December 12, 1996	High School Classes A.M. - High School In-Service P.M.
Friday, December 20, 1996	Christmas Recess begins at 4 P.M.
Thursday, January 2, 1997	School resumes after Christmas Recess
Friday, January 17, 1997	All Students A.M. - Records' Day P.M. High School Exams - A.M. Kindergarten in A.M.; No P.M. Kindergarten
Friday, February 14, 1997 Monday, February 17, 1997	Mid-Winter Break
Friday, March 7, 1997	In-Service Countywide
Monday, March 17, 1997 Tuesday, March 18, 1997	High School Classes A.M. - Parent-Teacher Conferences 6-9 P.M. High School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Friday, March 21, 1997	Elementary Students A.M. - Elementary Records Day P.M. A.M. Kindergarten A.M.; No P.M. Kindergarten
Monday, March 24, 1997 Monday, March 31, 1997	All Kindergarten attend - Parent-Teacher Conferences All Kindergarten attend - Parent Teacher Conferences
Tuesday, March 25, 1997	Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Kindergarten in A.M.; No P.M. Kindergarten
Wednesday, March 26, 1997	Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Conferences in A.M.; No P.M. Kindergarten
Thursday, March 27, 1997	Elementary Classes A.M. - Parent-Teacher Conferences 1-4 P.M. P.M. Kindergarten in A.M.; No A.M. Kindergarten
Friday, March 28, 1997	All Students A.M. - Good Friday Observance P.M. Kindergarten in A.M.; No A.M. Kindergarten
Tuesday, April 1, 1997	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Wednesday, April 2, 1997	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Thursday, April 3, 1997	Middle School Classes A.M. - Parent-Teacher Conferences 12-3 P.M.
April 7-11, 1997	Spring Recess
Tuesday, April 22, 1997	High School Classes A.M. - High School Orientation 6-9 P.M.
Monday, May 26, 1997	Memorial Day

Monday, June 9, 1997

All Students A.M. - Records Day P.M.

High School Exams - P.M. Kindergarten in A.M.; No A.M.

Kindergarten

Tuesday, June 10, 1997

All Students A.M. - Records Day P.M.

High School Exams - P.M. Kindergarten - A.M.; No A.M.

Kindergarten

June 11 and 12, 1997

Potential Snow Make-up Days

Days in Session 1996-97

Students

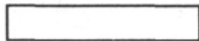
Teachers

	0	August	1***
	20	August	1
	22	September	20
	18	October	23
	15	November	19
	22	December	15
	18	January	22
	20	February	18
	17	March	21
	21	April	17
	7	May	21
	180	June	7
		TOTAL DAYS	184 (185 ***)

* Kindergarten teachers will be allowed 5 conference sessions each semester

** To make up any days missed by A.M. or P.M. Kindergarten, a rotation of schedule will be used to assure equal attendance sessions.

*** New teachers will work 1 extra day in the month of August making their work year 185 days.



Potential Snow Day Make-up.

SNOW DAYS - If more than two (2) snow days occur during the school year 1996-97, days after the first two (2) days shall be made up as follows:

- 3rd Day - Friday, February 14, 1997
- 4th Day - Monday, February 17, 1997
- 5th Day - Wednesday, June 11, 1997
- 6th Day - Thursday, June 12, 1997

All 1/2 days will equal 3 hours of instruction for students. Half day dismissal schedules are as follows:

Elementary	11:55 A.M.	Middle School	11:00 A.M.	High School	10:57 A.M.
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APPENDIX III

REETHS-PUFFER SCHOOL CALENDAR
1997-98

Tuesday, August 19, 1997	New Teachers Report
Wednesday, August 20, 1997	All Teachers Report
Thursday, August 21, 1997	All Teachers Report
Monday, August 25, 1997	All students report for class Middle School - two half day sessions
Friday, August 29, 1997	No School
Monday, September 1, 1997	Labor Day - No School
September - to be determined	Open House - Elementary Buildings and Middle School
Friday, October 10, 1997	Countywide In-Service
Friday, October 31, 1997	Elementary Classes A.M. - Elementary Records' Day P.M. A.M. Kindergarten in A.M.; No P.M. Kindergarten
Monday, November 3, 1997	P.M. Kindergarten in P.M. - Parent-Teacher Conferences A.M. No A.M. Kindergarten
Tuesday, November 4, 1997	Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. P.M. Kindergarten - P.M.; No A.M. Kindergarten
Wednesday, November 5, 1997	Elementary Classes A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Kindergarten - A.M.; No P.M. Kindergarten
Thursday, November 6, 1997	Elementary Classes A.M. - Parent-Teacher Conferences 1-4 P.M. A.M. Kindergarten Classes in A.M.; No P.M. Kindergarten
Friday, November 7, 1997	Kindergarten Parent-Teacher Conferences
Monday, November 10, 1997	High School Classes A.M. - Parent-Teacher Conference 6-9 P.M.
Tuesday, November 11, 1997	High School Classes A.M. - Parent-Teacher Conference 6-9 P.M.
Tuesday, November 11, 1997	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Wednesday, November 12, 1997	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Thursday, November 13, 1997	Middle School Classes A.M. - Parent-Teacher Conferences 12-3 P.M.
Tuesday, November 18, 1997	High School Classes A.M. - High School In-Service P.M.
Thursday & Friday November 27 & 28, 1997	Thanksgiving Recess
Tuesday, December 9, 1997	High School Classes A.M. - High School In-Service P.M.

Friday, December 19	Christmas Recess begins at 4 P.M.
Monday, January 5, 1998	School resumes after Christmas Recess
Wednesday, January 14, 1998	High School Exams
Thursday, January 15, 1998	High School Exams
Friday, January 16, 1998	All Students A.M. - Records' Day P.M. High School Exams; P.M. Kindergarten in A.M.; No A.M. Kindergarten
Friday, February 13, 1998	
Monday, February 16, 1998	Mid-Winter Break
Friday, March 6, 1998	Countywide In-Service
Monday, March 16, 1998	High School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Tuesday, March 17, 1998	High School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Tuesday, March 24, 1998	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Wednesday, March 25, 1998	Middle School Classes A.M. - Parent-Teacher Conferences 6-9 P.M.
Thursday, March 26, 1998	Middle School Classes A.M. - Parent-Teacher Conferences 12-3 P.M.
Friday, March 27, 1998	Elementary Classes A.M. - Elementary Records Day P.M. A.M. Kindergarten in A.M.; No P.M. Kindergarten
Monday, March 30, 1998	P.M. Kindergarten in P.M. - Parent-Teacher Conferences No A.M. Kindergarten
Tuesday, March 31, 1998	Elementary Students A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Kindergarten A.M.; No P.M. Kindergarten
Wednesday, April 1, 1998	Elementary Students A.M. - Parent-Teacher Conferences 6-9 P.M. A.M. Kindergarten A.M.; No P.M. Kindergarten
Thursday, April 2, 1998	Elementary Classes A.M. - Parent-Teacher Conferences 1-4 P.M. A.M. Kindergarten in A.M. ; No P.M. Kindergarten
Friday, April 3, 1998	P.M. Kindergarten P.M. - Parent-Teacher Conferences
April 6-10, 1998	Spring Recess
Tuesday, April 21, 1998	High School Classes A.M. - High School Orientation 6-9 P.M.
Friday, May 1, 1998	Countywide In-Service
Monday, May 25, 1998	Memorial Day

Thursday, June 4, 1998

All Students A.M. - Records Day P.M.
High School Exams; P.M. Kindergarten in A.M.; No A.M. Kindergarten

Friday, June 5, 1998

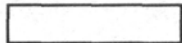
All Students A.M. - Records Day P.M.
High School Exams; P.M. Kindergarten - A.M.; No A.M. Kindergarten

June 8 & 9, 1998

Potential Snow Make-up Days

Days in Session 1997-98	Students		Teachers
	0	August	1***
	4	August	5
	21	September	21
	22	October	23
	18	November	18
	15	December	15
	20	January	20
	18	February	18
	21	March	22
	17	April	17
	19	May	20
	5	June	5
	180	TOTAL DAYS	184 (185 ***)

*** New teachers will work 1 extra day in the month of August making their work year 185 days.



Potential Snow Day Make-up.

SNOW DAYS - If more than two (2) snow days occur during the school year 1997-98, days after the first two (2) days shall be made up as follows: 3rd Day - Friday, February 13, 1998
4th Day - Monday, February 16, 1998
5th Day - Monday, June 8, 1998

All 1/2 days will equal 3 hours of instruction for students. Half day dismissal schedules are as follows:
Elementary 11:55 A.M. Middle School 11:00 A.M. High School 10:57 A.M.

No reference to Kindergarten - needs further discussion.

Make-up time for open houses shall be scheduled in each building (time for time). The make-up time shall be given on a mutually agreed upon 1/2 day.