

3952

6/30/97

A G R E E M E N T

BETWEEN THE

SOUTHGATE COMMUNITY SCHOOL DISTRICT

AND

SOUTHGATE PARAPROFESSIONAL EMPLOYEES ASSOCIATION

JULY 1, 1994 - JUNE 30, 1997

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PURPOSE AND INTENT

The purpose of this Agreement is to set forth the terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the Employee, and the Union.

The parties recognize that the interest of the community and the security of the Employees depends upon the Employees' success in establishing a proper service to the community.

To these ends, the Employer and the Union encourage, to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and among all Employees.

Both Paraprofessionals and the School District recognize the need for trust and cooperation in order to deal with School Improvement activities and create a positive learning environment. The process of site based decision making and School Improvement will be a cooperative effort using problem solving and a win win philosophy. It is agreed that the basis for decisions will be the underlying standard, "What is best for students", and the participation of paraprofessionals, teachers, administrators, parents, and other community members is necessary to become an exemplary School District and to meet the goals of the District's Mission Statement.

ARTICLE I

RECOGNITION

- 1.1 The Board recognizes the Michigan Educational Support Personnel Association and its affiliate, the Southgate Paraprofessional Employees Association, as having been designated and selected by a majority of its employees in the unit described below for the purpose of collective bargaining with respect to rates of pay, hours of employment and other conditions of employment. Pursuant to Sections 26 and 27 of Public Act 176 of 1939 as amended, or Sections 11 and 12 of Act 336 of Public Act 1947, as amended, the said organization is the exclusive representative of all the employees in such unit for the purpose of collective bargaining.

- 1.2 Unit: Paraprofessional Employees
 - A. Library/Media Paraprofessionals (including Elementary and Secondary)
 - B. Instructional Paraprofessionals
 - C. Science Paraprofessionals

- 1.3 The unit shall exclude Vocational Education Technicians, those non-paid parent Paraprofessionals who are required under Federal and State Guidelines for District eligibility for funding, Preschool Program Assistant, Summer School, and those Specific Education Paraprofessionals whose wages are reimbursed by the State or County Special Education Funds. Instructional Paraprofessionals in the General Education area that may be employed K-8 shall be included.

ARTICLE II

AID TO OTHER UNIONS

The Board will not aid, promote or finance any group organization which purports to engage in collective bargaining or make any agreement with any group or organization for the purpose of undermining the SPEA/MESPA.

ARTICLE III

AGENCY SHOP

- 3.1 Any eligible employee, as defined in Article I, who does not become a member of the SPEA within thirty (30) days from the date of commencement of duties shall, as a condition of continued employment, pay as a service fee to the members of the SPEA an amount equivalent to the dues uniformly required to be paid by members of the SPEA: provided, however, that the employee may authorize payroll deduction for such fee in the same manner as provided in Article IV. In the event that an employee does not pay such service fee directly to the SPEA or authorize payment through a payroll deduction as provided in the agreement, the Board shall, at the written request of the SPEA, terminate the employment of such employee. The parties expressly recognize that the failure of any member to comply with the provisions of the article is just and reasonable cause for discharge.
- 3.2 The procedure in all cases of discharge for violation of this article shall be as follows:
- A. The SPEA shall notify the employee of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance, and shall further advise the employee that a request for discharge may be filed with the Superintendent in the event compliance is not effected.
 - B. If the employee fails to comply, the SPEA may file charges, in writing, with the Superintendent or designee, and shall request discharge of the named employee.
 - C. The Superintendent or designee, upon receipt of the said charges and request for termination, shall immediately notify said employee that his/her services shall be discontinued at the end of ten (10) school days. The charges shall be withdrawn in the event of compliance at any time prior to discharge.

ARTICLE III - AGENCY SHOP - Cont'd.

3.3 As a condition of the effectiveness of Article III, the SPEA/MESPA agrees in any case in which a bargaining unit member contests discharge under the provisions of Article III, the Association shall indemnify and save harmless against all claims, demands, suits, judgments or other forms of liability or expense that may arise out of or by reason of action taken by the School District for the purpose of complying with this Article, including all court and administrative hearing costs, court reporter fees, transcript costs, and unemployment payments made to a discharged para-professional. Legal counsel in any contest arising under this provision shall be selected by the SPEA/MESPA. The SPEA/MESPA has the right:

1. To decide whether or not to defend the above suit, and
2. to decide whether or not to appeal any decision in the suit, and
3. To compromise or settle any claims against the Board under this section.

In the event the SPEA/MESPA elects to exercise any or all of the above options, the Board shall in any case be relieved of any financial obligation.

ARTICLE IV

PAYROLL DEDUCTION

- 4.1 The Business Office shall deduct from the pay of each employee from whom it received authorization to do so, the required amount for the payment of dues or service fees. Such dues, or fees, accompanied by a list of employees from whom they have been deducted and the amount deducted from each, shall be forwarded to the SPEA no later than thirty (30) days after the deductions were made.
- 4.2 The SPEA shall give written notice to the Business Office thirty (30) days prior to any change in its dues or fees.
- 4.3 The Business Office shall deduct from the pay of each employee from whom it receives authorization and make appropriate remittance for annuities, credit union, savings bonds, or any other plans or programs approved by the Board.
- 4.4 The Association shall indemnify and save harmless against all claims, demands, suits, judgments, damages or other forms of liability or expense that may arise out of or by reason of action taken by the School District for the purpose of complying with the Article, including all court and administrative hearing costs, court reporter fees, transcript costs, and unemployment payments made to a discharged paraprofessional

ARTICLE V

REPRESENTATION AND BARGAINING UNIT RIGHTS

- 5.1 The SPEA is required under this agreement to represent all Paraprofessionals in the bargaining unit fairly. The terms of this agreement have been made for all Paraprofessionals in the bargaining unit who are the recipients of the benefits and are represented by the SPEA/MESPA.
- 5.2 Nothing contained in this agreement shall deny the MESPA and its designed representative from assisting or carrying out any provision within this Agreement.
- 5.3 The Association reserves as its right the development of its constitution, by-laws, and the election of its officers. The Association agrees to provide the administration with a list of officers and to update that list as changes occur. The Association shall provide the administration with a description of its officers so that any problem arising out of the implementation of this contract can be resolved through an established contract procedure.
- 5.4 The Association President shall be notified in writing whenever there will be a regular or special Board of Education meeting pertaining to the SPEA.
- 5.5 The Union President or designee, shall be granted a maximum of three (3) school days each year of this agreement, without loss of salary, for the purpose of attending to Union business. The Union President must, however, notify the Personnel Office of the Union business two school days prior to the absence and no more than three consecutive school days may be taken at one time.
- 5.6 The District and the S.P.E.A. agree not to discriminate against any paraprofessional, as established by law, on the basis of race, creed, religion, color, national origin, disability, age or sex. An alleged violation of this section shall be processed in accordance with Board policy.

ARTICLE VI

UNIT CLASSIFICATIONS

6.1 Classification I - The following positions shall be considered in Classification I for purposes of assignment issues in the unit such as, but not limited to: layoff, recall, and transfers:

- A. Library/Media Paraprofessionals
- B. Instructional Paraprofessionals

Classification II - The following position shall be considered in Classification II for purposes of assignment issues in the unit such as, but not limited to: lay-off, recall, and transfer:

- A. Science Paraprofessionals

6.2 Job Descriptions

The Paraprofessional is under the direct supervision of the Building Principal. The Paraprofessional, under hire, shall be assigned to those positions that are defined in Article VI - Unit Classification. The assigned duties shall be consistent with the classification of Article VI.

No Paraprofessional employee shall be assigned to assume duties other than the normal duties of their position except in case of short-term emergency. A short-term emergency is defined as one (1) hour or less, in length.

If the emergency exceeds one (1) hour, the Paraprofessionals will be compensated according to the terms of Article 18.4.

ARTICLE VII

VACANCIES AND TRANSFERS

- 7.1 A. A vacancy shall be defined, for purposes of this Agreement, as a position previously held by a bargaining unit member, or a newly created position within the definition of the bargaining unit. No vacancy shall be filled on a permanent basis until it has been posted for at least five (5) working days in all buildings. A posted vacancy shall be filled within ten (10) working days after the expiration of the posting unless the School District chooses to eliminate the position.
- B. Whenever a vacancy occurs, the Office of Personnel shall notify the Association president.
- C. The Board declares its support of a policy of filling vacancies from within the bargaining unit, provided the applicant is qualified. Therefore, vacancies shall be filled on the basis of seniority, experience and past performance.

In determining qualifications to move from a Classification I position to a Classification II position, the Board shall have the right to utilize the results of a written test covering basic science knowledge. Current bargaining unit members shall not be required to take a written test in order to move within or into Category I positions.

- 7.2 A. The bargaining unit member who has been transferred to another position within the same classification shall remain in that position until the end of the school year. However, a bargaining unit member who has been transferred may request a transfer if a position becomes available in another classification.
- B. Requests for transfer shall be made in writing to the Personnel Office. The request shall be specific, indicating position and building.
- C. Qualified bargaining unit members who have requested transfers shall be given preference over new employees.

ARTICLE VII - VACANCIES AND TRANSFERS - Cont'd.

- 7.2 D. No bargaining unit employee shall be required to work or transfer outside his/her bargaining unit.
- E. An employee in the bargaining unit who elects to transfer to a temporary job outside of the bargaining unit, but within the District, shall retain but not accumulate seniority. Within the first sixty (60) days after the effective date of the transfer, the employee may elect to return to the bargaining unit to his/her previously held assignment without penalty. During the interim period, the bargaining unit position which opens as a result of the transfer shall not be posted and a substitute shall be hired to fill the position. After said period, the position shall be posted as provided under Article VII, Section 7.1. After sixty (60) days, if the employee transfers back to the bargaining unit, he/she may exercise his/her frozen seniority credits and displaces the last senior member of the unit provided the employee with frozen rights has greater bargaining unit seniority.

The right of an employee to exercise his/her seniority to return to a bargaining unit position shall be limited to two (2) years.

In the event the temporary position becomes permanent, the employee shall have sixty (60) days to exercise his/her right to return to the unit as provided above.

An employee who elects to transfer to a job position as a vacancy (permanent) outside of the bargaining unit, but within the District, shall retain but not accumulate seniority for a period of ninety (90) days. During this ninety day period, the employee may elect to return to the bargaining unit by exercising his/her frozen seniority credits and displaces the least senior member of the bargaining unit seniority. This clause shall not be construed to limit the employer's right to terminate the employee for just cause.

ARTICLE VII - VACANCIES AND TRANSFERS - Cont'd.

7.3 Promotion

- A. Any employee who is a member of the bargaining unit shall not be restricted in applying for positions outside the bargaining unit.**
- B. When promotional positions within the bargaining unit shall occur in the future, such positions shall be filled from within the bargaining unit after posting for five (5) working days.**

ARTICLE VIII

SENIORITY AND LAYOFF-RECALL

- 8.1 A. All new employees hired in the unit shall be considered as probationary for the first sixty (60) actual working days of their employment. When an employee completes the probationary period, he/she will be entered as a seniority employee on the seniority list and the seniority date shall be established sixty (60) working days prior to the date of completion of the probationary period.
- B. There shall be no seniority among probationary employees. No employee shall bring their seniority from a previous occupation within or outside the School District.
- C. The employer shall prepare, maintain and post the seniority list. A copy of the seniority list and subsequent revisions shall be furnished to the Association by March of each school year.
- D. In circumstances with more than one individual beginning employment on the same date, seniority shall be determined by a drawing to be held at a general meeting with their membership and the Union shall inform the Personnel Office of the order of the seniority drawing. Such notice will be submitted to the Personnel Office within three (3) working days following the drawing.
- E. An employee shall lose all seniority rights for: Resignation, discharge and failure to return to work within fifteen (15) working days when recalled from layoff without an excuse acceptable by the District.
- F. An employee who elects to transfer to a non-bargaining unit position and who later returns to bargaining unit status shall be entitled to such rights he/she would have accrued at the time of departing from the unit as provided under Article VII, Section 7.2 of the Agreement.

ARTICLE VIII - SENIORITY AND LAYOFF - RECALL

- 8.2 A. Layoff means a reduction in the working force.
- B. If it becomes necessary to reduce the number of employees in the Paraprofessional unit due to a lack of finances, decrease in the student enrollment, or closing a facility, the Superintendent or his designee agrees to discuss with the Association the possibility of a reduction in staff prior to the date of the layoff. The Association will be provided with facts, rationale, and reasons for the need to lay off.
- C. In the event of a layoff, probationary employees shall be laid off first. If further reduction is necessary, then the layoff shall be in reverse order of seniority, with the employee with the least seniority being laid off first.

In either case, such reductions shall occur based on seniority in the bargaining unit regardless of classification.

In reassigning the remaining bargaining unit members, the provisions of Article VII shall apply except that bargaining unit members who are moved from Classification I to Classification II shall not be required to take and/or pass a basic science skills test.

However, the Board reserves the right to require a reassigned classification I employee to take a course in science when demonstrated deficiencies have been observed during the first sixty (60) work days in a category II position. In the event the additional course work does not result in an improvement in work performance within thirty (30) work days, the Superintendent or designee, after consultation with the union, may involuntarily transfer said employee back to a Category I position.

- D. Paraprofessionals who are subject to impending layoff shall be notified in writing fourteen (14) days prior to the actual day of layoff.
- E. Employees to be laid off for a definite period of time due to school closings caused by emergencies or unusual conditions, will be given forty-eight (48) hours notice prior to layoff.

ARTICLE VIII - SENIORITY AND LAYOFF-RECALL - Cont'd.

- 8.3 A. When the working force is increased after a layoff, employees will be recalled in the reverse order of layoff; that is, the most senior person on the layoff list will be recalled first until all laid off employees have been returned. An employee shall have the right to be recalled to any classification in the bargaining unit regardless of previous assignment.

However, the Board reserves the right to require an employee who, prior to layoff and recall was in Classification I and who is recalled to Classification II to take a course in science when demonstrated deficiencies have been observed during the first sixty (60) work days in the new Category II position. In the event the additional course work does not result in an improvement in work performance within thirty (30) work days, the Superintendent or designee, after consultation with the union may involuntarily transfer said employee back to a Category I position.

- B. Notice of recall will be sent via registered mail with a return receipt requested. If an individual cannot be contacted and a fifteen (15) day period has passed and no adequate excuse can be provided by the employee or Association, the person's employment will be terminated.
- C. Refusal of an employee to accept recall to full employment status shall result in termination of employment provided the employee has been given notice of fifteen (15) days prior to filling the vacancy.
- D. Vacancies of sixty (60) calendar days or less, excluding recess periods, shall be filled on a substitute basis.
- E. It shall be the responsibility of the employee to notify the employer of any change of address or telephone number. The employee's address and telephone number, as it appears in the Employer's records, shall be conclusive when used in connection with layoffs, recalls, or other notices to employees.

ARTICLE IX

NEW EMPLOYEES, PROBATIONARY EMPLOYEES, SUBSTITUTE EMPLOYEES

9.1 Probationary Employees

- A. New employees will serve a probationary period of sixty (60) working days. Employees whose work is deemed satisfactory by the supervisor and the Assistant Superintendent shall be considered as permanent on the sixty-first (61st) day.
- B. The Association shall represent probationary employees for all purposes except as limited by the provisions of this agreement. Effective December 1, 1994, new employees shall be eligible for union membership as of the first day of work or subject to the provisions of Article III.
- C. The discharge of a probationary employee shall not be subject to the grievance procedure. Upon request, the probationary employee will be given the reasons for the discharge.

9.2 Substitute Employees

- A. Substitute employees may be hired to fill a temporary vacancy in the bargaining unit caused by the illness or short-term leave of a bargaining unit member. Such employee will be told at the time of hire that the job is on a daily basis and is not entitled to permanent status.
- B. Substitute work will be offered to laid-off employees on a seniority basis. The rate of pay shall be twenty-five cents (25¢) per hour less than the rate of pay for which the employee would be eligible if that employee were on full employment status.
- C. Refusal of a laid-off employee to do substitute work will not affect the seniority status of the employee for recall.
- D. Laid-off employees shall receive priority for substituting.

**ARTICLE IX - NEW EMPLOYEES, PROBATIONARY EMPLOYEES,
SUBSTITUTE EMPLOYEES - Cont'd.**

- 9.2 E. Substitutes may be employed to fill a vacancy of sixty (60) work (excluding recess periods) days or less. In the event that the vacancy is more than sixty (60) work days, then the position will be filled by recalling a laid-off person to full employment status for the duration of that vacancy.

If, during a substitution period, a laid-off employee works in the same position for sixty (60) work days (excluding recess periods), that employee shall be treated as though a recall had been issued at the time the vacancy first occurred.

- F. During the course of substituting, a laid-off employee shall not be allowed the use of fringe benefits frozen at the time of layoff.

ARTICLE X
PERSONNEL FILES

- 10.1 The official personnel file of all material relating to a bargaining unit member's employment shall be maintained by the Personnel Office.
- 10.2 An employee shall have a right to review the contents of his/her personnel file. Material pertaining to initial employment by the employer, including letters of recommendation, shall be excluded at the time of review.
- 10.3 When an employee requests to review his/her personnel file, such review is restricted to the Personnel Office and must be in the presence of the Assistant Superintendent or designee, and a representative of the Association if the employee so desires.
- 10.4 An employee may request to have material placed in his/her personnel file.
- 10.5 An employee shall be notified when material that is of a disciplinary nature is placed in a personnel file and shall be given a copy thereof. The employee shall have the right to make attachments to this material, if the employee desires.
- 10.6 All inclusions in the file must be signed and dated by the individual indicating knowledge of existence thereof.
- 10.7 Information from the personnel file released to a third party at the request of the employee must be with the written permission of the employee.

ARTICLE XI
EVALUATION

- 11.1 The evaluation of the work of the Paraprofessionals is the responsibility of the administration. In order that each Paraprofessional may be aware of the personal strengths and weaknesses, a written evaluation will be given to each first year Paraprofessional with prior notification of intent to evaluate by the supervisor. After the first year, Paraprofessionals will be evaluated at least once a year with the Paraprofessional having prior notice of the evaluation. The written evaluation will include a statement of the improvements desired. Conference shall take place with the Paraprofessional and supervisor following each evaluation. If a Paraprofessional receives an adverse evaluation, a follow-up evaluation, based on the improvements desired, shall be done as needed. The Paraprofessional has the right to respond in writing to the evaluation and have the response attached to the evaluation.
- 11.2 A Paraprofessional's signature denotes that the evaluation has been seen. The signature does not necessarily mean that the Paraprofessional agrees with the contents of the evaluation.
- 11.3 Evaluations shall take place prior to May 1 of each work year.
- 11.4 Contents of the evaluation shall not be subject to the grievance procedure.

ARTICLE XII

GRIEVANCE PROCEDURE

12.1 A grievance is defined to be any difference or complaint based upon an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of the Agreement. This grievance procedure shall not be applicable to any situation where the employee has a remedy to a governmental agency, where the Board is without legal authority to take the action sought, or to remedy a complaint where the matter complained of is not covered by this Agreement.

12.2 Nothing contained herein will be construed as limiting the right of any employee having a grievance, to discuss the matter informally with any supervisory or administrative personnel and having the grievance adjusted without intervention of the Union, provided the Union is given the opportunity to be present at such adjustment.

12.3 A. **Step I**

An employee or the union having a grievance shall first present the grievance in writing, on form provided by the District, to the immediate supervisor within ten (10) days after the occurrence of the alleged violation of the contract. The grievance shall state the facts giving rise to the grievance, the date the grievance occurred, the articles and sections of the contract alleged to be violated, and shall be signed by the employee and local Union Steward. Within ten (10) days following receipt of the grievance, the supervisor shall mail or deliver to the employee a written answer.

B. **Step II**

If the employee or the union is not satisfied with the supervisor's written answer, or if no answer was given by the supervisor within the time limit, the employee may appeal the grievance to the Superintendent or a designee, by filing the grievance with the Superintendent's office

ARTICLE XII - GRIEVANCE PROCEDURE - Cont'd.

12.3 B. **Step II - Cont'd.**

within five (5) days following receipt of the Supervisor's answer, or if no answer is given within five (5) days from the date the answer should have been given. Within ten (10) days, the Superintendent or a designee shall meet with the Steward, MESPA representative and the grievant upon request to discuss the grievance and the Superintendent or a designee shall answer the grievance within ten (10) days following the meeting or the receipt of the grievance, whichever is later, by mailing or delivering the answer to the aggrieved and MESPA representative.

C. **Step III**

If the employee or the union is not satisfied with the Superintendent's or designee's answer, the Union may appeal the grievance to the Board of Education by delivering to the Superintendent's office the appeal within seven (7) days after receipt of the Superintendent's or designee's answer. The appeal should state the reason why the Union does not agree with the Step 2 answer and shall be signed by the MESPA representative. The Board of Education shall consider the grievance at its next regularly scheduled meeting, or twenty (20) days, at the Board's option, and shall answer the grievance in writing by mailing to the Union its answer within five (5) days after reaching its decision.

D. **Step IV**

If the Union is not satisfied with the Board's written answer, it may appeal the grievance to binding arbitration by filing a demand for arbitration with the American Arbitration Association, and delivering a copy to the Superintendent or designee's office, within thirty (30) days after receipt by the Union of the Board's written decision.

ARTICLE XII - GRIEVANCE PROCEDURE - Cont'd.

- 12.4 In the event of a discharge or a suspension of a non- probationary employee, a grievance shall be initiated at Step 2 of the grievance procedure by the employee filing a grievance with the Superintendent's office within (5) days of the discharge or suspension. Thereafter, Step 2 and all other steps of the grievance procedure shall apply.
- 12.5 The Arbitrator shall be selected in accordance with the rules of the American Arbitration Association governing labor disputes. The costs for the service of the Arbitrator, including per diem expenses, shall be borne equally by the parties and all other expenses shall be borne by the party incurring them, and neither party will be responsible for the expense of witnesses called by the other.
- 12.6 **Powers of Arbitrator**
- It shall be the function of the arbitrator, except as limited below, after due investigation, to make a decision in cases of alleged violation of specific articles or sections of the Agreement; but, the arbitrator shall not add to, subtract from, disregard, alter, or modify any of the terms of this Agreement or any practice, policy or right of the Board not in violation of this Agreement. Either party may request a decision on the arbitrability of the grievance before proceeding to a hearing on the merits. Both parties agree to be bound by the arbitrator's award.
- 12.7 Any grievance not advanced to the next step by the employee and/or Union within the time limit in that step shall be deemed withdrawn with prejudice. Time limits may be extended by the Employer and the Union in writing; then the new date shall prevail.
- 12.8 Any agreement reached between the Employer and the Union representative is binding on all employees affected and cannot be changed by an individual.

ARTICLE XII - GRIEVANCE PROCEDURE - Cont'd.

- 12.9 Grievances arising under this Article shall be processed during non-working hours unless agreed otherwise. If an arbitration hearing is scheduled during working hours those employees whose attendance is required as a party or a witness shall have no loss of pay.
- 12.10 Any grievance occurring during the period between the termination date of the Agreement and effective date of a new agreement shall not be processed. Any grievance which arose prior to the effective date of this Agreement shall not be processed.
- 12.11 All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment or other compensation that he/she may have received from any source during the period of back pay. The Employer shall not be required to pay back wages prior to the date a written grievance is filed. No decision in any one grievance shall require a retroactive wage adjustment in any other grievance, unless such grievance has been designated as a representative grievance by mutual written agreement by the parties.
- 12.12 No more than one such grievance or dispute may be submitted in one arbitration proceeding except by written agreement of the parties.

ARTICLE XIII

SPECIAL CONFERENCES

Special Conferences for important matters will be arranged between the president and the employer or its designated representative, upon the request of either party. Such meetings shall be held with at least two (2) representatives of the Association present. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters to be taken in special conference shall be confined to those included in the agenda. The members of the Association shall not lose time or pay for time spent in such conferences. This meeting may be attended by representatives of the MESPA.

ARTICLE XIV

DISCHARGE, SUSPENSION, REPRIMAND

- 14.1 Paraprofessional employees are expected to comply with rules and regulations that are adopted by the Board and do not conflict with the terms of the Agreement.
- 14.2 A Paraprofessional shall be entitled to have present a representative of the Association when an infraction of the rules, regulations or delinquency in performance merits a written reprimand or disciplinary actions that may result in suspension.
- 14.3 The School District has the right to dismiss or suspend seniority employees for the following reasons:
- A. Undesirable conduct
 - B. Violation of policy or regulations
 - C. Unsatisfactory evaluations
- 14.4 No Paraprofessional shall be disciplined, reprimanded, or reduced in rank or compensation without just cause. Written reprimands two (2) years, or more, old shall not be used against an employee and shall be destroyed.
- 14.5 Discharge or suspension of any employee not on probationary status will be automatically referred to special conference. Such special conference shall be held within five (5) working days from the date of discharge or suspension. Disposition of conference shall be issued in writing. If disposition of conference is not satisfactory, case shall go to Step 3 of the grievance procedure.

ARTICLE XV

COMPUTATION OF BACK WAGES

No claim for back wages shall exceed the amount of wages the employee would otherwise earn at their regular rates.

ARTICLE XVI

LEAVES

- 16.1 Seniority employees shall receive ten (10) sick leave days at the beginning of each school year, five (5) of these days shall be advanced at the beginning of each semester. Paraprofessionals who terminate their contract before the end of the school year and use more sick days than would be accumulated at the rate of one (1) day per month (September to June) shall reimburse the School District for the extra days used.

Probationary employees shall be entitled to sick leave accumulated at the rate of one (1) day per month of active work. Such days will be credited on the second day of work of each month.

In addition, upon exhaustion of sick leave, an employee may request for another member of the bargaining unit to donate sick leave days to his/her accumulation. The Board, upon written authorization from the Paraprofessional donating said days shall apply such days to the employee's accumulation and compensate the employee accordingly.

Any unused portion of these sick days shall be allowed to accumulate to a maximum of one hundred fifteen (115) days in 1994/95 and one hundred twenty (120) days in 1995/96. Upon voluntary termination of employment with the School District, a Paraprofessional shall receive severance pay in an amount equal to the employee's per diem rate for one-fourth (1/4) of the accumulated sick days. Upon retirement, employees will be paid 1/3 of their accumulated sick leave days. Retirement shall be defined to mean an employee who is eligible to commence receiving and submits documentation that he/she will actually receive pension benefits from the Michigan School Employees Retirement Fund within thirty (30) days following termination of employment.

Upon the death of a paraprofessional, the beneficiary or estate shall be paid one-half (1/2) of the deceased's accumulated sick days.

Pay for a sick day shall be determined by multiplying the individual employee's hourly rate by that employee's normally scheduled hours of work on the day of the absence. Sick day affidavits must be submitted and approved by the employee's supervisor and proof of illness may be required at any time.

ARTICLE XVI - LEAVES - Cont'd.

- 16.2 Personal business leave of three (3) days each year without loss of pay shall be granted in cases where such business cannot be conducted after work hours or on weekends. Personnel requesting business days shall give adequate notice together with a reason for the time off. Unused personal business days shall be accumulated as sick days.
- 16.3 A seniority employee may request a leave (subject to the other provisions of this Article) for the following reasons:
- A. Personal illness
 - B. Family illness
 - C. Education
- 16.4 Any employee whose personal illness extends beyond the period compensated under paragraph 16.1 above, and has a minimum of two (2) years continuous employment in the District, shall be granted a health leave, upon written request, and a physician's recommendation, for the time period necessary for the employee to recover from the illness or disability, but in no event shall the leave extend a maximum of one (1) year without the approval of the Board of Education, or its designee. In cases of exceptional circumstances, the Assistant Superintendent may waive the two-year requirement. Any health leave granted under this section shall be without pay or fringe benefits except as provided by the Family and Medical Leave Act.
- 16.5 The Superintendent, or designee, may at any time require an employee, at the District's expense, to be examined by a District-appointed physician, psychologist or other professional to determine if the employee is disabled, mentally or physically, or ill to the extent he/she is unable to perform his/her normal daily duties and functions. In addition to the employee authorizing the District's appointed physician to conduct such physical or mental examinations as the physician deems necessary, the employee shall sign such documents and medical release forms which are necessary in order for the District's physician or Personnel Office to secure from the employee's physician copies of all his/her pertinent medical records.

ARTICLE XVI - LEAVES - Cont'd.

- 16.6 In the event of an absence of an employee due to personal illness or disability in excess of five (5) consecutive working days, then, at the employee's expense, the Superintendent or his designee, may require the employee to provide a physician's statement setting forth the specific illness or disability and the expected length of the absence. Before returning to work, the employee, at his expense, shall provide a physician's statement indicating that he is able to resume his/her duties.
- 16.7 If an employee reasonably expects that he/she will be unable to perform his/her normal daily duties and functions for more than fifteen (15) working days due to personal illness or disability, he/she shall immediately notify the Personnel Office, at his/her expense, with a physician's statement setting forth the specific illness or disability, the approximate date the employee's disability will commence, and the approximate expected length of the absence. In the case of a disability due to pregnancy, it is expected that an employee will comply with this section at least three (3) months before the expected date of birth.
- 16.8 In the event an employee is unable to perform his/her normal duties or functions, then the Superintendent or designee may require the employee to submit physician's statements, at his expense, prior to the expiration date of the leave of absence.
- 16.9 Upon recovery from the illness or disability within the time limits granted in the leave and upon submission of the physician's statements, the employee will be assigned to his same classification.
- 16.10 In all cases where an employee is ill or disabled, he/she must request a leave of absence in writing and the failure of the employee to return to work on the date set forth by the School District, unless the leave has been extended by the School District, may result in the employee's termination and loss of his/her seniority. The decision to terminate the employment of the employee shall be the sole discretion of the Superintendent or designee.

ARTICLE XVI - LEAVES - Cont'd.

- 16.11 Notwithstanding any other provision of Article XVI to the contrary, in the event an employee is requested by the School District, at any time, to fill an available position in the bargaining unit following the employee's recovery from the illness or disability, and the employee does not report to work in that position on the designated date set forth in the notification, then such employee shall have no further rights of reinstatement, and the employee's failure of acceptance shall be treated as a resignation of employment.
- 16.12 Notwithstanding any other provision of this contract to the contrary, compensation for sick days shall only be paid to the employee if he/she would have been otherwise scheduled to work, but for the illness or disability.
- 16.13 If the employee's absence is, or can be reasonably expected to be more than thirty (30) working days, and the School District disputes the fact that the employee is unable to work, the Union or the School District may appeal this issue to the American Arbitration Association, and simultaneously serve a copy upon the other party. The Demand for Arbitration shall set forth the nature or illness or disability which is in dispute.

Upon the filing of the Demand for Arbitration, the American Arbitration Association shall submit to the parties a list of five (5) or more arbitrators who shall be physicians specializing in the illness or disability which is in dispute. Within fifteen (15) calendar days after receiving the list of physician arbitrators, the parties shall return the list to the American Arbitration Association, setting forth their choice of the Arbitrator in order of preference. If the parties do not agree upon an Arbitrator, then the physician arbitrator shall be selected by the American Arbitration Association in any other manner it deems best.

In cooperation with the parties, the American Arbitration Association shall establish a hearing date, and the Arbitrator shall hold a hearing and render his/her decision within thirty (30) calendar days after the hearing has been closed.

ARTICLE XVI - LEAVES - Cont'd.

16.13 Cont'd.

It shall be the sole and only function of the Arbitrator, after due investigation, to render a decision whether the employee was ill or disabled to the extent that he/she was, remains, or will be disabled to the extent that he/she was, is or will be unable to perform his/her daily duties and functions. If the Arbitrator's decision is in favor of the School District, the Arbitrator's decision shall require the employee to return all monies expended by the School District in paying any salary and fringe benefits during the time the employee was disabled or ill. Any disciplinary action the School District shall take shall not be decided by the Arbitrator under this provision.

The cost for the services of the physician Arbitrator, including per diem expenses, and the cost of filing the Demand for Arbitration, shall be borne equally by the School District and the Union. All other expenses shall be borne by the parties incurring them and neither party will be responsible for the expenses of the witnesses called by the other.

There shall be no appeal from the physician Arbitrator's decision; it shall be final and binding on the Union, its members, the employee involved, and the School District if the decision is within the scope of the physician Arbitrator's authority as set forth above.

16.14 If the School District disputes the illness or disability of the employee, and the absence of the employee will be, is, or was reasonably expected to be less than thirty (30) working days, then the issue shall be resolved according to Article XII and will not be subject to resolution by Article XVI (16.13) above.

16.15 As used herein, the term physician shall refer to a licensed physician M.D., or to a hospital, or clinic wherein the employee was treated by a licensed physician or osteopath.

ARTICLE XVI - LEAVES - Cont'd.

16.16 Educational leaves of absence may be granted to seniority employees for a period not to exceed one year with an option to request a one-year extension. Such a leave may be granted for the purpose of study in the field of education. Upon submitting a request for an educational leave, the employee will state the planned course of study.

16.17 A personal unpaid leave for other than extending a regular vacation may be applied for by submitting a written statement. The request stating the reason shall be submitted to the Superintendent or delegated representative accompanied by an endorsement signed by the immediate supervisor. The leave may be granted if the operation of the office is not impaired by such leave. The leave shall be considered a short-term leave of ten (10) calendar days or less. In the event of extenuating circumstances, exceptions may be made to extend leaves. Provided, however, the Superintendent or designee's decision regarding the personal leave shall be final and not subject to the grievance procedure. The granting of such leave shall not result in the interruption of Board paid fringe benefits, provided the duration of said leave does not exceed thirty (30) calendar days.

16.18 A. There are a maximum of four (4) paid funeral days, at the time of the funeral, per school year for each funeral for spouse, child, mother, father, sister, brother, grandchild, grandparent, spouse's mother and spouse's father.

B. Each employee will be granted one (1) funeral day per school year for a funeral not covered in Section A above.

16.19 There shall be two (2) allowable Act-of-God days per year when such days are declared by the Superintendent of the Board of Education.

The first two (2) such days that teachers do not report, paraprofessionals shall not be required to report and no loss of compensation shall result. Additional days beyond two (2) shall be rescheduled in accordance with the teacher bargaining unit calendar and compensation shall be appropriately adjusted.

ARTICLE XVI - LEAVES - Cont'd.

16.20 The employee who is required to serve on jury duty will receive the difference between jury pay and the employee's daily wage, with no loss of contract benefits during the period of service. Any mileage benefits by the courts shall not enter into the computation outlined above.

ARTICLE XVII

INSURANCE AND HOSPITALIZATION

- 17.1 Employees incurring on-the-job injuries will be protected by Workers' Compensation.
- 17.2 The School District will select an insurance carrier and pay the premium to provide \$24,000.00 of term- life insurance for full-term seniority employees.
- 17.3 The School District will select an insurance carrier and pay the premiums to provide a vision care policy which contains, among other provisions, the following:
- | | |
|--------------------|---|
| A. Examination | \$35.00 |
| B. Regular Lenses | 56.00 per pair |
| C. Bifocal Lenses | 90.00 per pair |
| D. Trifocal Lenses | 110.00 per pair |
| E. Frames | 55.00 |
| F. Contact Lenses | 115.00 per pair
200.00 per pair if
medically required |
- 17.4 The School District will select an insurance carrier and pay the premiums to provide a dental insurance policy which contains, among other provisions, the following:
- A. 80% of the basic dental, diagnostic and preventive services shall be paid by the carrier (maximum benefit (\$1,000 per person per year). Exclusions are:
1. Oral Hygiene Instructions
 2. Experimental Treatment
 3. Dietary Planning.
 4. Cosmetics

ARTICLE XVII - INSURANCE AND HOSPITALIZATION - Cont'd.

- 17.4 B. 89% of Prosthetic Services to be paid by the carrier. Exclusions are:
1. Lost, misplaced or stolen prosthetics
 2. Additional costs for gold
- C. 60% of Orthodontic. Maximum benefit \$1,000 per person per lifetime.

(NOTE: THIS BENEFIT SHALL NOT BE RETROACTIVE AND SHALL GO INTO EFFECT AS SOON AS POSSIBLE, BUT NO LATER THAN JUNE 1, 1990.

- 17.5 For employees in the bargaining unit that are not covered by another insurance carrier under a spouse, parents' or guardian's insurance plan, the School District shall provide the opportunity for the employee to purchase health insurance for the employee (and eligible dependents where applicable) at the group rate. The plan available shall be with the HMO offered by the School District. The District reserves the right to terminate coverage for failure to make premium payments consistent with State and Federal law.

ARTICLE XVIII

HOURS, WAGES AND HOLIDAYS

18.1 A. Hours

The normal working week and year shall coincide with the schedule for instructional personnel and be consistent with the building schedule.

- B. The normal working day shall be consistent with the schedule of the instructional staff at that level. The elementary schedule shall contain a duty-free, unpaid lunch period of forty-five (45) minutes. Secondary level will be consistent with the building schedule. No lunch period shall commence before 11:00 a.m. or after 1:00 p.m.
- C. The preparation periods shall consist of fifteen (15) minutes in the morning and fifteen (15) minutes in the afternoon.
- D. To qualify for the status of bargaining unit member, the employee must work a regular schedule of fourteen (14) hours or more at the preschool level or fifteen (15) hours or more per week at the elementary level, and sixteen (16) hours or more per week at the secondary level. Only bargaining unit members are eligible for fringe benefits.
- E. Inservice or training sessions conducted for all Paraprofessionals are to be held during the normal school working day, whenever feasible. In the event the meetings extend after the normal working day, the Paraprofessional shall be reimbursed according to the hourly rate. Should such meetings extend the working days beyond eight (8) hours, the additional time will be reimbursed at one-and-one-half times the regular pay rate.
- F. All employees are expected to attend, without pay, the building staff meetings, not to exceed one (1) per month.
- G. If an employee is required to attend a workshop, the employee shall be paid the hourly rate of pay. If the workshop results in more than forty (40) hours for that week, the employee shall be paid one-and-a-half (1-1/2) times the hourly rate of pay for the time in excess of the forty (40) hours.

ARTICLE XVIII - HOURS, WAGES, AND HOLIDAYS - Cont'd.

- 18.1 H. One-half (1/2) day per year shall be provided with pay for bargaining unit members to attend an annual meeting. The date of such meeting shall be subject to the approval of the Superintendent.
- I. A bargaining unit member serving as the science paraprofessional facilitator shall be granted one (1) hour per week of release time to perform duties associated with said position. The scheduling of such time shall be subject to the approval of the principal/designee.
- J. Every effort shall be made to release science paraprofessional from scheduling science lab activities involving students to work on the science fair. The scheduling of this release time shall be subject to the approval of the building principal/designee.

18.2 **Wages**

- A. Employees shall be compensated in accordance with the wage schedule as set forth in 18.2 B of this Agreement. All employee wages shall be computed on an hourly basis.
- B. The wage schedule for the duration of this contract shall be:

	<u>1994/95</u>	<u>1995/96</u>	<u>1996/97</u>
Step 1	\$7.79 / \$8.00	\$8.24 / \$8.40	\$8.73
Step 2	\$8.00 / \$8.22	\$8.46 / \$8.62	\$8.97
Step 3	\$8.21 / \$8.44	\$8.68 / \$8.84	\$9.21
Step 4	\$8.41 / \$8.64	\$8.90 / \$9.06	\$9.44
Step 5	\$8.61 / \$8.85	\$9.11 / \$9.29	\$9.67

New employees will be placed on Step 1 during their first year of employment. Employees will be placed on Step 2 at the beginning of their second year of employment. Employees will be placed on Step 3 at the beginning of their third year of employment and so forth.

- C. A probationary paraprofessional shall receive thirty-five cents (35 cents) less per hour of the rate of the step the employee is initially placed on during the probationary period.

ARTICLE XVIII - HOURS, WAGES, AND HOLIDAYS - Cont'd.

- 18.3 A. Effective July 1, 1990, all employees shall be entitled to 19 paid holidays per year as follows:

Thanksgiving Day, Day after Thanksgiving, 10 Days of Christmas Vacation, Good Friday, 5 Days of Easter Vacation, and Memorial Day.

- B. In order to qualify for payment for a holiday, the employee must either work or be on a compensable leave day on the last scheduled working day prior to the holiday and the first scheduled working day following the holiday.
- C. Effective July 1, 1990, in the event the school calendar provides less than ten (10) non-work days at Christmas, then the paid holiday provided in these cases shall be adjusted to provide compensation during other break periods in the calendar.

- 18.4 Daily payment for emergency short-term assignments in excess of one (1) hour shall be the Paraprofessionals regular pay for that day, plus \$15.00.

18.5 Longevity

Employees who have completed five (5) years of active work will receive \$250/year. Employees who have completed ten (10) years of service shall receive \$350/year. Employees who have completed fifteen (15) years of service shall receive \$500/year. Longevity pay will be based on the most recent date of hire. Longevity shall be paid at the completion of the school year in which an employee completes the necessary years of service to qualify for longevity and for subsequent years thereafter.

Longevity pay shall be paid on a prorated basis for those who leave employment on a date other than their employment anniversary.

Longevity shall be paid in one lump sum on a separate check from normal wages. Said payment shall be made on the first pay after the last normal payday in June of each year.

ARTICLE XVIII - HOURS, WAGES, AND HOLIDAYS - Cont'd.

18.6 Pay Period

Each Paraprofessional shall have the following options as to the payment of their annual salaries:

- A. Twenty-one (21) equal payments, September to June
- B. Twenty-six (26) equal payments annually with twenty-one (21) equal payments during the school year and the balance paid in five (5) separate checks bi-weekly during the Summer recess.
- C. Twenty-one (21) equal payments, September to June, with the balance (equal to compensation of five (5) separate checks) payable in one check on the last pay day of the school year.

ARTICLE XIX

NO STRIKE CLAUSE

The word "Strike" shall be defined as a concerted failure to report to duty, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part from the full, faithful and proper performance of duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions, compensation, or the rights, privileges or obligations of employment. There shall not be "Strikes" of any kind between Union, its officers, representatives, or members during the term of this agreement. There shall be no lockouts on the part of the employers.

ARTICLE XX

BOARD RIGHTS AND RESPONSIBILITY

- 20.1 It is expressly agreed that all rights which ordinarily vest in and have been exercised by the District except those which are clearly and expressly relinquished herein by the District, shall continue to vest exclusively in and be exercised exclusively by the District without prior negotiations with the Union either as to the taking of action such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, the Board's right to:
- A. The management of the School District and the direction of the working forces, including but not limited to the establishment and enforcement of working rules the assignment of work to employees, the right to hire, promote, discharge, discipline, layoff and recall employees and to maintain discipline and efficiency, the scheduling of hours and shifts, the determination of the number and kinds of classifications to be established, or continued, the number of employees in such classifications and the work to be performed within the classification.
 - B. To determine the amount and size of the management organization, to determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distribution or disseminating methods and standards of operation, the means, methods, and processes or carrying on the work, and the institution of new and/or improved methods or changes therein, determine the number and location or relocation of its facilities and schools, including establishing an closing of such schools and facilities, determine the place where work is to be performed and the distribution of work, and the source of materials and supplies, determine the policy affecting the selection and training of employees.

ARTICLE XXI

STATEMENT OF LAW

This Agreement has been negotiated and executed and shall be controlled by all applicable Federal and State laws, including any amendments that may hereafter be made during the life of the contract. Wherever the terms of this contract are found to be in conflict with the provisions of the law, the parties agree to renegotiate such conflicting provision or provisions. All remaining provisions of this Agreement will remain intact.

ARTICLE XXII

MISCELLANEOUS

22.1 Call-In Procedure

Absences from work should be reported to the School District at least one (1) hour prior to the Paraprofessional's scheduled starting time by calling the School District answering service at 285-4242.

Paraprofessionals who are reporting an absence within the one (1) hour period prior to their scheduled starting time should do so by contacting the building or principal.

In the event that the employee knows that he/she will not be able to return to work on the next scheduled day he/she shall report this fact to the Building Principal by 2:00 p.m.

22.2 This Agreement supersedes and cancels all previous agreements between the parties, verbal or written, or based on alleged policies or practices.

22.4 The use of words referring to the male gender in any Article and/or Section of this Agreement shall likewise be read to include the female gender.

22.5 The School District shall reimburse each bargaining unit member the registration fee, and cost of required classroom materials and/or books for one class per year taken from the Southgate Adult Education High School completion program. To receive reimbursement, a course must be applicable to improving or enhancing job skills and/or professional development and have prior approval of the Superintendent or designee. Reimbursement shall be made within thirty days of evidence being submitted confirming completion of the course.

22.6 The School District and the S.P.E.A. Union shall abide by the Americans with Disability Act.

ARTICLE XXII - MISCELLANEOUS

- 22.7 Effective January 25, 1993, Paraprofessionals shall not smoke on school property.
- 22.8 As a condition of employment, paraprofessionals shall, once every three years, provide evidence of freedom of tuberculosis.

ARTICLE XXIII

DURATION OF AGREEMENT

This Agreement shall become effective on the date of School Board ratification and shall continue in full force and effect up to and including June 30, 1997.

On July 1, 1997, this Agreement shall terminate unless the parties enter into a written extension Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the 5th day of December, 1994.

(NOTE: Except as expressly modified by this Agreement, all other provisions of the contract would carry forward in their entirety.)

MICHIGAN EDUCATION SUPPORT
PERSONNEL ASSOCIATION

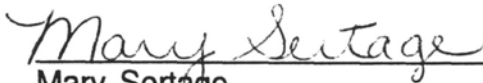
BOARD OF EDUCATION



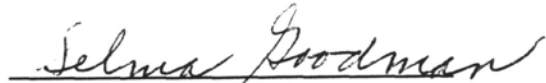
Sandra M. Parrish
President



Elmer McCans
President



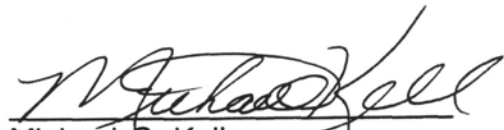
Mary Sertage
Vice President



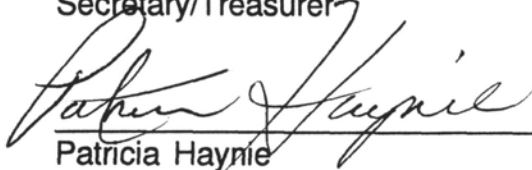
Selma Goodman
Secretary



Brenda Coffey
Secretary/Treasurer



Michael E. Kell
Chief Negotiator



Patricia Haynie
MESPA MICHIGAN EDUCATION ASSOCIATION
Chief Negotiator

LETTER OF UNDERSTANDING

The following is an understanding between the Southgate Paraprofessional Education Association, Marie Philport, and the Southgate Community School District.

1. Marie Philport, presently a preschool paraprofessional, has the endorsement required by the State of Michigan for teaching in a Preschool Program.

2. In the event of short-term absence by the preschool teacher (three days or less), the program coordinator may ask Marie Philport to serve as a substitute for the teacher. Marie Philport may accept or refuse the assignment. The District will pay Marie Philport \$20 in addition to her regular pay for each day she serves in place of the regular teacher.

3. This Letter of Understand refers only to this situation. It is not intended to set any kind of precedent. It is also understood that this is not an emergency short-term assignment.

Marie Philport 4-6-95
Marie Philport

Michael Kell
Assistant Superintendent
Southgate Community School District

Dated: 4/6/95

Dated: 4/6/95

Sandra M. Parrish
Southgate Paraprofessional
Education Association

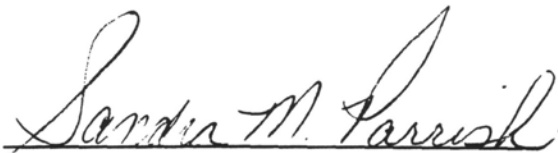
Dated: 4-6-95

LETTER OF UNDERSTANDING

In order to facilitate the efficient operations of the school district and lessen the potential to reduce bargaining unit members of the Southgate Paraprofessional Education Association, the Southgate Community School District and the Southgate Paraprofessional Education Association do hereby agree as follows:

1. The vacancy created due to the departure of Eula Mae Jones from the school district shall be posted and filled in accordance with Article VII of the Master Agreement.
2. A vacancy resulting from the awarding of a bargaining unit member the above referenced position and other subsequent postings shall be filled in accordance with Article VII. However, once all bargaining unit members transfer requests have been honored and said vacancies filled via the transfer process, if any position is remaining open, the Board shall have the right to employ a substitute for the remainder of the 1994/95 school year.
3. In the event the position held by the substitute is retained as a position in the bargaining unit for the 1995/96 work year, the Board shall have an obligation to fill the position, in accordance with the contract, as of the first work day of the 1995/96 contract year.
4. This agreement will be applicable only to the matters outlined in this Letter of Understanding. It shall serve as no precedent for future filling of vacancies or modification of existing contractual provisions.

**For the Southgate Paraprofessionals
Education Association**



President

Date: 3-6-95

**For the Southgate
Community School District**



Assistant Superintendent

Date: 3/2/95