

# MASTER AGREEMENT

July 1, 1997 to June 30, 2000

Superior Central School District

and

Superior Central Education  
Support Personnel Association/MEA/NEA

*Superior Central School District*

1/2 page

with the public letter missive

## TABLE OF CONTENTS

		<u>Page</u>
ARTICLE 1	AGREEMENT	1
ARTICLE 2	PURPOSE	1
ARTICLE 3	RECOGNITION	1
ARTICLE 4	EXTENT OF AGREEMENT	2
ARTICLE 5	AGENCY SHOP	2
ARTICLE 6	UNION RIGHTS	3
ARTICLE 7	EMPLOYER RIGHTS	4
ARTICLE 8	BARGAINING UNIT MEMBER RIGHTS AND PROTECTIONS	5
ARTICLE 9	GRIEVANCE PROCEDURE	9
ARTICLE 10	SCHOOL CLOSURE/DISMISSAL	11
ARTICLE 11	SUBCONTRACTING	11
ARTICLE 12	NEGOTIATION PROCEDURE	11
ARTICLE 13	WORKDAY	12
ARTICLE 14	GENERAL WORKING CONDITIONS	13
ARTICLE 15	CONDITIONS OF EMPLOYMENT	14
ARTICLE 16	SENIORITY	18
ARTICLE 17	VACANCIES, TRANSFERS AND PROMOTIONS	19
ARTICLE 18	REDUCTION IN PERSONNEL, LAYOFF AND RECALL	20
ARTICLE 19	EXTERNALLY FUNDED AND OTHER PROGRAMS	21
ARTICLE 20	SICK LEAVE	22
ARTICLE 21	OTHER PAID LEAVES	23

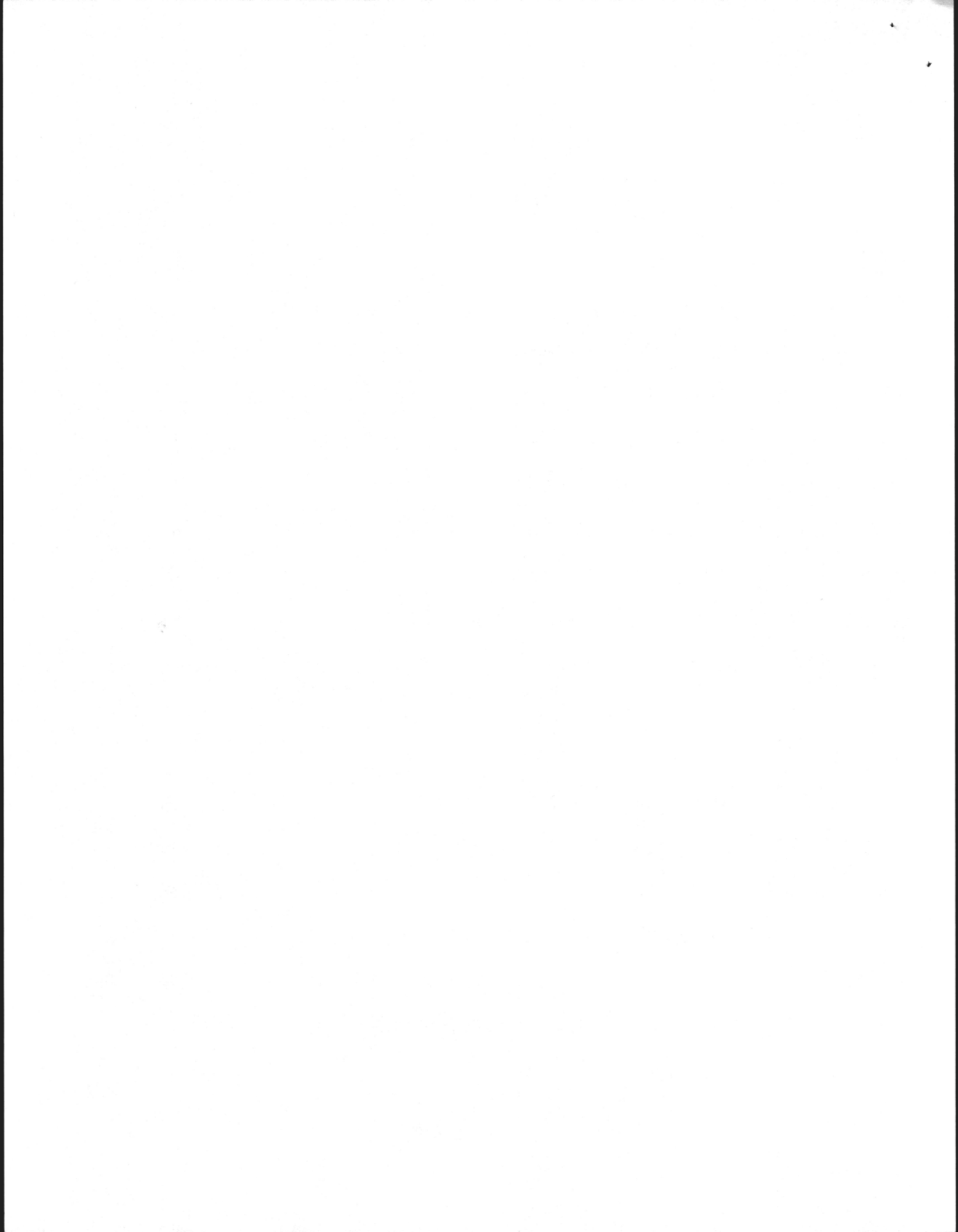
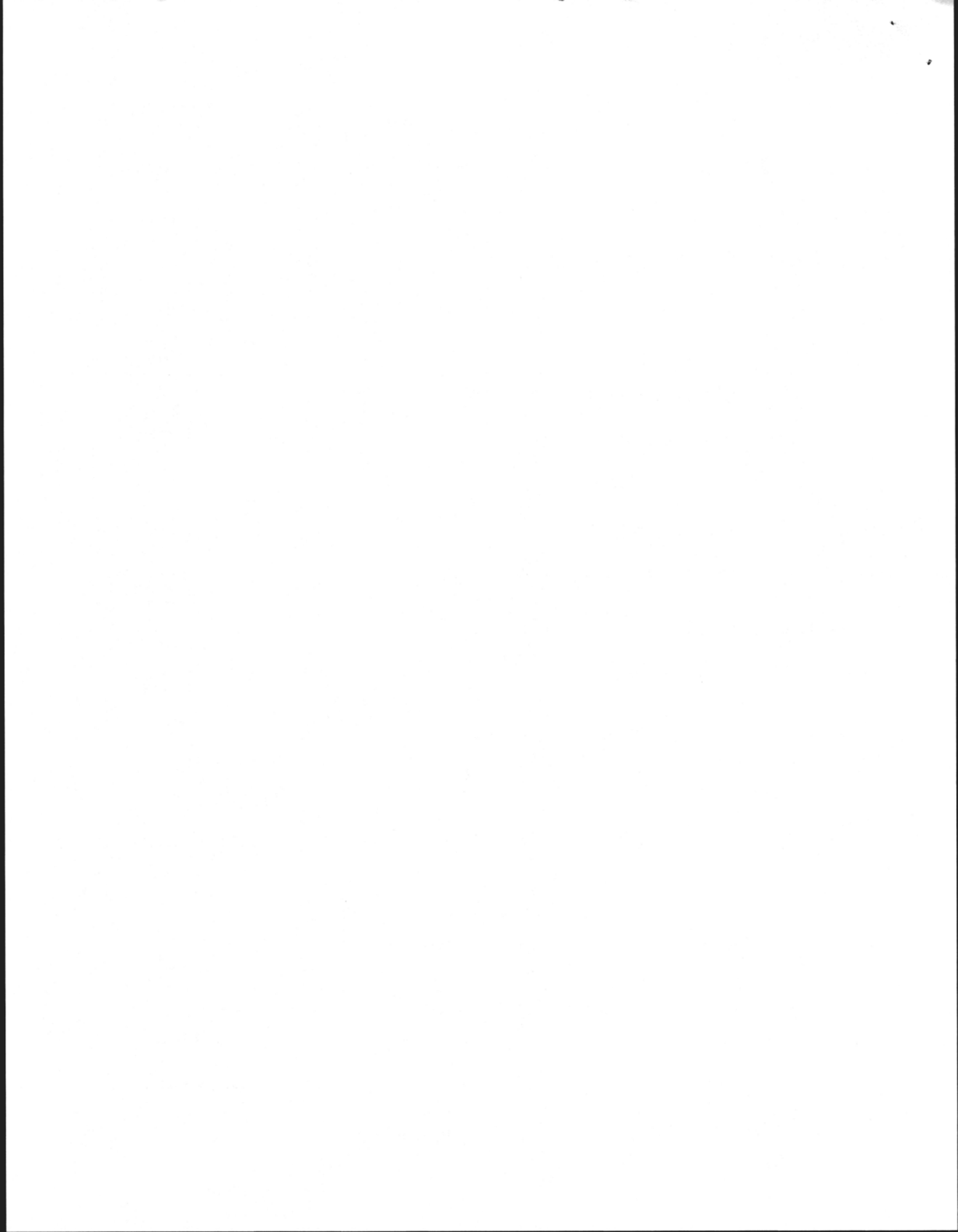


TABLE OF CONTENTS - CONT'D

		Page
ARTICLE 22	UNPAID LEAVES	23
ARTICLE 23	RETIREMENT BENEFITS	25
ARTICLE 24	VACATIONS	26
ARTICLE 25	HOLIDAYS	27
ARTICLE 26	BARGAINING UNIT MEMBER EVALUATIONS	27
ARTICLE 27	SCHOOL IMPROVEMENT	29
ARTICLE 28	JOB DESCRIPTIONS	29
ARTICLE 29	CAFETERIA PLAN	29
ARTICLE 30	SUPPORT STAFF SALARY SCHEDULE	30
ARTICLE 31	DURATION OF AGREEMENT	33
	GRIEVANCE FORM	34



**ARTICLE 1**  
**AGREEMENT**

This Agreement entered into this 1st day of July, 1997, by and between the Superior Central Educational Support Personnel Association - MEA/NEA, hereinafter called the "Union," and Superior Central Board of Education, hereinafter called the "Employer."

In consideration of the following mutual covenants, it is hereby agreed as follows:

**ARTICLE 2**  
**PURPOSE**

**2.1 Agreement**

This Agreement is negotiated pursuant to the Public Employment Relations Act, Act. No. 336 of the Public Acts of 1947 as amended to establish the wages, hours, terms and conditions of employment for members of the bargaining unit herein defined.

**2.2 Dispute Resolution**

The Employer and the Union recognize the importance of orderly and peaceful labor relations for the mutual interest and benefit of the Employer, bargaining unit members, and the Union. The employer and the Union further recognize the mutual benefits of just and expeditious resolution of disputes which may arise as to proper interpretation and implementation of this Agreement or of policies or regulations of the Employer and, accordingly, have included herein a grievance procedure for the effective processing and resolution of such disputes.

**2.3 Maintenance of Standards**

The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule, or regulation which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

**ARTICLE 3**  
**RECOGNITION**

**3.1 Bargaining Unity Defined**

The Superior Central Public Schools Board of Education hereby recognizes the Superior Central Education Support Personnel Association - MEA/NEA as the sole and exclusive bargaining representative for the purpose of and as defined in the Public Employment Relations Act, as amended, MCLA 423.201 et. seq.; MSA 17.455(1) et. seq., (PERA), for all full-time and regular part-time, probationary and non-probationary, on leave or a regular employee substituting for a bargaining unit member on leave or temporarily absent: Paraprofessionals, Secretarial/Clerical, Bus Drivers, Food Service, Custodial, Bus Mechanic, and Maintenance employees of the Superior Central Public Schools. Excluded are non-working supervisors and all other employees.

**3.2 Employees**

Unless otherwise indicated, use of the term "employee" or "bargaining unit member" when used hereinafter in this Agreement shall refer to all members of the above defined bargaining unit. Within the various classifications of bargaining unit members covered herein, there shall be the following categories:

- a. Full-year employee: A bargaining unit member who is employed to work on a twelve (12) month basis.
- b. Full-time: A bargaining unit member who is employed at least 1020 hours per school year.
- c. Half-time: A bargaining unit member who is employed at least 510 hours per school year.
- d. Part-time: A bargaining unit member who is employed less than 510 hours per school year.
- e. Probationary: A bargaining unit member who is employed to fill a full- or part-time position for a trial period of thirty (30) working days.

**ARTICLE 4**  
**EXTENT OF AGREEMENT**

**4.1 Duration**

This Agreement shall continue in full force and effect from July 1, 1997, through June 30, 2000, and shall continue in effect from year to year thereafter unless either party hereto shall give the other party at least sixty (60) days' written notice (date: April 30) by registered before the end of the term of this Agreement or before the end of any annual period thereafter of its desire to terminate.

**4.2 Severability**

This Agreement shall constitute a binding obligation of both the Employer and the Union and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement. Should any provision of this Agreement be found contrary to law, the parties shall agree to follow the law.

**4.3 Individual Agreements**

Any individual contract between the Employer and an individual bargaining unit member heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement.

**ARTICLE 5**  
**AGENCY SHOP**

**5.1 Service Fees**

Each bargaining unit member shall, as a condition of employment:

- a. On or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Union, or
- b. Pay a Service Fee to the Union, pursuant to the Union's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedure adopted pursuant to that policy. The Service Fee shall not exceed the amount of union dues collected from union members. The bargaining unit 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 amounts, as nearly as may be, from the paychecks of each affected bargaining unit member. Monies so deducted shall be remitted to the Union, or its designee, no later than twenty (20) days following deduction.



## 5.2 Objections Policy

Pursuant to Chicago Teachers Union v Hudson, 106 S Ct 1066 (1986), the Union 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-union 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 thereof, shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.

## 5.3 Dues Deductions

Any bargaining unit member who is a member of the Union, or who has applied for membership, may sign and deliver to the Employer an assignment authorizing deduction of dues, assessments and contributions to the Union as established by the Union. Such authorization shall be signed and delivered annually. Pursuant to such authorization, the Employer shall deduct such dues, assessments and contributions from the regular salary check of the bargaining unit member in each of the first 18 pay periods or until collected in full, beginning in September of each year.

## 5.4 Payroll Deduction

Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the wages of any such bargaining unit member and make appropriate remittance for MEA Financial Services programs and annuities, MESSA programs not fully Employer-paid, credit union, savings bonds, charitable donations, MEA-PAC/NEA-PAC contributions or any other plans or programs jointly approved by the Union and the Employer providing three (3) or more people enroll.

## 5.5 Board Held Harmless

The Board shall be held harmless for payroll deductions and any ensuing legal action.

# ARTICLE 6 UNION RIGHTS

## 6.1 Information

The Employer agrees to furnish to the Union in response to reasonable requests for all existing available information concerning the financial resources of the District, the preliminary budget, and such other information as will assist the Union in developing intelligent, accurate, informed and constructive programs on behalf of the employees, preparing for grievances and for negotiations. This information includes, but is not limited to: names, addresses, seniority, wage experience credit, anniversary dates of all bargaining unit members and compensation paid to them; agendas, minutes, and reports of or to all Employer Board meetings; and census and membership data.

## 6.2 Use of Facilities

The Union and its representatives shall have the right to conduct Union business on the Employer's property or use the Employer's equipment at times which do not interfere with or interrupt normal operations or the employees' duty time. The existing building and use policy shall prevail.

### 6.3

The Union shall have the right to post notices of activities and matters of Union concern at designated bulletin boards or use mailboxes in each building or facility to which employees may be assigned.

### 6.4 Union Leave

The Union shall have three (3) days [or twenty-four (24) hours] annually of Union leave time with the Union paying the substitute. The Union shall access this time by forty-eight (48) hour advance written notice to the Employer by the Union President. In the event this leave would cause undue hardship on the day requested this leave may be denied.

### 6.5 Special Conferences

Special conferences for important matters of mutual concern may be arranged at the request of either party. Such conferences shall be scheduled within ten (10) calendar days of such request.

### 6.6 Competing Organizations

The rights granted herein to the Union shall not be granted or extended to any competing labor organization.

### 6.7 Equipment

The Union as the exclusive representative of employees within the bargaining unit described in this Agreement shall have the right to use and/or have access to Employer facilities and equipment, including but not limited to, typewriters, computers, mimeographing machines, FAX, photocopiers, and audiovisual 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.

### 6.8 Union Meetings

The Union shall have the right to use school facilities, excluding administrative offices, for meetings at such hours that do not interfere with the regular program of the school or any other activities that have been previously scheduled and approved by the Board or its representatives.

## **ARTICLE 7** **EMPLOYER RIGHTS**

### 7.1

Except where limited by this Agreement, the Board on its own behalf and on behalf of the electors of the District hereby retains and reserves unto itself with limitations all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by law and the Constitution of the State of Michigan and of the United States including, but without limiting the generality of the foregoing, the following rights:

- a. To execute management and administrative control of the school system and all its properties and facilities and activities of its employees while such employees are on duty.
- b. To hire all employees and subject to the provisions of the law to determine their qualifications and the conditions of their continued employment or their dismissal or demotion and to promote and transfer all such employees.

## 7.2

The exercise of the foregoing powers, rights, authority, duties, rules, and responsibilities of the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by specific and express terms of the Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and the laws of the United States.

## 7.3

Nothing contained herein shall be considered to deny or restrict the Board or the employee of their rights, responsibilities, and authority under the Michigan General School laws or regulations as they pertain to education. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

# ARTICLE 8 BARGAINING UNIT MEMBER RIGHTS AND PROTECTIONS

## 8.1 Right to Organize

Pursuant to the Michigan Public Employment Relations Act, as amended, MCLA 423.201 et. seq.; MSA 17.455(1) et. seq., (PERA), the Employer hereby agrees that every bargaining unit member shall have the right to freely organize, join, and support the Union and to engage in lawful concerted activities for the purposes of collective bargaining or negotiations 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 Employer undertakes and agrees that it will not directly, or indirectly, discourage or deprive or coerce any bargaining unit member in the enjoyment of any rights conferred by PERA, or other laws of Michigan or the United States of America, or the Constitutions of Michigan and the United States of America; that it will not discriminate against any bargaining unit member 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 negotiations with the Employer; his/her institution of any grievance, complaint, or proceeding under this Agreement, or applicable law or regulation, or otherwise with respect to any terms or conditions of employment. No bargaining unit member shall be prevented from wearing insignia, pins, or other identification of membership in the Union at any time by the Employer.

## 8.2 Individual Rights

Nothing contained within this Agreement shall be construed to deny or restrict to any bargaining unit member rights he/she may have under the Michigan General School Laws or other applicable State or Federal laws or regulations. The rights granted to bargaining unit members hereunder shall be deemed to be in addition to those provided elsewhere.

## 8.3 Personal Life

The bargaining unit members shall be entitled to full rights of citizenship, and no religious or political activities of any bargaining unit member or lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such bargaining unit member. The private and personal life of any bargaining unit member is not within the appropriate concern or attention of the Employer unless it affects or impacts the Employer, the Employer/employee relationship, or the employee's overall ability to perform his/her job.

#### **8.4 Non-discrimination**

The employer agrees that it will in no way discriminate against or between bargaining unit members covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, physical characteristics or handicap, or place of residence.

#### **8.5 Discipline and Discharge**

No bargaining unit member shall be disciplined without just cause. The term "discipline" as used in this Agreement includes warnings; reprimands; suspensions with or without pay; reductions in rank, compensation, or occupational advantage; and discharges. Any such discipline, including adverse evaluation of bargaining unit member performance, shall be subject to the grievance procedure, hereinafter set forth, including arbitration. The specific grounds for disciplinary action will be presented in writing to the bargaining unit member and Union no later than at the time of discipline is imposed.

#### **8.6 Written Discipline**

Written warnings or reprimands or suspensions will be given in the form of a formal letter with the full signature of the administrator taking the action. The letter will be delivered only after a meeting has been held at which time the bargaining unit member had an opportunity to be heard. A copy of a written warning or reprimand or suspension shall be given to the bargaining unit member and the Union. Any complaint not called to the attention of the bargaining unit member, within five (5) work days of its discovery, may not be used in any disciplinary action against the bargaining unit member.

#### **8.7 Response to Discipline**

Any bargaining unit member who wishes to take exception to a written disciplinary action must respond in writing and shall present a copy of the letter to his/her appropriate administrator. Such response shall be placed in the bargaining unit member's personnel file, together with a copy of the written disciplinary action issued by the administration and/or Board. A bargaining unit member who files an exception shall not be precluded from also seeking relief through the grievance procedure or other remedy.

#### **8.8 Representation**

A bargaining unit member shall be entitled to have present a representative of the Union during any meeting which will or may lead to disciplinary action by the Employer. When a request for such representation is made, no action shall be taken with respect to the bargaining unit member until such representation of the Union is present. Should disciplinary action be likely to occur at a given meeting, the bargaining unit member shall be advised immediately of said possibility and shall be advised by the Employer of the employee's right to representation.

#### **8.9 (a) Discipline System**

It is agreed and understood that the following progressive system of discipline shall be followed in disciplining bargaining unit members (the severity of the offense may result in step "d" becoming the first action of discipline):

- a. Verbal warning by appropriate administrator.
- b. Written warning by appropriate administrator.
- c. Written reprimand by appropriate administrator.
- d. Suspension with pay pending a "Just Cause" hearing.
- e. Suspension without pay.
- f. Dismissal for just cause only.

### **8.9 (b) Definition of Just Cause**

For purposes of definition for the term "just cause" used in this Article, the following are by way of illustration, but not of limitation, for just cause:

- a. Violation of published school district policy.
- b. Disorderly conduct while on duty.
- c. Willful neglect or destruction of school district property.
- d. Theft or attempted theft of property from the district, its staff, its students, or employees.
- e. Working under the influence of alcohol or other behavior-altering substances.
- f. Falsification of information on job application, time records, or other school district records.
- g. Incompetence.

### **8.9 (c) Bargaining Unit Member Assistance**

- a. The Employer is concerned for the health and well-being of the individuals in its employment and aware of the new knowledge and concepts that have been developed concerning the employment impact of medical and behavioral problems of employees and the procedures for overcoming them. The parties agree that successful treatment is in the best interest of bargaining unit members, the Employer, and the Association.
- b. Upon request the administration shall provide information to bargaining unit members experiencing job-related or personal problems about appropriate outside diagnostic assistance and treatment agencies. A bargaining unit member's involvement will be completely voluntary and confidential.

### **8.10 Personnel Files**

A bargaining unit member will have the right to review the contents of all records of the Employer pertaining to said bargaining unit member originating after initial employment, and to have a representative of the Union accompany him/her in such review. Other examinations of a bargaining unit member's file shall be limited to qualified supervisory personnel, except that a non-bargaining unit member Union representative may review such files when necessary with the bargaining unit member's permission for contract administration purposes or to provide the bargaining unit member representation in other administrative or legal proceedings.

No material including, but not limited to, student, parental, or school personnel complaints originating after initial employment will be placed in a bargaining unit member's personnel file unless the bargaining unit member has had an opportunity to review the material and the complaint has been validated by the Employer. Complaints against the bargaining unit member shall be put in writing with the names of the complainants, administrative action taken, and remedy clearly stated. The bargaining unit member may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When material is to be placed in a bargaining unit member's file, the affected bargaining unit members shall review and sign said material, such signature shall be understood to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material. All recommendations, written or oral, shall be based solely on the contents of the bargaining unit member's personnel file.

### **8.11 Assault**

Any case of assault upon a bargaining unit member and/or a bargaining unit member's property shall be promptly reported to the Employer. The Employer shall promptly render all necessary assistance to the bargaining unit member, when possible, to prevent injury and loss of property.

## 8.12 Special Education Complaints

No bargaining unit member will be threatened, disciplined, reprimanded, punished, discharged or denied any occupational advantage, directly or indirectly by the Employer, its administrators or representatives, due, in any way, to the bargaining unit member having filed a complaint as defined in Rule 1(g) of the Michigan Special Education Rules; participating in the investigation and/or resolution of such complaint as provided in Part VIII of the Michigan Special Education Rules; filing a report with an intermediate school district pursuant to Section 1711(1)(j) of the School Code of 1976, as amended, MCLA 380.1711(1)(j); MSA 15.41711(1)(J); or, referring a student to the Superintendent, or his/her designee, for evaluation pursuant to the Michigan Special Education Rules (1979 Administrative Code R340.12722).

## 8.13 Fair and Equitable Treatment

The Employer agrees to treat all employees fairly and equitably.

## 8.14 Sexual Harassment

- a. Sexual harassment against (or by) bargaining unit members will not be tolerated in the District's employment practices (and/or educational programs or activities). Sexual harassment for the purposes of this Article is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  1. Submission to the conduct is made either an explicit or implicit condition of employment (or participation in an educational opportunity or activity);
  2. Submission to or rejection of the condition is used as the basis for an employment (or an educational) decision affecting the harassed unit member (or individual), or
  3. The harassment substantially interferes with a bargaining unit member's (or other individual's) work (or educational) environment or creates an intimidating, hostile, or offensive work (or educational) environment.

### b. Definition

For the purposes of this Article, sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature as determined by a reasonable person of the victim's general. It refers to behavior which is not welcome, that is personally offensive, that fails to respect the rights of other, that lowers morale, and that therefore interferes with the victim's work (or academic) effectiveness. Sexual harassment includes, but is not limited to, the distribution or displaying of sexually suggestive or related photographs, drawings, and graffiti; sexually degrading words and innuendoes; sexual advances and propositions; and verbal or physical abuse of sexual nature.

### c. Member Protection

Any bargaining unit member accused of sexual harassment shall be entitled to all the protection of this agreement, including, but not limited to, Article 8.9(b) (Just Cause), Article 8.8 (Union Representation), and Article 8.10 (Personnel File).

### d. Process

Any bargaining unit member who is dissatisfied with the Employer's response to his/her complaint of harassment may file a grievance. However, whenever resort to the grievance procedure would result in the accused harassed hearing the grievance, the grievance may be transmitted to the next step at

d. Process - continued

the option of the grievant. The District assures employees that all complaints will be handled confidentially and shall be investigated without delay. In no event will the District permit or engage in retaliation of any kind against any employee who initiates a complaint.

### 8.15 Accommodation

The Employer shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped individual, unless the Employer can demonstrate that the accommodation will impose an undue hardship on the operation of the program.

a. Reasonable accommodation may include:

1. Accessibility of district facilities
2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters or other similar actions.

b. The Employer will provide notice to the Union of any potential need for accommodation and seek Union input on proposed accommodations.

c. A specific plan of accommodation proposed by an affected employee and the Union which is reasonable may be accepted by the Employer.

d. If the cost of proposed accommodation is less than or equal to the cost limitations set forth in sections 210(5) and (11) or the HCRA, the accommodations will not be considered an undue hardship. In the event that the cost of the accommodation exceeds the cost limitations set forth above, the parties will look to the factors set forth in the Americans with Disabilities Act and section 504 of the Vocational Rehabilitation Act to determine whether the accommodation is reasonable and not an undue hardship.

## ARTICLE 9 GRIEVANCE PROCEDURE

### 9.1 Definition

A claim and/or a complaint by a bargaining unit member or a group of bargaining unit members or the Union that there has been a violation, misinterpretation, or misapplication of any provision of this agreement.

The term "days" as used herein shall mean days in which school is in session.

### 9.2 Hearing Levels

- a. Step 1 - A grievant shall within ten (10) days of its alleged occurrence orally discuss the problem with the supervisor. If no resolution is obtained within three (3) days of the discussion, the grievant shall reduce the grievance to writing and proceed within five (5) days to Step 2.
- b. Step 2 - a copy of the written grievance shall be filed with the Superintendent. Within five (5) days of the receipt of the grievance the Superintendent shall arrange a meeting with the grievant to discuss the grievance. Within five (5) days of the discussion the Superintendent shall render his/her decision in writing. If no decision is rendered within five (5) days of the discussion or the decision is unsatisfactory to the grievant, the grievant shall within five (5) days appeal same to the Board of Education.

- c. Step 3 - Upon written application the Board shall allow the grievant an opportunity to be heard within ten (10) days. Within twenty (20) days from the hearing of the grievance the Board shall render its decision in writing.
- d. Step 4 - If the grievant or Association is not satisfied with the disposition of the grievance at Step 3, it may within ten (10) days after the decision of the Board refer the matter for arbitration to the American Arbitration Association in writing and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he/she shall be selected in accordance with the rules of the American Arbitration Association.
1. The decision of the arbitrator shall be final and conclusive and binding upon the Board and the Association and/or grievant.
  2. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this Agreement. His/her authority shall be limited to deciding whether a specific article and section of this Agreement has been violated and shall be subject in all cases to the rights, responsibilities, and authority of the parties under the Michigan General School Laws or any other national, state, county, district, or local laws. The arbitrator shall not usurp the function of the Board of Education and/or the Association or the proper exercise of this judgment and discretion under law and this Agreement.

### 9.3

The fees and expenses of the arbitrator shall be shared at the rate of fifty percent (50%) for the grievant and fifty percent (50%) for the Board.

### 9.4

Should a bargaining unit member fail to institute a grievance within the time limits specified, the grievance will not be processed. Should the Board fail to respond within the time limits specified, the grievance shall advance to the next step.

### 9.5 Expedited Process

It may be mutually agreed to between the Union and the Employer to process a grievance via the following expedited grievance procedure:

- a. The grievance shall be submitted in writing to the Superintendent or his/her designee. Within five (5) calendar days after submission, the Superintendent or his/her designee shall schedule a meeting with the Union in an effort to resolve the dispute.
- b. If the dispute is still not resolved to the Union's satisfaction within seven (7) calendar days of the initial hearing, the Union may appeal the grievance to binding arbitration, under the rules of the American Arbitration Association for expedited arbitration. Both parties agree to be bound by the decision of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties.



**ARTICLE 10**  
**SCHOOL CLOSURE/DISMISSAL**

**10.1 School Closing**

When the act of God, or an Employer directive, forces the closing of a school or other facility of the Employer:

- a. On the first two (2) snow days of a school year only, those individuals designated as essential personnel will be required to report. All employees will receive pay for their regularly scheduled hours for that day. Essential personnel reporting to work will receive compensatory time for the hours worked.
- b. Beginning with the third (3rd) snow day, nine (9) and ten (10) month employees will not be paid. Twelve-(12) month employees will have the discretion of reporting to work. Should they choose not to report, they will not be paid. Employees not reporting will be expected to notify their supervisor.

**10.2 School Cancellation After Opening**

- a. If bargaining unit members are released from work, they shall suffer no loss in pay.
- b. Certain bargaining unit members may be asked to remain twenty (20) to thirty (30) minutes after dismissal to facilitate an orderly closing procedure.
  1. Bus drivers will be responsible for normal duty runs.
  2. Cooks will clean and complete orderly closure.
  3. Aides will be dismissed with students and faculty, excepting aides responsible for late bus students.
  4. Maintenance personnel will complete boiler/maintenance checks before dismissal.
  5. Daytime custodians should complete necessary cleaning tasks before dismissal.
  6. Afternoon custodians may be required to report.
  7. The principal's secretary will complete the necessary high school office shutdown after the dismissal of students and faculty [maximum of twenty (20) to thirty (30) minutes].

**ARTICLE 11**  
**SUBCONTRACTING**

No employee shall suffer loss of pay, hours, or benefits because of work contracted to other agencies.

**ARTICLE 12**  
**NEGOTIATION PROCEDURE**

**12.1 Unforeseen Matters**

It is contemplated that the terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual consent in writing between the parties. Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters previously unforeseen or not negotiated may be negotiated. It is in the public interest that the opportunity for mutual discussion of such matters be provided.

## 12.2 Negotiations Release Time

When negotiations are conducted during regular work hours, released time shall be provided for the Union's representatives.

## 12.3 Negotiations

Neither party in any negotiations shall have any control over the selection of the negotiation or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

## 12.4 Agreement

There shall be two (2) signed copies of any final agreement. One (1) copy shall be retained by the Employer and one by the Union.

Copies of this Agreement shall be printed at the expense of the Employer, within thirty (30) days after the Agreement is signed, and presented to all bargaining unit members now employed or hereafter employed by the Employer.

All school district personnel policies or any changes in said policies shall be distributed to the bargaining unit.

## ARTICLE 13 WORKDAY

### 13.1 Breaks

#### A. Break Periods

Each employee shall be granted a 15-minute paid break period for each consecutive four (4) - hour period. The specific scheduling of the break period shall be done by mutual agreement of the employee and the supervisor. The employee may take the break period in a location of the employee's choosing. Employees working overtime will be entitled to an additional fifteen (15) minutes relieve time for every two (2) hours worked.

#### B. Lunch Break

All employees will be provided a thirty (30) minute duty-free lunch break.

### 13.2 Overtime

#### a. Overtime Schedule

Regular overtime will be administered in a fair and equitable manner.

#### b. Overtime Pay

Overtime shall be compensated at the rate of time and one-half (1 1/2) of the regular hourly pay for all hours over forty (40) hours in a week. All overtime on Sundays and holidays shall be compensated at two (2) times the employee's regular hourly pay for all hours worked. All overtime shall be approved by the immediate supervisor prior to actual working.

c. **Compensatory Time**

1. Employees have the option of the overtime pay or comp time at the rate of 1 hour earned for 1 hour worked.
2. Employees electing compensatory time in lieu of overtime may elect to use their compensatory time for full or partial days by notifying their direct supervisor at least one (1) day in advance. These days shall be used during the fiscal year accumulated.
3. In the event that two (2) employees have requested time off on the same date, a supervisor may deny additional requests for time off on that date.
4. In an extreme emergency, the supervisor may deny the use of compensatory time until the emergency situation has been corrected.

**13.3 Clean-up**

Bargaining unit members shall be paid to the end of their working day which shall include sufficient time in which to clean up.

**ARTICLE 14**  
**GENERAL WORKING CONDITIONS**

**14.1 Unsafe Work**

Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. Employees will be provided proper safety equipment and instruction in regard to the operation of equipment and the handling and disposal of dangerous substances. Employees will be provided adequate and appropriate supplies and equipment, in good repair, to perform their assigned duties.

**14.2 Student Discipline**

The Employer shall support and assist bargaining unit members with respect to the maintenance of control and discipline of students in the bargaining unit members' assigned work areas. The Employer, or its designated representative, shall take reasonable steps to relieve the bargaining unit member of responsibilities with respect to students who are disruptive or who repeatedly violate rules and regulations. Bargaining unit members may use such physical force with a student as is necessary to protect themselves or another person from attack, physical abuse or injury, to prevent damage to district property, or to maintain order, so far as the law permits.

**14.3 Medication**

No bargaining unit member shall be required to dispense or administer medication, or perform diapering or medically related procedures unless specified in the job description.

**14.4 Equipment**

The Employer shall provide without cost to the bargaining unit member the following:

- a. Approved first aid kits and materials in all work areas, gloves, and appropriate training in the handling of blood, blood products and other bodily products.
- b. Adequate and approved safety equipment including, but not limited to, goggles, shields, barriers, hard-hats, and auditory protection devices.

- c. Safety shoes and glasses where applicable.
- d. Reimbursement for the cost of licenses or the renewal of licenses required for the bargaining unit member to perform his/her job or position. This shall be the difference between CDL and regular drivers' license cost.

#### 14.5 Uniforms

For bargaining unit members expected by the Employer to wear uniforms, the style and color shall be selected with approval from the affected employee group.

#### 14.6 Non-Instructional Staff In-Service

Non-instructional staff mandated by law or administrative directive to attend school, training, or a workshop will be reimbursed at their hourly rate for attendance at said school, training, or workshop.

If said training is for certification, the employee will be reimbursed only upon successful completion and certification.

### ARTICLE 15 CONDITIONS OF EMPLOYMENT

#### 15.1 Transportation

In addition to those working conditions outlined in Article 14, the following shall apply to all transportation bargaining unit members:

##### a. Regular Runs

##### 1. Run Selections

No driver shall be able to take another driver's regular run unless that driver's run is eliminated for economic reasons. Then the driver shall be able to bump another driver that has lower seniority.

If two (2) runs are combined for economic reasons then the senior driver of the two (2) runs shall have the option of the combined run or can bump for any route with less senior driver.

##### 2. Bus Drive License Fees - Bus drivers will be reimbursed by the school for the difference in Commercial Drivers License above the cost of a Standard Drivers License.

- Bus drivers will be reimbursed at their hourly rate for attendance at required bus drivers school upon successful completion of the program.

Bus drivers will be reimbursed for the cost of road test license fees for Commercial Drivers License upon successful completion of the road test. Drivers requiring multiple attempts to pass the road test will only receive reimbursement for one (1) successfully completed road test.

Drivers required to take road tests due to infractions of the motor vehicle code will not be reimbursed for their road test.

3. Bus Driver Driving Violations - Upon notification of the school of the arrest or conviction of any Superior Central Bus Driver or substitute driver for the offenses of careless driving, reckless driving, or any alcohol-related driving offense, the driver will be suspended without pay from driving school buses until such time as:
  - a. The driver meets all standards for licensing under Michigan law.
  - b. The driver is fully insurable by the agency currently providing fleet insurance for the school district.
4. Run Length
  - a. All runs will be a minimum of two (2) hours. Any run that is over two (2) hours in length shall be paid a pro-rata hourly amount in fifteen (15) minute segments based on the hourly rate. Drivers with runs less than two (2) hours may be assigned by the transportation supervisor general duties in the transportation area to complete their two (2) hours.
  - b. Routes will be timed at the beginning of each year. Deviations from such times will require justification (break downs, need tow, stuck, etc.) otherwise payment shall be made only for the regular route time.
5. Preparation of Buses/Down Time - Drivers are responsible for performing the safety checklist that has been approved by the Department of Transportation. They are responsible for fueling and sweeping the interior of the bus(es) to which they are assigned.

Other time allowances: washing bus - 1 time/wk - maximum time 90 minutes  
sweeping - 15 minutes  
fueling - maximum time 30 minutes  
rinse salt - 30 minutes

6. Physical - The District will provide fully reimbursed physicals by a physician selected by the District. Bargaining unit members may select his/her own physician for a physical, and the District shall reimburse the employee up to Seventy-Five Dollars (\$75) upon receiving a receipt.
7. Summer Runs - All runs available during the summer period shall be posted and awarded to the most senior driver applicant.
8. Meetings - Bus drivers will be paid for their regularly hourly rate for all required meetings.
9. New Runs - Should any new run become available during the school year, it shall be posted in accordance with the posting procedure in Article 17 and awarded to the most senior driver applicant.
10. If an extra run becomes available and the senior driver accepts it, then refuses it at a later date, that driver cannot take the run back until it has gone through the seniority list. This rotation continues throughout the life of the contract and does not restart annually.

b. Field Trips/Extra Duties

1. A field trip is defined as any transportation of students other than a regular run. This includes school day field trips, after school athletic events, etc. It will not include overnight runs.
2. Field trips leaving during regular driving time shall be available to drivers who have regularly scheduled runs. In this event, drivers shall be paid their regular run rate for the first two (2) hours of the field trip. Subsequent hours shall be paid at the field trip rate.

3. Drivers shall be paid the field trip rate for all of the time a driver is on duty driving or not driving a bus. "On duty" means that the driver is away from the central bus storage station transporting or waiting to complete the transportation of students.
  4. The field trip rate shall be compensated at the beginning bus driver's rate except Saturday and Sunday field trips which will be compensated at the driver's regular rate. The regular rate shall also apply for all trips when school is not in session; including days when school has been canceled.
  5. There shall be a two (2) hour minimum payment for a field trip on a day when school is not in session.
  6. Field Trip Selection
    - a. Field trips will be assigned to drivers as the trips are scheduled on a rotational basis. The rotational list will begin with the highest seniority to the lowest seniority person.
    - b. In each rotation if a driver declines a field trip, it will be offered to the next driver on the list until the trip is covered. Drivers accepting declined field trips will not lose their turn in that rotation.
    - c. If no driver in a rotation accepts the field trip, it may be offered to sub drivers.
    - d. If sub drivers do not accept the trip, it goes back to the originally assigned driver.
  7. Drivers who are assigned a field trip shall have fifteen (15) minutes added to the accumulated time of the trip for a safety check as outlined above, fueling, and sweeping.
  8. Every effort will be made to provide at least a three (3) day notice for all field trips.
  9. No driver will be required to chaperone field trip activities.
  10. The Board will make available, to all drivers, a copy of the Board Policy for chaperones.
  11. Lunches shall be reimbursed up to \$5.00 with receipts.
- c. Overnight Trips
1. Overnight extra-duty trips will be offered to bus drivers on a seniority rotation. This rotation shall be in effect for the duration of the contract and does not restart annually.
  2. Overnight field trips/extra field trips over 300 miles, one way, the board will have the option of chartering transportation for the participants.
  3. If no driver accepts the overnight trip, it may be offered to sub-drivers or contracted out.
  4. Drivers will not be required to accept overnight extra-duty trips.
  5. The District shall provide the cost of a motel room. Drivers may be required to stay in the same motel as the group they are driving. Drivers will not be required to share a room with a student or chaperone.
  6. Meals will be reimbursed by receipt according to Board policy.

7. Overnight trips will be compensated for each twenty-four (24) hour period as follows:

Driving time: At the driver's regular salary.

Down time: At \$6.25 per hour.

Sleep time: No compensation [eight (8) hours daily duty free]

- d. Drivers who have not been notified one-half (1/2) hour before arrival and who report to work and find that school has been canceled shall be paid for two (2) hours at their regular hourly rate.

### **15.2 Work for Outside Groups**

Any work generated by non-employer groups who use school facilities shall be paid a minimum of one and one-half (1 1/2) times the normal hourly rate, with a minimum of two hours. Such group will be responsible for the payment to the employee.

### **15.3 Custodians**

#### **a. Summer Employment**

1. Custodians shall have the option to work four (4) 10-hour days during the summer period if all concur. The shift hours shall be 6:30 a.m. - 5:00 p.m.
2. All custodians will work first-shift hours, regardless of their shift assignment during the school year.
3. Regular shift hours shall be set by the Board with the end of the night shift to be no later than 11:00 p.m.

#### **b. Materials and Supplies**

Custodians shall be provided with necessary and appropriate supplies and equipment to perform their assigned work.

#### **c. Building Checks**

Bargaining unit members shall be paid a minimum of two (2) hours overtime pay for assigned building checks other than the regularly scheduled time.

### **15.4 Para-professionals**

The Board of Education agrees to pay tuition for courses required to receive para-professional certification.

### **15.5 Miscellaneous**

Any employee working in more than one (1) classification or holding two (2) part-time positions within one (1) classifications shall, for the purposes of benefits and pay:

1. Be paid at the classification rate for all work performed.
2. Receive benefits as though all work performed in a single job or classification.

## **15.6 Temporary Assumption of Duties**

Any bargaining unit member who temporarily assumes the duties of another bargaining unit member will be paid the regular rate for those duties. A bargaining unit member's pay rate shall not be reduced as the result of any temporary change in duties.

After 3 consecutive days substituting for a bargaining unit member, the substitute member shall be paid at their regular rate.

## **ARTICLE 16** **SENIORITY**

### **16.1 Seniority Defined**

Seniority shall be defined as the length of service within the district as a member of the bargaining unit, i.e., all classifications represented in the recognition clause of this Agreement. Accumulation of seniority shall begin from the bargaining unit member's first working day. In the event that more than one individual bargaining unit member has the same start date of work or the starting date cannot be determined, position on the seniority list shall be determined by drawing lots.

### **16.2 Probation**

Probationary bargaining unit members shall have no seniority until the completion of the probationary period, at which their seniority shall revert to their first day of work. The probationary period shall be sixty (60) calendar days.

### **16.3 Classifications**

For purposes of this Agreement, all bargaining unit members shall be placed in one of the following classifications based on their current assignments:

- a. Bus Driver
- b. Secretarial/Clerical
- c. Custodial
- d. Food Service
- e. Maintenance
- f. Paraprofessional
- g. Bus Mechanic/Driver

However, all seniority shall be based on bargaining unit seniority.

### **16.4 Seniority List**

The Employer shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared by the bargaining unit members. Revisions and updates shall be prepared and posted annually thereafter. A copy of the seniority list and subsequent revisions shall be furnished to the Union.

### **16.5 Accommodation**

Any bargaining unit member who has been incapacitated at his/her regular work by injury or compensable occupational disease, or sustains a handicap for which reasonable accommodation needs to be made, while employed by the Employer, may at his/her option be employed at other work on a job that is operated by the Employer which he/she can perform. This shall not include bumping.



## **16.6 Seniority List**

Seniority shall be lost by a bargaining unit member upon termination for cause, resignation, or retirement. Transfer to a non-bargaining unit position will result in a freeze of current seniority with no seniority added during the period of time employed in a non-bargaining unit position. This freeze in seniority will last for six (6) months.

## **ARTICLE 17** **VACANCIES, TRANSFERS AND PROMOTIONS**

### **17.1 Vacancy Defined**

A vacancy shall be defined as a newly-created position or a present position that is not filled.

### **17.2 Vacancy Posting**

All vacancies shall be posted in a conspicuous place in each building of the district for a period of ten (10) workdays. Said posting shall contain the following information:

- a. Type of work
- b. Location of work
- c. Starting date
- d. Rate of pay
- e. Hours to be worked
- f. Classifications
- g. Requirements as reflected in the job description

### **17.3 Vacancy Notification**

Interested bargaining unit members may apply in writing to the Superintendent, or designee, within the ten (10) day posting period. The Employer shall notify bargaining unit members of vacancies occurring during the summer months (June, July, August) by sending notice of same to each bargaining unit member by U.S. mail to their last known address if the bargaining unit member so requests.

### **17.4 Award of Vacancies**

Vacancies shall be filled with the most senior applicant from within the affected classification. Should no bargaining unit member from the affected classification apply, the vacancy may then be filled by a qualified applicant from other classifications with residents of the Superior Central School District given preference for the position.

### **17.5**

Preference will be given to those seeking employment who have a minimum high school education or equivalent.

### **17.6 Selection**

Within thirty (30) workdays after the expiration of the posting period, the Employer shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant shall be so notified in writing with a copy provided to the Union.

### **17.7 Trial Period**

### **17.7 Trial Period**

In the event of promotion in or transfer from one classification to another, the bargaining unit member shall be given a thirty (30) workday trial in which to show his/her ability to perform on the new job. The Employer shall give the promoted or transferred bargaining unit member reasonable assistance to enable him/her to meet the Employer's standards of the new job. If the bargaining unit member is unable to demonstrate ability to perform the work required during the trial period or at the option of the affected bargaining unit member, the bargaining unit member shall be returned to his/her previous assignment.

### **17.8 Transfer Rights**

Bargaining unit members shall not be placed on a lower step (wage schedule) due to involuntary transfers, nor shall they suffer any loss of accrued seniority, vacation, holiday or leave benefits.

### **17.9 Involuntary Transfers**

The parties agree that involuntary transfers of bargaining unit members are to be effected for only the reasonable and just cause.

## **ARTICLE 18** **REDUCTION IN PERSONNEL, LAYOFF AND RECALL**

### **18.1 Layoff Defined**

Layoff shall be defined as a necessary reduction in the work force beyond normal attrition due to a lack of funds sufficient to avoid such reduction, which is demonstrated by the Employer to the Union or an impartial third party selected pursuant to the grievance procedure set forth in this Agreement.

### **18.2 Layoff Notice**

No bargaining unit member shall be laid off pursuant to necessary reduction in the work force unless said bargaining unit member shall have been notified of said layoff at least sixty (60) calendar days prior to the effective date of the layoff. If a financial crisis exists, fourteen calendar (14) days' notification will be given.

### **18.3 Layoff Procedures**

In the event of a necessary reduction in work force, the Employer shall first layoff probationary bargaining unit members in the affected classification, then the least senior bargaining unit members in that classification. In no case shall a new employee be employed by the Employer while there are laid-off bargaining unit members who are qualified for a vacant or newly-created position. Bargaining unit members who are qualified for a vacant or newly-created position. Bargaining unit members whose positions have been eliminated due to reduction in work force or who have been affected by a layoff/elimination of position shall have the right to assume a position, regardless of classification, for which they are qualified, which is held by a less senior bargaining unit member providing he/she can perform the duties.

### **18.4 Substitute Priority**

A laid-off bargaining unit member shall, upon application and at his/her option, be granted priority status on the substitute list according to his/her seniority. Laid-off bargaining unit members may continue their health, dental and life insurance benefits by paying the regular monthly subscriber group rate premium for such benefits to the Employer according to COBRA regulations.

## **18.5 Recall**

Laid-off bargaining unit members shall be recalled in order of seniority, with the most senior being called first, to any position for which they are qualified. Any bargaining unit member who has served more than thirty (30) working days in a classification shall be deemed qualified for any position in that classification, or who within a reasonable amount of time could be trained to perform the work. 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 bargaining unit member's responsibility to keep the Employer notified as to his/her current mailing address.

A recalled bargaining unit member shall be given fifteen (15) calendar days from receipt of notice, excluding Saturday, Sunday and holidays, to notify the Employer of his/her intent to return to work. The Employer may fill the position on a temporary basis until the recalled bargaining unit member can report for work providing the bargaining unit member reports within the fifteen (15) day period.

Bargaining unit members recalled to full-time work for which they are qualified are obligated to take said work. A bargaining unit member who declines recall to full-time work for which he/she is qualified shall forfeit his/her seniority rights. Bargaining unit members on layoff shall not accrue seniority during the period of such layoff. Refusal of recall to a position which is equivalent in annual pay and/or benefits than the position from which the bargaining unit member was laid-off shall terminate his/her rights. These recall rights shall exist for a period of three (3) years from the date of layoff.

The Employer shall not reduce the full-time positions to part-time positions. If a reduction in the work force is necessary, the Employer shall reduce whole positions and shall not reduce hours among several positions. Paraprofessional staff (teacher aides) may be the exception to this paragraph.

## **ARTICLE 19**

### **EXTERNALLY FUNDED AND OTHER PROGRAMS**

#### **19.1 State and Federal Programs**

Persons employed through funds provided through State or Federal programs and are employed by the Superior Central School District shall be treated in all respects as regular bargaining unit members and shall be covered by and comply with all terms and provisions of this Agreement.

#### **19.2 Seniority**

Persons employed through State or Federal programs shall be treated the same as all other bargaining unit members in all respects including the length of the probation period and their seniority dates. In the event of reduction in work force resulting from lack of work or loss of funds, bargaining unit members shall be laid-off and recalled in accordance with the provisions of this Agreement governing layoffs and recall, and seniority principles shall be strictly adhered to.

#### **19.3 Current Bargaining Unit Members**

The parties further agree that it is not their intent to replace or displace through funds provided through State or Federal programs, either in whole or in part, in any way, currently employed bargaining unit members employed on the effective date of this Agreement, or to cause the loss of work or wages or benefits of the same.

#### **19.4 Student Workers**

No student workers shall be employed if members of the bargaining unit are on layoff. In no event will student workers displace bargaining unit members, summer work excluded.

**ARTICLE 20**  
**SICK LEAVE**

**20.1 Sick Leave**

a. Nine (9) and Ten (10) Month Employees

At the beginning of each work year, each nine (9) and ten (10) month bargaining unit member shall be credited with twelve (12) days of sick leave, the unused portion of which shall accumulate from year to year to a maximum of one hundred fifty (150) days in 1997-98; one hundred fifty-five (155) in 1998-99; one hundred sixty (160) days in 1999-2000. The Employer shall furnish each bargaining unit member with a written statement at the beginning of each school year setting forth the total accumulated sick leave credit for said bargaining unit member.

b. Full-Year Employees

At the beginning of each work year, each full-year bargaining unit member shall be credited with fourteen (14) days of sick leave, the unused portion of which shall accumulate from year to year to a maximum of one hundred fifty (150) days in 1997-98; one hundred fifty-five (155) in 1998-99; one hundred sixty (160) days in 1999-2000. The Employer shall furnish each bargaining unit member with a written statement at the beginning of each school year setting forth the total accumulated sick leave credit for said bargaining unit member.

**20.2 Employment-Related Injury**

Absence due to injury for which the employee is receiving worker's wage compensation shall not be charged against the bargaining unit member's sick leave days.

**20.3 Sick Day Usage**

The sick leave days may be taken by a bargaining unit member for the following reasons and subject to the following conditions:

- a. Personal Illness or Disability - The bargaining unit member may use all or any portion of his/her leave for doctor(s) appointments, to recover from his/her own illness or disability, or for the illness or disability of any member of his/her immediate family as defined below, which shall include all disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery.
- b. Medical or Nursing Care - The bargaining unit member may take three (3) days per year to make arrangements for medical or nursing care for a member of his/her immediate family as defined below.
- c. The employee shall report his/her unavailability for work by calling his/her immediate supervisor. It is the supervisor's responsibility to arrange for sub(s).

**20.4 Immediate Family**

Immediate family shall be defined as spouse, children, grandchildren, foster child, stepchild, parent, grandparent, stepparent, brother, sister, aunt, uncle, father-in-law, or mother-in-law.

**ARTICLE 21**  
**OTHER PAID LEAVES**

**21.1 Personal Business**

Three (3) days of annual sick leave may be used by the bargaining unit member for personal business. A bargaining unit member planning to use a personal business day, or days, shall notify his/her supervisor at least two (2) days in advance, except in cases of emergency. Personal business days shall be available for the practice of individual religious preferences. Unused personal business days shall accumulate as sick leave. No more than two (2) employees in the same department may take business days on the same date. In case of emergencies the immediate supervisor may grant exceptions. Business days shall be issued on a first-come, first-serve basis.

**21.2 Judicial Leave**

Any bargaining unit member called for jury duty, or who is subpoenaed to testify during work hours in any judicial or administrative matter, shall be paid the difference between the daily reimbursement and the employees regularly daily pay excluding mileage. This shall not apply to personal issues involving the employee and/or his/her immediately family.

**21.3 Armed Services**

Any bargaining unit member who is a member of a branch of the Armed Forces Reserve or the National Guard shall be paid the difference between his/her Reserve/Guard pay and the regular pay he/she would receive from the Employer during any period when the affected bargaining unit member engages in training or other service in the Reserve or National Guard. All benefits shall remain in effect.

**21.4 Bereavement Leave**

The bargaining unit member may use up to a maximum of five (5) days annually of sick leave for a death in the immediate family as defined. Immediate family shall be defined as in article 20.4 above. Unused funeral/bereavement leave shall not be cumulative.

**ARTICLE 22**  
**UNPAID LEAVES**

**22.1 Leaves of Absence**

Leaves of absence without pay for up to two (2) years in duration may be granted to bargaining unit members upon written request. A request for leave of absence shall include the reason for the leave, along with anticipated beginning and ending dates of the leave. During the leave, seniority shall be frozen as of the departure date.

**22.2 Return from Leave**

A bargaining unit member returning from a leave of absence shall be reinstated to the same position he/she held when the leave began. A bargaining unit member returning from a leave of absence shall be placed at the experience (pay) level his/her seniority level dictates.

**22.3 Extensions**

An extension past the two (2) years may be granted by the employer, upon written request of the bargaining unit member. The request shall include the reason for the extension and the anticipated date of return.

## 22.4 Unpaid Leaves

Unpaid leaves of absence may be taken for the following purposes:

### a. Military Leave

A military leave of absence shall be granted to an 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 employer shall continue any and all employee benefits for the bargaining unit member's family during any period of active duty. Members of the bargaining unit who are placed on military leave and who subsequently qualify for the schooling under the GI Bill shall have their leave extended for a period of one (1) year. Application for such an extension shall be filed within thirty (30) days from the official discharge date and shall be subsequent to proof of registration in an approved program or institution.

### b. Union Office

A leave of absence not to exceed four (4) years shall be granted for the purpose of serving as an officer of the Association/Union, or an officer or intern or staff member in its state or national affiliate.

### c. Public Service

A leave of absence not to exceed four (4) years shall be granted for the purpose of campaigning for, and/or serving in, a public office.

### d. Educational

A leave of absence may be granted for the purpose of permitting the bargaining unit member to continue his/her education.

### e. Family Leave

A leave of absence may be granted to any (male or female) bargaining unit member for any of the following purposes:

1. the birth or placement for adoption or foster care of a child;
2. because of serious health condition of a family member;
3. because of the employee's own serious health condition;
4. the care of a child under age 18.

## 22.5 Family Leave

To the extent required by the Family Medical Leave Act, an eligible bargaining unit member shall be granted leave and other rights specified by that law. When leave is taken by an eligible bargaining unit member under the Family Medical Leave Act, the Employer shall likewise enjoy all rights afforded it by that law, whether or not the same are specifically enumerated in this Agreement. The parties intend that the provisions of the Family Medical Leave Act, including Employer and eligible bargaining unit member rights and responsibilities shall prevail over the terms of this Agreement to the extent of any conflict or inconsistency.

**22.6 Definitions**

For the purposes of this provision, a child is defined as the biological, adopted, or foster child, step child, or legal ward. A family member is defined as a child, spouse, parent, parent-in-law, stepparent, or grandparent.

**22.7 Maternity Leave**

A female bargaining unit member may use a portion of her sick leave for the purpose of childbearing. The individual is expected to return as soon as her doctor permits such activity. The Board at its expense can require a second doctor's opinion in questionable cases.

**ARTICLE 23**  
**RETIREMENT BENEFITS**

1. To qualify for retirement benefits employees must:
  - a. Have worked at least ten (10) full years at Superior Central.
  - b. Show proof of retirement from the Michigan Public School Employees Retirement System (MPERS).
  - c. Notify the Board of intent to retire including the last date of employment at least thirty (30) days (June 1) prior to the fiscal year in which the retirement will take place. (Ex: Notify by June 1, 1997 for retirement anytime between July 1, 1997 and June 30, 1998.) Retirements due to health reasons do not require this board notification.
2. Retirement benefits shall be calculated using the employees daily rate of pay times the number of sick days they have accumulated at retirement times the rate indicated in the chart below.

The number of days accumulated for the retirement calculation shall be capped at one hundred sixty (160).

Completed FULL working years of service at Superior Central	Rate	Accumulated Sick Days
10-14	x      60%	x      _____
15-19	x      70%	x      _____
20-24	x      80%	x      _____
25- +	x      90%	x      _____

3. Retirement benefits terminate upon death. They are not intended to be a survivor benefit.
4. Payment to be made the first pay following July 1st or January 1st, at the option of the employee.

### 23.3 Sick Leave Bank

- a. At the beginning of the 1994-95 school year each bargaining unit member may contribute two (2) days of sick leave allowance to a common sick leave bank. Part-time employees may donate the equivalent sick leave days on a prorated basis. A committee of three (3) persons shall administer the sick leave bank. The Association shall select two (2) representatives and the Board shall select the remaining representative. This committee shall adopt reasonable rules and regulations which shall govern the bank.
- b. Bargaining unit members who have exhausted their accumulated sick leave may petition this committee for additional sick leave days from the bank. This petition must be supported by the statement of a physician. In no case will a bargaining unit member be paid sick leave for more than the number of working days specified in the current contract year.
- c. The bank may be replenished with one (1) day from each bargaining unit member when the number of days remaining in the bank equals the number of bargaining unit members in the system.
- d. After the 1994-95 school year each new bargaining unit member that is hired into the District may contribute two (2) days of sick leave allowance during their first year of employment into the common sick leave bank. Newly hired part-time bargaining unit members may donate the equivalent sick leave days on a prorated basis.

## ARTICLE 24 VACATIONS

### 24.1

Vacations will be taken at the convenience of the school district conforming with the requirements of the individual departments. An employee should consult with his/her supervisor each year concerning his/her vacation allowance and the time to be scheduled. Whenever possible, employees with the longest service will be given first choice of vacation dates. The vacation schedule for full-year employees is as follows:

Upon completion of 1 year	1 week
Upon completion of 2 years	2 weeks
Upon completion of 5-9 years	3 weeks
Upon completion of 10-14 years	4 weeks
Upon completion of 15+ years	5 weeks

### 24.2

Vacations with pay will be for only full-time employees. Vacation time may be accumulated up to thirty-five (35) days.

### 24.3

Vacations may be taken after completion of twelve (12) months of employment.

### 24.4

Employees who terminate prior to completion of twelve (12) months' employment are not entitled to vacation pay.



24.5

A vacation may not be waived by an employee and extra pay received for work during that period.

24.6

Holidays observed by the Superior Central School District within the employees' scheduled vacations are not deducted from the vacation allowance.

24.7

An employee who terminates employment with the Superior Central School District after twelve (12) months employment will receive pay for unused vacation according to the vacation plan if the employee leaves in good standing and with at least two (2) weeks' notice of his/her intent to leave.

24.8

In case of death, the pay for unused vacation will be paid to the beneficiary or the estate of the deceased employee.

**ARTICLE 25**  
**HOLIDAYS**

**25.1 Holidays**

All full-year bargaining unit member shall have the following days off with pay. Pay shall be for the regularly scheduled hours of each bargaining unit member. Should the day off fall on a Saturday or Sunday, either Friday or Monday shall replace that day.

- Labor Day (if school starts prior)
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Easter Monday (if school is not in session)
- Memorial Day
- Fourth of July

25.2

Full-time, half-time, and part-time bargaining unit members will not receive pay for holidays unless working those holidays. In this event employees will be paid at their overtime rate.

**ARTICLE 26**  
**BARGAINING UNIT MEMBER EVALUATIONS**

**26.1 Monitoring**

All monitoring or observation of the work of each bargaining unit member shall be conducted in person and with the full knowledge of the bargaining unit member.

## **26.2 Observation**

Bargaining unit member evaluation shall be by formal observation of bargaining unit member work. Observations shall be for periods of time that accurately sample the bargaining unit member's work.

Each bargaining unit member, upon his/her employment or at the beginning of the work year, whichever is later, shall be apprised of the specific criteria upon which he/she will be evaluated. The criteria shall be limited to the actual performance of the job duties as agreed to by the Employer and the Union, and are a part of the job performed. Observable documented events may be used in the evaluation.

Work outside of the bargaining unit member's normally assigned duties shall not be evaluated. Evaluations shall be by personal observation conducted by the bargaining unit member's immediate supervisor. Matters of public record may be used in this evaluation.

## **26.3 Written Evaluations**

All evaluations shall be reduced to writing and a copy given to the bargaining unit member within ten (10) days of the evaluation. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question.

If a supervisor believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in specific terms, as shall an identification of the ways in which the bargaining unit member is to improve, and of the assistance to be given by the Employer towards that improvement. In subsequent observation reports, failure to again note a specific deficiency shall be interpreted to mean that adequate improvement has taken place.

## **26.4 Evaluation Conferences**

Following each formal evaluation, which shall include a conference with the evaluator, the bargaining unit member shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the bargaining unit member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation. A bargaining unit member may submit additional comments to the written evaluation if he/she so desires. All written evaluations are to be placed in the bargaining unit member's personnel file.

At the completion of the probationary period, an evaluation of the bargaining unit member's work shall be completed, following the procedures of this provision.

## **26.5 Termination**

In the event a bargaining unit member is not continued in employment, the Employer will advise the bargaining unit member of the specific reasons therefore in writing.

## **26.6 Drug-Free Workplace**

The use, distribution, dispensation, and/or manufacturing of controlled substances, including alcoholic beverages, as defined by state and federal law, by District employees on District grounds, in District buildings, and/or in connection with any District activity is prohibited.

Any District employee who violates the above policy may be subject to the disciplinary actions up to and including termination of employment. In addition, the employee may be required to satisfactorily participate in a drug assistance or rehabilitation program approved by the Board.

**ARTICLE 27**  
**SCHOOL IMPROVEMENT**

The support staff shall have a representative, appointed by the Union, to the District-wide School Improvement Team. Such representation shall be with full release time with no loss of pay for meetings scheduled during regular work hours or shall be at the bargaining unit member's hourly rate for meetings scheduled during the regular school day. Service on this committee shall be voluntary. Failure to serve on the School Improvement Committee shall not be considered in any evaluation. A stipend will be paid if the representative works beyond the regular day - (same as other team members).

**ARTICLE 28**  
**JOB DESCRIPTIONS**

Job descriptions will be developed for each classification within sixty (60) calendar days after the ratification of this Agreement. Such job descriptions shall be developed jointly by the Employer's and the Union's negotiation teams, with equal representation from both. The job descriptions shall be distributed to all current bargaining unit members and to all new bargaining unit members hired by the Employer. The job descriptions will include at a minimum:

- a. Job title and description
- b. Minimum requirements
- c. A specific statement of required tasks and responsibilities

Any evaluation of bargaining unit members' work performance shall be based solely upon said job descriptions.

**ARTICLE 29**  
**CAFETERIA PLAN**

The Board shall establish and maintain a Cafeteria Plan that is designed to satisfy the requirements for tax favored status under Section 125 of the Internal Revenue Code of 1986 (the "Code"). The purpose of the Cafeteria Plan will be to allow teachers to make elections among certain taxable and non-taxable benefits. The specific benefits that shall be provided to teachers under the Cafeteria Plan will be, as follows:

Waiver of Health Insurance Coverage: Employees will be allowed to waive the health insurance coverage provided by the Board and, in lieu of receiving health insurance coverage, full year Employees will receive a cash benefit (in the form of additional compensation) in the amount of \$150 per month, and full-time/half-time employees shall receive a cash benefit (in the form of additional compensation) in the amount of \$75 per month, paid quarterly.

The Cafeteria Plan shall not contain any provisions requiring the contribution of amounts derived from the waiver of health insurance into any deferred compensation arrangement, including Code Section 403(b) annuities. Any election by an employee to defer such amounts into a Code Section 403(b) annuity shall be made by the employee individually, outside of the Cafeteria Plan, and in accordance with the rules under Code Section 403(b).

The Cafeteria Plan shall have provisions pertaining to, among other things, eligibility to participate, administration and claims procedure. All disputes concerning the payment of claims under the Cafeteria Plan will be resolved under the Claims Procedure set forth in the Cafeteria Plan, and shall not be subject to any grievance procedures contained in this Agreement. The Board may unilaterally amend any provisions under the Cafeteria Plan in order to maintain its tax favored status (such as amendments necessitated by changes in the Code or the Treasury Regulations); provided that the Board may not unilaterally amend the Cafeteria Plan in a manner that will alter the eligibility of employees covered by this

Agreement to participate in the Cafeteria Plan, or that will reduce benefit levels under the Cafeteria Plan; and, further provided, that the Board will give written notice to the Association of any amendment, including a copy of any such amendment, at least 30 calendar days before the amendment is to take effect. The participants shall be assessed on a per capita basis the expenses of establishing and maintaining the Plan; provided that experience gain resulting from forfeitures under the Cafeteria Plan may be used by the Board in its discretion to defray administrative expenses incurred in connection with the Cafeteria Plan.

### Health Insurance Benefits

Upon submission of a written application, the Board of Education agrees to provide health care protection as follows:

a. Full-Year Employees

1. Full family health insurance equivalent to SET/SMM 4 B or equivalent with Board-paid deductibles.
2. Full family dental (Ultra Dent 80/80 or equivalent)
3. Full family vision (Ultra View Basic I or equivalent)

b. Full-time employees/half-time employees

1. Single subscriber health insurance equivalent to SET/SMM 4 B or equivalent with Board-paid deductibles.
2. Single subscriber dental (Ultra Dent 80/80 or equivalent).
3. Single subscriber vision (Ultra Vision Basic I or equivalent).

c. Cash Option

1. Any employee may chose to participate in the cash option in place of receiving health insurance.
2. Full-year employees electing cash in place of health insurance will receive One Hundred Fifty Dollars (\$150) per month paid quarterly.
3. Full-time/half-time employees electing cash in place of health insurance will receive Seventy-Five Dollars (\$75) per month paid quarterly.

d. Health Insurance Buy-Ups

Full-time and half-time employees may elect to subscribe full family insurance. In this event the School District would pay the greater of:

1. The single subscriber rate or
2. A prorated portion of the full-family rate determined by dividing the employee's scheduled annual hours by 2080.

e. Grandparented Employees

For the remainder of this contract employees listed below will be considered full-year employees for the purpose of determining health insurance benefits provided their work schedule continues to exceed 1020 hours annually: Carol Atherton, Barb Morgan, Rhonda Seppanen, and Evie Hendrickson.

f. A half-time employee who works less than 700 hours per year will not be eligible for insurance benefits.

**ARTICLE 30**  
**SUPPORT STAFF SALARY SCHEDULE**

**1997-98 Superior Central School District Support Staff Wage Scale**

Job Title	0	1	2	3	4	5-9	10-14	15-19	20	25	30
Maintenance & Bus Mechanic	8.91	9.26	9.64	10.00	10.37	11.58	11.90	12.26	12.59	12.90	13.22
Bus Driver	8.65	8.95	9.25	9.57	9.88	11.00	11.34	11.65	12.00	12.31	12.62
Secretary	7.52	7.83	8.15	8.45	8.75	9.80	10.12	10.43	10.80	11.11	11.42
Cook	7.41	7.72	8.02	8.34	8.65	9.66	9.99	10.30	10.68	10.98	11.29
Custodian	6.79	7.15	7.50	7.86	8.21	9.24	9.55	9.83	10.20	10.50	10.90
Para-Professional	6.79	6.98	7.16	7.34	7.52	8.34	8.67	8.93	9.33	9.64	10.05

**1998-99 Superior Central School District Support Staff Wage Scale**

Job Title	0	1	2	3	4	5-9	10-14	15-19	20	25	30
Maintenance & Bus Mechanic	9.22	9.58	9.97	10.35	10.73	11.98	12.31	12.68	13.03	13.35	13.68
Bus Driver	8.95	9.26	9.57	9.90	10.22	11.38	11.73	12.05	12.42	12.74	13.06
Secretary	7.78	8.10	8.43	8.74	9.05	10.14	10.47	10.79	11.17	11.49	11.81
Cook	7.66	7.99	8.30	8.63	8.95	9.99	10.33	10.66	11.05	11.36	11.68
Custodian	7.02	7.38	7.73	8.09	8.44	9.47	9.78	10.06	10.43	10.73	11.13
Para-Professional	7.02	7.22	7.41	7.59	7.78	8.63	8.97	9.24	9.65	9.97	10.40

**1999-2000 Superior Central School District Support Staff Wage Scale**

Job Title	0	1	2	3	4	5-9	10-14	15-19	20	25	30
Maintenance & Bus Mechanic	9.49	9.86	10.26	10.66	11.05	12.33	12.67	13.06	13.42	13.75	14.09
Bus Driver	9.21	9.53	9.85	10.19	10.52	11.72	12.08	12.41	12.79	13.12	13.45
Secretary	8.01	8.34	8.68	9.00	9.32	10.44	10.78	11.11	11.50	11.83	12.16
Cook	7.88	8.22	8.54	8.88	9.21	10.28	10.63	10.97	11.38	11.70	12.03
Custodian	7.23	7.59	7.94	8.30	8.65	9.68	9.99	10.27	10.64	10.94	11.34
Para-Professional	7.23	7.43	7.63	7.81	8.01	8.88	9.23	9.51	9.93	10.26	10.71

- E. Employees currently grandparented for the purpose of salaries shall receive an increase of 3% for 1997-98, 2.5% for 1998-99, 2% for 1999-2000. Those employees are Monia Rucinski, Barb Tyner I, Barb Tyner II, and Evie Hendrickson.
- F. Half-time employees working less than 700 hours per year would be compensated at the beginning employee's rate for their job description.
- G. Part-time employees will be paid in the classification worked on the zero (0) step of the current salary schedule.

ARTICLE 31  
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1997, and shall continue in effect until the 30th day of June, 2000.

In witness whereof, the parties hereto have caused this Agreement to be signed by their representative on this 19th day of February 1998.

UNION

BY:

Maria Pucall  
President

BY:

Stephanie Nordness  
Secretary

Date: 2-19-98

EMPLOYER

BY:

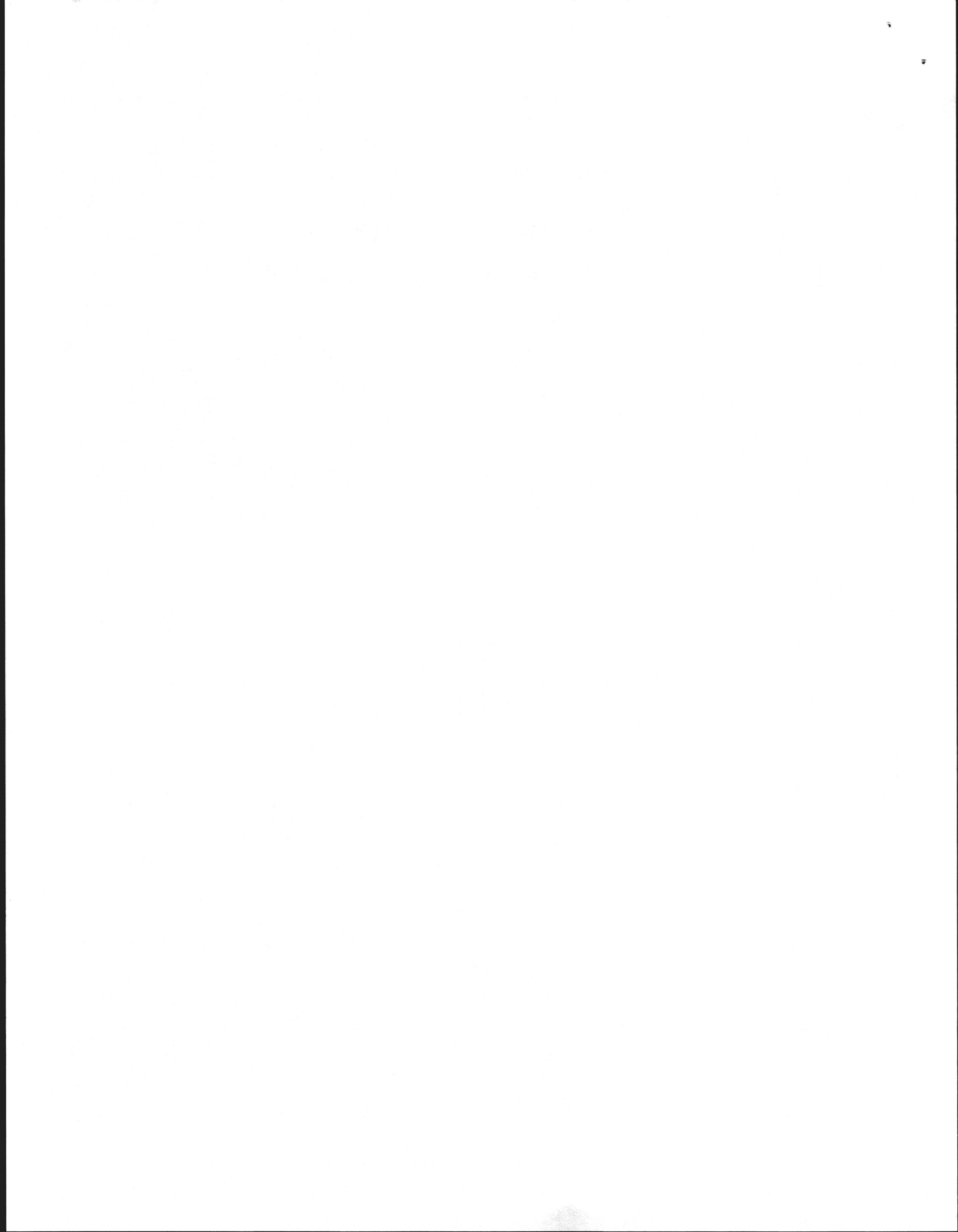
John D. Richmond  
Board President

BY:

Janice L. Gatt  
Board Secretary

William H. [Signature]  
Superintendent

Date: 2-19-98





GRIEVANCE REPORT FORM

Grievance # \_\_\_\_\_ Superior Central School District

Distribution of Form

- 1. Superintendent
- 2. Supervisor
- 3. Union
- 4. Grievant

Submit to Supervisor in Duplicate

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>

STEP 1

A. Date Cause of Grievance Occurred: \_\_\_\_\_

B. 1. Article/Section/Policy Violated: \_\_\_\_\_

2. Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Relief Sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

C. Disposition of Supervisor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

D. Disposition of Grievant and/or Union: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

If additional space is needed in reporting Section B of Step 1, attach an additional sheet.

GRIEVANCE REPORT FORM (cont.)

STEP 2

A. Date Received by Superintendent of Designee: \_\_\_\_\_

B. Disposition of Superintendent or Designee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Union: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STEP 3

A. Date Submitted to Arbitration: \_\_\_\_\_

B. Disposition and Award of Arbitrator: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Arbitrator

\_\_\_\_\_  
Date