

4124

6/30/2000

**AGREEMENT**

**BETWEEN**

**BOARD OF EDUCATION OF WAYLAND UNION SCHOOLS**

**AND**

**WAYLAND UNION CUSTODIAL SERVICE  
EDUCATION ASSOCIATION**

**July, 1997**

**through**

**June, 2000**

**LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University**

*Wayland Union Schools*

LIBRARY AND MUSEUM  
MELBORNE COLLEGE  
MELBORNE STATE UNIVERSITY

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## **ARTICLE 1**

### **AGREEMENT**

This Agreement entered into this April 1, 1998, by and between the BOARD OF EDUCATION of WAYLAND UNION SCHOOLS, Wayland, Michigan, hereinafter called the "Employer" or the "Board", and the Wayland Union Custodial Services E.A./MEA-NEA, hereinafter called "Association" or "Union".

## **ARTICLE 2**

### **PURPOSE**

Section 1. This Agreement is negotiated pursuant to the Public Employment Relations Act, as amended MCLA 423.201 et seq.; MSA 17.455 (1) et. seq. (PERA), to establish the terms and conditions of employment for the members of the bargaining unit herein defined.

Section 2. The Employer and the Union recognize the importance of orderly and peaceful labor relations for the mutual interest and benefit of the Employer, Employees, 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 and accordingly, have included herein a grievance procedure for the effective processing and resolution of such disputes.

Section 3. The provisions of this Agreement shall constitute a binding obligation of the parties for the duration hereof or until changed by written, mutual consent.

## ARTICLE 3

### RECOGNITION

Section 1. The Employer hereby recognizes the Union as the sole and exclusive bargaining representative for all regular full-time and regular part-time custodial, maintenance and groundskeeping employees, but excluding all other employees, including the following: supervisors; substitute summer and student employees; (employees covered by CETA and other federal or state externally funded programs except that, such externally funded employees shall, if required by law, be covered by this Agreement and/or represented by the Union, to the extent required by such law.)

Section 2. Unless otherwise indicated, the term "Employee" when used hereinafter in the Agreement shall refer to members of the above-defined bargaining unit.

## ARTICLE 4

### EXTENT OF AGREEMENT

Section 1. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

Section 2. Any individual contract between the Employer and an individual employee heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any provision inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Section 3. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Although such subjects and matters need not be collectively bargained, both the Employer and the Union agree to discuss them at the conferences described in Section 4 of this Article.



Section 4. Subject to the preceding Sections of this Article, special conferences for important matters will be arranged between the Union president or his/her designee and the Employer's designated representative upon the request of either party.

## ARTICLE 5

### MANAGEMENT RIGHTS

Section 1. The Union recognizes that the Employer has the responsibility and the authority to manage and direct all of the operations and activities of the District to the full extent authorized by law, that all of the rights and powers that the Employer had prior to the execution of this Agreement are retained by the Employer, and that nothing in this Agreement shall be deemed to limit or control the exercise of the same unless, and only to the extent, they are expressly and specifically limited by this Agreement.

These rights and powers, include, but are not limited to: the rights to hire, direct, assign, recall, demote and promote employees; to reprimand, suspend, and discharge employees for just cause; to lay off employees for lack of work or other legitimate reason; to reduce the work day or work week or effect reductions in hours by combining layoffs and reductions in work day or work week; to select employees for promotion or transfer to supervisory or other positions outside the bargaining unit; to determine the qualifications and competency of employees to perform available work; to change and eliminate job classifications; to establish new classifications and the work content of existing classifications; to maintain discipline, order and efficiency of employees; to plan for and manage its affairs efficiently and economically, including the determination of the quantity and quality of service to be performed; to determine the number of employees assigned to any operations, to determine the labor requirements of the District and to determine and adjust the size of the work force and to determine and adjust the schedules of work, to determine and adjust the means, methods and procedures of work and to introduce new and improved means, methods and procedures and eliminate existing means, methods and procedures; to discontinue any service, function or operation; to establish, revise and maintain and enforce work standards.

Section 2. Except as otherwise provided herein, all reasonable rules, regulations, policies, procedures, and practices of the Employer shall remain in full force and effect and may be changed, updated and supplemented from time to time, provided that they do not conflict with an expressed limitation in this Agreement.

It is specifically understood, without limiting the generality of the foregoing, that the Employer shall have the right to make reasonable rules and regulations not in conflict with this Agreement as it may from time to time deem best for the purpose of maintaining safety, discipline, security, efficient and/or effective operations. The Employer shall make the employees aware of new or modified rules and regulations prior to implementation. The rules and regulations shall not limit the Employer's right to discipline or discharge employees under appropriate circumstances, whether or not the cause for such action is addressed in said rules.

Section 3. As is presently the case, supervisory personnel and other employees of the Employer not included in the bargaining unit represented by the Union may perform any work, including work ordinarily done by members of the bargaining unit represented by the Union. However, this Section is intended to provide for temporary or occasional relief and will not be used to displace bargaining unit employees with non-bargaining unit employees.

Section 4. The Employer's right to transfer employees will be exercised in accordance with the following: a) If the transfer occurs in connection with a layoff situation, the procedures set forth in the last paragraph of Section 2, Article XII, Layoff and Recall, will be observed. b) In all other cases of transfer, the Union and the employee will be given a prior opportunity to meet with the Employer and discuss the impact of such transfer.

## ARTICLE 6

### UNION RIGHTS AND SECURITY

Section 1. The Union shall have, in addition to other rights expressly set forth or provided by statute, the following rights:

a) The Union and its members shall have the right to use school building rooms for meeting purposes at all reasonable hours as other community groups, using the same requisition forms and procedures as other community groups. No employee shall be prevented from wearing insignia, pins, or other identification of membership in the Union, either on or off school premises.

b) Bulletin Boards and School Mails. The Union shall be provided with bulletin boards, or sections thereof, for the purpose of posting Union materials. The Union shall also have the right to use the school mails to distribute Union materials.

c) Union Representatives. Duly authorized representatives of the Union shall be permitted to transact official Union business on school property provided that this shall not interfere with nor interrupt normal school operations or an employee's assigned duties. Upon entering school buildings, Union representatives will notify the appropriate building administrators of their presence.

d) Union Representation. Employees shall be represented by Union Stewards, or in the absence of the regular Stewards, by an Alternate Steward. Both Stewards and Alternate Stewards shall be regular employees of the bargaining unit. The Union shall furnish, in writing, to the Employer, the names of Stewards and Alternate Stewards upon their election or appointment.

e) The Employer agrees to furnish to the Union in response to a reasonable request from time to time, all available information of a public nature concerning the financial resources of the District and such other information of a public nature as will assist the Union in developing intelligent, accurate, informed and constructive programs on behalf of the employees, together with information which may be necessary for the Union to process grievances or complaints. The Employer shall also supply the Union with School Board Agenda(s) and minutes in a timely fashion upon request by the Union.

## Section 2. Agency Shop.

### A. Service Fees

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

1. 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
2. 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. Money so deducted shall be remitted to the Union, or its designee, no later than twenty (20) days following deduction.

#### B. 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. Unless, and until, the procedures in that policy, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim or complaint by any objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement.

#### C. 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 continue in effect from year-to-year unless revoked according to the procedures outlined in the Michigan Education Association (MEA) Constitution, Bylaws and Administrative Procedures. Pursuant to such authorization, the Employer shall deduct one-tenth of such dues, assessments and contributions from the regular salary check of the bargaining unit member each month for ten (10) months, beginning in September and ending in June of each year.

#### D. Liability

To the extent permitted by law, the Union agrees to defend, indemnify and hold harmless the employer from liabilities and damages which may result from the Employer's compliance with the provisions of this Section 2, at its own expense and through its own Counsel. The Employer agrees that it will cooperate with the Union and its counsel in securing and giving evidence and information and obtaining witnesses.

#### E. 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, IRS 125 Plan, savings bonds, contributions or any other plans or programs jointly approved by the Union and the Employer.

Section 3. Union Leave. The Employer shall provide up to 16 hours per contract year (July 1 through June 30) of released time for the handling of Union business during the affected employee's regular work hours. The use of such released time must be approved in advance by the Union president. The affected employee's absence from work shall be in increments of half-days and full days with four hours or less constituting a half day and more than four hours constituting a full day. The Employer shall be given reasonable advance notice of any such absence from work. Only one employee shall be absent at any time. If the Employer obtains a substitute, the Union shall reimburse the Employer at the substitute's rate of pay.

## ARTICLE 7

### NO DISCRIMINATION

Section 1. The Employer and the Union agree that neither will discriminate against or between employees covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, legally protected physical characteristics, or marital status. A claimed violation of this article may be the subject of a grievance, but shall not be arbitrated without the written agreement of the Employee to be bound by the Arbitrator's award and to waive any rights to relief in any other forum, such as court litigation. To expedite grievance processing, any grievance which alleges a violation of this section shall be initially filed at Level Two of the grievance procedure.



## ARTICLE 8

### DISCIPLINE AND EMPLOYEE RIGHTS

Section 1. No employee shall be disciplined without just cause. Work rules have been issued. If the Employer decides to change or add to the rules in the future, the change or addition will be posted and a copy provided to the Union. If the Union believes that the change or addition is unreasonable, the issue of reasonableness shall be subject to the grievance and arbitration procedure.

Section 2. An Employee shall be entitled to have present a representative of the Union, upon the Employee's request, during any disciplinary action or during an interview which reasonably could lead to discipline of the Employee. When a request for representation is made, no action shall be taken with respect to the Employee until such Representative is present. In the event a disciplinary action is to be taken, the Employee shall be advised of the right to representation under this provision of the Agreement prior to the action being taken.

Section 3. Any formal complaint made against an employee by any parent, student, or other person will be promptly called to the attention of the employee. Any complaint not called to the attention of the employee may not be used in any discipline action against the employee.

Section 4. It is agreed and understood that under normal circumstances the following progressive system of discipline shall be followed in disciplining employees:

- a) Discussion of problem between employee and immediate supervisor.
- b) Written warning by supervisor.
- c) Suspension without pay.
- d) Dismissal.

Further, it is agreed and understood that there may be a combination or acceleration of such steps in a serious case.

## ARTICLE 9

### NO STRIKE

It is the intention of the parties hereto that the procedures set forth herein shall serve as a peaceful means for the settlement of any dispute which may arise between them as to the interpretation or application of this Agreement. Therefore, the Association and its members, individually and collectively, agree that during the term of this Agreement there shall be no strikes, stoppage of work, or interruption of work, and the Board agrees that it will not institute any lockout during the term of this Agreement.

Section 1. Continuous and uninterrupted operations by the District and orderly collective bargaining relations between the Employer and the Union to secure prompt and fair disposition of disputes and grievances being essential considerations of this Agreement, it is agreed that the Union and its members, individually and collectively, will not, during the terms of this Agreement call, permit, sanction, take part in, or assist in: (a) any strike, sympathetic or otherwise, including work stoppages, or slow-downs; (b) honoring of any picket line or strike by any other Union, organization or individual against the District, unless the reason for honoring the picket line is serious and imminent physical danger, in which event the employee shall have the burden of proving the actual existence of such danger.

Section 2. The Employer shall have the absolute right to discharge or otherwise discipline any individual employee or group of employees who violate Section 1 of this Article. Such discipline may be grieved and arbitrated, but the arbitrator shall have no authority to mitigate or reduce the discipline unless the arbitrator finds that there was no violation of Section 1. If such a violation occurred, then the grievance must be denied in its entirety. If the violation did not occur, then (and only then) may the arbitrator fashion an appropriate remedy.

Section 3. In the event there is an alleged violation of Section 1 of this Article, the Union shall immediately inform every employee in writing, with a copy to the Employer, that such activity is unauthorized by the Union, that such activity is in violation of this Agreement, and that such activity in and of itself, is cause for discharge as defined in Section 2 above.

## ARTICLE 10

### GRIEVANCE PROCEDURE

Section 1. A grievance shall be an alleged violation, misinterpretation, or misapplication of the expressed terms of this Agreement. It is expressly understood that, if the application or enforcement of a Board policy or regulation causes such alleged violation of a term of this Agreement, the application or enforcement of such policy or regulation may be challenged by a grievance.

Section 2. The Union shall designate representative(s) to handle grievances. The Employer hereby designates the applicable Supervisor, or his/her designee, to act as its representative at Level One as hereinafter described, and the Superintendent, or his/her designated representative, to act at Level Two as hereinafter described.

Section 3. The term "days" herein used shall mean business working days.

Section 4. Level One: An employee, group of employees, or the Union, believing themselves wronged by an alleged violation of the expressed provisions of this Agreement, shall, within fifteen (15) days of when the Grievant knew or reasonably should have known of the alleged occurrence, orally discuss the matter with the Supervisor in an attempt to resolve same. The Supervisor will respond to the Employee within five (5) days on the form attached to this Agreement.

Section 5. Level Two: If the Grievance is not resolved at Level One, it may be reduced to writing on the form attached to this Agreement and presented to the Superintendent or designee(s) within five (5) days of the Level One response. Within five (5) days of the receipt of the Grievance, the Superintendent or designee shall arrange a meeting with the Grievant and the Union Representative. Within five (5) days of the discussion, the Superintendent or designee shall render a decision in writing with the disposition of the Grievance, transmitting a copy of the same

to the Grievant and the Union. If no decision is rendered within five (5) days of the Level Two decision or the decision is unsatisfactory to the Union, the Union may appeal same to the Board of Education by filing a written appeal with the Secretary of the Board within fifteen (15) days after the receipt of the Level Two decision.

Section 6. Level Three: Upon proper appeal as specified in Level Two, the Board shall allow the Employee, and the Union representative, an opportunity to be heard at the Board meeting for which the grievance is scheduled. Within fifteen (15) days of the meeting the Board shall render its decision in writing. The Employer may hold future meetings therein, may designate one or more of its members to hold future meetings therein, or otherwise investigate the grievance, provided, however, that the Employer will provide its answer to the Grievance within fifteen (15) days after the initial meeting.

Section 7. Level Four. If the Union is not satisfied with the disposition of the Grievance at Level Three or if no disposition has been made within the period provided above, the Union may submit the Grievance to arbitration before an impartial arbitrator. Each party striking a name until one remains will select the Arbitrator from the following panel. The order of striking will be determined by a coin toss. Subject to Section 15. A. of this Article, both parties agree to be bound by the award of the Arbitrator, and that judgment thereon may be entered in any court of competent jurisdiction. The fees and expenses of the Arbitrator shall be shared equally by the Union and the Employer.

Section 8. The number of days indicated at each level may be waived by mutual written consent of the Employer representative and the Grievant/Union.

Section 9. All grievance procedures and investigations by the Union will be processed during times which do not interfere with assigned duties.

Section 10. Back pay adjustments, where applicable, will be limited to the date the alleged violation occurred, and to the amount actually lost, with deduction of all sums earned, or which, by the exercise of reasonable diligence, would have been earned during the back pay period. The Employer will have no liability for any special compensation claim.

Section 11. The sole remedy available to any employee for any alleged breach of this Agreement or any alleged violation of his/her rights hereunder will be pursuant to the grievance procedure; provided, however, that nothing contained herein will deprive any employee of any legal right which he presently has, provided that, if any employee elects to pursue any legal or statutory remedy, such election will bar any further or subsequent proceedings for relief under the provisions of this Article.

Section 12. In the course of investigation of any grievance, representatives of the Union will report to the principal or other Supervisor of the building being visited and state the purpose of the visit immediately.

Section 13. Every effort will be made to avoid the involvement of students in all phases of the grievance procedure.

Section 14. The enclosed written grievance form shall be mutually agreed upon and must be used by the employer and the Union. A reasonable supply of the forms shall, at the beginning, be supplied to the Union. All persons involved in the grievance shall have a copy of the grievance form.

Section 15. It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific Articles and Sections of this Agreement.

a) It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the question submitted to him. It is further specifically

agreed that the arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement, nor shall the arbitrator substitute his discretion for that of the Employer or the Union where such discretion has been retained by the Employer or Union, nor shall the arbitrator exercise any responsibility or function of the Employer or of the Union. The decision of the arbitrator shall be final and binding on both parties.

b) No decision in any one case shall require a retroactive adjustment in any other case.

c) The Arbitrator shall have no power to establish salary scales.

Section 16. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Employer shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as may be possible.

Section 17. Notwithstanding the expiration of this Agreement, any claim or grievance arising and properly filed thereunder may continue to be processed through the grievance procedure until resolution.

Section 18. Grievances filed as Union grievances may, at the option of the Union, be initiated at Level Two of the grievance procedure, within fifteen (15) days after the Union knew or should reasonably have known of the occurrence of the alleged violation.

Section 19 If an individual employee has a personal complaint which he desires to discuss with the Superintendent, he is free to do so.

Section 20. Expedited Arbitration. The Union, with the prior written consent of the Employer, may process a grievance via the expedited grievance procedure outlined as follows:

a) The grievance shall be submitted in writing to the Superintendent or his/her designee. Within five (5) 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) days of the initial hearing between the Superintendent or his/her designee and the Union, as above described, the Union may appeal the grievance an Arbitrator and the parties agree to generally follow the American Arbitration Association's rules of expedited arbitration.

c) Except as provided otherwise in this Section, expedited arbitration shall be subject to all of the provisions of this Article.



## ARTICLE 11

### SENIORITY

Section 1. Probationary Employees. New employees shall be considered as probationary employees for their first ninety-(90) days worked. There shall be no seniority among probationary employees. Probationary employees are employed at the will of the Employer and they may be discharged at any time in the Employer's sole discretion, and the employee shall have no recourse through the grievance procedure. The Employer shall have no responsibility to recall or re-employ any probationary employee laid off or discharged during his/her probationary period. After probationary employees have completed their probationary period, they shall be entered on the seniority list and shall rank in seniority from the first day worked by them in their present classification after their latest employment with the Employer.

Section 2. Definition of Seniority. Seniority is defined as length of continuous service in the bargaining unit since the employee's last date of hire or entrance into the unit. As between employees hired on the same day, seniority shall be determined by drawing lots. Seniority shall commence after completion of the probationary period and shall thereafter apply only as specifically set forth in this Agreement.

Section 3. Seniority List. No later than thirty (30) days following the ratification of this Agreement, and by March 1, thereafter, the Employer shall prepare a current seniority list. All employees will be ranked on the list. The seniority list will be posted in a conspicuous location in each building, and a copy provided to the Union president.

It shall be the responsibility of the Union and of the employees to check any such posted seniority list and to notify the Superintendent in writing of any error contained therein within ten (10) work days from the date the list was given to the local president. Disputes as to the

correctness of seniority shown on the list shall be subject to the grievance procedure herein, if not amicably resolved.

The Employer shall be entitled to rely on such posted lists. If the Employer is not notified of the existence of an error within the ten (10) work days provided above following the delivery of the seniority list, the Employer shall incur no liability for any erroneous uses of seniority. If the Employer has been notified of any alleged error, the Employer nonetheless may use the seniority list, subject, however, to grievance and arbitration over the correctness of its actions.

Section 4. Termination of Seniority. Seniority and other benefits covered by this Agreement, and the employment relationship, will be terminated for the following reasons:

- a) If the employee voluntarily quits or retires;
- b) If the employee is discharged for cause;
- c) If the employee is absent for any cause from work for more than three (3) working days without notifying his/her Supervisor, unless he has a valid excuse for such failure to give notice;
- d) If the employee fails to return to work after expiration of a leave of absence or vacation leave, unless he has a valid excuse for such failure.
- e) If the employee fails to return to work after recall within ten (10) days after receiving notice or recall, unless he has a valid excuse for such failure.
- f) If the employee has been on displacement layoff from the District for a period of twelve (12) months or his/her length of service at the time of layoff, whichever is greater, and has not been recalled to a bargaining unit position.
- g) If the employee violates a restriction of a leave of absence, or gives a false reason for obtaining a leave of absence or works for remuneration while on approved leave

of absence unless such work for remuneration is done with the prior written consent of the Employer.

h) If the employee makes any false representation, whenever discovered, relating to his/her physical condition which bear on his/her physical suitability for employment, or any false representation, whenever discovered, on his/her employment application.

A "valid excuse" for the purpose of item (c) shall consist only of an accident or sickness making it impossible for the employee to have notified his/her Supervisor within the stated period; and for the purposes of items (d) and (e) shall consist only of an accident, sickness or traveling distance making it impossible for the employee to return at the stated time, providing the employee notifies his/her Supervisor of this reason at the earliest possible date.

Section 5. If a temporary or substitute employee is hired to replace a regular employee for sixty (60) days continuously, he/she will become a regular employee and assume all benefits provided in this agreement. Upon the return of the regular employee, the temporary employee will revert back to substitute or temporary status.

## ARTICLE 12

### LAYOFF AND RECALL

Section 1. All applications of seniority provided for in this Article shall be strictly limited to the employee's seniority group, and a member of one group shall have no seniority rights in the other group.

Section 2. Layoff shall include: a) the displacement of an employee, and b) a reduction of twenty-five percent (25%) or more in an employee's scheduled available work. A layoff may result from lack of work, economic considerations, or other reasons that in the estimation of management require reductions in the work force or in the amount of work to be performed or in the manpower required to perform the work.

In applying Part (b) of the definition of layoff (twenty-five percent or greater reduction in available work) overtime or extra duty work shall not be included in determining an employee pre-reduction work level. Post-reduction work levels shall be determined based on average hours of work over a period of the six (6) consecutive weeks, preceding the week during which the employee claims he/she reached the 25% reduction level. In addition, the reduction of twenty-five percent (25%) or more must occur within a six month period.

A layoff situation may include a combination of both types of layoffs i.e., displacement of employees and twenty-five percent (25%) or greater reduction in hours for other employees.

Section 3. In the event that the Employer decides that one or more layoffs is/are necessary within a classification, it shall utilize all reasonable means including transfers, and changes in hours, schedules and/or duty assignments, to insure that within the classification junior employees are laid off first, provided that the senior employee has the skill and ability to perform the available work. The impact and hardship on employees will be among the factors which the

Employer will consider in making its decision in these matters, although it is recognized that the ultimate responsibility in making these decisions is the Employer's.

If layoffs involve both displacement of certain employees and reduction of hours greater than twenty-five (25%) for other employees, the foregoing system will be applied so that the most junior employees are displaced, and the next most junior employees are reduced in hours. If a layoff involves only reduction in hours, and not displacement, the most junior employees will likewise be those affected.

If the Employer utilizes its right to transfer employees in connection with a layoff situation, as provided above, an affected employee may instead accept an available displacement. If there are more employees who desire such displacement than the number of displacements planned by the Employer, displacement requests shall be granted in order of seniority, i.e., the most senior employee first. In addition, if any employees are to be transferred, two weeks advance notice will be given, and the Union and the employee will be given a prior opportunity to meet with the Employer and discuss the impact of such transfer.

Section 4. The following recall procedure will apply to employees who have been displaced from work due to a layoff. (With respect to employees who have been reduced in hours by twenty-five percent or more, the Employer will on a continuing basis consider the possibility of increasing hours of work.) a) Employees will be recalled in order of seniority i.e., the most senior employee will be the first to be recalled and so forth. b) Recall will be to the first open position in the classification, not necessarily to the job which the employee previously held. c) The employee will be called by telephone and notified of his/her recall and the date on which he is to return to work. d) If an employee is not contacted under c) above, the Employer will send a certified letter notifying the employee of his/her recall to work and the date on which he is to resume working. The employee will have a maximum of ten (10) calendar days to return to work. e) It is the

employee's responsibility to maintain his/her correct address and telephone number on file with the Employer, and the Employer shall not assume any responsibility in the event notices are not received because the last address or telephone number is incorrect, nor will an incorrect address or telephone number be considered a valid excuse for a failure to report to work following a recall. f) The Employer reserves the right to temporarily fill any job during the processing of recalls in any manner it sees fit.

Section 5. An employee who refuses a transfer (subject to Section 3), work assignment or recall under the procedure within this Article shall lose all seniority and be terminated as a quit, except that an employee will not be required to accept a recall to a position which averages less than seventy-five (75%) of the employee's predisplacement hours of work.

Section 6. The Employer will provide at least thirty (30) calendar days advance notice of any layoff, except that where unforeseen circumstances require less notice, the Employer will provide as much notice as circumstances reasonably permit.

The Union will cooperate in meeting and consulting with the Employer if the Employer so requests to review layoff, recalls and related matters prior to their implementation.

## ARTICLE 13

### VACANCIES AND TRANSFERS

Section 1. All applications of seniority provided for in this Article shall be strictly limited to positions within the bargaining unit.

Section 2. If the Employer decides to fill a permanent vacancy in a bargaining unit job, the vacancy will be posted for five (5) working days. Qualifications for the job will be as determined by the Employer. Generally, such qualifications will include any written job description and any other qualifications which are reasonably related to the job, and may include work record and attendance.

Copies of job postings will be supplied to the local president and posted on the bulletin board. Job postings will include the following: classification; location(s); starting date; hours of work; qualifications; pay rate.

Section 3. Any seniority employees who are working in a classification other than the job posted, who are qualified to perform the job, and who has not successfully bid on a vacancy within the previous six (6) months, will be eligible to bid on the job. The six (6) month bar shall not apply to employees seeking a promotion.

Section 4. Job bids must be submitted in writing, to the person indicated on the posting, prior to the end of the last day of the posting.

Section 5. If two or more eligible employees are qualified to perform the job and file timely bids, a junior employee will not be awarded the job in favor of a senior employee unless the junior employee's qualifications are superior to those of the senior employee. If a qualified seniority employee has applied for the posting, the vacancy will be filled within twenty (20) business working days after the end of the posting period, subject to the provisions of this Article.

If no qualified seniority employee filed a timely bid, the Employer may fill the position in its discretion.

Section 6. The Employer may cancel or postpone a job posting at any time. Upon request, the Union will be given the reason(s) for any such cancellation or postponement.

Section 7. An employee who successfully bids on a job will have a trial period of ten (10) working days, at any time during which the employee may be disqualified by the Employer, or may disqualify him/herself. If the employee disqualifies him/herself, the employee will be ineligible to bid again for six (6) months as provided in Section 3 above. The ineligibility provision, however, shall not apply if the employee is disqualified by the Employer.

Section 8. An employee who is transferred by a supervisor to fully perform in another classification for a full working day or longer will be paid the rate for that classification or the employee's regular rate, whichever is higher

Section 9. Recognizing that written job descriptions can be helpful to both employees and the Employer, the Employer has provided such a description covering the position of custodian. It is understood that the listing of job duties which appear in that job description is not necessarily exhaustive, and that the Employer may change the duties, qualifications, and chain of command of a classification. Notification of the change shall be given to the local president before the change is implemented.



## ARTICLE 14

### HOURS OF WORK AND OVERTIME

Section 1. Nothing contained in this Agreement shall be construed to guarantee any minimum of work, or a guaranteed work day, week or year.

Section 2. Overtime. Overtime shall not be worked unless it has been authorized. Overtime, at the rate of 1-1/2 times the employee's regular wage will be paid for all hours worked in excess of forty (40) in a work week. Paid holidays, paid vacation and all other paid time off will be credited towards such forty (40) hours, provided that the employee works all scheduled hours during the week in question, and provided further that there will be no more than eight (8) hours of such credit per holiday, including time worked if an employee works on a holiday.

Overtime work will be assigned by the Employer.

Section 3. Equalization of Overtime. In an effort to equalize overtime, regular employees desiring the same within any classification, a roster of all such employees shall be set up by classification within each building. Overtime shall be equalized among the employees on such roster insofar as reasonably possible.

Section 4. Call In Time. Two (2) hours minimum pay shall be paid when an employee is called in for unscheduled hours. The employee must have been away from the premises at least two (2) hours. This section does not apply to persons checking buildings, boilers, etc.

Section 5. Opening and Closing. Opening and closing for holidays and special events outside of normal scheduled hours will be paid as follows: One (1) hour for opening, one (1) hour for closing. The rate will be time and one-half (1-1/2).

## ARTICLE 15

### UNPAID LEAVE OF ABSENCE

Section 1. Discretionary Leave. An employee may be granted an unpaid leave of absence for personal reasons, or an extension of such a leave, for any period not to exceed thirty (30) calendar days. The leave shall be requested in writing, shall be submitted to the Superintendent, and the request shall state the reasons for the leave or extension. The granting of such leave or extension shall be within the discretion of the Superintendent. Such leave or extension shall not be granted or used for the purpose of pursuing or engaging in other employment, unless the employee has received prior written authorization from the Superintendent. Requests for personal leaves and for extensions shall be considered based upon the reason for the leave or extension and the effect of the leave or extension on the District's operations.

Section 2. Military Leave. An employee who leaves the employment or the District for active service in the Armed Forces of the United States under the provisions of any law of the United States or the State of Michigan, shall, upon application for re-employment, be entitled to whatever reinstatement privileges are established by such laws.

Section 3. Sick Leave.

A. Any employee who becomes disabled from working due to illness or injury, and whose claim of such disability is supported by evidence satisfactory to the Employer, shall be granted an unpaid sick leave of absence, for a period, as necessary of up to one (1) year or the length of the employee's disability, whichever is less. Extensions will be requested, and will be handled in the same manner as initial applications for a sick leave. Such satisfactory evidence, if required by the Employer, may include a doctor's certificate.

B. Any employee who becomes ill or disabled from a work related cause shall be granted an indefinite unpaid sick leave for the duration of such illness or disability, subject to the same terms and conditions, as set forth in this Article, which apply to non-work related sick leaves.

C. An employee granted sick leave of absence upon his/her verbal request, or one made in his/her behalf by another, shall at the first reasonable opportunity under the circumstances presented, support such request with an application in writing, together with such evidence of his/her need for leave as the Employer may require including, if required, a doctor's certificate.

D. The Employer may require a doctor's certificate that an employee has fully recovered and is able to perform all the elements of his/her job prior to returning such employees to work, or to determine if such employee continues to be ill or disabled for the purposes of extending a leave of absence.

E. An employee on sick leave of absence shall, upon return to work, be re-employed on his/her regular job if his/her seniority and ability would permit, provided the above requirements are met. If no job is available which the employee's seniority and abilities permit him to fill, the employee shall be deemed to be laid off.

F. An employee shall give prompt notice to the Superintendent of the employee's ability to return to work.

G. The Employer shall return the employee to work not later than the first Monday after the Employer receives such notice, and the employee has been determined to be able to return to work, unless the effect of another provision of this Agreement would extend such time.

H. This Section shall apply to a disability which is due to pregnancy, or to childbirth, or to a medical condition related to pregnancy or childbirth.

I. At its expense, the Employer may request an employee to be examined by a doctor who is mutually agreeable to both the employee and the Employer, in connection with either the approval or extension, of a sick leave or, in connection with an employee's ability to return to work.

Section 4. Union Leave. A leave of absence of up to four (4) years shall be granted upon application for the purpose of serving as an officer of the Union.

Section 5. General. If an employee violates or falsifies the reason for a leave; obtains other employment during a leave without prior written authorization; or overstays a leave without giving notice and providing substantiation for the necessity of the extension, as soon as is reasonably possible, (subject to the provisions of Article XI, Seniority); the employee shall be deemed to have quit his/her job. If the employee complies with the provisions of this Article, the employee shall retain but shall not accumulate seniority during the leave.

All leaves of absence which are provided for in this Article shall be without pay.

Section 6. Family and Medical Leave Act. To the extent required under applicable law, according to the Federal Family and Medical Leave Act (the Act), an eligible employee shall be granted leave for the purpose and under the terms and conditions as provided by that law in all respects. It is recognized that the interpretation and application of this law may change as court and agency rulings are issued, and also that the Board may adopt policies to effectuate the Act provided that such policies are consistent with the Act. The Employer in its discretion may extend part or all of its FMLA policies to part-time employees and/or new hires, even though such employees are not eligible under the Act.

## ARTICLE 16

### PAID LEAVE

Section 1. One (1) day each year shall be available for personal business. This one day, if not taken, can be accumulated up to three (3) days over a three (3) year period. This day may not be taken just preceding or following a break period nor the first and last days of the school year. Such leave shall not be used for seeking other employment, rendering services, or working either with or without remuneration for themselves or for anyone else, for hunting, for fishing, or other vacation or recreation activities. A statement for a personal business leave must be submitted in writing at least one (1) week in advance, except in the event of an emergency when a shorter notice may be acceptable, to the immediate Supervisor.

Section 2. At the beginning of each school year, all full-time and part-time employees shall be credited with a thirteen (13) day sick leave allowance to be used for absence caused by illness or physical disability of the employee. The unused portion of such allowance shall accumulate to 120 days. Up to three (3) days a year, or such additional number of days as may be authorized in writing by the Board, of the accumulated sick leave allowance may be used per death in the immediate family and/or illness in the immediate family and/or emergency in the immediate family. The immediate family shall include spouse, father, mother, grandmother, grandfather, spouse's father, mother, grandfather, grandmother, children, grandchildren, brother, sister, brother-in-law, sister-in-law, niece and nephew. Verification of illness either of the employee or member of his immediate family may be required by the Superintendent from the attending physician or other physician satisfactory to the Superintendent. Should the Superintendent require a statement by one other than the attending physician, the additional expense will be borne by the Board.

Sick days may be used in increments of one-half day. An absence of more than one-half day counts as a full day of absence. For purposes of this Section, "one-half day" is defined as one-half of the employee's regularly schedule hours.

An employee who abuses sick leave may be denied the use of half days, and may be restricted to using full days. The Union may grieve the reasonableness of such action.

Although sick leave may be used for an employee's doctor or dentist appointment, this is conditioned upon the employee giving his supervisor at least three (3) work days advance notice, except in cases of emergency appointments, when such advance notice is not possible.

Section 3. In the first payroll period beginning after October 1, of each school year, the employer will notify the employee of the total number of sick days and person days available to the employee.

Section 4. Jury Duty. In the event an employee is asked to perform jury duty, the employee shall be reimbursed the difference between his/her salary lost as a result of performing jury duty and the salary he received for serving on the jury, mileage excluded.

## ARTICLE 17

### VACATION

Section 1. Employees who are full-time and full year, and who have completed their first year of service, will be entitled to two (2) weeks of paid vacation per year. Employees who have completed ten (10) years of service will be eligible for three (3) weeks of paid vacation per year, commencing with anniversary date. Employees who have completed fifteen (15) years of service will be eligible for four (4) weeks paid vacation per year, commencing with anniversary dates. Vacations will be scheduled and approved by the custodial and maintenance supervisor. The existing method of calculating vacation entitlement will continue to be used.

Section 2. Pay for vacation will occur by continuation of the employees' regular wages during the vacation period. Pay will be at the employees' current hourly rate.

Section 3. In the event an employee terminates employment for any reason (e.g., retirement, resignation, discharge, death), the employee will be paid for vacation time which the employee was entitled to take as of the date of termination, provided that if any employee voluntarily terminates employment without giving at least two (2) weeks written notice to the Employer, the employee will forfeit such right to receive pay for unused vacation.

Section 4. Vacation must be taken in increments of not less than a full work week, unless permission is granted, in writing, for a shorter period.

Section 5. Although ordinarily an employee may not use vacation which is earned in a year until that year has been completed, an employee who is subject to a displacement layoff will be entitled to receive pay for such earned vacation, at the rate of one day of pay for each full five weeks of work. Pay shall be at the employee's current straight time hourly rate.

Section 6. General. There will be payout for any unused accrued leave time to any employee whose employment is terminated, regardless of the reason for such termination (e.g., resignation, retirement, discharge, death).



## ARTICLE 18

### HOLIDAYS

Section 1. The Employer agrees to provide the following paid holidays to all bargaining unit employees, when the holiday falls within the normal work week: New Year's Day, Christmas Eve Day, Christmas Day, Thanksgiving Day, Friday after Thanksgiving, Memorial Day, July 4th, and Labor Day. The benefit for full-time employees is eight hours, the benefit for part-time employees is four hours. School year employees are not eligible for holidays which are observed outside the school year. When school is open, Good Friday will be a work day. When school is closed, Good Friday will be a paid holiday. Memorial Day, July 4th and Labor Day will be observed on the days designated by Federal legislation, provided that such designation does not conflict with the District's school calendar. If such a conflict does exist, the parties will meet to negotiate the matter.

Section 2. The Employer will pay an employee, as provided below, for the holidays recognized pursuant to Section 1 above, provided that the employee meets all of the following eligibility rules:

He/she is a seniority employee and he/she works the his/her entire last scheduled work day prior to, and the next scheduled work day following, the holiday.

An employee eligible for holiday pay shall receive eight-(8) hours pay for the holiday, at his/her regular, straight time rate, exclusive of any premium

If a holiday falls on a Saturday it will be celebrated on Friday. If a holiday falls on Sunday it will be celebrated on Monday. This language is based upon the Federal and State guidelines in regard to holidays. These are holidays as noted in the contract and the language does not apply to holidays that fall during the established school year.

## ARTICLE 19

### COMPENSATION AND INSURANCE

Section 1. Compensation. The wage schedules are attached as Appendix A.

Section 2. Insurance. The Employer will pay premiums for insurance coverage equal to coverage provided by the 1994-97 collective bargaining agreement, subject to the following conditions.

A. The Employer's sole obligation is to pay premiums. The Employer is not an insurer or a guarantor of any insured benefit;

B. The premium will be paid at 100% of the above limit for employees who are full year and full-time, and at 75% of the above limit for other full-time employees, provided that school year employees must sign their individual statement of employment for the ensuing year by July 1, in order to be eligible for coverage. If the individual statements are not available to the employees by July 1, then that deadline will be extended until the contracts are available.

C. If another member of the immediate family should be receiving an insurance benefit from the Wayland Union Schools, this insurance benefit will not be allowed:

D. This insurance benefit is not automatic. The employee must fill out the insurance application. Also, marriage, childbirth, death, or any other change in an employee's family should be brought to the immediate attention of the Business Office for the purpose of keeping insurance coverage current.

E. With respect to employees who quit, resign, are terminated by the Employer, or are laid off, the Employer will pay its share of insurance premiums to provide coverage through the last calendar month which the employee worked at least one scheduled work day.

F. The Employer's obligation under this Article is to pay its share of the premium for the duration of this Agreement. The Employer does not have control over the insurer and does not guarantee, or assume any liability for, the insurance coverage or the actions of the insurers.

The Employer will pay the premiums for a 100/80/50 School District Self-Funded Dental Insurance plan.

The Employer will implement a Section 125 Plan.

## ARTICLE 20

### WORKING CONDITIONS

#### Section 1. Definitions.

- A. School Year Employees are those employees who work approximately 180 days or more each year and whose period of employment coincides generally with the regular school calendar.
- B. Full Year Employees are those who are employed to work on a twelve (12) months basis.
- C. Full-Time Employees are those who generally are scheduled to work more than thirty (30) hours per week.
- D. Part-Time Employees are those who generally are scheduled to work thirty (30) hours or less per week.
- E. Substitute Employees are those who are hired to work either (i) during the absence (due to illness, leave, etc.) of a regular employee or (ii) for a temporary period not to exceed thirteen (13) weeks.
- F. Summer Employees are those who are hired to work for a period which does not exceed thirteen (13) weeks, and which falls between June 1 and September 15.
- G. Student Employees are those who are hired prior to graduation from the District's schools and who generally work as substitute employees, or as occasional part-time employees.

Section 2. Work on Holidays. Work on holidays will be assigned to capable employees on a rotating basis. Employees will be notified of their assignments annually, subject to

changes due to revisions in the school calendar or unforeseen events which affect such assignments.

An employee may trade an assigned holiday, or work another employee(s) holiday(s), with the prior approval of the Superintendent or his/her designee.

The Employee who is to work on a holiday will be given at least one day's advance notice of the anticipated duties on the holiday. For work performed on a holiday, the employee will be paid 2 ½ times the employee's regular wage, including holiday pay, with a two (2) hour minimum if the employee is required to perform any work on the holiday.

Nothing in this Section prevents the Employer, in its discretion, from going outside the bargaining unit to get holiday work done. If the Employer cannot get any volunteers, the Employer then has the right to assign the least senior employee.

Section 3. Break and Meal Periods. Full employees shall be entitled to two (2) fifteen (15) minute paid breaks, and to a one-half (1/2) hour unpaid meal break. Part-time employees shall be entitled to one (1) fifteen (15) minute paid break.

Section 4. In the event that a summer vacancy in bargaining unit work exists, the vacancy will be filled by the most senior school year employee who applies for the position, if the employee is qualified to perform the work. In the event that no school year employees apply or are qualified for the job, the Employer may fill the position from any source.

Section 5. Nothing in this Agreement shall require the Board to keep school open in the event of inclement weather or when otherwise prevented by an act of God. If inclement weather prevents an employee from arriving at his or her duty station at the assigned scheduled time, the employee shall lose pay in proportion to time lost. However, if an employee arrives not more than three hours late, he or she shall have no pay deducted if the employee has accumulated sick leave time against which to draw.

If an employee believes inclement weather would prevent his/her from arriving for work, he/she should telephone his/her supervisor and request an excused absence.

Section 6. Safety and Health.

A. An employee will not be required to perform unusually hazardous work which: (i) is not an ordinary element of the employee's job, and (ii) poses a serious and immediate threat to the employee's health or safety. An employee who refuses to perform work under this provision does so at his/her risk and will have the burden of proving the actual existence of such threat.

In all other situations, where the danger is not serious and immediate, the rule "work now, grieve later" shall apply.

B. The Employer will provide approved first aid material in work areas.

C. If an employee believes that necessary safety equipment should be available, the matter may be taken up with the Superintendent or his/her designee.

Section 7. The Employer will support and assist employees with respect to preventing students from improperly interfering with the performance of work.

Section 8. Employees will not be required to perform supervisory duties. If an employee believes that this Section is being violated, the rule will be "work now, grieve later".

## ARTICLE 21

### GENERAL

Section 1. There are no understandings or agreements or past practices which are binding on either the Employer or the Union other than the written agreements enumerated or referred to in this Agreement. No further agreement shall be binding on either the Employer or the Union until it has been reduced to writing and signed by both the Employer and the Union.

Section 2. The provisions of this Agreement, including but not limited to wages and benefits, apply only to employees who are included in the bargaining unit. This Agreement does not apply to any other employees, or in any way restrict the Employer's actions with respect to non-bargaining unit employees.

## ARTICLE 22

### SEPARABILITY AND SAVINGS CLAUSE

If any part of this Agreement should be invalidated by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected. In addition, the parties will promptly meet to negotiate the matter which has been invalidated



ARTICLE 23

DURATION OF AGREEMENT

Section 1. This Agreement shall continue in effect until 11:59 p.m., June 30, 2000.

Negotiations between the parties shall begin at least 60 days prior to the contract expiration date upon the request of either party. If, pursuant to such negotiations, an agreement on the renewal or modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written agreement of the parties.

Section 2. The Employer agrees to supply copies of this Agreement to the Union and to all bargaining unit employees now or hereafter employed.

THE BOARD OF EDUCATION OF  
THE WAYLAND UNION SCHOOLS

By Pamela F. Roehrs

Robert J. Woysewicz

Will O. Kelly

WAYLAND UNION CUSTODIAL  
SERVICES E.A./MEA-NEA

By Gerry Olson

Steven A. Misak

Marcia Lively

## SCHEDULE A

Wage Rates. Wages will be compensated according to Schedule A.

A. Commencing July 1, 1997:

<u>Step</u>	<u>Hourly Rate</u>
1	\$10.19
2	\$10.57
3	\$11.07
4	\$11.46

B. Commencing July 1, 1998:

<u>Step</u>	<u>Hourly Rate</u>
1	\$10.19
2	\$10.57
3	\$11.07
4	\$11.46
5	\$11.86

C. Commencing July 1, 1999:

<u>Step</u>	<u>Hourly Rate</u>
1	\$10.19
2	\$10.57
3	\$11.07
4	\$11.46
5	\$11.86
6	\$12.28

Other Rates.

A. Night lead and grounds persons will receive the following premiums:

July 1, 1997	\$0.80
July 1, 1998	\$0.85
July 1, 1999	\$0.90

B. Day maintenance persons will receive the following hourly premiums:

July 1, 1997	\$1.60
July 1, 1998	\$1.70
July 1, 1999	\$1.80

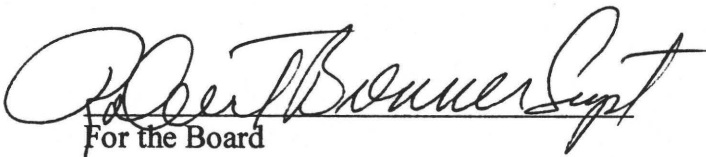
Retirement. The Employer will continue to pay the Employer share of retirement contributions for employees who are covered by the retirement plan, as is presently the case.


For the  
**WAYLAND UNION SCHOOLS**

And the  
**WAYLAND UNION CUSTODIAL SERVICE EDUCATION ASSOCIATION**

If Michigan law changes so that the subcontracting of work performed by the bargaining unit is a mandatory subject for bargaining, then before any such subcontracting occurs, the Employer will bargain with the Union concerning the decision to subcontract and the effects of subcontracting. If such subcontracting is a permissive subject for bargaining, then the parties will discuss whether to engage in negotiations before any subcontracting occurs.

Dated: April 1, 1998

  
For the Board

  
For the Association



