

4176

6/30/2001

MASTER AGREEMENT
BETWEEN THE
WHITTEMORE-PRESCOTT
AREA SCHOOLS
AND THE
WHITTEMORE-PRESCOTT
SUPPORT STAFF PERSONNEL
ASSOCIATION
1998-2001

Whittemore-PreScott Area Schools

WHITTEMORE-PRESCOTT AREA SCHOOLS

BOARD OF EDUCATION

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

The Whittemore-Prescott Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Whittemore-Prescott Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, marital status, sex, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise subjected to discrimination in any program or activity for which it is responsible for which it receives financial assistance from the United States Department of Education.

This Statement of Assurance replaces any and all Statement made by the Board prior to this date. Complaint procedures regarding non-compliance to the above are posted in all school buildings in the school district and list the Board designee to hear such complaints.

PUBLIC NOTICE

As a recipient of Federal funds for various educational programs, Whittemore-Prescott Area Schools recognizes and agrees with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, as amended.

Complaints or notices of non-compliance with the articles of either of the above Acts shall be directed in writing in the following manner:

Step 1. Initial complaints are to be made to the designated person whose responsibility it is to investigate complaints within the school district. The following person is said designee:

Marilyn Herriman
Whittemore-Prescott Area Schools
517-873-4986

If resolution of said complaint has not occurred to the satisfaction of all parties within 15 calendar days, Step 2 may be initiated.

Step 2. Notice to the Superintendent of Whittemore-Prescott Area Schools for resolution of said complaint. If, within 15 calendar days, a resolution is not found, proceed to Step 3.

Step 3. Notice to the Whittemore-Prescott Board of Education for consideration at the next regularly scheduled meeting of the Board. If resolution cannot be found within 45 calendar days, proceed to Step 4.

Step 4. Notice to the Office of Civil Rights, Department of Health and Welfare, Washington, D.C. 20201.

The above adopted by resolution by the Whittemore-Prescott Area Schools Board of Education on October 11, 1976 and on May 12, 1980, respectively.

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MASTER AGREEMENT

This Agreement, entered into this 18th day of January, 1999, by and between the Board of Education and the Whittemore-Prescott Area Schools, hereinafter called the "Board" and the Whittemore-Prescott Educational Support Personnel, an affiliate of the Michigan Educational Support Personnel Association (MESPA), hereinafter called the "Association."

WITNESSETH

WHEREAS, the Board has a statutory obligation, pursuant to Act 336, Public Acts of Michigan for 1947, as amended by Act 379, Public Acts of Michigan for 1965, known as the Public Relations Employment Act, to bargain with the Association as the representative of the WPESP with respect to hours, wages, terms and conditions of employment.

ARTICLE I Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Section II of Act 336, Public Acts of Michigan for 1965 and later Acts, for all WPESP but excluding all supervisory and executive personnel (Transportation Supervisor, Payroll Clerk and Executive Secretary). All personnel represented by the Association in the above defined bargaining unit shall, unless otherwise indicated, hereinafter be referred to as "Employees", and references to male personnel shall include female personnel.
- B. The Board agrees not to negotiate with any support staff personnel organization other than the Association for the duration of the Agreement. Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, providing the Association has been given opportunity to be present at such adjustments if requested by the employee.

Negotiations may be reopened by agreement of both the Board and the Association.

NEW CONTRACT

- C. At least 90 days prior to the expiration of this Agreement, negotiations will begin with the Board of Education for a new contract, covering wages, hours and conditions of employment of all support staff personnel.
- D. It is recognized that no final agreement between the Board of Education and the Support Staff Negotiating team may be executed without the ratification by a majority of the

membership of the Association voting on the ratification. But the representatives from each side shall have the authority to make proposals and concessions during the negotiation.

ARTICLE III

Rights of the Association

- A. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency.
- B. The Association and its members shall continue to have the right to use school building facilities at all reasonable hours for meetings, subject to scheduling by Principal or Superintendent of Schools. No employee shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. Bulletin boards, school mail and other established media of communication shall be made available to the Association and its members, provided it does not interfere with the orderly conduct of school business.
- C. Upon written request by the Association the following reports will be made available: (1) The Annual Financial Report for the year ending as of June 30th after completion of the audit. (2) Copy of the budget that is officially adopted by the Board. (3) List of all personnel within the bargaining unit including their regular hourly rate and years of seniority in the system. (4) Information that is germane to the processing and handling of grievances shall be made available.
- D. Notwithstanding their employment, employees shall be entitled to full rights of citizenship and no lawful religious or political activities of any employee or lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such employee. The private and personal life of any employee is not within the appropriate concern or attention of the Board.
- E. The provisions of this Agreement, and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status, or membership in or association with the activities of an employee organization.

Minutes of the Board meetings are available in the Administration Offices and may be reviewed by the Association.

ARTICLE III

Rights of the Board of Education

- A. The Board, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves onto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board and adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection thereof, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.
- C. According to Board Policy of the Whittemore-Prescott Area Schools, outside employment by an employee of the Whittemore-Prescott Area Schools must not interfere with schedules, work expectations, or the ability to carry out expected assignments.

ARTICLE IV

Dues or Service Fees and Payroll Deduction

- A. All Support Staff Personnel employed by the Whittemore-Prescott Area Schools shall as a condition of employment become members of the Whittemore-Prescott Education Support Personnel Association and its affiliates, or pay a Service Fee **which is a legally permissible amount as determined in a legally permissible manner, not to exceed the amount of dues uniformly required of members of the Association.**
- B. All of the above employees, as a **condition of employment**, shall sign and deliver to the Board an assignment authorizing deduction of membership dues and/or assessments in the Association and its affiliates as determined by the Whittemore-Prescott ESP, or **pay a legally permissible Service Fee**. This authorization shall continue in effect from year to year. The Board shall deduct one-tenth (1/10) of such dues, assessments, contributions, or **service fee**, from the regular salary check of each employee, each month for ten (10) months beginning in September and ending in June of each year. The Board agrees to promptly remit to the Association all sums deducted.
- C. **The Board, upon receiving a signed statement from the Association indicating that the employee has failed to comply with this condition, shall pursuant to MCLA 408.477; MSA 17.277) and at the request of the Association, deduct the Service Fee from the**

bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from paychecks of each bargaining unit member.

- D. Upon written authorization from the employee, the Board shall deduct from the salary of the employee and make appropriate remittance for annuities, credit union, savings bonds, charitable donations or any plan or program jointly approved by the Association and the Board.

ARTICLE V

Compensation

- A. **See Salary Schedule "A".**
- B. The following shall apply to all overtime work:
1. Time and one-half (1 1/2) will be paid for all hours worked over forty (40) hours in one calendar week and all hours worked on Saturday.
 2. Double time will be paid for hours worked on Sundays and holidays. In the case of holidays, this will be in addition to holiday pay if the employee is entitled to holiday pay that day.
 3. There shall be no off-setting compensatory time of overtime.
 4. Compensatory time off may be given if mutually agreeable to the Superintendent, the employee and the president of the Association.
 5. No overtime will be worked without the prior knowledge of the Superintendent or designee.
- C. Pay day shall be every two weeks for the previous weeks of work.
- D. Paid release time to attend to necessary business of the Association shall be made available to the Association President or designee. No work shall be left undone because of this release time.

E. LONGEVITY PAY: To be paid in one (1) sum at the end of each school year.

10-14 years	\$300
15-19 years	\$400
20-24 years	\$500
25 years up	\$600

ARTICLE VI

Workyear, Workweek, Workday

A. The normal workyear for school term employees shall be a **minimum** of one hundred eighty (180) days according to the adopted school calendar. **When the student body is dismissed early for purpose of staff development all term employees will have the opportunity to work their regularly scheduled hours. Management will assign the work for such hours.**

Food service personnel will work each day lunch and/or breakfast is served plus five cleaning days. **Cafeteria supervisors' work year will be paid for the number of days lunch is served.** The normal workyear for all other employees shall be twelve (12) months, July 1 - June 30.

B. The normal workweek for all employees is Monday through Friday, starting at 5:00 a.m. Monday and ending at 5:00 a.m. Saturday at the end of the third shift.

C. Shifts - First shift is a shift starting as early as 5:00 a.m. and ending as late as 4:00 p.m. Second shift is a shift starting as early as 10:00 a.m. and ending as late as 11:00 p.m. Third shift is a shift starting as early as 9:00 p.m. and ending as late as 6:00 a.m. Second and third shifts will receive \$.20 per hour shift premium. In the event first shift would start prior to the agreed upon time, shift premium for the hours worked prior to the normal starting time must be negotiated at that time.

D. All unit employees, with the exception of bus drivers and bus aides, whose job requires five or more consecutive hours in one day will be entitled to a one-half (1/2) hour paid lunch period approximately midway between the beginning and end of their shift. **Lunch periods for food service personnel will be scheduled by their supervisor.**

A fifteen (15) minute rest period will be afforded all employees (with the exception of bus drivers and bus aides). **Rest periods for employees working less than eight (8) hours per day will be scheduled by the building administrator, but not at the beginning or end of a shift. Rest periods for employees working eight (8) or more hours per day will be scheduled approximately midway between the start of their shift and their lunch**

period, and their lunch period and the end of their shift. Rest periods for food service personnel shall be scheduled by their supervisor.

- E. Overtime shall be divided among employees within each classification.
1. Excluding bus drivers, overtime shall first be offered to the employee who is qualified to do the activity having the greatest classification seniority. If all employees within the affected classification refuse the overtime following a second offer, the employee with the least seniority who is qualified shall perform the overtime work.
 2. Overtime will be covered by the use of an "overtime chart" and will be offered to each employee in rotation based on seniority. Overtime that is refused by an employee will be charged on the overtime chart for the purpose of balancing the overtime. Employees may not give their overtime hours to anyone else. The building/program administrator will keep the overtime chart.
- F. The Board shall provide substitutes as required by the absence of regular employees; however, substitutes shall not be placed to perform the work of an absent employee until the employees regularly assigned to the classification have been offered the work. A substitute shall only perform the work in a position that remains after regular employees have been shifted to perform the work of an absent employee.
- Substitutes shall be used to perform bargaining unit work only during instances of absence by regular employees or when an unfilled temporary vacancy exists.
- G. When school is officially called off for students due to inclement weather, all bus drivers, secretaries and paraprofessionals are not required to report for work and shall be paid their normal daily rate. Food service personnel shall report for work on such days if food needs to be put away or cooked due to the risk of spoilage, leaving when the work is completed. Custodians will report at their normal starting time, weather permitting as determined by the Superintendent or his designee. Maintainers will report on such days for the removal of snow, checking boilers, etc.
- H. The Board may in its discretion reschedule any such days to be made up during the balance of the school year or at the end of the originally scheduled school year. Make-up days will not be paid days to the extent the employee was not required to report for work but was paid for the snow days. For bus drivers, food service personnel, secretaries and paraprofessionals, make-up days will be in addition to the employee's scheduled work year.
- I. Employees who are not scheduled to work on a snow day will not be paid for such snow days.

ARTICLE VII

Working Conditions

- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.
- B. The Board shall reimburse the employee for loss, damage or destruction of personal property which was used on school premises with the knowledge and approval of the Superintendent when the loss, damage or destruction is not the result of the member of the Association's negligence.
- C. The Board shall provide adequate rest areas, lounges and restrooms for employee use.
- D. The Board shall support and assist employees with respect to the maintenance of control and discipline of students in the employee's assigned work area. The Board or its designated representative shall take reasonable steps to relieve the employee of responsibilities in respect to students who are disruptive or repeatedly violate rules and regulations.
- E. Employees may use such physical force with a student as is necessary to protect them, a fellow employee, a teacher, an administrator or another student from attack, physical abuse or injury, or to prevent damage to district property.
- F. **No employee shall be required to dispense or administer medication except in emergency or where the employee has been trained to dispense or administer medication as part of his/her job duties as defined in the district's adopted policy of April 13, 1998.**

ARTICLE VIII

Seniority

- A. **Seniority shall be defined as the length of service within the district as a member of the bargaining unit. Accumulation of seniority shall begin on the employee's first working day. In the event more than one individual has the same starting date of work, position on the seniority list shall be determined by first date of hire. Position on the seniority list will be determined by a time date stamp placed on employees application at the time of hire. Both the hiring administrator and the new employee will initial the document at the time of hire.**

- B. New employees shall be considered probationary employees until they have completed a probationary period of thirty (30) work days. Each probationary employee will be provided weekly written evaluations by the administrator or his designee and assistance in monitoring by Association president or designee and building representative. Upon satisfactory completion of the probationary period, seniority will be retroactive to the first day of employment.
- C. Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work.
- D. All employees shall hold dual seniority dates. The first will reflect their most recent date of hire by the district. The second will reflect their most recent date of district employment in one of its classifications. Employees who work five consecutive years in their current classification shall have their seniority revert back to their date of hire by the district for that classification. For purposes of this provision, all employees shall be placed in one of the following classifications based on their current assignments.

Classification A

Building Heads
General Custodian - 2nd year
General Custodian - 1st year
New General Custodian - 30-day probation
Maintenance Helper

Classification B

Food Service Managers
Food Service Personnel

Classification C

Cafeteria Supervisor

Classification D

Paraprofessionals

Classification E

Office and Library Clerks

Classification F

Mechanic Helper

Classification G

Bus Driver

Classification H

Secretaries

Bookkeeping, Internal Accounting, Etc.

- E. The Board shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared and posted conspicuously in all buildings of the district within thirty (30) days after the effective date of the Agreement with revisions and updates.
- F. State and Federal programs and statutes shall be observed where applicable for specially funded programs. Except where prohibited, all employees shall receive seniority rights as provided in this Agreement.
- G. Any employee who has been incapacitated at his regular work by injury or compensable occupational disease while employed by the Board, may be employed at other work on a job that is operating by the Board.
- H. **Seniority shall be lost by an employee:**
1. **Upon termination, resignation or retirement.**
 2. **Discharged permanently for proper cause after receiving due process;**
 3. **Absent for three (3) consecutive days without notifying the Building Principal, unless satisfactory reason is provided;**
 4. **Seniority will be frozen for a period of one year if an employee transfers to a position not covered by this agreement. Following this period, employees reentering a position covered by this agreement will be placed at the seniority date of reentry.**

ARTICLE IX

Reduction in Personnel, Layoff and Recall

- A. Layoff shall be defined as a necessary reduction in the work force beyond normal attrition due to a shortage of funds.
- B. No employee shall be laid off pursuant to a necessary reduction in the work force unless said employee shall have been notified of said layoff at least sixty (60) days prior to the effective date of layoff except in the case of a severe financial cutback in which case a two week notice will be given.
- C. In the event of a necessary reduction in work force, the Board shall first lay off probationary employees, then employees with the least seniority. In no case shall a new employee be employed by the Board while there are laid off employees who are qualified for a vacant or newly-created position.
- D. Employees whose positions have been eliminated due to reduction in work force or who have been affected by a layoff shall have the right to assume a position for which they are qualified, which is held by an employee with less seniority.
- E. In the event of a reduction in the work hours in a department, an employee may claim seniority over another employee for the purpose of maintaining their normal work schedule, provided they have greater departmental seniority than the employee they seek to replace. In no case shall a reduction of any employee's work hours take effect until the Board gives ten (10) work days written notice to the affected employee(s).
- G. Employees shall be recalled in inverse order to their district seniority. Thirty (30) days trial periods as in Article X, D, will be in effect if the employee is called back to a different classification.
- H. Notice of recall shall be sent by certified mail to the last known address as shown on the Board's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the Board notified as to their current mailing address. A recalled employee shall be given at least five (5) calendar days from receipt of notice, excluding Saturdays and Sundays, to report to work. The Board may fill the position on a temporary basis until the recalled employee can report for work providing the employee reports within the five (5) day period.

Employees recalled to work for which they are qualified are obligated to take said work. An employee who declines recall to perform work for which they are qualified shall forfeit their seniority rights.

- I. Employees on layoff shall retain their seniority for the purpose of recall for a period of four (4) years. Any employee on layoff for more than four (4) years shall lose their seniority and any further rights under this Agreement.

ARTICLE X

Vacancies, Transfers and Promotions

- A. A vacancy shall be defined as a bargaining unit position either newly created, or a present position that is not filled. The Board shall determine if a vacated position is to be filled.
- B. All vacancies shall be posted in a conspicuous place in each building of the district for a period of six (6) working days. Said posting shall contain the following information:
1. Type of work
 2. Location of work
 3. Starting Date
 4. Rate of Pay
 5. Hours to be Worked
 6. Classification
 7. Job Description

Interested employees may apply in writing to the superintendent, or designee, within six (6) working days during posting period. The Board shall notify employees of vacancies occurring during the summer months (June, July, August) by sending notice of same to each employee by U.S. mail.

- C. Vacancies shall be filled by the applicant with the most seniority currently within the classification posted. An employee previously displaced from the affected classification, either by layoff or the reduction in work force, shall be considered eligible for a position in that classification for a period of two (2) years. This Article assumes the person applying for the position in question has the qualifications to apply.
- D. Should no employee from the affected classification apply, the Board shall have the discretion to award the vacancy to the applicant the Board believes is best qualified for the position.
- E. When an employee is awarded a job under the provisions of "C" above, he/she shall be given a reasonable period of time as determined by the Board, but no more than sixty (60) scheduled work days to demonstrate his/her ability to perform the job. The Board shall give the employee reasonable assistance to enable them to perform normal and customary job functions, but this period shall not be considered a training period.

All evaluations shall be made available to the Association President and/or designee. If the employee is unable to fulfill the job requirements, or within fifteen (15) work days, at the option of the affected employee, the employee shall be returned to his former job or status. The Association President shall be notified of the reasons for denial. Any action taken under section D or E shall be excluded from the grievance procedure.

If action is taken under this section either by the Board or by the employee, the employee will not be allowed to bid on another position within the classification in which action was taken for one (1) calendar year from the date the employee returns to their previous status. Exception will be made for only the paraprofessional classification by distinguishing between a Special Education paraprofessional and all other paraprofessional positions. Example: an employee bids on a general education paraprofessional position and after a reasonable trial period is returned to their previous status or opts to return to their previous status within the allowable time period may then bid on a Special Education position before the one (1) year period expires.

- F. Within ten (10) work days after the expiration of the posting period, the Board 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 Association.
- G. After the trial period, employees shall not be placed on a lower step on the salary schedule or wage scale except for voluntary transfers.
- H. The parties agree that involuntary transfers of employees are to be minimized and avoided whenever possible. In all cases, involuntary transfers will be effected only for reasonable and just cause.
- I. Any employee asked by a supervisor to temporarily assume the duties of another employee will be paid the rate for those duties. An employee's pay rate shall not be reduced by any temporary change in duties.

ARTICLE XI

Paid Leave

- A. General Conditions:
 - 1. The Board shall furnish each employee a written statement at the beginning of each school year setting forth the total sick leave credit.

2. An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall, upon application, be granted a leave of absence without pay for the duration of such illness or disability, up to one (1) year, and the leave may be renewed each year upon written request of the employee.
3. **Absence due to injury or industrial illness incurred in the course of the employee's employment shall not be charged against the employee's sick leave for the day of the occurrence. If an employee is absent due to an injury or illness which is compensable under the worker's compensation laws, the Board shall prorate the use of accumulated sick days for the purpose of offsetting the reduced payments received under Worker's Compensation.**
4. In case of death, any unused sick leave shall be paid at the rate of one (1) day's pay for each two (2) days of sick leave accumulated to a maximum of \$1,800 in a lump sum to the survivor named by the employee. A minimum of 30 days must be accumulated before article will be in effect.

B. **Illness and Disability**

1. Sick leave shall be **eleven (11)** days per school year and **fourteen (14)** days for twelve month employees. **Three (3)** of these days shall be allowed for personal business. These days shall accumulate to seventy-five (75) days. Each employee shall receive Eighteen Dollars (\$18.00) per each sick day granted at the beginning of the year which make his/her total exceed seventy-five (75) days. Computation of pay shall be at the end of the school year. Example: If employee has 79 days accumulated at the end of the year, he/she will be entitled to four (4) days of reimbursement (\$72.00).

Employee's contract may be based on 21 pays or 26 pays at the option of the employee. **Sick days shall accumulate as follows: 2 days in September, 2 days in October, 1 day in November, 1 day in December, 1 day in January, 1 day in February, 1 day in March, 1 day in April and 1 day in May.** The days shall accumulate on the first day of the month. All 12 month employees must be paid on the 26 pay system and will also accumulate **1 day in June, 1 day in July and 1 day in August.**

The sick leave days may be taken by an employee for the following reasons and subject to the following conditions:

- a. Personal Illness or Disability. The employee may use all or any portion of their leave to recover from their own illness or disability. **Employees claiming sick leave, which is considered excessive or abusive, may be requested to take a physical examination, at Board expense (including**

transportation) by a physician of the Board's choice. For purposes of this section "excessive" is defined as use of days higher than the average annual use of days for unit employees. Abusive is defined as patterned use of sick days around weekends and or holidays.

- b. Medical or Nursing Care. The employee may take three (3) days to make arrangements for medical or nursing care for a member of their immediate family.
 - c. Illness in the Immediate Family. The employee may take a maximum of five (5) days per illness. Exceptions to be approved by the Superintendent. "Immediate Family" shall be defined as in #2 below.
2. Death in the Immediate Family. The employee may take a maximum of five (5) days per death. Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, children, grandchildren, father and mother-in-law and grandparents.

C. Personal Business Days:

It is agreed that personal business days are to be used for business which cannot normally be conducted outside of the school day. Personal business days are not to be used to extend vacations or for purposes of recreation. An employee planning to use a personal business day(s) shall notify their supervisor in writing at least two (2) days in advance, except in case of emergency. Personal business days shall be available for the practice of individual religious preferences. No personal business days may be used the day before or day after a vacation unless authorized by the Superintendent or designee.

Request for two (2) or more consecutive work days must be accompanied by a written explanation. Requests for three (3) consecutive work days must be accompanied by a written explanation and are subject to approval by the Superintendent. Denials of requests for three (3) or more consecutive days are not subject to the grievance procedure.

D. Jury Duty:

Any employee called for jury duty, or who is subpoenaed to testify during work hours in any judicial or administrative matter, including requested attendance during an arbitration or fact-finding proceeding, shall be paid their full compensation less appearance fees for such time.

- E. Personal or sick days taken according to this contract article can only be taken if the employee has days accumulated and/or available as listed in Article XI, Section B, 1.

ARTICLE XII

Unpaid Leaves

A. General Conditions

1. Special Leaves--the Board may grant on request a special leave of absence when appropriate circumstances warrant.
2. Requests for leaves of absence shall include the reason for the leave along with notification of the beginning and ending dates of such leave. Parental/child-care leave requests shall also include a statement from the attending physician indicating the anticipated date of birth of the child.
3. General Regulations Affecting Leaves of Absence
 - a. Leave of Absence--Extension
A leave of absence may be extended at the discretion of the Board.
 - b. Application for Return
Application for return from leave of absence shall be filed with the Superintendent of Schools not later than the end of the first semester preceding the August of the September in which he wishes to return.
 - c. Condition for Return
 1. Qualifications--Competent proof must be given to the Board that the employee applying for return from leave of absence is competent and qualified to perform the duties of the position for which an application is made.
 2. Policy and Intent--It is the intent and it shall be the policy of the Board to return an employee on leave of absence to the same position, status and pay, unless circumstances make it impossible to return the employee to a position of like nature. In addition, an employee will be granted an increment if not at the maximum step.

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

1. Military Leave. A military leave of absence shall be granted to any employee who shall be inducted for military duty in any branch of the armed forces of the United States. Upon return from such leave, an employee shall be placed in the same

classification and experience level as they would have been had they worked in the district during such period.

ARTICLE XIII

Holidays

Custodians

They will work the regular five day week (40 hours) Monday through Friday while school is in session, five day week (40 hours) Monday through Friday when school is not in session with the following exceptions:

- | | | |
|----------|---|---|
| one day | - | Labor Day |
| one day | - | Deer Vacation |
| two days | - | Thanksgiving and the day after |
| two days | - | Christmas and the day before or after--
Supt. and the building head decision |
| two days | - | New Year's and the day before or after--
Supt. and the building head decision |
| one day | - | Good Friday |
| one day | - | Monday after Easter--because of calendar differences, when the day after Easter is established as a school day, custodians will have the option of using this vacation day at their discretion in conjunction with consultation of the Principal or Program Administrator |
| one day | - | Memorial Day |
| two days | - | Independence Day and the day before or after--
Supt. and the building head decision |

If a holiday falls on a Saturday, then the preceding Friday shall be the holiday; if the holiday falls on Sunday, then the Monday following shall be the holiday. If deer vacation falls on a Saturday or Sunday, there shall be no vacation allowed.

Each head custodian will inspect his heating plant and building every day that the boiler is in operation. If there is sickness or accident a sub will be called in--unless there is an emergency situation. No full time custodian will work double shifts for more than a period of one day.

ARTICLE XIV

Vacations

Twelve-month employees will receive paid vacation as follows:

- one (1) week paid vacation after 1 year of service
- two (2) weeks paid vacation after 2 years of service
- three (3) weeks paid vacation after 5 years of service
- four (4) weeks paid vacation after 10 years of service

Vacations shall be scheduled with the building principal and superintendent with seniority having preference of time. It is understood that earned vacation days shall be taken during the normal school recess periods only during non-student days.

Excluding twelve-month employees, if an employee wishes extra time off without pay, and not to exceed ten (10) working days, such leave may be arranged at the discretion of the building principal and superintendent.

ARTICLE XV

Grievance Procedures

- A. Should disputes arise between the Board and the Association, or its members employed by the Board, as to the interpretation and application of the provisions of this Agreement or the established policy of the Board, there shall be no stoppage of work by the employee covered hereby on account of such differences, but an earnest effort shall be made to settle such differences in the following grievance procedure:

STEP 1: Within five (5) working days (see exceptions, Section D) of the occurrence of the act or condition giving rise to the dispute, the aggrieved employee and the committee person shall meet with the Supervisor to resolve the matter. The supervisor must give an answer within five (5) working days after such meeting.

STEP 2: If the grievance is not settled in Step 1, the employee or employee's committee person shall within five (5) working days from the receipt of Step 1 answer, meet with the Supervisor to file a grievance in writing on forms furnished by the Association, and present two (2) copies to the Supervisor who shall have five (5) working days in which to reply in writing. In such meeting, specific reasons why the grievance is not settled will be given. When the grievance is reduced to writing, the grievance will be limited to the scope of the written grievance and the Board's written answer.

STEP 3: If the grievance is not settled in Step 2, the Grievance Committee shall, within five (5) working days from receipt of the Supervisor's answer then submit a copy of the grievance to the Board's designated representative. A meeting will then be held as soon as possible, but not later than five (5) working days after submission of the grievance at Step 3, between the Board representatives and the Grievance Committee with the employee for the discussion of the grievance. The decision of the Board representative shall be made in writing within five (5) working days after the meeting.

STEP 4: If the grievance is not settled in Step 3, the Grievance Committee shall within five (5) working days from receipt of the Board Representative's answer then notify the Board in writing of their desire for a meeting with the Board. Such meeting, which will include the employee, committee person and the Staff Representative, shall be held within five (5) working days from the receipt of such notice and the Board must give its written answer within ten (10) working days after the meeting.

STEP 5: If the grievance is not settled in Step 4, the Association may, at their option, within five (5) working days from the receipt of the Board's answer, request the services of the State Mediation Service in resolving the dispute.

STEP 6: If the grievance is not settled in Step 4 or Step 5 as the case may be, the Association shall, within fifteen (15) working days from receipt of the report from the Mediator or from receipt of the Board's answer notify the Board that the grievance is appealed to arbitration before an arbitrator to be appointed by mutual agreement of the parties hereto. If the parties cannot agree as to the arbitrator, he shall be selected in accordance with the rules of the American Arbitration Association which shall likewise govern the arbitration hearing. Neither party shall be permitted to insert in such arbitration proceeding any issues which have not been set forth in the original grievance. The arbitrator shall have no power to alter or add to or subtract from the terms of this Agreement. The arbitrator shall be without power or authority to make any decision which requires the commission of any act prohibited by Law which is violative of the terms of this Agreement. An arbitration hearing will be held which both parties will be privileged to attend. Each party may present the testimony of witnesses and any pertinent written evidence.

If either party shall claim before the arbitrator that a particular grievance is not arbitrable, the arbitrator shall decide that issue. If he decides it is arbitrable, he shall proceed to hear the case on its merits at that same hearing. If he decides it is not arbitrable, he shall refer the case back to the parties without a recommendation on the merits. All arbitrable grievances shall be heard, if possible, simultaneously or consecutively by the same arbitrator.

The cost of the arbitrator shall be borne equally by the School Board and the Association.

- B. The parties may mutually agree to by-pass any step or to use alternative methods in settling grievances.

- C. Failure to Proceed--After the grievance has been reduced to writing the failure of a grievant to proceed to the next step of the grievance procedure within the time limits as set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of the Board, or its representative, to respond to any step within the time limits specified shall advance the grievance to the next step.
- D. Time limits--The Board and the Association agree to process grievances promptly in accordance with the grievance procedure. All time limits may be extended by mutual agreement.
1. Grievances with respect to errors in pay may be filed within thirty (30) working days from the issuance of alleged erroneous check.
 2. In case of layoff, a grievance claiming that an employee or employees were laid off out of line of seniority, must be filed in writing within five (5) working days from the date the Board first submitted a list to the Chairman of the Grievance Committee, of the employee or employees so laid off.
 3. Employees upon recall who have returned to work and find they have been deprived of their rights as outlined in this Agreement, shall have five (5) working days in which to file a grievance.
- E. Association Representatives Authority--The Board acknowledges the right of the Association to select representatives for the purpose of collective bargaining and to present complaints or grievances to the management. The Association shall advise the Board of the names of the representatives (or their alternates) in the settlement of differences arising between the Board and the Association or its members employed by the Board. Any and all grievances resolved at any step of this grievance procedure shall be final and binding on the Board, the Association, and all members of the bargaining unit.
- F. Grievance Meetings--The Grievance Committee shall meet with Management at such time as may be mutually acceptable and as will not conflict with operations.
- Due to the nature of bus driving for school children and the problems caused by interruption of scheduled routes, Grievance Committee members must necessarily process grievances and attend grievance meetings during other than normal working hours.
- G. Employees called to meetings--Any employee or group of employees who are called into any meeting regarding any matter which comes under the jurisdiction of the Association may request the presence of a member of the Grievance Committee and such request shall not be denied.

ARTICLE XVI

Insurance Protection

A. Current Employees

1. For the purpose of this section, "current employees" shall mean employees who were employed by the Board in the bargaining unit **prior to July 1, 1998**. Substitutes are not considered current employees.
2. The Board will provide an insurance plan which is substantially comparable to the health insurance plan in effect during the 1997-1998 school year. The bid process will be used to determine the insurance carrier. **Any change in insurance coverage must be with mutual consent.**
3. If the premium amount is in excess of the amount the Board is obligated to pay in 1997-1998, the employee shall be obligated to pay:

**1998-1999 school year - any increase above 8% of the 1997-1998 rate
1999-2000 school year - any increase above 16% of the 1997-1998 rate
2000-2001 school year - any increase above 24% of the 1997-1998 rate**

The Board shall payroll deduct the employee's cost of the health insurance premium rate.

4. If the employee is ineligible for full family coverage as list on the chart below, the Board shall payroll deduct the difference in health insurance premium rates.

**Years of Service In
The Bargaining Unit**

**Maximum Amount Of
Premium to Be Paid By Board**

Less than 1 Year

No Insurance Benefits

>1 and <3

**Amount Equal to 1/2 1998-1999 Full Family Rate
(increase capped **per #3 above**)**

>3 and <5

**Amount Equal to 3/4 1998-1999 Full Family Rate
(increase capped **per #3 above**)**

5 or more

**Amount Equal to 1 1998-1999 Full Family Rate
(increase capped **per #3 above**)**

Twelve-Month Employees

Amount Equal to 1 1998-1999 Full Family Rate
(increase capped per #3 above)

B. New Employees

1. For the purpose of this section, "new employees" shall mean employees who were not employed by the Board in the bargaining unit **prior to July 1, 1998. Substitutes are not considered employees.**
2. Employees scheduled to work fifty-two (52) weeks per year and thirty (30) hours or more per week:

Employees who are scheduled to work fifty-two (52) weeks per year and a minimum of 30 hours per week shall be eligible for full family health insurance. If the premium amount is in excess of the amount the Board was eligible to pay in 1997-1998, the employee shall be obligated to pay:

1998-1999 school year - any increase above 8% of the 1997-1998 rate
1999-2000 school year - any increase above 16% of the 1997-1998 rate
2000-2001 school year - any increase above 24% of the 1997-1998 rate

The Board shall payroll deduct the employee's cost of the health insurance premium rate.

3. Term employees - those scheduled to work less than 52 weeks per year and thirty (30) hours or more per week:

Following their first full year of employment, term employees who are scheduled to work a minimum of thirty (30) hours per week or more shall be eligible for health insurance as listed on the chart below:

<u>Years of Service In The Bargaining Unit</u>	<u>Maximum Amount Of Premium to Be Paid By Board</u>
Less than 1 Year	No Insurance Benefits
>1 and <3	Amount Equal to 3/4 Single Subscriber Rate Plus \$200 (increase capped as listed)
>3 and <5	Amount equal to 1 Single Subscriber Rate Plus \$300 (increase capped as listed)

5 or more

**Amount equal to 1/2 Full Family Rate
(increase capped as listed)**

If the premium amount is in excess of the amount the Board was eligible to pay in 1997-1998, the term employee shall be obligated to pay:

**1998-1999 school year - any increase above 8% of the 1997-1998 rate
1999-2000 school year - any increase above 16% of the 1997-1998 rate
2000-2001 school year - any increase above 24% of the 1997-1998 rate**

The Board shall payroll deduct the employee's cost of the health insurance premium rate.

- 4. Term employees working less than thirty (30) hours per week but more than twenty (20) hours per week:**

Following their first full year of employment, employees who are scheduled to work less than thirty (30) hours per week but more than twenty (20) hours per week are eligible to receive without cost to the employee the Option "B" package as listed "C" below.

- 5. Employees working twenty (20) or less hours per week are not eligible for Board paid insurance.**

- C. Employees who are eligible for health insurance fully or partially paid by the Board who elect not to receive health insurance will be provided, without cost to the employee, the Option "B" package. The Option "B" package shall be substantially comparable to the Option "B" package which was provided during the 1997-1998 school year. In accordance with the plan adopted by the Board pursuant to Section 125 of the Internal Revenue Code, employees receiving the Option "B" package shall also be provided a cash option in the amount of **One Hundred and twenty-five Dollars (\$125.00) per month**. The cash option received by an employee may be utilized to purchase a tax deferred annuity. The employee will be responsible for any employee related costs.**
- D. Premium amounts in excess of the amount of the premium the Board is obligated to pay shall be paid by the employee. The Board will payroll deduct the insurance premium which is the obligation of the employee.**
- E. The Board's obligation to pay insurance premiums in accordance with the preceding Article, on behalf of the employee who ceases active service and are on illness or disability leave, shall end when the employee's accumulated sick leave is exhausted or at the end of **one year** following the month active service ceased, whichever is later.**

- F. The Board's obligation to pay insurance premiums in accordance with the preceding sections of this Article on behalf of employees who cease active service commence leaves of absence other than sick or disability leave shall end after the month following the month the employee ceased active service.
- G. Employees who cease active service due to lay-off will be required to make necessary arrangements to pay for their insurance while on lay-off commencing with the beginning of the month following the month in which the employee was laid off.

NOTE: Should the blended student count (FTE's) during any year of this agreement increase over the previous year's blended count, 1/4 of the foundation allowance for those additional FTE's (up to 20 FTE's) will be prorated and divided among the support staff to be used for payment on the insurance premium increase above the caps listed in Article XVI.

ARTICLE XVII

Discipline

- A. No employee shall be disciplined (including warnings, reprimands, suspensions, reduction in rank, or professional advantage, discharges, or other actions of a disciplinary nature) without just cause. Discipline of personnel under the provisions of this Agreement will be conducted in accordance with the basic concepts of due process. Any such discipline shall be subject to the Grievance Procedure. A copy of the written disciplinary complaint made against an employee shall be promptly called to their attention and a corrective procedure given to the employee.
- B. Any complaint made against an employee will be promptly called to the employee's attention. Administration will conduct an investigation into the complaint. It is recognized that in the case of potential criminal charges, notification may not occur immediately. Should the investigation result in no substantiation of the complaint, all documents regarding the complaint and investigation will be destroyed.
- C. From the date of ratification of this agreement forward no document, upon which discipline or adverse performance evaluations may be based, will be placed in the employee's personnel file without written notification to the employee. All such documents will be dated. The employee will be provided a copy of any document placed in his/her file.

ARTICLE XVIII

Retirement

Within fifteen (15) days after an employee retires under the provisions of the Michigan Teachers Retirement Act and has ten (10) years of employment in the Whittemore-Prescott Area Schools, the Board shall pay to the employee an amount equal to one (1) day's pay for each two (2) days of sick leave accumulated to a maximum of \$1,800. It is understood that a minimum of forty (40) accumulated sick leave days is required before becoming eligible for payment under this provision. (Not to exceed 75 days.)

ARTICLE XIX

Savings Clause

If any provisions of the Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XX

Duration of Agreement

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, except that no employee shall suffer any loss or reduction in benefits nor have less favorable conditions than the highest conditions in effect for such employees at the time this Agreement is executed.

This Agreement shall be effective January 18, 1999 and shall continue in effect until June 30, 2001. Negotiations between the parties shall begin at least 90 days prior to the contract expiration date. 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.

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

SCHOOL CALENDAR

A Representative from the Whittemore-Prescott Education Association, the Whittemore-Prescott Board of Education and the Whittemore-Prescott Support Staff Association will work cooperatively to develop a calendar for the following year by April 1st of the preceding year.

WHITTEMORE-PRESCOTT AREA SCHOOLS BOARD OF EDUCATION

By: G. Dale Bronson
G. Dale Bronson, President

By: William Bellville Sec.
William Bellville, Secretary

Howard Barriger
Howard Barriger, Vice President

E. Arnold Engster
E. Arnold Engster, Treasurer

Russell Perrin
Russell Perrin, Trustee

Yvonne Jakubik
Yvonne Jakubik, Trustee

Marla Pargoff
Marla Pargoff, Trustee

Charles H. Schnetzler
Charles H. Schnetzler, Superintendent

WHITTEMORE-PRESCOTT SUPPORT STAFF PERSONNEL ASSOCIATION

By: Ronnie LaValley
Ronnie LaValley, Head Negotiator

By: Catherine Birkenbach
Catherine Birkenbach, Union President

Penny Perrin
Penny Perrin, Negotiator

Shelly Everitt
Shelly Everitt, Negotiator

Kim Lauria
Kim Lauria, Negotiator

Michael Felske
Michael Felske, Negotiator

Michele Thorson
Michele Thorson, Negotiator

SCHEDULE "A"

Salary Schedule

	<u>1997-1998</u>	<u>1998-1999</u>	<u>1999-2000</u>	<u>2000-2001</u>
<u>Office and Library Clerks:</u> Example: 180 days @7 hours per day = 1,260 hours				
1st Year	7.99	8.15	8.36	8.53
2nd Year	8.43	8.60	8.82	9.00
3rd Year	9.01	9.19	9.42	9.61

Substitute clerks will receive first year rate.

The library clerk will receive two (2) extra hours pay per day when the librarian is gone and she assumes the responsibility of the library.

The position of clerk is one that provides general supportive clerical assistance within the school system. Typical duties include typing, filing, preparation of materials, record keeping, and other duties as assigned by the building principal. The clerk is general under the direct supervision of the building principal unless assigned to a specific area. (Example: Library clerk is responsible to librarian.)

Paraprofessionals: Example: 180 days @6.5 hours per day = 1,070 hours

1st Year	8.00	8.16	8.37	8.54
2nd Year	8.47	8.64	8.86	9.04
3rd Year	9.01	9.19	9.42	9.61

Substitute paraprofessionals will receive first year rate. All paraprofessionals will be paid for 180 days.

The position of paraprofessional is one that generally works directly with and for pupils. Typical duties include pupil tutoring, recess monitoring, assisting the teacher in room organization, pupil records and other duties as assigned by the building principal. The paraprofessional is generally assigned and responsible directly to one or more teachers under the overall direction of the building principal.

Cafeteria Supervisor: Example: 171 days @2 hours per day = 342 hours

11.25	11.48	11.71	11.94
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The cafeteria supervisor is responsible for maintaining order and control in the cafeteria and hallway during the lunch periods. The cafeteria supervisor is directly responsible to the building principal.

1997-1998 1998-1999 1999-2000 2000-2001

Food Service Managers: Example: 177 days @8 hours per day

1st Year	8.77	8.95	9.18	9.36
2nd Year	9.25	9.44	9.68	9.87
3rd Year	9.64	9.83	10.08	10.28

Food Service Personnel

1st Year	8.07	8.23	8.44	8.61
2nd Year	8.54	8.71	8.93	9.11
3rd Year	9.01	9.19	9.42	9.61

Substitute food service personnel will receive the first year rate.

Food service personnel will receive time and one-half (1.5) for any hours over forty.

Cooks will receive the following pay rates when cooking for outside and extra school activities, except where it interferes with the Fair Labor Standards Act.

9.80	10.00	10.20	10.40
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Meals will be furnished.

The food service manager is responsible for the planning, ordering and organization of personnel for meal serving, preparation and clean-up. The food service manager is responsible to both the building principal and the superintendent.

Food service personnel are responsible for the preparation, serving and clean-up of the kitchen and the meal program in his/her particular school. Food service personnel are responsible to the food service manager and the building principal.

Custodians: Example: 40 hours per week = 2,080 hours

Building Heads	11.02	11.44	11.87	12.11
Maintenance	10.71	11.12	11.54	11.77
General - 1st Year	9.81	10.21	10.61	10.82
General - 2nd Year	10.39	10.80	11.22	11.44

30-day Probationary	9.44	9.83	10.23	10.43
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Building heads will receive \$400 more per year than the above rate.

No reimbursement will be made for lunches. A sub custodian will receive the same pay as a new general custodian (30-day probationary.)

Coaches and sponsors are responsible for their students at evening activities.

It is the responsibility of maintenance, building heads and custodians to maintain, repair, and the cleanliness of the school physical plant and its adjacent areas. They are responsible to help wherever requested by the building principal or the superintendent. They are directly responsible to the building principal.

Secretaries: Example: 190 days @8 hours per day = 1,520

Special Education Secretary: The secretary to the special education director shall work the same number of days as the director: Example: 207 days @8 hours per day

	<u>1997-1998</u>	<u>1998-1999</u>	<u>1999-2000</u>	<u>2000-2001</u>
1st Year	9.01	9.34	9.68	9.87
2nd Year	9.53	9.87	10.22	10.42
3rd Year	10.00	10.35	10.70	10.91
<u>Bookkeeping/Internal Accounting</u>	10.85	11.22	11.59	11.82

Substitute secretaries will receive first year rate.

The Board reserves the right to adjust working hours. If any secretary is asked by his/her immediate supervisor to stay extra hours to get work done, he/she is to receive time and one-half (1.5).

The duties of the secretary are direct support to an administrative position (or counselor). Typical duties include typing, filing, appointment management and other duties as assigned by the administrator. The secretary is directly responsible to the administrator to which he/she is assigned.

BUS DRIVERS - CURRENT
(EMPLOYED PRIOR TO JULY 1, 1998)

MILEAGE DRIVEN	<u>1997-1998</u>	<u>1998-1999</u>	<u>1999-2000</u>	<u>2000-2001</u>
UNDER 35 MILES	653.88	666.96	680.30	693.91
35-40 MILES	672.05	685.49	699.20	713.18
40-45 MILES	690.16	703.97	718.05	732.41
45-50 MILES	708.34	722.51	736.96	751.70
50-55 MILES	726.51	741.04	755.86	770.98
55-60 MILES	744.66	759.55	774.75	790.25
60-65 MILES	762.86	778.12	793.68	809.55
65-70 MILES	780.97	796.59	812.52	828.77
70-75 MILES	799.14	815.12	831.42	848.05
75-80 MILES	817.32	833.66	850.34	867.35
80-85 MILES	835.47	852.18	869.22	886.60
85-90 MILES	853.61	870.68	888.09	905.85
90-95 MILES	871.77	889.21	906.99	925.13
95-100 MILES	889.96	907.76	925.91	944.43
100-105 MILES	906.95	925.09	943.59	962.46
105-110 MILES	926.02	944.54	963.43	982.70
110-115 MILES	942.67	961.53	980.76	1,000.38
115-120 MILES	960.53	979.74	999.34	1,019.33
120-125 MILES	977.56	997.11	1,017.05	1,037.39
125-130 MILES	996.11	1,016.03	1,036.35	1,057.08
130-135 MILES	1,015.04	1,035.34	1,056.05	1,077.17
135-140 MILES	1,034.32	1,055.01	1,076.11	1,097.63
140-145 MILES	1,053.99	1,075.07	1,096.57	1,118.50
145-150 MILES	1,074.00	1,095.48	1,117.39	1,139.74
150-155 MILES	1,094.41	1,116.30	1,138.62	1,161.39
155-160 MILES	1,115.21	1,137.51	1,160.26	1,183.47
160-165 MILES	1,136.38	1,159.11	1,182.29	1,205.94
165-170 MILES	1,157.98	1,181.13	1,204.76	1,228.86
170-175 MILES	1,179.98	1,203.58	1,227.65	1,252.20
175-180 MILES	1,202.41	1,226.45	1,250.98	1,276.00
180-185 MILES	1,225.25	1,249.76	1,274.75	1,300.25
185-190 MILES	1,248.53	1,273.50	1,298.97	1,324.95
190-200 MILES	1,296.42	1,322.35	1,348.80	1,375.78

FOLLOWING PAID PER HOUR

MEDIA VAN/EXTRA TRIPS	9.15	9.33	9.52	9.71
BREAKDOWN PAY	8.56	8.73	8.90	9.08
MECHANIC HELPER				
1st Year	9.81	10.01	10.21	10.41
2nd Year	10.39	10.60	10.81	11.03

FOLLOWING PAID PER DAY

KINDERGARTEN RUNS	16.51	16.84	17.18	17.52
BAY-ARENAC RUN				
(NO WAITING TIME)	54.21	55.29	56.40	57.53

BUS DRIVERS - NEW**(EMPLOYED AFTER JULY 1, 1998)**

	<u>1997-1998</u>	<u>1998-1999</u>	<u>1999-2000</u>	<u>2000-2001</u>
MILEAGE DRIVEN				
UNDER 35 MILES	653.88	784.66	902.36	920.40
35-40 MILES	672.05	806.46	927.43	945.97
40-45 MILES	690.16	828.20	952.42	971.47
45-50 MILES	708.34	850.01	977.51	997.06
50-55 MILES	726.51	871.81	1,002.58	1,022.63
55-60 MILES	744.66	893.59	1,027.63	1,048.19
60-65 MILES	762.86	915.43	1,052.74	1,073.80
65-70 MILES	780.97	937.17	1,077.74	1,099.30
70-75 MILES	799.14	958.97	1,102.81	1,124.87
75-80 MILES	817.32	980.78	1,127.90	1,150.45
80-85 MILES	835.47	1,002.57	1,152.95	1,176.01
85-90 MILES	853.61	1,024.33	1,177.98	1,201.54
90-95 MILES	871.77	1,046.13	1,203.05	1,227.11
95-100 MILES	889.96	1,067.95	1,228.15	1,252.71
100-105 MILES	906.95	1,088.34	1,251.60	1,276.63
105-110 MILES	926.02	1,111.22	1,277.90	1,303.46
110-115 MILES	942.67	1,131.21	1,300.89	1,326.91
115-120 MILES	960.53	1,152.64	1,325.54	1,352.05
120-125 MILES	977.56	1,173.07	1,349.03	1,376.01
125-130 MILES	996.11	1,195.33	1,374.63	1,402.13
130-135 MILES	1,015.04	1,218.05	1,400.76	1,428.77
135-140 MILES	1,034.32	1,241.18	1,427.36	1,455.91
140-145 MILES	1,053.99	1,264.78	1,454.50	1,483.59
145-150 MILES	1,074.00	1,288.80	1,482.12	1,511.76
150-155 MILES	1,094.41	1,313.29	1,510.28	1,540.49
155-160 MILES	1,115.21	1,338.25	1,538.99	1,569.77
160-165 MILES	1,136.38	1,363.66	1,568.21	1,599.57
165-170 MILES	1,157.98	1,389.57	1,598.01	1,629.97
170-175 MILES	1,179.98	1,415.97	1,628.37	1,660.94
175-180 MILES	1,202.41	1,442.89	1,659.32	1,692.51
180-185 MILES	1,225.25	1,470.31	1,690.85	1,724.67
185-190 MILES	1,248.53	1,498.24	1,722.97	1,757.43
190-195 MILES	1,272.26	1,526.71	1,755.71	1,790.83
195-200 MILES	1,296.42	1,555.70	1,789.06	1,824.84

BUS DRIVERS - NEW (MORE THAN 20 HOURS PER WEEK)

(EMPLOYED AFTER JULY 1, 1998)

	<u>1997-1998</u>	<u>1998-1999</u>	<u>1999-2000</u>	<u>2000-2001</u>
MILEAGE DRIVEN				
UNDER 35 MILES	653.88	706.19	762.69	777.94
35-40 MILES	672.05	725.81	783.88	799.55
40-45 MILES	690.16	745.38	805.01	821.11
45-50 MILES	708.34	765.01	826.21	842.73
50-55 MILES	726.51	784.63	847.40	864.34
55-60 MILES	744.66	804.23	868.57	885.94
60-65 MILES	762.86	823.89	889.80	907.59
65-70 MILES	780.97	843.45	910.93	929.15
70-75 MILES	799.14	863.07	932.12	950.76
75-80 MILES	817.32	882.70	953.32	972.38
80-85 MILES	835.47	902.31	974.49	993.98
85-90 MILES	853.61	921.90	995.65	1,015.56
90-95 MILES	871.77	941.52	1,016.84	1,037.17
95-100 MILES	889.96	961.16	1,038.05	1,058.81
100-105 MILES	906.95	979.51	1,057.87	1,079.03
105-110 MILES	926.02	1,000.10	1,080.11	1,101.71
110-115 MILES	942.67	1,018.09	1,099.53	1,121.53
115-120 MILES	960.53	1,037.38	1,120.37	1,142.77
120-125 MILES	977.56	1,055.76	1,140.22	1,163.03
125-130 MILES	996.11	1,075.80	1,161.86	1,185.10
130-135 MILES	1,015.04	1,096.25	1,183.95	1,207.62
135-140 MILES	1,034.32	1,117.07	1,206.43	1,230.56
140-145 MILES	1,053.99	1,138.31	1,229.37	1,253.96
145-150 MILES	1,074.00	1,159.92	1,252.71	1,277.77
150-155 MILES	1,094.41	1,181.96	1,276.52	1,302.05
155-160 MILES	1,115.21	1,204.42	1,300.78	1,326.79
160-165 MILES	1,136.38	1,227.29	1,325.48	1,351.99
165-170 MILES	1,157.98	1,250.61	1,350.66	1,377.68
170-175 MILES	1,179.98	1,274.37	1,376.32	1,403.85
175-180 MILES	1,202.41	1,298.60	1,402.49	1,430.54
180-185 MILES	1,225.25	1,323.27	1,429.14	1,457.72
185-190 MILES	1,248.53	1,348.41	1,456.29	1,485.41
190-195 MILES	1,272.26	1,374.04	1,483.96	1,513.64
195-200 MILES	1,296.42	1,400.13	1,512.14	1,542.39

NOTE: Any "current" bus driver who has been working less than one (1) year and is not yet eligible for benefits will be paid at the new bus driver rate until the benefit payments begin.

Bus drivers ("current") opting to drop insurance benefits in lieu of the higher rate of pay can do so during the open enrollment period only. The decision made is irrevocable for one (1) calendar year. Any bus driver opting to take health insurance benefits will be paid as listed in the "Bus Driver - Current" section of the contract.

Media van, special education runs and extra trips will be paid from the time the bus or van is scheduled to leave until it returns, plus reasonable clean-up time.

When meal receipts are turned in, the Board of Education will pay for the actual cost of the meal, up to a maximum of \$6.00, if the trip covers the meal time.

Breakdown time paid at time of breakdown.

Any extra-curricular trip that necessitates two (2) vans will instead be given one bus in order to insure that drivers are chosen to drive.

The Board shall provide reimbursement for the cost of licenses, or the renewal of licenses required for a bus driver to perform his/her job or assignment after successful completion of two consecutive years of employment as a bus driver in the Whittemore-Prescott School District.

When extra trips interfere with regular bus runs, the driver who takes the extra trip will be paid the higher of the two trips.

All trips will be posted and drivers rotated in alphabetical order.

Proposed route changes at the beginning of the school year shall be posted and bid upon between August 15th and 30th of each year by the currently employed bus drivers.

The bus driver is responsible for the safe and prompt transportation of pupils. He/she is responsible to keep their certification to drive bus current. He/she is responsible to immediately report any vehicle defects to the bus supervisor. He/she is responsible to report discipline problems to the proper principal according to procedure. The bus driver is responsible for the cleanliness of his/her assigned vehicle. The bus driver is directly responsible to the transportation director.



