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BEDFORD MECHANIC

1998-2001

MASTER AGREEMENT

**BEDFORD PUBLIC SCHOOLS
TEMPERANCE, MICHIGAN
48182**

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

Bedford Public Schools

Mechanic Master Agreement

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AGREEMENT

This Agreement made and entered into this first day of July, 1998, by and between Bedford Public Schools located at Temperance, Michigan, party of the first part and hereinafter termed the employer, and Local Union No. 214, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America located at Detroit, Michigan, party of the second part, hereinafter called the Union.

WHEREAS: both parties are desirous of preventing strikes and lockouts and other cessations of work and employment; and of maintaining a uniform wage scale, working conditions and hours of employees of the employer; and of facilitating peaceful adjustment of all grievances which may arise from time to time between the employer and its employees; and of promoting and improving peaceful industrial and economic relations between the parties.

ARTICLE I

Recognition - Agency Shop and Dues

SECTION ONE (1):

- a) The employer recognizes and acknowledges that the Union is the exclusive representative in collective bargaining with the employer of those classifications listed in the Agreement and in the wage schedule (Article XXIX-Wages).
- b) Pursuant to, and in accordance with all applicable provisions of Act 336 of the Public Acts of 1947 known as the Hutchinson Act, as amended, the employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment, for the term of this Agreement, of all employees of the employer included in the bargaining units described in Article XXIX-Wages.

SECTION TWO (2):

- a) Membership in the Union is not compulsory. Regular employees have the right to join, not join, or drop their membership in the Union, as they see fit. Neither party shall exert any pressure on or discriminate against an employee as regards such matters.
- b) Membership in the Union is separate, apart, and distinct from the assumption by one of his equal obligations to the extent that he receives equal benefits. The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members in the Union, and this Agreement has been executed by the employer after it has satisfied itself that the Union is the choice of a majority of the employees of the bargaining unit. Accordingly, it is fair that each employee in the

bargaining unit pays his own way and assume his fair share of the obligation along with the grant of equal benefit contained in the Agreement.

c) In accordance with the policy set forth under paragraphs one (1) and two (2) of this section, all employees in the bargaining unit shall, as a condition of continued employment, pay to the Union, the employees' exclusive collective bargaining representative, an amount equal to the Union's regular and usual initiation fees, regular, and usual dues. For present regular employees, such payments shall commence thirty one (31) days following the effective date or on the date of execution of this Agreement, whichever is the later, and for new employees, the payment shall start thirty one (31) days following the date of employment.

d) If any provision of this Article is invalid under Federal law or the laws of the State of Michigan, such provision shall be modified to comply with the requirements of Federal or State law or shall be renegotiated for the purpose of adequate replacement.

SECTION THREE (3):

The employer agrees to deduct from the pay of an employee all dues of Local 214 and pay such amount deducted to said Local 214 for the employees who so request dues deductions; provided, however, that the Union presents to the employer authorizations signed by such employees allowing such deductions and payments to the local Union as aforesaid.

SECTION FOUR (4):

The Union will protect and save harmless the Board from any or all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purposes of complying with this Article.

ARTICLE II **Board's Rights**

A. The Board, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the school code and the laws of the state, the Constitution of the State of Michigan and/or the United States. Such rights, duties, etc., shall include, by way of illustration and not by way of limitation, the right to:

1. Manage and control its business, its equipment, its operations and direct the working forces and affairs of the entire school system within the boundaries of the School District of Bedford;
2. Continue its rights, policies and practices of assignment, and direction of its personnel, determine the number of personnel, and schedule all the foregoing;
3. Direct the working force, including the right to establish and/or eliminate positions, to hire, evaluate, promote, suspend, discharge employees, transfer

- employees, assign work or duties to employees, determine the size of the work force, and to lay-off employees;
4. Determine the services, supplies, equipment necessary to continue its operation, to determine all methods and means of distributing the above, establish standards of operation, the means, methods, and processes of carrying on the work; and
 5. Determine the qualifications of employees.

B. The listing of specific management rights in this Agreement is not intended to be, nor shall be, restrictive of or a waiver of any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.

C. The Board shall continue to have the exclusive right to establish, modify, or change any conditions except those covered by provisions of the Master Agreement.

ARTICLE III **Military Service**

Any employee who is called upon to participate in military service of our country shall, at the time such services have been honorably completed, be returned to his/her position without loss of seniority. Time in service will be counted as accumulated seniority. The employee must report for work within time specified by Federal law after completing service.

NATIONAL GUARD DUTY - An employee called for National Guard duty or training shall be compensated for the difference between his regular pay and the gross amount received for the performance of such obligation. The employee shall present a signed statement from his Commanding Officer or the officer's designee stating the gross amount paid for his service to the Assistant Superintendent of Program and Personnel Administration. Reimbursement under this paragraph shall be limited to two (2) weeks.

ARTICLE IV **Jury Duty**

Jury Duty – If an employee is called for jury duty, she/he will receive his/her regular hourly rate for the time during her/his jury service. The employee shall obtain a signed statement from the judicial clerk of courts stating dates served. The above statement shall be submitted to the Assistant Superintendent of Program and Personnel Administration immediately upon the employee's receipt of it. A District mileage form for jury duty must be appropriately processed for mileage reimbursement and parking. All jury duty compensation must be turned over to the District.

ARTICLE V

Hospitalization

All mechanics shall be eligible for health insurance coverage for the Bedford Public Schools equivalent to MESSA Super Care 1. The School District reserves the sole right to select the insurance carrier or, if self insurance, the administrative service organization. Such health insurance coverage shall include the eligible immediate dependents of the mechanic. Members shall be reimbursed for deductibles in the amounts of fifty dollars (\$50) per year per covered person up to one hundred dollars (\$100) year per family. Annual health reimbursement payments are given to the employee upon verification of reaching deductible by means of an accounts payable check.

If the employer elects to provide health insurance by way of self-insurance, the Board shall pay the full insurance premiums. The employee shall continue to be responsible for any deduction or co-pay as stated in the insurance plan specified above. (Example: Two dollars (\$2) on a prescription.)

Employees or their dependents qualifying for District paid health care coverage, shall not receive any abortion services or benefits as part of the District paid health insurance benefit.

If an employee elects not to take the health insurance coverage, the Board shall provide dental coverage equivalent to Delta Auto +008 and vision coverage equivalent to MESSA Vision Care Plan 2.

The employer will pay the full premium for dental coverage. The Board reserves the sole right to select the dental carrier or, if self insurance, the administrative service organization.

The Board will provide vision insurance coverage beginning in the 1998-99 contract year. The Board shall select vision benefits comparable to MESSA-VSP1.

The District will make whole all health, dental, and vision insurance increases during the duration of the Master Agreement.

In the event a bus mechanic dies while in the employ of the Bedford Public Schools, and provided the insurance policy permits continued coverage, the Board will continue to pay its existing health insurance premium payments for three (3) months or ninety (90) days after death.

ARTICLE VI
Occupational Disability

SECTION ONE (1):

Any employee in any work classification covered by this Agreement who has been incapacitated at his/her regular work or by injury or compensative disease while employed by the Board, may be employed in other work in the various departments of the school system at work he/she can perform. However, no employee shall collect Worker's Compensation wages and Board of Education wages for the same period.

SECTION TWO (2):

Employees injured on the job and sent home because of injury shall be paid for the remaining unworked hours of that day.

ARTICLE VII
Worker's Compensation

The employer agrees to cooperate toward the prompt settlement of employees' on-the-job injury and sickness claims when such claims are due and owing.

All accidents shall be reported to the immediate supervisor (Director of Transportation) as soon as possible. The employer shall pay the difference between the Worker's Compensation payment and the employee's regular salary when the insurance company starts the compensation for a period of three (3) months.

ARTICLE VIII
Maintenance of Standards

The employer agrees that all conditions of employment in his individual operation relating to wages, hours, overtime, differentials, and general working conditions shall be maintained at not less than the highest minimum standards in effect at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement. It is agreed that the provisions of this section shall not apply to inadvertent or bonafide errors made by the employer or the Union in applying the terms and conditions of this Agreement.

The parties agree that Article VIII is intended for only those proper practices and minor benefits not covered by the specific language of this contract. Also, Article VIII is not intended to conflict with the District's ability and responsibility to manage its affairs.

ARTICLE IX
Grievance Procedure

SECTION ONE (1):

It is mutually agreed that all grievances, disputes or complaints arising under and during the terms of this Agreement shall be settled in accordance with the procedure herein provided and that there shall at no time be any strikes, tie-ups of equipment, slow-downs, walkouts, or any other cessation of work through the use of any method lockout or legal proceeding.

Every effort shall be made to adjust controversies and disagreements in an amicable manner between the employer and the Union.

Should an employee choose to pursue an alleged discrimination case under State and Federal Law, the Union and District mutually agree to hold the grievance pending a ruling on said violation.

SECTION TWO (2):

Should any grievance, dispute, or complaint arise over the interpretation or application of the contents of this Agreement, there shall be an earnest effort on the part of the parties to settle such promptly through the following steps:

Step 1: By conference between the aggrieved employee, the steward, or both, and the foreman and/or department head. It shall be the responsibility of the aggrieved to reduce any grievance in writing on the regular grievance form provided by the local Union within five (5) working days of the alleged grievance.

Step 2: Before proceeding to Step three (3), a hearing between the Union representative and the Assistant Superintendent of Program and Personnel Administration and/or the representatives will be held within ten (10) working days and a decision will be rendered in writing seven (7) working days after the meeting.

Step 3: If the Union is not satisfied with the disposition of the grievance by the Assistant Superintendent of Program and Personnel Administration or if no disposition has been made within seven (7) working days of such meeting, the grievance shall be transmitted to mediation.

Either party may request the services of a mediator from the Michigan Employment Relations Commission (MERC) within the ten (10) working days of the date an answer was due by the Assistant Superintendent of Program and Personnel Administration. Mediation shall not exceed twenty (20) working days from the date of the first mediation session.

Disposition of the grievance in writing by the mediator shall be made no later than seven (7) working days thereafter. If no disposition is made within the seven (7) days, then the Union has the right to move the grievance to the next level or withdraw it. A copy of such mediation disposition shall be furnished to the Union.

Step 4: In the event the last step fails to settle the complaint, it shall be referred to arbitration upon the request of either the Union or the employer. The president an/or executive board of the local Union shall have the right to determine whether or not the grievance is qualified to be submitted for arbitration by the Union.

Either party may demand arbitration. The party first demanding arbitration shall give two (2) days notice in writing to the other party of its desire to arbitrate. The arbitration board shall consist of three (3) persons, one (1) to be selected by the employer and one (1) to be selected by the Union, and the two (2) selected, if they themselves cannot settle the dispute, shall agree upon a third party whom shall act as chairman of the arbitration board. This board shall be selected within ten (10) days after the request for arbitration is made. If the representatives of the parties cannot settle the dispute and cannot agree upon the selection of the third party within fifteen (15) days of their appointment, the third person shall be designated by the Michigan Employment Relations Commission (MERC), in accordance with its procedures. The decision of the majority of the board shall be considered a decision of the board provided further that all cases submitted to arbitration shall be disposed of within ten (10) days from the date the issues are submitted to said board of arbitration; there shall be no strikes, lockouts, cessation's of employment or changes in employment status during the progress of arbitration. Failure to submit to arbitration upon request made as provided in this Article shall result in forfeiture of all rights provided by this Agreement. Arbitration costs shall be shared equally by both parties.

The arbitration board shall have no power to add to, subtract from, or modify this Agreement, or to declare any provisions of this Agreement illegal.

ARTICLE X

Dismissal, Suspension, and Disciplinary Action Procedure

SECTION ONE (1):

Dismissal, suspension, and/or any other disciplinary action shall be only for just and stated causes with the employees having the right to defend themselves against any and all charges. Written notification of dismissal, suspension, or other disciplinary action shall be sent to the employee and the Union if the employee is a member of said Union. Among the causes, which shall be deemed sufficient for dismissal, suspension, demotion, or disciplinary action is:

1. unauthorized or excessive absence from work,

2. commitment or conviction of any felony criminal act,
3. conduct unbecoming an employee in public service,
4. disorderly or immoral conduct,
5. incapacity due to mental or physical disability, as certified by an appropriate medical authority,
6. incompetency or inefficiency,
7. bringing intoxicants into or consuming intoxicants on any school property or reporting for work under the influence of intoxicating liquor in any degree whatsoever,
8. neglect of duty,
9. negligence or willful damage to public property, waste, or misappropriation of public supplies or equipment,
10. violation of any lawful regulation or order made by a supervisor (insubordination),
11. willful violation of any provisions of this contract,
12. deliberate falsification of records and reports,
13. violation of the District's Smoking Policy, or
14. conviction of a misdemeanor or felony regarding pedophile.

All dismissals and suspensions shall be without pay. No suspension shall be effective for a period of more than ten (10) working days without the prior approval of the Assistant Superintendent of Program and Personnel Administration.

SECTION TWO (2):

An employee may be dismissed, suspended, or disciplined, pending investigation and discussion, and if the dismissal, suspension or disciplinary action is found to be without justification, the employee shall be reinstated with full back pay.

SECTION THREE (3):

If the dismissal or suspension is sustained under the procedures outlined in the Grievance Procedure, the employee shall be deemed dismissed as of the date of dismissal or suspension.

SECTION FOUR (4):

Any suspended employee shall leave the premises and shall remain away until such dismissal or suspension is lifted or cleared.

SECTION FIVE (5):

In any case of dismissal, suspension, or disciplinary action, the employee, if he so desires, may request an investigation. This request must be written and presented within five (5) working days from the date of dismissal, suspension, or disciplinary action. Appeal from discharge or suspension must be heard within five (5) working days and a

decision reached within fifteen (15) working days from the date of discharge or suspension. If no decision has been rendered within fifteen (15) working days, the case shall then be taken up as provided for in Article IX (Grievance Procedure).

SECTION SIX (6):

An employee's past disciplinary record shall not be used in accessing discipline beyond a period of two and one-half (2.5) years.

ARTICLE XI

General

SECTION ONE (1):

VISITING PRIVILEGES - The employer agrees that it will allow the proper accredited representative of the local Union access to the premises during working hours for the purpose of policing the terms and conditions of this Agreement.

SECTION TWO (2):

RECORD EXAMINATION - The employer may allow the proper accredited Union representative the right to examine time sheets and any other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the School Board pertaining to the specific grievance.

SECTION THREE (3):

USE OF BULLETIN BOARD - The employees will be allowed to post notices of meeting and any other notices pertaining to their organization on bulletin boards and these notices shall not be removed except by the representative of the employees. Notices will not be posted on bulletin boards provided for student or teacher information. Any and all scurrilous materials will be removed at the request of the District.

SECTION FOUR (4):

USE OF TELEPHONE - The Board of Education does not permit the use of school telephones for personal calls, either local or long distance, except in case of emergency.

SECTION FIVE (5):

USE OF SCHOOL STATIONERY - The Board of Education does not permit the use of school stationery for any personal correspondence. It restricts the use of postage for professional and school use and does not sell stamps for personal use.

SECTION SIX (6):

PERSONAL ATTIRE - It is agreed by the Board and the Union that all mechanics' personal attire will be appropriate for the academic environment in which they work. For example, mechanics shall not wear attire which promotes the use of alcohol, controlled substances or smoking, or attire which displays profane language or has sexual connotation. In the event that a mechanic reports to work in inappropriate attire (as defined above), as determined by his or her supervisor, that mechanic will be required to return home and change clothes. Such time away from work will be unpaid. It is the intent of the Board to apply this policy to all regular and temporary District employees.

SECTION SEVEN (7):

NON-SMOKING - Smoking or the chewing of a tobacco product on Bedford Public Schools' property, and/or in Bedford Public Schools' vehicles, on a structure or real estate owned, leased, or otherwise controlled by the Bedford District, shall not be permitted at any time.

The District agrees to provide free enrollment in District provided smoking cessation programs for interested bargaining unit members.

SECTION EIGHT (8):

LETTER OF UNDERSTANDING - All "Letters of Understanding" not incorporated into the 1998-2001 contract are "null and void".

SECTION NINE (9):

BEEPERS - The District should purchase and maintain one (1) beeper for mechanics.

SECTION TEN (10):

TOOL INSURANCE - The District shall provide "personal tool insurance" up to a maximum of ten thousand dollars (\$10,000) per mechanic subject to current Inland Marine coverage (SET-SEG).

SECTION ELEVEN (11):

PAYROLL DEDUCTION PROGRAMS – Enrollment in District payroll deduction programs such as 403(b), United Way, Government Bonds, approved Teacher's Credit Union, Insurance options, Michigan Public School Employees Retirement System (MPSERS), tax-deferred payment program, direct deposit shall be available during open enrollment periods as designated by the District, and in accordance with the established payroll schedule and procedures for the year. Written employee authorization is needed to participate in District approved employee deduction programs. Add last sentence to opening paragraph on the Bedford Public Schools Employee Direct Deposit

Authorization: "In such an event, Bedford Public Schools will inform the employee, in writing, of its correction within five (5) working days".

ARTICLE XII

Seniority

SECTION ONE (1):

Strict seniority shall prevail in the lay-off and rehiring of employees. In reducing the work force because of lack of work, insufficient funds, or other legitimate cause, the last employee hired shall be the first employee laid off provided the employee retained has the ability to perform the required work satisfactorily; and the last employee laid off shall be the first employee rehired.

SECTION TWO (2):

The employer shall post a list of the employees arranged in order of their seniority at the beginning of each six (6) months. This list shall be posted in a conspicuous place (bulletin board) at the place of employment.

SECTION THREE (3):

Seniority shall be broken only by discharge, voluntary quit, or lay-off of a period of more than two (2) years. Seniority rights for employees shall prevail at all times except as limited herein.

SECTION FOUR (4):

In the event of lay-off, an employee so laid off shall be given two (2) weeks notice of recall to work mailed to his last known address. In the event the employee fails to make himself/herself available for work at the end of said two (2) weeks, he/she shall lose all seniority rights under this Agreement.

ARTICLE XIII

Paid for Time

All employees shall be paid for all time spent in the service of the employer. Time will be figured from the time an employee is required to begin his/her work until he/she is released from duty.

ARTICLE XIV

Work Week

The work week for all employees on a full-time basis shall consist of five (5), eight (8) hour day(s), the work week to start Monday and end Friday except where shift work prevails.

ARTICLE XV
Call-in Time

SECTION ONE (1):

Any employee called out to work outside his/her regular working hours shall receive a minimum of three (3) hours' compensation.

SECTION TWO (2):

If during inclement weather or emergencies, a mechanic is transported from his residence to the work site, by i.e. police/road authorities or by District vehicle, the employee will be paid from the start of his shift.

ARTICLE XVI
Pay Days

Pay days shall be every other Friday if at all possible, while following the District adopted payroll schedule. All time must be reported on time sheets and signed by the Director of Transportation. Pay to be based on actual hours worked and to be forwarded to the payroll office on the assigned cut-off date. The cut-off date generally being the Sunday before payday.

Overtime shall be allowed under emergency conditions and must be approved by the Director of Transportation in advance. Overtime pay shall be based on one and one-half (1 1/2) times the employee's regular rate.

All time worked on emergency basis over eight (8) hours per day or forty (40) hours per week shall be considered as overtime pay. Overtime is to be computed on the basis of the following:

<u>TIME WORKED</u>	<u>TIME COMPENSATED FOR</u>
Zero (0) - seven (7) minutes	No time allowed
eight (8) - fifteen (15) minutes	fifteen (15) minutes allowed
sixteen (16) - thirty (30) minutes	thirty (30) minutes allowed
thirty-one (31) - forty-five (45) minutes	forty-five (45) minutes allowed
forty-six (46) - sixty (60) minutes	sixty (60) minutes allowed

ARTICLE XVII
Reporting Time

Any employee reporting for work at his/her regularly scheduled time and who is sent home through no fault of his/her own, shall be paid for four (4) hours work at the regular

rate of pay, but the employee must remain available for work for the four (4) hour period for which he/she is being paid.

ARTICLE XVIII

Holidays

The following named holidays shall be paid for at the rate of one and one-half (1 1/2) times the regular hourly rate of pay in addition to regular pay if the employee works the holiday, provided the qualifications set forth hereinafter are complied with:

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King Day
Day after Thanksgiving	Presidents' Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day
New Year's Eve	Fourth of July

In order to qualify for eight (8) hours of straight time pay for a holiday not worked, the employee must work the regularly scheduled work day which immediately precedes the holiday and the regularly scheduled work day which immediately follows the holiday, except in cases of proven illness or unless the absence is mutually agreed to. It is further provided that when a holiday falls within the regular workweek, time and one-half (1 1/2) shall begin when such time is allowed by the employee's supervisor.

Employees must be employed by the Board of Education for a period of one (1) month or more to qualify.

In the event the holiday falls within the employee's vacation period, he shall be granted an additional day's vacation with pay.

ARTICLE XIX

Vacation

SECTION ONE (1):

Vacations shall be computed according to the following schedule: each five-week block of employment shall be given credit toward vacation days according to the following index (weeks must be consecutive but not in sequence):

Zero (0) to six (6) years of service	One (1) day per completed five (5) week block of employment
Over six (6) years but less than fourteen (14) years	One and one-half (1 1/2) days per completed five (5) week block of employment

Over fourteen (14) years of service

Two (2) days per completed five (5) week block of employment

SECTION TWO (2):

An employee who is in continuous employment for six (6) months shall have all of his/her employment count toward vacation days. In the event an employee leaves prior to six (6) months of continuous employment, no vacation time shall be allowed. Time off without pay shall not count toward vacation earnings if the employee is off without pay for the majority of the workweek.

SECTION THREE (3):

Vacation day(s) must be requested and approved no less than three (3) days in advance. Emergency request will be considered on a case by case basis.

ARTICLE XX

Sick Leave

The following sick leave policy is applicable to full time employees covered by this Agreement:

- a) An employee absent from duty due to illness or injury shall be paid full salary for the period of said absence covered by earned sick leave.
- b) Sick leave is accumulated on the basis of one (1) day per month of employment provided the employee works a minimum of one-half (1/2) of the working days in that month.
- c) The number of days on sick leave not used during the year shall be unlimited in accumulation.
- d) Upon retirement, an employee shall receive one full day's pay for each unused, accumulated sick day, but not to exceed, twenty-five (25) sick days. Sick days in excess of twenty-six (26) will be paid at half day's pay for each unused, accumulated sick day, but not to exceed one hundred (100) sick days. Upon the death of an employee, payment of unused sick leave shall be made to the employee's spouse or, if the employee is single, to his/her estate.
- e) A medical certificate may be required by the supervisor at the employee's expense as evidence of an employee's illness or injury.
- f) An employee who reports on sick leave must notify the office of the Director of Transportation or Personnel not later than four (4) hours prior to starting time before compensation will be allowed, except in cases of emergency. An employee must report or make arrangements each day of sick leave.

g) Five (5) days maximum, not deducted from sick leave, will be allowed for death in the family. Family defined as: father, mother, sister, husband, brother, wife, child or step-child, father-in-law, mother-in-law, daughter-in-law, or son-in-law. Three (3) days maximum allowed for death of a grandchild and two (2) days maximum for death of a grandparent, niece, nephew, brother-in-law, sister-in-law, or legal grandchild.

If travel time is necessary, permission must be secured from the Assistant Superintendent of Program and Personnel Administration before the employee leaves.

h) Employee may use a maximum of five (5) accumulated sick leave days to cover absence due to critical illness of father, mother, brother, sister, husband, wife, child, grandchild, son-in-law, daughter-in-law, mother-in-law, or father-in-law.

i) Sick leave accrued shall not be disturbed in any of the following cases:

1. absence on leave without pay,
2. transfer from one (1) classification or department, and
3. full time employee recalled from layoff.

j) The Director of Transportation shall certify to the legitimacy of a claim for compensation for absence.

k) Employees reporting at the beginning of their work period and who are forced to leave any time after three (3) hours of work because of illness or death in the family, shall be counted absent one-half (1/2) day. Employees who are forced to leave before three (3) hours of work for the same reason(s) shall be counted absent a full day.

l) Days already accumulated by a full time employee prior to the adoption of this policy shall remain in force.

m) In the event of a contagious disease, the employee's reinstatement can be made only after medical clearance.

n) Absence for other than illness may be granted on approval of the Director of Transportation subject to the availability of an adequate substitute. Any such request should be made at least one (1) week prior to the date of anticipated absence.

o) Any mechanic having no absence chargeable against his/her earned sick leave days and having taken no time off without pay shall receive a bonus of one (1) vacation day posted to his/her account on December 31, for the period July 1 to December 31, and one (1) vacation day posted to his/her account on June 30, for

the period January 1 to June 30. Any mechanic having perfect attendance for the entire year will receive the sum of one hundred fifty dollars (\$150.00). (Time off without pay directed by the Board shall not affect this Article.)

p) Upon request of the employee, sick days may be frozen when the employee will be absent because of an illness or injury of eight (8) or more days and the employee utilizes his short term disability insurance. The employee must inform the Personnel Office prior to the eighth (8th) day or the twenty-ninth (29th) day of absence of the intention to freeze sick days.

ARTICLE XXI

Leave of Absence

SECTION ONE (1):

A leave of absence without pay may be granted for any reasonable causes. These leaves are to be agreed upon by the employer and the Union. The maximum leave of absence shall not exceed two (2) months. No leave shall be granted to accept other employment.

SECTION TWO (2):

Any employee on sick leave who has exhausted all sick leave and vacation time and is not receiving any compensation shall be considered to be on sick leave without pay, not on leave of absence without pay.

SECTION THREE (3):

When an employee is sick or injured and has exhausted his/her sick leave and vacation time, three (3) additional months hospitalization premium will be paid by the employer.

ARTICLE XXII

Job Openings and Transfers

SECTION ONE (1):

All vacancies in Fleet Mechanics Services shall be subject to workmanship, suitability, seniority, and ability, and shall be posted for bid. Posting shall be at a conspicuous place (bulletin board) for a period of five (5) working days, so that all eligible employees will receive notice of the vacancy or new position open for bid.

SECTION TWO (2):

The qualifications for such new position or vacancy shall be based on workmanship, seniority, and ability to do the required work. The employees fulfilling the requirements shall be given thirty (30) working days to qualify, and if such employee does qualify, his/her rate of pay for such new position or vacancy shall begin on the thirty-first (31st)

working day. If the employee, in the opinion of his/her supervisor or the Union, is unable to perform the duties of the new position satisfactorily, he/she shall revert to his/her former position and another employee shall be given such thirty (30) days qualifying period.

SECTION THREE (3):

In all cases of vacancy or new position, the employee with seniority must present himself and be available within five (5) working days after notification of the vacancy. If the employee is on vacation, the employer shall notify such employee of the new position upon his/her return from vacation.

SECTION FOUR (4):

In the case of an opening in a foreman's position, such position shall be filled from Fleet Mechanics employee ranks whenever possible. If an employee so chosen fails to qualify for such a foreman's position within thirty (30) working days, he/she shall be returned to his/her prior status without loss of seniority. During the thirty (30) working day period, the employee will receive the same hourly rate called for under the employee's previous classification. If the employee fulfills the requirements of the foreman's position and continues in said position, the new hourly rate shall be retroactive to date of initial promotion.

SECTION FIVE (5):

An employee may exercise his rights to refuse promotion or transfers of a promotional nature without loss of seniority or bias.

SECTION SIX (6):

a) Voluntary transfers may be made as a result of a written request from the employee to the Director of Transportation. Such transfer requests should be made with the knowledge of the department head or school principal under whom the employee is working at the time the request is made. The Director of Transportation will give final authorization for all transfers.

b) Involuntary transfers may be made by the Director of Transportation when deemed in the best interest of the School District and after consultation with the Union Steward and employees involved.

SECTION SEVEN (7):

In the event an employee is transferred from one (1) position to another in the same classification, the hourly pay will remain the same as was paid in the position the employee formerly occupied. If an employee is transferred to a lower classification at the

employee's request or at the convenience of the District, the employee will receive the hourly rate called for in the classification the employee is assigned.

SECTION EIGHT (8):

A regular employee temporarily assigned to a position of a higher classification shall receive the pay for the position to which the employee is temporarily assigned.

SECTION NINE (9):

Demotion of any employee will be made for just and stated reasons. If demoted to a lower classification, the employee's rate will be that of the classification to which the employee is demoted.

SECTION TEN (10):

Employees transferred to another job or building because of a lay-off or bid request shall receive the rate of the job they are performing.

SECTION ELEVEN (11):

At least two (2) weeks' notice in writing will be required of an employee who may wish to resign, except in case of emergency.

SECTION TWELVE (12):

A newly hired employee shall serve a probationary period of ninety (90) calendar days during which the Union may not represent said employee in matters regarding a grievance.

ARTICLE XXIII

Certification

According to the needs of the District Transportation Department, all mechanics shall maintain a State of Michigan/Automotive Service Excellence (ASE) Certification. The parties shall meet periodically to determine the appropriate certification.

ARTICLE XXIV

Physical Examination & TB Tests

SECTION ONE (1):

A physical examination is required of all newly employed personnel. The expense of this examination is borne by the employer. The Board of Education will reimburse the employee for this expense when the Business Office is presented with a receipt from the doctor or a bill. The report of the physical examination must be returned to the Personnel

Office before employment begins. A statement from a qualified physician regarding the condition of the employee's health may be required whenever such is deemed necessary by the Superintendent of Education.

SECTION TWO (2):

All new employees must present to the Director of Transportation evidence of negative X-ray or intradermal tubercular tests.

SECTION THREE (3):

The District will reimburse the mechanic for the physical examination needed to maintain their CDL (Commercial Drivers' License). The District will select the physician and give prior approval of the physical examination of the mechanic. If an employee chooses their own physician, they will be reimbursed an amount designated by the Board if the exam is not covered by their medical insurance.

ARTICLE XXV
Line of Responsibility

Fleet Mechanics shall be directly responsible to the Master Mechanic to which they are assigned. The Master Mechanic shall be directly responsible to the Director of Transportation.

ARTICLE XXVI
Tuition Reimbursement

SECTION A:

Any mechanic wishing to take courses in the Bedford Public Schools' Adult Education and Community Education programs to improve job skills, may do so free of charge provided his request for approval of such courses is approved by the Assistant Superintendent of Program and Personnel Administration prior to taking the course. Any mechanic wishing to take other courses to improve job skills must submit a request for approval of the courses to the Assistant Superintendent of Program and Personnel Administration prior to the commencement of such course. If approved, the course will be paid for by the Board upon completion according to the grade as follows:

Pass, Satisfactory, A, B, or C	75%
Incomplete, Unsatisfactory, D, or F	0%

Payment will be made as soon as possible upon submission of the official grade report by the mechanic to the Assistant Superintendent of Program and Personnel Administration and after the Board of Education approves the request for payment for the previously approved course which was successfully completed pursuant to the grade earned.

SECTION B:

The District will pay tuition and fees for training required by law or training required by the District.

ARTICLE XXVII
Miscellaneous Conditions**SECTION One (1):**

LUNCH PERIOD - Personal schedules allow one-half (1/2) hour for lunch. Employees are not to leave the site to which they are assigned during their lunch period.

Paid Lunch: Employees are free to leave the premises during their lunch period, provided another mechanic is on duty. In those limited circumstances when the crew is short handed, the mechanic that remains on duty will receive a paid lunch.

SECTION TWO (2):

BREAK PERIOD - Employees covered by this Agreement are entitled to a fifteen (15) minute break period for each four (4) hours of work. The break period should be taken in the middle of each four (4) hour period; and, personnel will remain on the site to which they are assigned.

SECTION THREE (3):

ABSENCE FROM WORK DURING SCHEDULED WORK HOURS - Employees covered by this Agreement will remain on the site to which they are assigned during the scheduled working hours except in case of extreme emergency or by prior approval of the Director of Transportation.

SECTION FOUR (4):

SAFETY PROVISIONS - The Board of Education shall provide for the safety and health of its employees and will provide protective devices and other equipment necessary to protect the employee from injury or sickness. In the interest of safety, no employee shall be ordered or forced to use defective equipment of any nature in the line of duty that could result in the employee's personal injury or the injury of any other person.

SECTION FIVE (5):

SAFETY EQUIPMENT - The school will furnish protective equipment and clothing (gloves, etc.) and keep the tools in safe repair.

SECTION SIX (6):

Safety Shoes: One hundred dollars (\$100) per calendar year will be allowed toward the purchase of regulation safety shoes. In addition, once each two (2) years, the employer will pay one-half (1/2) the cost of prescription safety glasses which must be purchased through the employer's program. However, the employer will not pay the cost of the physician's examination to obtain the prescription.

SECTION SEVEN (7):

Winter Clothes: The District will provide an appropriate winter jacket and bib for the mechanic. Replacements will require the approval of the Director of Transportation.

SECTION EIGHT (8):

PERSONAL BUSINESS DAY - The parties agree there may be personal conditions or circumstances, which may require a mechanic's absence. The Board agrees to grant a maximum of two (2) days per school year with pay, not to be accumulated nor deducted from sick leave, to be used under the following conditions:

- a) Mechanics must have one (1) year of seniority to be eligible for personal business days.
- b) This leave shall be used only in situations of urgency for the purposes of conducting business which cannot be transacted on the weekend, after working hours, or during vacation periods.
- c) Mechanics desiring to use such leave shall submit to the Director of Transportation their application on the form provided by the Board at least three (3) working days in advance of the anticipated absence, except in case of emergency. In case of emergency the mechanic shall apply as soon as possible.
- d) Such leave shall not be used for seeking other employment, rendering service or working either with or without remuneration for themselves or for anyone else, for hunting, or other vacation or recreational activities. It is further understood such leave shall not be granted for the first or last day of the school year nor on the working day immediately preceding or following a vacation period, unpaid leave of absence, or holiday.
- e) No less than one-half (1/2) personal business day may be used at one time.
- f) Unused personal business days will be converted to accumulated sick leave days at the end of each fiscal year, except that one (1) personal business day may be carried over to create three (3) for the following year.

SECTION NINE (9):

ACT OF GOD DAYS - Hourly employees are to report to work as scheduled on inclement weather days and Act of God days, and will be paid for actual time worked.

ARTICLE XXVIII
Separability and Savings Clause

If any Article or section of this Agreement or if any riders thereto should be held invalid 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 final determination as to its validity, the remainder of this Agreement and any rider thereto, or the application of such Article or section to persons or circumstances other than those as to which it has been restrained, shall not be affected thereby.

In the event the Article or section is held invalid or enforcement of or compliance with which has been restrained as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, upon the request of the Union for the purpose of arriving at a mutually satisfactory replacement for such Article or section during the period of invalidity or restraint. If the parties do not agree on a mutually satisfactory replacement, either party shall be permitted all legal recourse in support of its demands notwithstanding any provision in this Agreement to the contrary.

ARTICLE XXIX

Wages

	1998-99	1999-2000	2000-2001
	2.50%	2.50%	2.50%
Master Mechanic	\$18.63/hr.	\$19.10/hr.	\$19.58/hr.
Mechanic No. One (1)	\$17.32	\$17.75	\$18.19
Mechanic No. Two (2)	\$16.01	\$16.41	\$16.82

Starting mechanics shall be eligible for Mechanic No. Two (2) wage at the completion of six (6) months' employment and upon the recommendation of the Master Mechanic. Michigan Retirement and F.I.C.A. increases will be paid by District.

In the event a fourth (4th) mechanic is hired, the parties will negotiate a starting rate and will mutually determine the qualifications necessary for advancement of an existing mechanic. (Refer to Article 22 – Job Opening and Transfers).

ARTICLE XXX

Longevity

Bargaining unit employees will receive longevity payments annually according to the following schedule - payable on the completion of their anniversary date.

Twelve (12) - Fourteen (14) years	One Hundred Fifty dollars \$150.00
Fifteen (15) - Nineteen (19) years	Two Hundred Fifty dollars \$250.00
Twenty (20) years and thereafter	Three Hundred Fifty dollars \$350.00

ARTICLE XXXI

Evaluation

A joint review committee shall be composed to revise the evaluation instrument. Target time line of completion will be on or before June 1, 1999. The review committee shall be composed of the following: (1) Director of Transportation, (1) Assistant Superintendent of Program and Personnel Administration, and (1) Mechanic.

ARTICLE XXXII

Mileage Reimbursement

Bedford Mechanics Union members that are required in the course of their work to drive personal automobiles from one (1) school building to another shall receive a car mileage reimbursement. The rate will be adjusted annually accordingly to the Internal Revenue Service Standard rate.

ARTICLE XXXIII

Termination of Agreement

This Agreement shall become effective July 1, 1998 and remain in full force and effect until June 30, 2001. It is mutually agreed that this Agreement may be reopened upon sixty (60) days written notice prior to the termination date (June 30, 2001) for the purpose of negotiations. In the event no notice is given of the intention to reopen, then all of the features of said Agreement shall be automatically renewed for an additional year.

Edgar J. [Signature]
Union Representative (President)

3-31-99
Date

Gay S. Williams
Board of Education President

3-31-99
Date