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6/30/2002

AGREEMENT

between the

**CLARE EDUCATIONAL SUPPORT PERSONNEL
ASSOCIATION**

and the

CLARE BOARD OF EDUCATION

July 1, 1998 – June 30, 2002

**CLARE PUBLIC SCHOOLS
Clare, Michigan**

Clare Public Schools

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This Agreement entered into the 25th day of January, 1999 by and between the Clare Board of Education, Clare, Michigan, hereinafter called the "Board", and the Clare Educational Support Personnel Association, MEA, 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 Employment Relations Act, to bargain with the Association as the representative of its office personnel, paraprofessionals and food service personnel with respect to hours, wages, terms, and conditions of employment.

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

ARTICLE 1 – RECOGNITION

1.0 The Board hereby recognizes the Association as the sole and exclusive collective bargaining representative for all Secretarial, Paraprofessional, Instructional Paraprofessional for the Hearing Impaired*, and Food Service Personnel, including those on hourly, or class rate basis, and personnel assigned to newly created positions involving work within the unit as defined by the Michigan Employment Relations Commission, but excluding Central Office personnel and excluding other employees of the Clare Public School District.

*Throughout this contract Instructional Paraprofessional for the Hearing-Impaired will be referenced as Paraprofessionals, where not otherwise separated; i.e., Article 25.

1.1 Unless otherwise indicated, the term "Association", when used hereinafter in this Agreement shall refer to the Clare Public Schools Educational Support Personnel Association, MEA.

1.2 Unless otherwise indicated, the term "Bargaining Unit Member" when used hereinafter in this Agreement shall refer to all members of the above defined bargaining unit.

1.3 Unless otherwise indicated, the term "Board" when used hereafter in this Agreement shall refer to all supervisory and/or administrative personnel employed by the Clare Board of Education.

ARTICLE 2 - RIGHTS OF THE ASSOCIATION

- 2.0 The Association shall have, in addition to other rights expressly set forth or provided by statute, the following rights:
- A. The Association shall be provided with a bulletin board, or sections thereof, for the purpose of posting Association materials. The Association shall also have the right to use the inter school mails to distribute Association material.
 - B. The Association shall have the right to use school facilities for meetings when such facilities are not otherwise in use.
 - C. Duly authorized representatives of the State and National levels of the Association shall be permitted on school properties to confer with Association members provided that this shall not interfere with nor interrupt normal school operations. The representative(s) will notify the office of the Principal of his/her presence.
 - D. A bargaining unit member who is involved in a grievance hearing, Arbitration hearing or Negotiations with the Board shall be released from duties with no loss of pay when such proceedings are scheduled during working hours.
 - E. Bargaining Unit Members shall be represented by the Association President and/or his/her designee. The Association shall furnish in writing, to the Board, the names of the President and Vice-President upon their election or appointment. The President during working hours, without loss of time or pay, may represent Bargaining Unit Members and present grievances to the Board. Should it become necessary for the President to leave his/her place of work in order to represent a Bargaining Unit Member, the President shall notify his/her supervisor and give the name of Bargaining Unit Member he/she is going to represent. The President shall notify the supervisor upon his/her return to work.
 - F. The Board agrees to furnish to the Association in response to reasonable requests all available information concerning the financial resources of the District, including but not limited to: annual financial reports and audits; register of bargaining unit personnel; tentative budgetary requirements and allocations; agendas and minutes of all School Board meetings; treasurer's reports; membership data; names and addresses of all employees; salaries paid thereto; and such other information that is required to be disclosed under the Freedom of Information Act which may be necessary for the Association to act on behalf of its membership.
 - G. Upon written authorization from the Bargaining Unit Member, the Board shall deduct from the wages/salary of the Bargaining Unit Member and make appropriate remittance for PAC, annuities, credit union, or any other plans or programs jointly approved by the Association and Board.

- H. The authorized deduction of dues, service fees and/or voluntary contributions shall be made from a regular paycheck each month—September through June. The Board agrees to remit the proper amounts of money within ten (10) days after each payroll deduction to the designees of the Michigan Education Association accompanied by an alphabetized list of Bargaining Unit Members, the amounts deducted and a completed MEA RECAP form, such form to be provided by MEA. In cases when a deduction is made that duplicates a payment that a Bargaining Unit Member has already made to the Association or in any other situation where a refund is demanded by a Bargaining Unit Member, said refunds are not the responsibility of the Board once the Board has remitted all deducted monies to the Association.
- I. The Association agrees to assume the legal defense of any suit or action brought against the Board regarding sections A through C of this Article of the collective Agreement. The Association further agrees to indemnify the Board for any costs or damages which may be assessed against the Board as the result of said suit or action, subject however, to the following conditions:
1. The damages have not resulted from the negligence, misfeasance, or malfeasance of the Board or its Agents.
 2. The Association has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Board by any court or tribunal.
 3. The Association has the right to choose the legal counsel to defend any said suit or action.
 4. The Association shall have the right to compromise or settle any claim made against the Board under this section.
- J. The Association shall be allowed nine (9) Association days. On such days members shall be released from duties without loss of pay, to conduct Association business.

ARTICLE 3 - RIGHTS OF THE BOARD OF EDUCATION

- 3.0 The Board, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto 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.

- 3.1 The Board shall have the right to hire all employees and subject to the provisions of the law, to determine their qualifications, and the condition for their continued employment, or their dismissal or demotion, and to promote, and transfer all such employees.
- 3.2 To determine classification of members of the bargaining unit.
- 3.3 To exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only to the extent such specific and express terms of the 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.

ARTICLE 4 – SENIORITY

- 4.0 Seniority shall be defined as the length of service within the District. Accumulation of seniority shall begin from the Bargaining Unit Member's first working day. A paid holiday shall be counted as the first working day in applicable situations. In the event that more than one individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by drawing lots.
- 4.1 All new employees shall be probationary employees until they have completed thirty (30) consecutive calendar days of service, exclusive of any unpaid leaves or layoffs. During the probationary period, the employee shall be represented by the Association for all purposes. Probationary Bargaining Unit Members shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work.
- 4.2 The employer will maintain an up-to-date seniority list showing the seniority of each employee. A copy of the seniority list will be posted in the paraprofessional's workroom at the primary school and middle school, and in the kitchens. The seniority list shall be posted once each year, no later than thirty (30) calendar days after the first student day. Revised seniority lists shall be posted when necessary. The names of all employees who have completed their probationary periods shall be listed on the seniority list, starting with the senior employee's name at the top of the list. A copy of the seniority list and subsequent revisions shall be furnished to the Association.
- 4.3 Seniority shall be lost by a bargaining unit member upon termination, resignation, retirement or transfer to a non-bargaining unit position or at the end of a time on layoff equal to their accumulated seniority at the time of layoff.

ARTICLE 5 – RESIGNATION

- 5.0 Any Bargaining Unit Member desiring to resign shall file a written resignation with the Superintendent at least fifteen (15) calendar days prior to the effective date. Failure to do so will cancel paragraph 5.1 of this Article.
- 5.1 Any Bargaining Unit Member who discontinues his/her services under the provision of Paragraph 5.0 does not forfeit his/her right to earned vacation time. Earned vacation time does not accrue until twelve (12) months after the last anniversary date.
- 5.2 Any employee may withdraw their resignation within five (5) working days of its submission.

ARTICLE 6 - FAMILY MEDICAL LEAVE

- 6.0 This leave is in addition to the existing leave of absence provisions of this agreement. The following provisions are not all inclusive. They highlight the provisions of FMLA and implementing regulations. If there is any inconsistency between these provisions and FMLA or the implementing regulations, FMLA and its regulations will control.
- 6.1 Family Medical Leave: An Employee that has worked for the District for a period of at least twelve (12) months and who has worked at least twelve hundred fifty (1,250) hours during the twelve (12) month period before the leave is to start, shall be granted up to twelve (12) work weeks of unpaid leave during any twelve (12) month period, Family Medical Leave shall be granted for any of the following reasons:
 - A. The birth or care of a child.
 - B. The placement of an adopted or foster child and to care for the newly placed child.
 - C. The care of a spouse, child or parent if such individual has a serious health condition.
 - D. A serious health condition of the staff member which disables him/her from performing any one of the essential functions of his/her position. Such a condition may be an illness, injury, impairment, physical or mental condition that involves in-patient care in the hospital, hospice, or residential medical care facility or requires continuing treatment by a health care provider.
 - E. An employee shall have the option of taking Family Medical Leave on an intermittent or reduced schedule.
- 6.2 Medical certification(s) may be required by the Board to support the need for leave due to a serious health condition.

- 6.3 An Employee requesting an approved leave of absence outlined herein may be required to use all accrued sick leave and/or personal leave before going on Family Medical Leave. For purposes of the Family Medical Leave Act, accumulated sick leave that is available to the Employee may be substituted by the Employee, under this article, for an unpaid leave due to personal illness or disability of the staff member. In the case where the District has employed both husband and wife, the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse.
- 6.4 Whenever practicable, a thirty (30) day advance written notice of the need to take a Family Medical Leave is required of foreseeable leaves.
- 6.5 An Employee returning to work from a leave described herein shall be restored to his/her former position or to one that is equivalent in benefits, pay, and other terms and conditions of employment. During a Family Medical Leave, the board shall maintain the Employee's current coverage under the District's health, dental and vision insurance program provided the Employee continues to pay any normal Employee contribution as applicable monthly.
- 6.6 Should the Employee elect not to return to work at the end of an approved leave outlined herein for reasons other than the continuation, recurrence, or onset of the health condition that gave rise to the leave or for circumstances beyond the control of the Employee, the District may seek reimbursement for the health premium paid by the District during the leave period.
- 6.7 Employees shall receive wage schedule credit, sick leave credit, and accumulation of seniority when returning from family medical leave.

ARTICLE 7 - PROTECTION OF MEMBER OF BARGAINING UNIT

- 7.0 The Board recognizes that it is not the primary duty of secretaries, paraprofessionals, and/or food service personnel to assume the responsibility for instruction of pupils in the classroom.
- 7.1 Any case of assault upon a member of the bargaining unit shall be promptly reported to the principal or the designated representative. The Board will provide legal counsel to advise the employee of his/her rights and obligations with respect to such assault, and shall render all reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.
- 7.2 If any legal action is brought against a member of the bargaining unit by reason of any school involvement, whether directed by a teacher or of an incidental nature or action

taken by the employee against a student, the Board will provide assistance to the employee in his/her defense as is permitted under the Michigan School Code.

- 7.3 Serious complaints by a parent of a student directed toward a member of the bargaining unit shall be promptly called to the employee's attention in writing by the immediate supervisor and shall specify the name(s) of the complainant (unless he/she objects), the date, location, and details/circumstances of the complaint. The employee may submit written comments to be attached to the complaint materials in his/her personnel file or evaluation, or he/she may grieve the inclusion of said materials in his/her personnel file or in his/her evaluation.
- 7.4 Members of the bargaining unit shall be expected to exercise reasonable care with respect to the safety of pupils and property.
- 7.5 No derogatory information shall be placed in an employee's file without their prior knowledge. The Bargaining Unit Member shall have the right to review the information that is to be placed in his/her file and shall have the right to attach a written response, or to grieve the inclusion of such information in his/her personnel file. The Bargaining Unit Member shall have the right to have an Association representative present during the review.
- 7.6 There shall be no harassment, or discrimination of any kind by administration personnel against Association members on the basis of their membership or activities in the Association.
- 7.7 Paraprofessionals shall have workloads consistent with reasonable expectancy.
- 7.8 Bargaining Unit Members shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety, or well-being. Any safety hazard or dangerous situation that is reported to the administration shall be investigated and corrected, as soon as possible.
- 7.9 No bargaining unit member shall be disciplined without just cause and due process. The term "*discipline*" as used in this Agreement includes warnings, reprimands, written complaints against a member by a parent, suspensions with or without pay, reductions in rank, compensation, occupational advantage, or discharges. Any such discipline, including adverse evaluation of Bargaining Unit Member performance shall be subject to the Grievance Procedure hereinafter set forth including arbitration. The specific grounds for disciplinary action will be presented in writing to the Bargaining Unit Member and the Association no later than at the time discipline is imposed. No employee shall be reprimanded in public or in the presence of another person.

7.10 Electronic Mail

Electronic mail is a Board-owned resource. Employees who use this system must realize that electronic communications are inherently vulnerable and non-private. To ensure productivity and good morale, the Board affirms that users of these systems shall have a limited zone of privacy subject to reasonable needs of the Board in assuring the rights of individuals, ensuring lawful conduct of all employees, and protecting the school system from the threat of litigation. Steps have been and are being taken by the employer to ensure the security of this system for users.

7.11 E-mail shall not be used for illegal purposes. E-mail may be subject to discovery in lawsuits, and to review by outside sources.

7.12 The Board may review electronic mail provided there is reasonable cause for doing so and, provided further, that there is no other reasonable way to secure the information being sought for review. Reasons for review might include a lawsuit against the Board, suspicion of a crime or violation of a Board policy, or a need to perform work or provide a service when the employee is absent.

7.13 If the volume of e-mail usage or the time an employee spends accessing the internet impacts an employee's job performance, that would be another reason for review.

7.14 Before electronic mail may be reviewed, the following steps shall be taken:

- A. A form identifying the reason for review shall be put in writing and it shall specify the information sought.
- B. The form shall be signed and approved by the superintendent and the Board president.
- C. The form shall be presented to an association rep who shall hold the matter in confidence until the review has been completed, to prevent tampering with the system or destruction of evidence.
- D. The Employer shall take appropriate steps to avoid reviewing information not specified in the form and recognizes a special obligation to ensure the privacy of such information. Unwarranted disclosure of information not specified in the form shall constitute a violation of this agreement. To the extent permitted by law, disclosure of the e-mail contents, information reviewed, or results of the review shall be limited to purposes related to (and naturally flowing from) the reasons for review. For instance, if the review is caused by suspicion that a crime has been committed, disclosure may be made for all purposes related to the full and fair investigation and/or prosecution of the crime. E-mail accessible only after it has been deleted shall not be retrieved unless necessitated by a criminal investigation.

ARTICLE 8 - JOB DUTIES

- 8.0. Job descriptions shall be distributed to new Bargaining Unit Members when hired by the District. Job descriptions shall be changed only upon notification to and consultation with the Association.
- 8.1 Each Job description shall include at minimum,
- A. Job title and description
 - B. Minimum requirements and qualifications
 - C. Specific statement of required tasks and responsibilities.
- 8.3 Any evaluation of Bargaining Unit Members' work performance shall be based solely upon said job description. Each Bargaining Unit Member shall be evaluated once every three years by his/her immediate supervisor on the evaluation form mutually agreed upon by the Employer and the Association. If difficulties are noted, specific ways/means of improvement shall be identified and the evaluator shall provide positive assistance to rectify those difficulties. The signature of the Bargaining Unit Member on the evaluation form or a complaint shall simply mean that he/she has read the material and in no way shall such signature be construed to mean that he/she agrees with the contents of such material.
- 8.4 One-on-one Paraprofessionals - on days when the student is absent, the Paraprofessional shall either work for the teacher(s) or the administration as needed. The administration shall make the final determination as to the Paraprofessional's assignment if a question arises.
- 8.5 Job descriptions and job qualifications shall be referenced on all job postings.

ARTICLE 9 - VACANCIES, PROMOTIONS, AND TRANSFERS

- 9.0 A designated Association member will be notified of newly created positions and vacancies. This includes any position of more than four weeks duration regardless of number of hours worked, but does not include student help.
- 9.1 Insofar as practicable all vacancies will be filled by qualified people. Members of the unit shall be given preference if qualified. In the event two members or more of the bargaining unit are qualified for the job, it shall be awarded on the basis of seniority.

- 9.2 No vacancy shall be filled, except on a temporary basis in case of emergency, until such vacancy shall have been posted at least five (5) days. Every attempt shall be made to fill the vacancy within twenty (20) working days. If the vacant position is not filled, the Association shall be so informed.
- 9.3 There will be a posting meeting in mid-May to fill any vacancies occurring at that time or those that may occur at the meeting. Since decisions will be made on the spot, employees should be prepared to verify qualifications for any position of interest that is outside their current classification.
- 9.4 Transfer of secretaries from one location to another is to be minimized and shall be made with the students' best interest in mind.
- 9.5 Written requests for transfers will be considered on the strengths of the reasons given for transfer and with the students and the employees' best interest in mind.
- 9.6 Whenever possible request for transfers shall be acted upon favorably.
- 9.7 Whenever vacancies occur during the summer the following procedures shall be followed:
- A. Bargaining unit members with specific interests in possible vacancies (including additional hours) will notify the superintendent or his designee of their interest, in writing, during the last regular week of school and shall include a summer address and phone number. If interested in vacancies in other classifications, the employee should include a resume or some kind of description of personal qualifications.
 - B. Bargaining unit members who have expressed an interest in said position, or a similar position, may be notified by phone and shall be notified in writing, at their last known address, by the Superintendent, or his/her designee.
 - C. The bargaining unit member must respond by telephone or in writing within the ten-day posting period if they are interested in the position.
- 9.8 An employee who accepts a different bargaining unit position shall be subject to a trial period of thirty (30) working days which may be extended by mutual agreement by the Union and the Employer. In the event the employee fails to satisfactorily complete the trial period to the Employer's satisfaction, or elects to return to his/her former job classification during said period, he/she shall be permitted to do so without loss of seniority.
- 9.9 It is not the Board's intention to displace employees regularly employed in the Bargaining Unit with non-unit personnel.
- 9.10 Vacancies will exist under the following conditions:

- A. If there is an increase in one or more of the following classifications:
 - 1. Cooks
 - 2. Assistant Cooks/Cashiers
 - 3. Paraprofessionals
 - 4. Secretaries
 - 5. Secretary-Clerks
 - 6. Instructional Paraprofessionals for the Hearing Impaired
- B. If a position becomes vacant and it is the intent of the administration to fill that position.
- C. The position shall be filled unless there is an elimination of the program or conditions exist which justify the elimination of the position. Such reasons may include but are not limited to: reduction in funding, change in the scope of the program or change in the requirements of the program.
- D. A position shall not necessarily be considered a vacancy or a newly created position due to changes such as student schedules, changes in teaching staff, or changes in the title of a program.

ARTICLE 10 - SICK LEAVE

- 10.0 At the beginning of each work year, each Bargaining Unit Member, not including those on worker's compensation (unless they are still supplementing worker's compensation with their sick leave) shall be credited with up to twelve (12) days of sick leave, the unused portion of which shall accumulate from year-to-year up to one-hundred-thirty (130) days. The employer shall furnish each Bargaining Unit Member with a written statement at the beginning of each school year setting forth the total accumulated sick leave credit for said Bargaining Unit Member. The actual number of days earned and accumulated shall be determined according to scheduled hours worked per day according to the following guidelines:
- 6 hours or more per day = 100% of potential = 12 days/yr. up to 130 days
- 5-6 hours per day = 75% of potential = 9 days per year up to 130 days accumulated
- 0-5 hours per day = 50% of potential = 6 days per year up to 130 days accumulated
- 10.1 An employee may use all or any portion of his/her earned sick leave for: personal illness, personal injury or physical disability.

- 10.2 A maximum of ten (10) days sick leave per year may be used for a serious illness in the immediate family. Immediate family is to be defined as follows: mother, father, brother, sister, wife or husband, son or daughter, mother-in-law, father-in-law, brother-in-law, son-in-law, sister-in-law, daughter-in-law, grandparents, grandchildren, step father, step mother, step children, aunt and uncle.
- 10.3 A maximum of five (5) days for a death in the immediate family-spouse, father, mother, children, brother, sister, father-in-law, mother-in-law, grandchildren, and grandparents. Additional time may be granted at the discretion of the superintendent or designee.
- 10.4 Two (2) days for death of brother-in-law, sister-in-law, or person whose relationship to the employee warrants such attendance. Extension may be granted at the discretion of the superintendent or designee.
- 10.5 Other deaths – one (1) day per death to attend the funeral of any person at the discretion of the superintendent.
- 10.6 Additional uses of sick leave:

In addition to personal illness or injury, sick leave may be utilized for the following:

- A. Fire, accident, pallbearer,
 - B. Required court appearance,
 - C. Child born to wife,
 - D. One (1) day per emergency illness or injury in the family which requires an employee to make arrangements for necessary medical and nursing care,
 - E. The day of surgery for a member of the immediate family,
 - F. Dental and doctor appointments,
 - G. Any other reason approved in advance by the Superintendent.
- 10.7 Any employee who is absent because of an injury or disease compensable under the Michigan Workers' Compensation Law, shall receive from the Board the difference between the allowance under the Workers' Compensation Law and her regular salary for the duration of the illness. The difference shall be charged against sick leave at the rate of one-third (1/3) sick day. The employee shall receive her full salary from the Board, and salary benefits received from the insurance company are to be endorsed to the School District as long as sick leave benefits are received. Once the employee has exhausted his or her sick leave, the Board's obligation under this paragraph is fully discharged.
- 10.8 Any person who has accumulated sick leave in excess of those benefits granted by this contract shall retain the accumulated sick leave heretofore granted.
- 10.9 Any Bargaining Unit Member who is going to be absent shall call the administration office to report said absence prior to 7:30 a.m. unless prior notification has been given.

- 10.10 When a paraprofessional who has playground, library, or other designated duties is absent from work, a substitute worker will be provided, if available and deemed advisable by the Board. When a substitute is not provided, paraprofessionals will not be expected to make arrangements for duty coverage.
- 10.11 Sick leave Payout – Upon retirement from the District after ten (10) years employment, each bargaining unit member shall be paid twenty dollars (\$20) per day for each unused accumulated sick day up to a maximum of one hundred (100) days.

ARTICLE 11 - LEAVES OF ABSENCE

- 11.0 Leaves of Absence with pay:
- A. All members of the bargaining unit shall receive two (2) personal business days. These days may be taken in half (1/2) day increments, or full day increments only.
 - B. A personal day cannot be used the day before or after a holiday or vacation period, the first or last day of the school term, or the first day of a hunting or fishing season, except with justification in writing to the Superintendent or his/her designee. The Administrator's decision on the justification will be final.
- 11.1 Any employee called for jury duty during school hours, or who is subpoenaed to testify during school hours in any judicial or administrative matter, or who shall be asked to testify in an arbitration or fact-finding concerning Clare Public Schools shall be paid his/her salary plus any jury or witness fee for such time spent on jury duty or giving testimony.
- 11.2 Any employee whose personal illness extends beyond the period compensated under Article 10 shall be granted a leave of absence without pay not to exceed 24 months from the time the illness began, to recover from such illness. This employee shall accumulate seniority and will be returned to work if a job position is available and they are qualified for said position.
- 11.3 A member of the bargaining unit may apply to be granted an unpaid health leave up to one (1) year without loss of seniority rights or accumulated sick leave, after he/she has been employed two (2) consecutive years when the health of a member of the immediate family, which shall be interpreted as father, mother, husband, wife, child, father-in-law, mother-in-law or dependent of the immediate household residence, warrants it. At the end of said leave, the employee must either return or resign in writing, unless a special extension (in writing) is recommended by the Superintendent or his/her designee.
- 11.4 Any member of the bargaining unit wishing to return from one of the preceding extended leaves shall be offered a position, if available and if qualified.

- 11.5 Bargaining Unit members shall be entitled to take an optional leave of absence for the purposes of child care or adoption, which shall be unpaid leave. The unit member shall not be entitled to sick leave pay until and unless the member is disabled or sick. This leave may extend to the end of the school year in which the unit member commenced his or her leave of absence, at the unit member's option. Any member wishing to return from child care/adoption leave shall submit such intention date in writing to the District at least two (2) weeks prior to the date of expected return. It is understood that if circumstances warrant an earlier return date, the earlier return date shall be permitted. The Bargaining Unit member shall be returned to a position within her classification.

ARTICLE 12 - INCLEMENT WEATHER

- 12.0 Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an Act of Providence, inclement weather, severe storms, fires, epidemic, or health conditions.
- 12.1 When school is closed due to inclement weather conditions, the School District shall have the right to reschedule any days or hours for which the school district is not permitted to count such days or hours under Michigan statute and/or Department of Education administrative rules in effect at the time.
- 12.2 On days when schools are closed for the above stated reasons the following procedures will apply:

- A. Secretaries and Secretary-Clerks are required to report to work and shall be paid their regular wages.

If they are unable to report to work on time due to the weather, there will be no loss of time if they report within one and one-half (1 ½) hours of their starting time.

- B. Paraprofessional and Food Service Personnel will not report. In the event the District is not required to make up such day(s) to receive State aid payments, they will receive their regular rate of pay for the day(s).

- C. Secretaries & Secretary-Clerks

In the event the District is not required to make up such day(s) to receive State aid payments, Secretaries and Secretary-Clerks will be paid double for the day(s) provided they work as per 12.2, A. above.

Thereafter, if the District is required to make up the day(s), they will work the first five (5) snow days at their daily rate. For each of the next eight (8) days,

these employees will be paid double their daily rate. For any required additional days over thirteen (13), these employees will work and be paid their daily rate.

D. Parapros & Food Service

If the District is required to make up the day(s), employees will be paid for the first five (5) snow days but the make-up days will be worked with no additional compensation. For each of the next eight (8) days, employees will be paid for the snow days and the make-up days. For any required days over thirteen (13), employees will be paid for the snow days but the makeup days will be worked with no additional compensation.

- 12.3 In the event that school is cancelled after arrival of the students, due to inclement weather, the following procedures will apply:
- A. Secretaries and Secretary-Clerks may go home one-half (1/2) hour after the students are released without loss of pay. Paraprofessionals and Food Service will be dismissed following any necessary activities.
 - B. Paraprofessionals and Food Service Personnel will be paid for the balance of the day provided such day(s) are permitted to be counted as a day of student instruction for purposes of receiving State aid. If days are not permitted to be counted as a day of student instruction for receiving State aid, these employees will be paid for time actually worked on that day and any additional pay will be paid in accordance with Section 12.2, D. of this article.
- 12.4 In case of a school delay, all secretaries, secretary clerks, and food service workers will report to work at their regularly scheduled time.
- 12.5 In case of a school delay, paraprofessionals report ½ hour before students. They will be paid for the entire day.
- 12.6 Food Service Personnel who work any portion of a snow day shall be paid for hours worked on that day in addition to their “snow” day pay.
- 12.7 Employees shall not be charged for a sick day or personal business day if it is scheduled to be taken on a day when school is cancelled due to circumstances described above.
- 12.8 Food Service Personnel who work any portion of an inclement weather day shall be paid for hours worked on that day in addition to their “snow” day pay. Food Service employees will receive two hours “show-up” pay when arriving on a day of inclement weather and there is no work to be performed. If there is work performed, the two hour “show-up” pay will be a minimum standard and not added on to the hours actually worked. For example, if an employee works one (1) hour he/she will be paid for two (2). If an employee works three hours he/she will be paid for three (3).

- 12.9 If school is closed, the Board reserves the right in its sole discretion to call any employees into work on an "as needed" basis. The Board will give consideration to road conditions and the location of the employee's home when calling employees into work. Employees will be paid their regular hourly rate for hours they work in addition to any pay described previously. For example, if a paraprofessional is called in on a day that the District is not required to make up, that paraprofessional would be paid for any hours worked in addition to the per diem snow day pay.

ARTICLE 13 - HOURS OF WORK FOR MEMBERS OF THE BARGAINING UNIT

- 13.0 The normal working day for Secretaries and Secretary-Clerks will be seven and one-half (7 ½) working hours per day, five (5) days a week. A half (1/2) hour non-paid lunch period will be determined by the building administrator.
- 13.1 The High School Secretary and Community Education Counseling Secretary will work fifty-two (52) weeks per year. The Middle School and Primary School Secretaries and all Secretary-Clerks will work at least forty-two (42) weeks per year; two (2) weeks before, and two (2) weeks after the school year, subject to additional scheduling by the administration. The two (2) weeks before/after shall be interpreted as ten (10) working days before the teachers are to report for work and ten (10) days after the last workday for the teachers. The Adult Education Secretary will work forty-eight (48) weeks per year from August 1 through June 30 subject to additional scheduling by the administration. If additional time is required by administration, employees shall be compensated at their regular rate of pay.
- 13.2 Paraprofessionals will normally be employed six and three-fourths (6 ¾) hours per working day and one hundred eighty-two days (182) or more days per year subject to additional scheduling by the administration. A half (1/2) hour non-paid lunch period will be determined by the building administrator. Paraprofessionals will work the first (1st) Inservice Day at the beginning of the school year and The Record Day at the end of the year. They may be asked to work additional Record Days and Inservice Days with two (2) weeks advance notice.
- 13.3 All Secretaries, Secretary-Clerks and Paraprofessionals of the bargaining unit will be allowed a one hour lunch period when students are not in attendance.
- 13.4 Food Service Personnel who work twenty-five (25) hours or more per week shall receive two (2) fifteen (15) minute paid breaks or one (1) thirty (30) minute paid lunch break. Food Service Personnel who work twenty (20) to twenty-five (25) hours per week shall receive one fifteen (15) minute paid break. Food Service Personnel who work less than twenty (20) hours per week may take one (1) fifteen (15) minute unpaid break.

- 13.5 All Secretaries, Secretary-Clerks, and Paraprofessionals shall be entitled to two (2) fifteen (15) minute relief times each work day. The above Bargaining Unit Members working one half day or less shall receive one (1) fifteen (15) minute relief time.
- 13.6 Food service employees may be required to work on conference days and inservice days when scheduling is necessary for extra duties with two (2) weeks advance notice.

ARTICLE 14 - VACATIONS AND HOLIDAYS

- 14.0 All full time employees working twelve months shall receive two weeks paid vacation each summer following their first full year of employment and three weeks each summer following completion of their tenth year of full time employment.
- 14.1 All secretaries and secretary-clerks who work more than thirty-two (32) hours per week and at least forty (40) weeks per year, will not be required to report to work when students are not in attendance during Christmas/New Years Holiday breaks, Spring Break, and Mid-Winter break but will receive pay for these times at their normal hourly rate.
- 14.2 On July 1 of each year, vacations will be granted for services performed during the preceding school year. All vacation time so granted must be used during the following school year and cannot be carried over into the succeeding year without approval of Superintendent or designee. Any vacation denied by the administration shall be paid and deducted from vacation time.
- 14.3 Vacations may be split into one or more weeks, but must have the approval of the building principal.
- 14.4 All Bargaining Unit Members shall be paid for the following holidays:

- | | |
|---------------------------|--------------|
| Deer Season, opening day* | New Years |
| Thanksgiving | Good Friday |
| Day after Thanksgiving | Memorial Day |
| Christmas | Labor Day |
| Christmas Eve | |

provided above holidays fall within the normal school year. Twelve (12) month employees will also have July 4th as a paid holiday.

*provided it falls on a weekday (this provision not effective until the 1999-2000 school year)

ARTICLE 15 - REDUCTION OF STAFF

15.0 In the event of an unforeseen condition necessitating a reduction of staff, Bargaining Unit Members employed by the Clare Board of Education will be laid off under the following procedures:

- A. The employer shall first layoff probationary Bargaining Unit Members, then the least senior Bargaining Unit Members. In no case shall a new employee be employed by the employer while there are laid off Bargaining Unit Members who are qualified for a vacant or newly created position.

Bargaining Unit Members whose positions have been eliminated due to reduction in work force or who have been affected by a layoff/elimination of position shall have the right to assume a position within the employee's present classification for which they are qualified, which is held by a less senior Bargaining Unit Member who has the most comparable hours. The employee may take a vacant position within the bargaining unit for which they are qualified, or the employee may bump the least senior member of another classification who has the most comparable working hours if the employee is qualified for the position. An employee must exercise his/her right to bump by written notice to the Superintendent or his/her designee within five (5) workdays after receipt of a layoff notice.

- B. "Length of service with the District" shall run from the first date of hire as a permanent employee.
- C. RECALL. When the work force is increased after a layoff, employees will be recalled by unit seniority, with the most senior employee being recalled first, provided the employee has the qualifications and ability to perform the work. Employees shall not be required, however, to accept recall to a classification other than that from which they were laid off. An employee who accepts recall to a classification other than the classification held when laid off, shall have the right to fill the first vacancy in his/her former classification.
- D. NOTICE OF RECALL. Notices of recall of employees on permanent layoff shall be sent by certified or registered mail to the last known address as shown on the employer's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the employer notified as to his/her current mailing address. An employee on layoff shall be given at least five (5) work days from receipt of notice to report to work. The employer 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.

- E. **SUBSTITUTE PRIORITY.** A laid off employee shall upon application, and at his/her option, be granted priority status on the substitute list according to his/her seniority, provided the laid off employee has the qualifications and ability to perform the work. A laid off employee who repeatedly refuses substitute work may be removed from the substitute list. Due to job acclimation in the food service, the employer may, however, use established substitutes for immediate short-term work needs of non-extended duration.
- F. Assuming the laid-off personnel is assigned to the same classification and reports for duty the first opportunity following such lay-off, when properly recalled under the Master Agreement, (1) his/her seniority gained during past employment shall be retained and restored to his/her at the time of his/her recall and, (2) his/her accumulated sick leave days shall not be cancelled as a result of said lay-off but shall remain credited to his/her use that year and thereafter.
- G. Temporary, probationary and substitute personnel shall be laid off before any regular Bargaining Unit Member is laid off.

ARTICLE 16 - STRIKES AND RESPONSIBILITIES

16.0. The Association agrees, on its own behalf that:

- A. During the life of this Agreement, neither the Association nor any of its agents, or persons acting in its behalf, shall cause, authorize, or support nor shall any of its members take part in, any strike, that is, the concerted failure to report to work, or willful absence of any employee from his/her position, or stoppage of work or abstinence, in whole or part, from the full, faithful and proper performance of the employee's duties of employment for any purpose whatsoever.
- B. If the Association disclaims in writing to the Board responsibility for any activity prohibited hereby, it shall not be liable in any way therefore. Violation of this Agreement by any employee or group of employees, shall constitute good cause for their discharge or for the imposition of discipline or penalties without recourse arbitration, provided however, that the questions of their participation shall itself be subject to arbitration.
- C. The Board of Education, in the event of violation of this Article, shall have the right, in addition to the foregoing and other remedies available by law to seek injunctive relief and damages for breach thereof against the Association.
- D. The Association recognizes that supervisory, administrative, and executive officials are excluded from the bargaining unit herein.

- E. Notwithstanding the foregoing, nothing contained herein, shall be construed as a waiver of any rights of the Association or its members which they may have under Section II of Acts 336, Public Acts of Michigan for 1947 as amended by Act 379, Public Acts of Michigan for 1965 or which are otherwise provided by law.

ARTICLE 17- GRIEVANCE PROCEDURE

17.0. For the purpose of this Agreement, the following Grievance Procedure shall be used:

- A. A claim by a member of the bargaining unit or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as provided herein.
- B. **STEP I.** The member of the bargaining unit or the Association shall first present the matter to the building principal or immediate supervisor within ten (10) working days of learning of an alleged violation, misinterpretation or misapplication. If satisfaction is not obtained within ten (10) working days the employee and/or the Association may proceed to Step II.
- C. **STEP II - Below:**
1. Within ten (10) working days after not obtaining satisfaction at STEP I, the issue shall be reduced to a written grievance upon the form provided, identifying the issue or issues and stating what article or articles and sections of the contract are involved and presented to the building principal or immediate supervisor.
 2. Within ten (10) working days after the grievance has been reduced to writing, signed by the member of the bargaining unit or the Association and presented, the Association's grievant and one member of the Association, or their representative, shall meet with the principal or supervisor and one member of the school administration appointed by the Superintendent. The administration will set the meeting at a mutually agreeable time.
 3. Within ten (10) working days, the principal or supervisor, and other member of the school administration shall write their answer to the grievance on the grievance form and the principal or supervisor, and other member of the school administration, the Association's representative, shall sign showing their concurrence or nonconcurrence.
 4. Within ten (10) working days of receiving the decision reached in Step II, if the member of the bargaining unit or the Association is not satisfied

with the results, they may proceed to Step III by so indicating in writing to the Superintendent.

- D. **STEP III** - Within ten (10) working days of receipt of written notification from the Association, the Superintendent will schedule a meeting between the grievant and one local Association member, the Uniserv Director, the superintendent and the grievant's immediate supervisor. If satisfaction is not achieved at this meeting, the member of the bargaining unit or the Association may proceed to Step IV by so indicating to the Superintendent with a copy forwarded to the Board Secretary.
- E. **STEP IV** – At the next regularly scheduled Board of Education meeting, or within twenty (20) days, the grievance will be placed on the agenda. If satisfaction is not achieved at this meeting, the Association may proceed to arbitration.

ARTICLE 18 – ARBITRATION

- 18.0 Any grievance remaining unsettled at the conclusion of the Grievance Procedure outlined in Step IV of this Agreement may be submitted to arbitration by either the Board or the Association under the following conditions:
- A. The matter to be arbitrated must concern the application or interpretation of this Agreement, either as to the meaning of its terms or as to the rights of either party under these terms, or as to whether some action, which has been taken, is justified according to these terms.
 - B. The party that chooses to submit any unsettled grievance to arbitration must notify the other party in writing within ten (10) working days of the conclusion of Step III of the Grievance Procedure, except that either party may request in writing an extension of time to notify, but in no event shall such time limit be extended beyond forty-five (45) calendar days after the conclusion of Step III of the Grievance Procedure. Such notification shall identify the grievance and the issue and shall state what part, or parts, of the contract is, or are, involved. Any grievance not submitted to arbitration within the time herein provided shall be deemed withdrawn.
 - C. Within twenty (20) days after receipt of such written notice, provided for in paragraph B above, the Board and the Association shall attempt to select a single arbitrator acceptable to both parties. If no mutual selection can be agreed to the parties will submit the selection to the American Arbitration Association for facilitation.

- D. The rules and guidelines of the American Arbitration Association shall be followed.
 - E. The arbitrator may interpret this Agreement and apply it to the particular case submitted to him/her, but he/she shall, however, have no authority to add to, subtract from, or in any way modify the terms of this Agreement, nor shall he/she have any authority to limit or change any policies, practices or rules, except as they may involve an application or interpretation of this Agreement; nor shall he/she have any authority to formulate, or add any new policies or rules, nor substitute his/her discretion for the Board's discretion in cases where the Board is given discretion by this Agreement. In the event any disciplinary action taken by the Board is made the subject of an arbitration proceeding, the arbitrator's authority shall, in addition to the limitations set forth herein, be limited to the determination of the questions of whether the member of the bargaining unit involved had been disciplined for proper cause.
 - F. If the arbitrator finds that the penalty assessed by the Board is excessive for the offense or offenses committed, he/she may modify that penalty. It is further understood that salary schedules incorporated in this Agreement shall not be subject to arbitration, and the arbitrator shall have no authority to establish or change any salary schedule.
 - G. The arbitration fees and expenses shall be shared by the parties involved in the grievance.
- 18.1 Retroactive Adjustments - No decision of an arbitrator or of the Board in one case shall create a basis for retroactive adjustment in any other case.
 - 18.2 Withdrawal of Cases - A case on which an arbitrator has been given authority to rule shall not be withdrawn except by mutual consent of the parties to this Agreement.
 - 18.3 Decisions Final - The decision of the arbitrator shall be final and binding upon the Board, the Association and the member of the bargaining unit involved.

ARTICLE 19 – RETIREMENT

- 19.0 In appreciation for services to the school district, a terminal leave payment will be given Bargaining Unit Members according to the following schedule, providing they shall have been employed in the school district for ten (10) years, and permanently retires from the Clare Public Schools.

*Years of Service	Value Per Year
0-10	\$ 80
Over 10	\$ 100

*Years of Service for calculation will be determined by the member's seniority date. There shall be no limit on the total amount a member may receive.

ARTICLE 20 - INSURANCE PROTECTION

- 20.0 Pursuant to the authority set forth in section 617 of the School Code of 1995, as amended, the Board agrees to provide each Bargaining Unit Member with MESSA Super Care I Health Insurance, premiums paid by the Board, according to the following schedule:

of hours worked per week of full family premium

35 or more	80%
less than 35 to 30	70%
less than 30 to 25	60%
Less than 25	50%

- 20.1 Those members who choose the health insurance option and who are single subscribers, shall receive the difference between the amount paid by the Board and the single subscriber rate to be applied toward any MESSA/MEA Financial Services Options, including tax sheltered annuities, Delta Dental and Vision Option VSP 2.
- 20.2 Those members not electing the health insurance shall receive the amount described below to be applied toward any MESSA/MEA Financial Services Options, including tax sheltered annuities, dental and vision.

of hours worked per week amount/month

35 or more	\$ 125
less than 35 to 30	\$ 100
less than 30 to 25	\$ 75
less than 25	\$ 50

- 20.3 The Board shall make payment of insurance premiums for each employee to insure insurance coverage for the twelve-month period commencing September 1 and ending August 31. In instances where cost of coverage exceeds the amount of the subsidy, the Board shall make provisions for the excess to be payroll deductible.
- 20.4 Other insurance policies and programs may be presented by either party to replace or supplement agreed to programs. However, to implement the above, both parties must agree to same in writing.

ARTICLE 21 - AGENCY SHOP

- 21.0. Any person who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of duties shall as a condition of employment, pay a Representation Benefit Fee to the Association. In the event that a member shall not pay such Representation Fee directly to the Association, or authorize payroll deduction for such fee the employer shall, pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Association, deduct the Representation Benefit Fee from the employee'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 the paychecks of each employee. Moneys so deducted shall be remitted to the Association, or its designee, no later than twenty (20) days following deduction.
- 21.1 The Association agrees to assume the legal defense of any suit or action brought against the Board regarding sections 21.0 through 21.1 of this Article of the collective Agreement. The Association further agrees to indemnify the Board for any costs or damages which may be assessed against the Board as the result of said suit or action, subject however, to the following conditions:
- A. The damages have not resulted from the negligence, misfeasance, or malfeasance of the Board or its Agents.
 - B. The Association has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Board by any court or tribunal.
 - C. The Association has the right to choose the legal counsel to defend any said suit or action.
 - D. The Association shall have the right to compromise or settle any claim made against the Board under this section.

ARTICLE 22 - TRAINING AND EDUCATION

- 22.0 The Board will attempt to schedule inservice programs to upgrade the skills of Bargaining Unit Members without loss of pay for said employees. The Board will also consider requests from the Association for inservice programs.
- 22.1 Any Bargaining Unit Member may request a leave of absence for educational purposes. Upon Board approval of said request, the unpaid leave of absence may be taken without loss or gain of accumulated sick days, pay step placement, and vacation. This leave may be extended upon request. Upon return, the employee shall be offered a position if

available. In the event a leave is taken for less than 20 weeks, the employee shall be returned to his/her previous position.

ARTICLE 23 – MISCELLANEOUS PROVISIONS

- 23.0 This Agreement shall supersede any rules, regulations or practices of the Board and Association which shall be contrary or inconsistent with its terms. The Board agrees to provide the Association ten (10) copies of the Board Policies when completed.
- 23.1 Copies of this Agreement shall be printed at the expense of the Board and made available to all members of the bargaining unit now employed or hereafter employed by the Board.
- 23.2 If any provisions of this 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 applications shall continue in full force and effect.
- 23.3 Either side may request an articulation meeting with three (3) days written notice to the other side.
- 23.4 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- 23.5 Paraprofessionals shall not teach per se, and shall not have complete charge of a class for more than one hour at a time, except in case of an emergency. Nor shall any Bargaining Unit Member be required to administer medicine in the classroom or in the office.
- 23.6 All Paraprofessionals shall be notified of any change in their employment at least one week in advance of the opening of the school year. When possible two (2) weeks notice will be given.

ARTICLE 24 - MEDICALLY FRAGILE STUDENTS

- 24.0 When a Bargaining Unit Member is assigned or has the responsibility for a handicapped student whose individualized educational plan requires special education programs or services, the assistant shall not be expected to perform emergency or routine, scheduled maintenance of a medical appliance or apparatus used by the student to sustain his/her bodily functions or render emergency or routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired health, insofar as such care or maintenance is necessary for sustaining of the student's life.

A. The general restriction in item 24.0 shall not be interpreted as applying to such routine functions as diapering, toileting, cleansing, or feeding.

24.1 Bargaining Unit Members will not have as part of his/her assigned responsibilities the performance of care or maintenance functions such as “tracheotomy tube suctioning”, “gastric tube feeding”, “catheterization”, or similar support for survival.

ARTICLE 25 – SALARY

25.0 1998-1999 2.8%
 1999-2000 2.8%
 2000-2001 Reopener. See paragraph below for details.
 2001-2002 Reopener. See paragraph below for details

25.1 It is specifically understood and agreed by the parties that this agreement shall be timely reopened for the 2000-2001 and 2001-2002 school years, only the wage rates contained in Article 25, and hours contained in Article 13 shall be subject to discussion and neither side shall make proposals of revision of any other part of this agreement.

25.2 Retroactive wages from July 1, 1998, will be paid in one lump sum payment.

POSITION	STEP	INDEX	1998-1999	1999-00	2000-01	2001-02
<u>Secretary</u>	1	1.00	10.98	11.29		
	2	1.05	11.53	11.85		
	3	1.10	12.08	12.42		
	5	1.15	12.63	12.98		
Longevity	10	1.18	12.96	13.32		
	15	1.21	13.29	13.66		
	20	1.24	13.62	14.00		
<hr/>						
<u>Secretary</u>	1	1.00	8.61	8.85		
<u>Clerk</u>	2	1.05	9.04	9.30		
	3	1.10	9.47	9.74		
	5	1.15	9.90	10.18		
Longevity	10	1.18	10.16	10.45		
	15	1.21	10.42	10.71		
	20	1.24	10.68	10.98		

ARTICLE 25 - SALARY (continued)

POSITION	STEP	INDEX	1998-99	1990-00	2000-01	2001-02
<u>Paraprofessionals</u>	1	1.00	7.97	8.19		
	2	1.05	8.37	8.60		
	3	1.10	8.76	9.01		
	5	1.15	9.16	9.42		
Longevity	10	1.18	9.40	9.66		
	15	1.21	9.64	9.91		
	20	1.24	9.88	10.16		

POSITION	STEP	INDEX	1998-99	1999-00	2000-01	2001-02
<u>Cooks</u>	1	1.00	8.60	8.85		
	2	1.05	9.03	9.29		
	3	1.10	9.46	9.73		
	5	1.15	9.90	10.17		
Longevity	10	1.18	10.15	10.44		
	15	1.21	10.41	10.70		
	20	1.24	10.67	10.97		

<u>Assistant</u>	1	1.00	7.58	7.79		
<u>Cook/Cashier</u>	2	1.05	7.96	8.18		
	3	1.10	8.33	8.57		
	5	1.15	8.71	8.96		
Longevity	10	1.18	8.94	9.19		
	15	1.21	9.17	9.42		
	20	1.24	9.39	9.66		

ARTICLE 25 - SALARY (continued)

POSITION	STEP	INDEX	1998-99	1999-00	2000-01	2001-02
<u>Instructional</u>	1	1.00	10.96	11.27		
<u>Parapro-</u>	2	1.05	11.51	11.83		
<u>professional</u>	3	1.10	12.05	12.39		
<u>for the Hearing</u>	5	1.15	12.60	12.96		
<u>Impaired</u>						
Longevity	10	1.18	12.93	13.29		
	15	1.21	13.26	13.63		
	20	1.24	13.59	13.97		

- 25.3 After working five (5) days in a higher paying classification, Bargaining Unit Members shall receive the wages/pay of the first step of that classification retroactive to the first day of work in the higher classified job.
- 25.4 Should the position of head cook be retained by the District, the Bargaining Unit Member in that position shall be compensated \$.20 cents per hour above his/her rates.
- 25.5 The substitute rate shall be ninety percent (90%) of the rate for the classification in which the substitute is working.
- 25.6 A member transferring from one classification to another shall be credited with fifty percent (50%) of the time worked in previous classifications.
- 25.7 If pay rate is less when a person changes to another classification they shall remain at their current rate of pay until the salary schedule is equal to their rate of pay.
- 25.8 All employees will be held harmless from any reduction in pay resulting in this Agreement.
- 25.9 The adult ed secretary will be paid the IRS rate for required driving. The employee will submit a monthly log which will be countersigned by the Director.

ARTICLE 26 - DURATION OF AGREEMENT

- 26.0 This Agreement constitutes the entire collective bargaining negotiations on all subjects for the term of this Agreement, and shall become effective as of July 1, 1998 and shall continue in full force and effect and be legally binding on the parties hereto, until June 30, 2002.
- 26.1 In any negotiation described in the Article, neither party shall have control over the selection of the negotiation or bargaining representatives of the other party and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratifications.
- 26.2 The parties agree to meet on or before April 1, 2000 to set a date to commence negotiations.
- 26.3 If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employee Relations Commission or take any other lawful measure it may deem appropriate.

IN WITNESS THEREOF, the parties hereunto set their hands and seal this

17th day of May 19 99.

CLARE BOARD OF EDUCATION

CLARE EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION

By Wayne H. Terpeming
President

By Gayle Willey
President

By William C. Coe
Superintendent

By Susan Sales
Chairperson, Negotiating Team

**PROFESSIONAL GRIEVANCE REPORT
CLARE PUBLIC SCHOOLS**

Grievance No. _____

School Building _____

Bargaining Unit Member's
Assignment: _____

Date cause of
Grievance occurred: _____

Date Grievance was first presented to Building Principal or Supervisor: _____

Date of filing written Grievance: _____

STATEMENT OF GRIEVANCE (including Article and Section of Master Agreement allegedly violated, misinterpreted, or misapplied):

RELIEF SOUGHT _____

Signature of Association Representative

Date

Signature of Grievant

Date

(Use space below for additional signatures if more than one grievant.)

PRINCIPAL (OR SUPERVISOR) AND OTHER ADMINISTRATOR'S DISPOSITION:

Signature of Principal or Supervisor

Date

Signature of Administrator Appointed
by Superintendent

Date

ASSOCIATION'S DISPOSITION:

Satisfactory _____ Unsatisfactory _____

Signature of Association Representative

Date: _____

Signature of Association Rights and
Responsibilities Committee Member

Date: _____

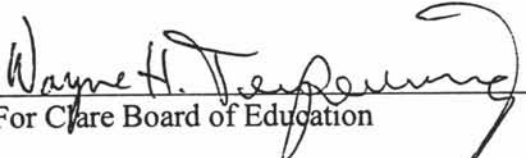
LETTER OF AGREEMENT
BETWEEN THE
CLARE BOARD OF EDUCATION
AND THE
CLARE EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

RE: Clarification of the 1998-2002 contract; Article 9.8.

The parties set forth above agree to strike "job classification" and insert "position" for purposes of clarification.

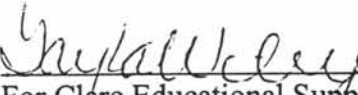
Article 9.8

An employee who accepts a different bargaining unit position shall be subject to a trial period of thirty (30) working days which may be extended by mutual agreement by the Union and the Employer. In the event the employee fails to satisfactorily complete the trial period to the Employer's satisfaction, or elects to return to his/her former ~~job classification~~ **POSITION** during said period, he/she shall be permitted to do so without loss of seniority.



For Clare Board of Education

5/11/99
Date



For Clare Educational Support Personnel Association

5-4-99
Date

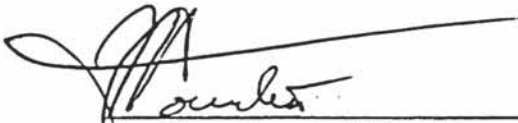
LETTER OF AGREEMENT
BETWEEN THE
CLARE BOARD OF EDUCATION
AND THE

CLARE EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

RE: Gina Schafley

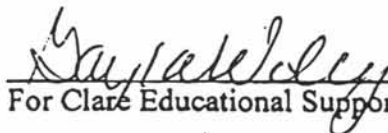
The parties do hereby agree to the following:

1. When the Secretaries and Secretary-Clerks are converted to an hourly rate, Gina will move to Step 15 from her current placement at Step 5.
2. Gina will continue on Step 15 for five years, as experience would normally dictate. She would then be eligible to move to Step 20.
3. The position Gina currently occupies does not enjoy vacation benefits.
4. This agreement is in effect only for as long as Gina is in her current position. For example, if Gina were to take a full-time position (since this position would enjoy vacation benefits) she would be placed on the salary schedule at the step to which she is entitled by her years of service. This would be accomplished by a separate letter of agreement.



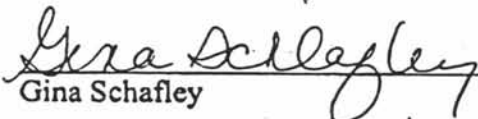
For Clare Board of Education

1/8/97
Date



For Clare Educational Support Personnel Association

1-11-99
Date



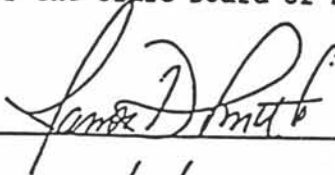
Gina Schafley

1-11-99
Date

LETTER OF UNDERSTANDING

The Clare Board of Education and the Clare Educational Support Personnel Association hereby agree that the bargaining unit members who are currently in the positions of High School Building Secretary and Community Education/Counseling/Athletics Secretary shall not be required to take vacation days in order to receive pay for the times when they do not work during Christmas and Easter. This continues the past practice, but does not apply to anyone other than the current employees in those 2 positions.

For the Clare Board of Education



Date

1/29/92

For the Clare Educational Support Personnel Association



Date

1/29/92

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