

6/30/2001

4568

AGREEMENT

Board of Education
Dearborn Heights School District No. 7

and

Service Employees International Union
Local 79, AFL-CIO-CLC
Cleaning-Maintenance Custodians

Dearborn Heights School District

July 1, 1998 through June 30, 2001

TABLE OF CONTENTS

ARTICLE	I	Recognition	1
ARTICLE	II	Board Rights.....	1
ARTICLE	III	Representation.....	1
ARTICLE	IV	Seniority	2
ARTICLE	V	Union Security and Dues Deduction	4
ARTICLE	VI	Resignation and Retirement	5
ARTICLE	VII	Grievance Procedure.....	6
ARTICLE	VIII	Dismissals and Discipline	8
ARTICLE	IX	Vacancies, Promotions, and Transfers.....	8
ARTICLE	X	Overtime.....	8
ARTICLE	XI	New Classifications	9
ARTICLE	XII	Union Meetings	9
ARTICLE	XIII	Changes in Contract.....	9
ARTICLE	XIV	Work Year.....	9
ARTICLE	XV	Employment Rights.....	9
ARTICLE	XVI	Health and Safety.....	10
ARTICLE	XVII	Jury Duty.....	10

ARTICLE XVIII	Death Benefits	10
ARTICLE XIX	Death in Family	10
ARTICLE XX	Miscellaneous.....	11
ARTICLE XXI	Leaves of Absence.....	11
ARTICLE XXII	Workers' Compensation	12
ARTICLE XXIII	Insurance	13
ARTICLE XXIV	Salary Schedule	15
ARTICLE XXV	Duration of Agreement	15
APPENDIX A		
I.	Night Shift Premium	16
II.	Sick Leave.....	16
III.	Vacations	17
IV.	Holidays	18
APPENDIX B:	Job Description.....	19

ARTICLE I – RECOGNITION

Section 1 The Board and its agents hereby recognize the Service Employees International Union, Local 79, AFL-CIO as the exclusive and sole bargaining representative for the Cleaning-Maintenance Custodians.

The term "employee," when used hereinafter in the Agreement, shall refer to all employees represented by the Union in this bargaining unit as above defined, for the purpose of collective bargaining in accordance with Act 379 of Public Acts of 1965.

Section 2 The Board agrees not to negotiate with any individual or group other than the bargaining officers of the Union for the duration of the Agreement. The Board recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to wages, hours, and other terms/conditions of employment.

Section 3 The Union shall represent probationary employees for the purpose of collective bargaining in respect to wages, hours, and other conditions of employment as set forth in this Agreement, but not for activities relating to discharge or discipline of such employees for other than Union activity.

ARTICLE II - BOARD RIGHTS

Section 1 In order to carry out its responsibility for the development and operation of educational programs providing the best possible educational opportunity for the Dearborn Heights School District No. 7 consistent with community resources, the Board retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in the Board by law.

The exercise of the foregoing powers, rights, duties, and responsibilities by the Board and the adoption of policies, reasonable rules, regulations and practices in the governance thereof, shall be the exclusive prerogative of the Board except as otherwise limited by express provisions of this Agreement.

Section 2 The matters contained in this Article, except where specifically qualified elsewhere in this Agreement, are not subject to further negotiations between the parties during the term of this Agreement.

ARTICLE III - REPRESENTATION

Section 1 The Union membership shall be represented for the purpose of contract negotiations by a bargaining committee of not more than three (3) elected members and one (1) representative from the AFL-CIO, Local 79.

- Section 2 The Union shall present to the Board a list of Stewards and bargaining committee members elected by the union membership.
- Section 3 The elected Stewards will act for the Union in the settling of grievances, with the assistance of the Union President or Representative.
- Section 4 (a) Negotiating unit members shall be paid for time spent for contract negotiations. If said negotiations are conducted for a period of four (4) hours or more that employee will not be required to report for work that day but will be paid for the balance of the day.
- (b) A maximum of four (4) union members shall be allowed up to two (2) hours paid released time from their assignments to attend mediation sessions which have been scheduled by the State mediator during said union member's regular working hours.
- Section 5 An employee(s) will be paid for and not be required to make up time that is lost from their normal work day during a grievance meeting with the administration. All meetings will be scheduled at a mutually agreed upon time and date.
- Section 6 Union stewards shall be released with pay from their assignments for two (2) days each year to attend the Union Steward Training Conference.

ARTICLE IV - SENIORITY

- Section 1 Seniority lists will be updated annually and maintained for the purpose of permanent layoff during the normal school year (September to June), and for promotion and recall. The seniority lists will be created as specified in Section 3 (a) below.
- Section 2 (a) Temporary adjustments in personnel, not to exceed five (5) working days, shall be made by the Employer.
- (b) Extended reductions in personnel (more than five [5] working days) will be made as follows:
1. Probationary personnel will be the first employees laid off.
 2. If further lay-offs are necessary, they will be made according to the lowest seniority first.
 3. Personnel will be notified two (2) weeks prior to lay-off except in emergencies, catastrophe or Act of God whereby they will be given twenty-four (24) hours notice.
- Section 3 New employees hired in the unit shall be considered probationary employees for the first sixty (60) working days of employment. The probationary period may be

extended up to thirty (30) working days by the employer. All decisions to extend probation or terminate a probationary employee will follow discussion with the Union. The Union will be informed in writing of any decision to extend probation or terminate employment of a probationary employee. The Employer will establish the wage and assignment of probationary employees during their probationary period. Upon satisfactory completion of the probationary period, the employee shall be entered on the seniority list, retroactive to the first day of probationary employment. Probationary periods must be satisfied during the normally assigned work year or while school is in session. Days absent during the probationary period will not be included in the sixty (60) working day period.

Section 4 Loss of Seniority

An employee shall lose seniority for the following reasons:

- (a) Employee quits;
- (b) Employee is discharged for just cause substantiated by fact;
- (c) Employee is absent without notifying the Employer unless the employee is prevented from notifying the employer by circumstances beyond the employee's control. After such absence, the Employer will send written notification to the employee that he/she has lost seniority and that employment has been terminated.
- (d) Employee is absent from work and the day of absence does not qualify as a sick leave day, vacation day, or holiday as defined in this agreement. Upon such absence, the employee may be subject to disciplinary actions up to and including termination.
 1. Absence with prior approval will not be cause for discipline.
 2. Unforeseen circumstances beyond an employee's control will not be cause for discipline. In such a situation, the employee must provide the employer upon request with a valid and acceptable reason for such absence.
 3. Absence covered by federal or state law will not be cause for discipline or loss of benefits.

Section 5 Recall

- (a) Employees will be recalled in reverse seniority order as defined in this Article, Section 1.
- (b) Laid-off employees will be recalled with the highest seniority members recalled first.

- (c) Notice of recall shall be sent to the employee by certified mail. If an employee fails to report for work within five (5) working days of mailing of notice of recall, he/she shall be considered to have resigned.
- (d) Employees permanently laid off are subject to recall for a three year period of time.
- (e) Any laid-off employee who refuses an offer of full-time employment will be terminated.

Section 6 For purposes of layoff and recall only, all stewards shall hold top seniority during their term of office.

ARTICLE V – UNION SECURITY AND DUES DEDUCTION

- Section 1 The employer agrees to notify all new employees that the Union is the sole exclusive bargaining representative. It shall be a condition of employment that all employees of the Employer covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement or on the date upon which this Agreement is signed, whichever is later, shall remain members in good standing and those who are not members on the effective date of this Agreement or the date upon which this Agreement is signed, whichever is later, shall on the sixty-first (61st) day following the effective date of this Agreement or the date upon which this Agreement is signed, whichever is later, become and remain members in good standing in the Union, or they shall pay service fees in accordance with the by-laws of the Union for the duration of the Agreement and any extensions thereof. It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its effective date or the date upon which this Agreement is signed, whichever is later, shall on the sixty-first (61st) day following the beginning of such employment become and remain members in good standing in the Union or shall pay a service fee as stated above; and in the event an employee covered by this Agreement shall refuse and fail to become a Union member or to pay the service fee, the Employer shall terminate said employee's employment, subject to conditions specified in Section 4 of this Article.
- Section 2 (a) The Union will furnish the School District with deduction authorization cards signed in triplicate by the employee involved as or before each employee completes his probationary period. These cards will authorize the Board to make the necessary deductions each month on each employee following completion of his probationary period in accordance with the requirements of the National Labor Relations Act of 1947 and amendments thereto.
- (b) A form comparable to the authorization for dues check-off shall be available for signature by employees who elect to have their equivalent service fees deducted, rather than membership dues.

- (c) Upon signed authorization of the employee, the Employer agrees to make all authorized deductions on the first pay period of each month and shall pay same to the Secretary-Treasurer, of the Service Employees International Union, Local 79, AFL-CIO prior to the end of the month.
- (d) The Union will furnish the Employer with a check-off list in alphabetical order in duplicate each month, indication thereon the amount due for each employee. One copy of this list shall be returned with the stipulated amount to the Union prior to the end of the month.

- Section 3 The Union agrees to indemnify and save the Board of Education, including such individual school board members and the administration, harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action by the Board of Education for the purpose of complying with this Article.
- Section 4 The Union shall notify the Employer and the employee by certified mail of any employee who is thirty (30) working days in arrears in the payment of membership dues or service fees. In the event the employee fails to pay either membership dues or service fees pursuant to the employee's prior election, said employee shall be discharged by the Employer within thirty (30) working day of said notice. However, no employee will be terminated during the pendency of any appeal relative to the level of service fees.
- Section 5 Non-bargaining unit employees will not perform bargaining unit work that would deprive bargaining unit employees of their regularly scheduled work day.
- Section 6 There shall be no contracting out or subcontracting of any bargaining unit work that would deprive bargaining unit employees of their regularly scheduled work day.
- Section 7 The Employer hereby agrees to honor contribution deduction authorizations from its employees who are union members in the following forms:

I hereby authorize the District to deduct from my pay the sum of _____ for each hour worked (or from each of my regular paychecks) and to forward that amount to the SEIU COPE PCC. This authorization is voluntarily made on the specific understanding that the signing of this authorization and the making of payments to the SEIU COPE PCC are not conditions of membership in the union or of employment with the Company and that the SEIU COPE PCC will use the money it receives to make political contributions and expenditures in connection with federal, state and local elections.

ARTICLE VI - RESIGNATION AND RETIREMENT

- Section 1 Any employee wishing to discontinue his/her service with the Board of Education shall give written notice to the Superintendent of Schools at least fifteen (15) days before termination of service.

- Section 2 Employees reaching the age of seventy (70) on or before any fiscal year beginning July 1st shall be retired as of July 1st provided the employee may be rehired on a year-to-year basis thereafter by special approval of the Board of Education. If any employee(s) has been laid off, no retiree(s) shall be rehired until all laid-off employee(s) have been recalled.
- Section 3 Early retirement may be required by the Board of Education if in its judgment, in conjunction with Management Rights, Article II, Section 1, an employee due to reasons of health can no longer meet his/her normal working obligations. There shall be a special conference with the Union prior to any compulsory early retirement action by the Board.

ARTICLE VII - GRIEVANCE PROCEDURE

- Section 1 A grievance is an allegation of violation, misapplication or misinterpretation of this contract.
- Section 2 Grievances of employees or of the Union shall be presented and adjusted in the manner as defined below.
- Section 3 If a grievance arises requiring action of authority higher than that in STEP A, it may be initiated at the appropriate step of the Agreement.
- Section 4 It is expressly understood and agreed that at the building level no employee or group of employees shall initiate the grievance procedure until the alleged grievance is discussed informally with the principal or supervisor, with or without representation of the Union.
- Section 5 If the informal discussion as described in Section 4 is not concluded to the satisfaction of the employee and the Union, the grievance procedure as outlined below shall be followed.
- Section 6 Grievances must be taken up promptly and no grievance will be considered or discussed which is not presented in writing within fifteen (15) working days after such has happened unless circumstances make it impossible for the employee or Union to have knowledge of the act.

Step A - The aggrieved employee and the Union Steward shall formally present in written form the grievance to his/her principal or supervisor.

Step B - Whenever a grievance cannot be resolved at Step A, or if no decision has been rendered within five (5) working days after presentation of the grievance, the Union may carry the grievance in writing to the Superintendent of Schools, or his/her duly delegated representative. If the Union has not appealed the grievance to the Superintendent of Schools or his/her duly delegated representative within five (5) working days of the disposition of the grievance by the

principal, the grievance will be considered resolved. After receipt of the grievance by the Superintendent of Schools or his/her duly designated representative, a meeting will be called within five (5) working days with the grievant, the Steward and the Union Business Representative for the purpose of resolving the issue.

Step C

1. If the Union is not satisfied with the Step B disposition of the grievance, the Union shall notify the Employer of its intent to proceed with grievance arbitration.
2. Upon receiving such a notice in writing from the Union, the parties shall attempt to mutually select an arbitrator.
3. If the attempt to mutually select an arbitrator has failed, the Union may submit a Demand for Arbitration to the American Arbitration Association (AAA). An arbitrator shall thereafter be selected in accord with AAA rules which shall likewise govern the arbitration proceeding.
4. Neither the Employer nor the Union shall be permitted to assert in any arbitration proceeding any ground or rely on any evidence not previously disclosed to the other party.
5. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.
6. The fees and expenses of the Arbitrator shall be shared equally by the Union and the Employer.
7. The parties shall be bound by the award of the arbitrator. However, judgment thereon may be entered in any court of competent jurisdiction.

Section 7 There shall be no interruptions of service or operations by the school board or by the Union or any employee while grievances are being resolved.

Section 8 Unless otherwise provided herein, grievances not responded to within the prescribed time limits shall be considered withdrawn without prejudice or precedent.

Section 9 Calendar days shall not be considered when occurring during holidays, weekends or school year break periods.

Section 10 Probationary employees do not have access to the grievance process.

ARTICLE VIII - DISMISSALS AND DISCIPLINE

- Section 1 After completion of the probationary period, no employee shall be dismissed without just and sufficient cause.
- Section 2 Employees shall have the right to union representation, if they request it, at all formal meetings relating to disciplinary action. A copy of all written warnings and reprimands shall be given to the stewards.
- Section 3 Reprimands must be served within fifteen (15) working days of the event upon which it is based unless circumstances make it impossible for the Employer to have knowledge of said event.
- Section 4 The progressive discipline process will only consider actions taken within the past twenty-four (24) month period.
- Section 5 The employee will be given the opportunity to respond to any disciplinary action and to have the response included in his/her personnel file.

ARTICLE IX - VACANCIES, PROMOTIONS AND TRANSFERS

Vacancies will be filled on the basis of seniority and ability. The employer, however, has full discretion in granting transfer requests. Transfer requests will be considered on the basis of overall efficiency.

- Section 1 A vacancy will be posted in each building for a period of one day.
- Section 2 Following the period of posting, the employer will schedule a meeting as soon as practical open to all bargaining unit members to consider any and all transfer requests that may result from the original vacancy.

ARTICLE X - OVERTIME

- Section 1 Time and one-half (1 1/2) will be paid for all hours worked in excess of eight (8) in any one day and for all hours worked in excess of forty (40) in any one week.
- Section 2 Overtime shall be performed only by employees at the rate of time and one-half for Saturdays. Double time shall be paid for Sundays. Employees called in shall receive no less than one (1) hour of pay.
- Section 3 Employees willing to be called for overtime shall notify the Director of Business Services by September 1 of each year of their intent to be included on a chronological overtime list. Employees will be called for overtime on a rotational basis. The steward will have the opportunity to review the list, without loss of pay, if it becomes necessary to review the list during working hours. Overtime hours will be recorded on an annual basis commencing with September 1st and ending

August 31st.

- Section 4 An employee who refuses overtime three (3) consecutive times will be eliminated from the overtime list for that year, September 1st through August 31st. Refusal of overtime for lunch duty will not be used to eliminate employees from the overtime list but will result in the loss of a turn in the rotation cycle.
- Section 5 Emergency overtime shall be covered by building personnel and not included in the General Rotation above. An "emergency" is defined as personal and/or family illness arising after the employee reports to work.

ARTICLE XI - NEW CLASSIFICATIONS

New classifications that pertain to the employees shall be discussed with the Union as to the rates of pay, hours, and other working conditions.

ARTICLE XII - UNION MEETINGS

The Union shall have the right to use school facilities on the same basis as other community organizations or groups. The Union may request the use of buildings through proper channels set up by the Board of Education.

ARTICLE XIII - CHANGES IN CONTRACT

It is contemplated that terms and conditions of employment provided in the Agreement shall remain in effect until altered by mutual agreement in writing between the parties. It is recognized that matters may, from time to time, arise of vital mutual concern. Therefore, it is necessary that the opportunity be provided for mutual discussions of such matter.

ARTICLE XIV - WORK YEAR

The work year is defined as fifty-two weeks. The Employer may schedule an employee for less than fifty-two weeks with the consent of the employee. All pay for employees shall begin on July 1st. Retroactivity will be paid from this date to all employees..

ARTICLE XV - EMPLOYMENT RIGHTS

- Section 1 Where there is an apparent or real inequality in assigned work schedules, they shall be adjusted.
- Section 2 The Board of Education will strive to provide safe, paved, off-street parking facilities.

ARTICLE XVI - HEALTH AND SAFETY

The school board shall continue to make reasonable and adequate provisions for the safety and health of its employees at their places of work during the hours of their employment. Employees agree to comply with all safety, health and fire regulations. Employees are required to notify the employer in writing of any unsafe equipment. If the employer fails to repair said equipment, the employee will not be required to use it.

ARTICLE XVII - JURY DUTY

If an employee is called to jury duty, the employee shall submit the check for a photostatic copy and the difference between the gross amount of the check, excluding mileage allowance, and the employee's regular gross wage will be paid by the Board of Education. If a check stub is not available, the employee shall submit a statement signed by the court official denoting the amount of money included for mileage expense.

ARTICLE XVIII- DEATH BENEFITS

In the event of the death of an employee, earned vacation pay and earned sick leave days as described in the "Sick Leave" portion of the contract shall be paid to designated beneficiary on life insurance as provided by the Board of Education.

ARTICLE XIX - DEATH IN FAMILY

Section 1 Employees shall receive a maximum allowance of three (3) days, not to be deducted from their sick leave, to attend the funeral of a member of their family. If additional days are required to attend the funeral, they shall be deducted from the employee's personal sick leave days or vacation days. The day of the funeral should be the last day for which an employee shall receive payment under this section unless travel is necessary. Proof of death shall be submitted if requested in order to qualify under this article.

Section 2 (a) For purposes of this agreement, family shall be defined as follows:

Husband	Sister of employee
Wife	Brother of employee
Children	Step-father of employee or spouse
Grandchildren	Step-mother of employee or spouse
	Mother of employee or spouse
	Father of employee or spouse

(b) Employees shall receive a maximum of one (1) day to attend the funeral of a sister-in-law, brother-in-law, or grandparent.

ARTICLE XX - MISCELLANEOUS

- Section 1 All employees shall be entitled to participate in the tax-deferred annuities program available through the payroll deduction process.
- Section 2 (a) Full-time employees shall be entitled to a fifteen (15) minute lunch period and two (2) fifteen (15) minute breaks during their normal work day.
- (b) Employees working four (4) hours, but less than six (6) hours, shall be entitled to a fifteen (15) minute lunch period and one (1) fifteen (15) minute break during their normal work day.
- (c) Employees working less than four (4) hours shall be entitled to one (1) fifteen (15) minute break during their normal work day.
- Section 3 The Employer shall pay \$5.00 to defer the cost of required tuberculin test.
- Section 4 Employees absent in excess of twenty (20) consecutive work days for non-work related reasons will have sick days, vacation days and longevity prorated. Further, sick leave time will be prorated for employees who are new hires or who retire prior to the end of a school year.

ARTICLE XXI - LEAVES OF ABSENCE

- Section 1 General Statement: A leave of absence may be granted by the Superintendent of Schools to an employee having a minimum of one (1) year service, for a period of time not to exceed one (1) year (subject to renewal for one [1] year by the Board of Education). Leaves of absence shall be without pay and accumulative benefits. Seniority shall continue to accrue during this unpaid leave for a period of one year.
- In the event of lay-off or extended leave of absence, exclusive of sick leave, arrangements may be made with the Employer to continue medical insurance in force up to an additional one (1) year at the employee's expense.
- In cases other than emergency or medical, employees are required to notify the Superintendent at least sixty (60) days prior to requesting a leave of absence. Upon return from leave of absence, employees will be returned to the current rate of pay.
- Section 2 Medical Leave: A leave of absence shall be granted upon application for personal illness or a medical leave may be granted for illness in the immediate family upon certification by a physician. Immediate family shall be defined as husband, wife, children, and parents residing in the household. Employer reserves the right of verification by a physician of its choice.

- Section 3 A leave of absence for military service shall be granted to an employee who shall be inducted or enlist for military duty in any branch of the Armed Forces of the United States. This section is effective for only one (1) term in the Armed Forces per individual.
- Section 4 A regularly scheduled employee may be required to take an involuntary unpaid leave when it has become apparent to the Superintendent of Schools that the individual is no longer able, either physically and/or mentally, to discharge the duties of his/her position in a competent manner.
- (a) Upon the recommendation of the Superintendent of Schools and approval of the Board, the Superintendent of Schools may require in writing that any employee take a physical or mental examination at the Board's expense. The results may be used for determining involuntary leave and/or termination.
- (b) The employee requesting return from involuntary leave may return only upon recommendation of the Superintendent of Schools, a mental or physical re-examination at the Board's expense and approval by the Board of Education.
- (c) The examining physician shall be selected jointly by the Board of Education and the Union.
- Section 5 Employees shall not use sick leave to extend negotiated holidays unless the illness is confirmed by a doctor's statement.
- Section 6 Time off without pay shall be at the discretion of the Employer.
- Section 7 Employees must work the day before or the day after a holiday to be eligible for holiday pay.

ARTICLE XXII - WORKERS' COMPENSATION

- Section 1 Workers' Compensation insurance shall be provided by the Employer for all employees.
- Section 2 (a) An individual's sick leave days shall be used on a pro-rated basis amounting to the difference between Workers' Compensation payments and the employee's regular wage. This shall occur during the employee's regular work year. The first five (5) days lost under Workers' Compensation injury will be deducted from the individual's personal sick leave days in cases where the employee does not satisfy the required seven (7) day period of eligibility with the insurance carrier, unless the employee indicates, in writing, that he/she does not wish to use personal sick leave days prior to the next pay day.
- (b) The Board will continue supplying fringe benefit coverage for an employee for a maximum of six (6) months from the effective injury date, except for health and life insurance coverage which shall be applied for a maximum of

twelve (12) months.

- (c) Seniority will accumulate for a period of twelve (12) months from the above-mentioned date.

Section 4 An employee injured on the job and sent to the hospital shall be paid for the day.

ARTICLE XXIII - INSURANCE

Section 1 Health Insurance

- (a) New employees hired into the bargaining unit will be entitled to apply for hospitalization coverage, medical and dental, after they have completed their probation period. It shall be the employee's responsibility to fill out the required insurance forms for medical, hospitalization and dental coverage. Insurance coverage becomes effective after the insurance company notifies the employee of his/her acceptance into the plan.
- (b) The Employer will provide each full-time employee with one of the following insurance packages:

Plan A (For employees needing health insurance)

- 1) Life Insurance - \$20,000 Negotiated Term Life with AD & D
- 2) Health, dental, and vision insurance, as defined in the Teachers Agreement.

Plan B (Excludes medical coverage)

- 1) Insurance coverage provided:
 - > Life - \$20,000 Negotiated Term Life with AD & D
 - > Dental - 80/80/50; \$1,000
 - > Vision - VSP-3
- 2) To be eligible for Plan B, an employee must provide the employer with proof of medical insurance coverage.
- 3) Plan B must be elected by the employee at the beginning of each insurance enrollment period and continue for twelve months except as detailed in item #6 below.
- 4) The employee to receive a stipend of \$125 per month in lieu of the medical insurance coverage defined in Plan A (\$125 X 12 = \$1,500). The stipend to be paid on a monthly basis.

- 5) Subject to the terms of the insurer, a Plan B participant may convert to Plan A if a change in insurance needs results from: marriage/divorce; birth or adoption of a child; death of the employee's spouse; a change in the employment status of the spouse; a significant change in health coverage attributable to the spouse's employment; or other as deemed acceptable by the employer.

The participant will not receive a stipend for the month in which the change in insurance coverage takes effect.

- 6) A participant in Plan B who converts to Plan A must retain Plan A coverage until the following insurance enrollment period.
- (c) Changes in family status shall be reported by the employee to the Personnel Office within 30 days of such change. The employee shall be responsible for any overpayment of premiums made by the Board in his/her behalf for failure to comply with this paragraph.
- (d) The health care protection is to be provided to employee's immediate family and other single eligible dependents as defined by the United States Internal Revenue Service.
- (e) If required by law or the insurance carrier, employees may be required to submit an affidavit certifying that they are not covered under any other employer-sponsored group health insurance program before health insurance will be implemented by the Board.
- (f) Employees shall have benefits terminated on the last day of the month following termination of employment.
- (g) An open enrollment period shall be provided annually.

Section 2 Life Insurance

- (a) Upon submission of a written application, the Board shall provide, without cost, to all full-time employees term life insurance protection in the amount of \$20,000 that shall be paid to the bargaining unit member's designated beneficiary.
- (b) Employees who have Board-provided term life insurance, as provided through the health insurance plan, have a 30-day conversion right upon termination of employment. Any employee electing his/her right of conversion in order to keep their term life insurance in force must contact the insurance carrier within 30 days of their last day of employment.

Section 3 The Board shall provide to all bargaining unit employees a "Managed Sick Leave

Program" with benefits beginning on the 11th sick leave day (provided it is part of a three (3) consecutive day period disability) at a rate of 70% of contractual salary continuing to the end of the contract year. Benefits shall continue beyond the contract year at a rate of 60% of the employee's regular rate of pay for the period of disability, but never beyond the age of sixty-five (65).

The Board shall provide the above program during the length of this contract and within the underwriting rules and regulations as set forth by the insurance carrier in the master contract held by the policyholder.

ARTICLE XXIV - SALARY SCHEDULE

The hourly rate of pay for all bargaining unit members will be as follows:

<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>
\$ 13.60	\$ 13.94	\$ 14.29

ARTICLE XXV - DURATION OF AGREEMENT

The Agreement shall remain in effect as of July 1, 1998 and continue in effect until the 30th day of June, 2001.

Signed this _____ day of July, 1998.

FOR THE EMPLOYER:
Board of Education
Dearborn Heights School District No. 7

FOR THE UNION:
Service Employees International
Union, Local 79, AFL-CIO-CLC

UNION NEGOTIATING COMMITTEE:

5. The use of sick days are restricted to their intended purpose. The use of sick days for any other purpose will warrant disciplinary measures up to an including termination.

- C. A bargaining unit member who is absent more than five consecutive working days shall secure a certificate from a medical doctor stating that he/she is physically able to return to work.
- D. To qualify for sick leave pay, an employee who must be absent from work will notify the Substitute Secretary in a timely manner as follows:

Day Shift	6:00 a.m.*
Afternoon Shift	11:00 a.m.

*The custodian must notify a member of the maintenance staff by 6:00 a.m.

III. VACATIONS

- A. The following vacation schedule shall be used for full-time, fifty-two (52) week employees:

1 - 2 years..... 5 days	10 years 15 days
3 - 5 years..... 10 days	11 years 16 days
6 years..... 11 days	12 years 17 days
7 years..... 12 days	13 years 18 days
8 years..... 13 days	14 years 19 days
9 years..... 14 days	15 + years 20 days

Following the first year of employment, custodians who work 43 weeks shall receive five vacation days per year.

- B. Upon completion of 20 years service, one (1) additional day per year will be earned to a maximum of five (5) weeks upon twenty-five (25) years of service.
- C. Vacations must be scheduled with the approval of the employer. The earning year for vacation purposes is the previous July 1st through June 30th.
- D. Permanent full-time employees, after ten (10) years of continuous employment from date of hire, shall be entitled to a longevity allowance based on years of employment, payable on the June 30th anniversary date according to the following schedule:

<u>Years of Service</u>	<u>Longevity Allowance</u>
10 years	\$300.00
15 years	\$350.00
20 years	\$400.00

Credit for longevity will be given if the anniversary date is prior to December 31.

E. SPRING BREAK WORK SCHEDULE

The Spring Break week will be considered an unpaid vacation. Employees may, however, use available vacation days with the approval of the employer.

At the option of the employer, a team of five custodians will work under the direction of the Maintenance Leader.

1. The team will be paid their hourly rate for the week.
2. Assignment to the team will be voluntary. Union members will have the opportunity to volunteer for team membership. Selection to the team will be determined by the Union.
3. If the five member team cannot be filled with volunteers, employees will be assigned to the team on the basis of seniority. Those with least seniority will be assigned first.
4. If a team member must use a personal leave day, the employer will not be required to replace the worker with a substitute.

IV. HOLIDAYS

- A. The following days shall be recognized and observed as paid holidays. The employee must work the day before or the day after a paid holiday day to be eligible for holiday pay.

New Year's Eve	Day After Thanksgiving
New Year's Day	Christmas Eve
Good Friday	Christmas Day
Memorial Day	Day After Christmas
Thanksgiving Day	Labor Day
	Independence Day

- B. When a paid holiday occurs during the normal work week, all regular employees scheduled to work during the pay period in which the holiday falls will be paid for the holiday. If school is in session on a paid holiday, the employer will schedule a paid release day.

If a paid holiday occurs on a Saturday, Sunday, or during an employee's paid vacation period; the employee shall be granted a day off with pay.

- C. At the option of the employee, December 27, 28, 29, and 30 may be taken off at no cost to the employer, if approved.