

6/30/2001

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MASTER AGREEMENT

BETWEEN

MICHIGAN EDUCATION
ASSOCIATION AND ITS
AFFILIATE
THE DURAND EDUCATIONAL
SUPPORT PERSONNEL
ASSOCIATION

AND

DURAND AREA SCHOOLS
BOARD OF EDUCATION

1996/97
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2000/2001

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

Durand Area Schools

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AGREEMENT

MASTER AGREEMENT

between the

BOARD OF EDUCATION OF THE DURAND AREA SCHOOLS

and the

MICHIGAN EDUCATION ASSOCIATION/NEA

AND ITS AFFILIATE

DURAND EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

This Agreement entered into between the Durand Area Schools (hereinafter referred to as the "Board"), and Michigan Education Association/NEA and it's affiliate, Durand Educational Support Personnel Association, (hereinafter referred to as the "Association".)

PREAMBLE

WHEREAS, the Board and the Association recognize and declare that providing a quality education and improving educational standards for the children of Durand Area Schools is their mutual aim and that the character of such education depends upon the cooperation of the parties, and

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965 to bargain with the Association as the representative of its personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize;

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

ARTICLE 1 - RECOGNITION

- A. Pursuant to Act 379, of the Public Acts of 1965, as amended, the Board does hereby recognize the Association as the certified and exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment for all custodial/maintenance, food service and transportation employees. Excluded from the unit are sub-drivers, substitutes, temporary employees, supervisors, and all other employees of the Durand Area School District.
- B. The term "twelve (12) month" shall mean an employee that is regularly scheduled to work eight (8) hours per day, five (5) days per week, for fifty-two (52) weeks per year.

The term "ten (10) month" shall mean an employee that is regularly scheduled to work less hours per year than regularly scheduled "twelve (12) month employees".

ARTICLE 2 - MANAGEMENT RIGHTS

- A. The Board, on its behalf, and on behalf of the electors of the school district, retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities, conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, the right:
1. To the executive management and administrative control of the school system and its properties, facilities, and employees;
 2. To manage and direct the working forces, including the right to hire, assign, promote, transfer, suspend, discharge, and demote employees; subcontract; determine the size of the work force and layoff of employees;
 3. To determine the services, supplies and equipment necessary to continue its operations and to determine the means, schedules and standards of operation for accomplishing district goals and objectives;
 4. To adopt rules and regulations;
 5. To determine the qualifications of employees;
 6. To determine the number and location or relocation of its facilities, including the establishment or relocation of new school buildings, departments, divisions or subdivisions, and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;
 7. To determine all financial and educational policies;
 8. To determine the size of the management organization, its functions, authority and table of organization.
- B. The exercise of these powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, practices, and the use of judgment and discretion, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the Constitution and the laws of the State of Michigan and the United States.

ARTICLE 3 - ASSOCIATION RIGHTS

- A. The Association and its members shall have the right to use school building facilities for meetings as provided by Board Policy. Bulletin boards and other established communication media shall be made available to the Association and its members as provided by Board policy.

ARTICLE 4 - AGENCY SHOP

- A. Employees covered by this Agreement shall, within thirty (30) calendar days of their hire by the Board, become members of the Association, or in the alternative, shall pay to the Association each month a service fee determined in accordance with the MEA policy and procedures. The remedies set forth in this policy shall be exclusive, and unless and until the procedures set forth have been availed of and exhausted, all other administrative and judicial procedures shall be barred.

The deduction of dues and service fees is required as a condition of this agreement and shall therefore be payroll deducted pursuant to the authority set forth in MCLA 408.477.

- B. The deductions will be made in equal amounts from the paychecks of the bargaining unit member beginning with the first pay, after receipt of the amounts by the Business Office, and continuing through the last pay period in May of each year. Monies so deducted will be transmitted to the Association, or its designee, no later than the twenty (20) days following each deduction.
- C. In exchange for the Board's cooperation with the Association and its counsel, and for conveying to the Association the right to compromise and settle any dispute involving an involuntary deduction under this Article, the Association will indemnify and hold the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken by the Board for the purpose of complying with this Article.

ARTICLE 5 - SCHOOL IMPROVEMENT

- A. The parties agree that committee decision-making at the building and district level is essential to any school improvement process. Site-based decision-making shall be a recognized process for change, school improvement and improvement in the quality of work life.
- B. The Association membership of each building should have the right to participate in the selection of their own member representatives on all building and district decision-making committees.
- C. Committees will assume responsibility for the dissemination of information regarding their activities to the affected parties and for the purpose of seeking representative input.

ARTICLE 6 - PROFESSIONAL DEVELOPMENT

- A. In order to update the competencies of the employees of the bargaining unit the district may, on an annual basis, provide inservice training for the employees. The Superintendent shall determine the inservice training for the employees of the bargaining unit. Required inservice training programs presented will be on a scheduled work day of the bargaining unit members. The bargaining unit members will be compensated at their regular rate of pay for hours at an inservice program.

- B. Supervisors shall inform their employees in writing of scheduled inservices and school improvement meetings when their attendance is expected. Notification shall occur no later than five (5) working days prior to the scheduled inservice or school improvement meeting, or other school-related activity. Employees requested to work beyond the regular work day, in order to attend such meetings, will be compensated at their contractual rate of pay.

ARTICLE 7 - HOURS, ASSIGNMENTS AND TRANSFERS

- A. If an employee transfers to a position outside the bargaining unit, the employee's bargaining unit seniority will be frozen for one year.
- B. Employees required to work in a classification with a higher rate of pay will be paid according to the following:
 - 1. Less than 60 minutes = employee's regular rate of pay.
 - 2. More than 60 minutes = higher classification rate of pay for the total time worked.
- C. Whenever short term (less than thirty (30) days) classification work is required that does not conflict with a regular work assignment, the work assignment will be offered, per Article 17-D and in the following order, if possible.
 - 1. Most senior employee within the classification in the building.
 - 2. Most senior employee within the classification outside the building.
 - 3. Most senior and qualified employee outside the classification in the building.
 - 4. Most senior and qualified employee outside the classification outside the building.
- D. Whenever extended (more than thirty (30) days) classification work is required and the assignment will result in an increase in an employee's weekly pay, the assignment will be offered by the section C criteria.
- E. The Association and any affected employee(s) shall be given at least three (3) working days advance notice of any change in established shifts and/or additional working hours except in an emergency.
- F. Employees are expected to be at their regular assignment location at their scheduled starting time.
- G. For every four (4) hours of continuous work an employee may take a fifteen (15) minute rest break. A supervisor may restrict an employee's rest break to on-site.
- H. Any change in the work hours of an employee must be approved by a supervisor.

ARTICLE 8 - UNIFORMS & EQUIPMENT

- A. Employees, designated below, shall wear uniforms provided by the Board.

<u>Classification</u>	<u>Uniform Sets</u>	<u>Insulated Outer Wear</u>
Mechanic	5 (with cleaning service)	1 coat, 1 coverall
Maintenance	5	1 coat, 1 coverall
Laborer	5	1 coat, 1 coverall
Custodian	5	None

Badly worn uniform items may be returned for replacement as needed.

- B. The Board will provide all tools and equipment, which will be district property, required to perform the duties of mechanic, maintenance, laborer or custodial employee.

The Board will make the final determination of the type and need regarding tools and equipment. Employees may provide input for these decisions.

ARTICLE 9 - TRANSPORTATION

- A. Regular bus runs will be posted and awarded by seniority in the month of August each year. Drivers will be notified in writing of the posting/award date at least three (3) weeks in advance.
- B. Noon bus runs will be posted as separate runs and awarded by seniority to drivers with regular runs. In the event noon runs need to be assigned, an inverse seniority assignment will be used.
- C. When a regular bus driver is absent for a full day, the Board may assign a substitute driver to cover the pick-up and take home runs. The absent driver's noon run may be assigned to the sub driver or a regular driver. In the event a regular bus driver will be absent for an extended period of time (more than one (1) week), available regular drivers will be offered to cover the absent driver's noon runs.
- D. Drivers assigned to complete clerical work for route forms/descriptions, etc. shall be paid their regular pay rate.
- E. The Board will pay for the following bus driver requirements:
 - 1. License/endorsement fee.
 - 2. Physical examinations (to a maximum of forty-five (\$45.00) dollars).

New bus drivers will be reimbursed for the cost of these conditional items and their training time, at the probationary extra trip rate, after six (6) months of employment.
- F. If a driver is called to work, the minimum pay will be for one and one-half (1 1/2) hours, except in-town shuttles and all kindergarten runs will be one (1) hour minimum.
- G. Extra bus trips will be administered according to the following:
 - 1. Extra trips will be distributed by seniority to those drivers who have selected to be on the extra trip driving list. A driver cannot disrupt a regularly assigned run to take an extra trip. Overtime hours paid on extra trips shall be avoided whenever possible.
 - 2. Extra trip list drivers offered a trip must accept the trip or secure another driver from the extra trip list to take the trip. Failure to meet this requirement will result in removal from the extra trip driving list for the balance of the school year.

3. Extra trip assignments will be offered on a continual rotating basis regardless who actually drove a trip assignment or if a trip is canceled.
4. If the extra trip assignments exceed the number of extra trip drivers and there is not enough regular drivers who volunteer to drive the extra trips, regular drivers will be assigned to the extra trip assignments in inverse order of seniority. The driver assigned must drive the trip or secure another driver to take the trip.
5. Extra trips will be posted one (1) week in advance whenever possible.
6. If it is determined that an extra trip driver will incur meal costs, the Board will reimburse meal costs up to the following: breakfast- \$3.50, lunch - \$5.00, dinner - \$6.50. Receipts must be submitted.

If an extra trip driver will incur overnight accommodation costs, the Board will secure the location and arrange for payment of the actual costs.
7. Random trips of less than one (1) hour during the school day may be assigned to drivers at the discretion of the Board.
8. If an extra trip assignment is canceled with less than one (1) hour notice, the driver will be paid one (1) hour of extra trip wage.

ARTICLE 10 - HOLIDAYS & VACATIONS

- A. Holidays for twelve (12) month employees include: The Day before New Year's Day, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Day before Christmas, and Christmas Day.
- B. Holidays for ten (10) month employees includes: New Year's Day, Good Friday, Memorial Day, Labor Day (if after school starts), Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.
- C. To be eligible for holiday pay the employee must have worked the last scheduled work day prior to the holiday and the first scheduled work day following the holiday. Illness on either day must be verified by a doctor's certificate of illness.
- D. Should a holiday fall on a Saturday or Sunday, an employee and the supervisor will mutually agree on an alternate day for the holiday schedule.
- E. Should a holiday fall on a scheduled day of school, the employee shall work and an alternate day shall be scheduled as a holiday.
- F. Holiday pay shall be based on the regular number of hours the employee works per day and the regular pay rate.
- G. Employees on a layoff, unpaid leave, etc. shall not receive holiday pay.
- H. Twelve (12) month employees shall be granted paid vacation as follows:

<u>Full Years Employed</u>	<u>Vacation Days</u>
1	5
2	10
5	12
7	13
10	15

In addition, one-half (1/2) day of vacation shall be allowed for each full year of service to a maximum of twenty (20) vacation days after twenty (20) full years of employment.

- I. In the event of termination of employment, the accrued vacation earned will be prorated on a twelve (12) month basis.

- J. All vacation time shall be taken between June 10 and August 20, unless administration permission is granted. Vacation requests must be submitted at least two (2) weeks in advance for administrative approval.
- K. The number of employees on vacation at the same time shall be determined administratively considering the district's needs and seniority.
- L. When a holiday is observed by the Employer during a scheduled employee vacation, the vacation will be extended one (1) day.
- M. Unused vacation days shall not accumulate from year to year, nor can a vacation day be waived for extra work and pay.
- N. Vacation pay shall be based on the regular number of hours the employee works per day at the regular rate of pay.

ARTICLE 11 - TEMPORARY/SUPERVISORY WORK

- A. All persons employed to meet seasonal needs, persons employed to fill demands of a particular situation, or persons substituting for illness or temporary absence are defined as temporary employees. Except as mutually agreed between the Board and the Association, the period of employment of temporary employees shall not exceed ninety (90) consecutive days.
- B. Ten (10) month employees will have the opportunity to sign up for regularly scheduled and/or on call labor pools by April 1 of each year.

Labor pool employees who do not perform satisfactorily or refuse work shall be removed from the labor pool upon proper documentation.

Labor pool employees must be qualified to perform any assigned work. Training sessions will be provided as needed for all new labor pool employees, new equipment or special skills. Labor pool employees are required to attend.

The Board shall have the flexibility and right to utilize the labor pool at its discretion.

Labor pool on call work assignments will be on a continuing rotation based on seniority.

Wages for labor pool employees will be set at the labor pool rate in the compensation section of this Agreement. However, ten (10) month custodians who are used for custodial work will receive their regular compensation rate.

- C. Supervisory personnel shall limit their work performance on any maintenance job covered by this Agreement to fifty percent (50%) of their time, except in cases of emergency or instruction/training.

ARTICLE 12 - EMPLOYEE RIGHTS & DISCIPLINE

- A. No seniority employee may be disciplined, suspended or discharged without just cause and due process.
- B. Each employee shall have the right, upon request, to review the contents of their personnel file. The employee may request a representative of the Association to participate in the review.
- C. Any disciplinary action taken against an employee shall be appropriate to the behavior which precipitated the disciplinary action, and all written disciplinary action will be documented as such.
- D. An employee shall at all times be entitled to have a representative of the Association present when being investigated, reprimanded, warned or otherwise disciplined for any infraction of discipline or delinquency in job performance. When a request for representation is made, no action shall be taken with respect to the employee until the Association is present. (This should be part of the record and be signed by the employee.)
- E. The private and personal life of any employee is not within the concern of the Board unless the employee's actions reflect detrimentally on the school system.
- F. No lie detector device shall be used in an investigation of any employee.
- G. Nothing in this agreement shall deny or restrict any individual rights provided under Michigan or United States Law.

ARTICLE 13 - PROTECTION OF EMPLOYEES

- A. Any complaint which may require action by a supervisor shall be promptly called to the employee's attention. If the employee has inquired about a complaint, then it shall be discussed with the employee.
- B. The board recognizes its responsibility to give support and assistance to employees with respect to their interactions with students.
- C. Employees shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be held individually liable by the Board for any damage or loss to person or property, except in the case of gross negligence.
- D. Any case of assault upon an employee shall be promptly reported to the Board or its designated representative. The Board will advise the employee regarding rights and obligations with respect to the assault and shall render all reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.
- E. Time lost by an employee in connection with any incident mentioned in this Article, in which the employee is not at fault, shall not be charged against the employee.
- F. The Board will reimburse employees for any loss, damage or destruction of clothing or personal property while on duty on the school premises up to the amount of \$100.00 maximum.

ARTICLE 14 - SENIORITY

- A. Seniority shall be determined from the employee's first day of regular work in the District. Seniority shall mean years of uninterrupted, continuous service with the District.
- B. Classifications for the purpose of this Article will be custodial, maintenance, food service and transportation. The seniority of employees who change classification will be frozen in each classification.
- C. The Association will be provided with an up-to-date seniority list, by classification, at the beginning of each school year. Each classification seniority list shall include each employee's name and last date of hire as a regular employee in the classification.
- D. Employees will lose their seniority if: they quit, are discharged, fail to return from a leave under its conditions, or are laid off for a period in excess of two (2) calendar years.
- E. New employees shall be considered probationary, without seniority, for the first sixty (60) work days of regular employment.

No probationary period will exceed six (6) months.

New employees are subject to discipline and discharge at the discretion of the Board during their probationary period. Any action taken is not subject to the grievance process.

ARTICLE 15 - JOB VACANCIES

- A. Bargaining unit vacancies shall be posted for a period of five (5) business days on the Association bulletin boards and remain posted until 3:00 P.M. on the last day of the posting.

Vacancy postings shall include the requirements for the posting.

- B. Vacancies shall be filled on the basis of seniority and qualification as follows:

1. Applicants from within the classification are considered first.
2. Applicants from other classifications are considered second.
3. Applicants from outside the bargaining unit are considered third.

- C. Job awards shall be made and notification sent within seven (7) business days of the end of the posting period.

- D. After the job award, the applicant shall be on a twenty (20) work day trial period at the job's pay rate. During the trial period, the applicant will be assessed by the supervisor for job performance.

During the trial period the applicant may choose to return to their former position.

If the applicant is determined to be unsatisfactory during the trial period in the position, the supervisor will provide written notice of the reasons for the employees return to their former position.

Any temporary vacancy or a vacancy created during a trial period shall be filled at the discretion of the Board. If a vacancy is filled for more than twenty-five (25) work days the Association shall be notified.

- E. If the Board chooses not to fill a vacancy, the Association will be notified in writing.

ARTICLE 16 - EMPLOYEE EVALUATION

- A. The purpose of the evaluation is to maintain and/or improve employee performance. The evaluation process will recognize satisfactory/unsatisfactory levels of performance, identify areas of improvement if necessary, and provide appropriate and specific techniques and/or resources for improvement.
- B. Employees shall be evaluated by their supervisor. All formal observations shall be conducted openly.
- C. Seniority employees shall be evaluated at least every two years.
- D. Employee evaluation rights:
 - 1. If the employee does not agree with the evaluation, the employee may present an attachment, in writing, to the evaluation.
 - 2. Should the evaluation demonstrate that an employee has any area that is unsatisfactory or needs attention, the evaluator shall:
 - a. identify the specific area(s) that need improvement.
 - b. provide the employee with specific, appropriate written recommendations for improvement.
 - c. indicate a timeline for such improvement.
 - d. provide assistance which may include time, material, resources and consultant services to implement the recommendations.
- E. The contents of an evaluation of employee performance are grievable up to and including the Board level (Level III) of the grievance procedure, but expressly excluded from the mediation level (Level IV) and the arbitration level (Level V).

ARTICLE 17 - COMPENSATION

- A. The regular wage rates for employees covered by this Agreement are in Appendix A.
- B. Employees assigned work hours beyond eight (8) hour in one day or forty (40) hours in one week will receive one and one-half (1 1/2) times their regular pay rate for the overtime hours worked.
- C. Employees called to work over-time hours when off duty will be paid a minimum of two (2) hours over-time.
- D. Overtime hours will be assigned as equally as practical within classifications by building.
- E. Longevity payments for employees will be based on the total hours paid during the year.
- F. Longevity payments shall be distributed in the first pay period in December.
- G. Employees eligible for longevity payment who terminate their employment with two weeks notice will receive a pro-rated payment. In the case of an employee death, longevity payment will be made to the employee's beneficiary or estate.

Longevity payments may be denied with just cause or employee resignation without two (2) weeks advance notice.

- H. Employees required to attend special meetings will be paid at the following rates:

Regular/Extra Trip Bus Drivers
Cooks

Extra Trip rate
Regular rate of pay

- I. Kitchen personnel will be guaranteed a minimum of 172 days of work. In addition to the above days, the Employer will schedule food service employees for additional work days that will permit the kitchens to open for the school year, and to be closed at the end of the school year. In addition, the Employer acknowledges that additional days of work may be periodically scheduled during the course of the school year in order to maintain and clean kitchens.

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ARTICLE 18 - LEAVES

- A. Leave days are intended for personal illness, family illness, personal business, bereavement, legal business, or other situations which require attendance during a work day.

Leave days are not for casual or indiscriminate use and shall not be used to extend vacation or Holiday periods. Exceptions may be granted at the discretion of the Superintendent in extenuating circumstances. Whenever possible, leave days to be used for a known situation should be pre-scheduled.

Improper use of leave days may lead to disciplinary action.

- B. Sick leave payment will be based on an employee's regular wage and hours.

Employees shall give as much advance notice as possible for use of sick leave, but not less than one (1) hour, except in an emergency.

Two (2) sick leave days per year may be used for illness in an employee's immediate family: parents, spouse or children. Additional days may be granted by the Superintendent.

The Board reserves the right to demand a doctor's certificate of illness.

Sick leave accumulation will be as follows:

<u>Employees Accumulation</u>	<u>Days/Month</u>	<u>Days/Year</u>	<u>Maximum</u>
Twelve (12) month	1	12	115
Ten (10) month	1	10	70

When an employee changes positions their accumulated sick leave will be pro-rated to the new position by an hours conversion.

- C. Employees shall be granted three (3) personal days for the purpose of conducting business affairs which cannot be conducted outside of work hours.
1. Personal day requests shall be submitted three (3) days in advance. In emergencies less notice may be accepted.
 2. One (1) additional personal leave day without pay may be requested.

D. Funeral leave days shall be granted up to the following limitations:

1. Five (5) funeral leave days for a death in the immediate family: spouse, parents, brother/sister, children/step child.
2. Three (3) funeral leave days for a death of: parent in-law, children in-law.
3. Two (2) funeral leave days for a death of: brother/sister in-law, grandchildren, grandparent, grandparent in-law.
4. Up to one (1) funeral leave day shall be granted for serving as a pallbearer for a deceased employee during regular work hours.
5. The Association shall be granted one (1) funeral leave day to attend the funeral of a deceased association member.

E. Jury Duty service will be compensated by the difference between regular pay and jury duty pay.

F. The Association shall be granted two (2) paid leave days each year to be used at the Association's discretion. Requests for use must be submitted three (3) day in advance.

G. Leaves without pay shall be granted for the following reasons:

1. Personal illness leave for up to twelve (12) months.

Family and Medical Leave Act - The following are rights under the FMLA and are only listed here to assist the employee. No grievance shall be filed over this section.

Pursuant to the Family and Medical Leave Act of 1993, an employee who has been employed at least twelve (12) months and worked at least 1,250 hours during the prior twelve (12) month period is entitled to twelve work weeks of leave during any twelve (12) month period without pay but with group health insurance coverage maintained for one or more of the following reasons;

- a. due to the birth of the employee's child in order to care for the child;
- b. due to the placement of a child with the employee for adoption or foster care;
- c. to care for the employee's spouse, child, or parent who has serious health condition; or

- d. due to a serious health condition that renders the employee incapable of performing the functions of his or her job.

An employee may elect to use paid leave days for FMLA leaves. If the employee elects unpaid days - the employer may require the employee to use paid days (sick, personal and/or vacation).

A "serious health condition" is defined by the law as an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential medical care facility; or (2) continuing treatment by a health care provider. Other conditions of the Family and Medical Leave Act shall apply to leaves in this section.

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- 2. Notwithstanding any other provision of this agreement, the district reserves the right to exercise those rights afforded to it under the Family Medical and Leave Act and the rules adopted by the federal government for its implementation in assessing unpaid leave requests from eligible employees.
- 3. State/national convention or conference attendance. With one (1) months prior written notice up to two (2) Association members may attend a conference. The Association accumulates two (2) days per year to a maximum of four (4) days for conference attendance.

- H. An employee returning from an unpaid leave of six (6) months or less will have the option to return to the same position held at the time the leave was granted with the same hours and shift, if possible.

An employee returning from an unpaid leave of more than six (6) months will return to a classification by seniority rights.

- I. Act of God Days will institute the following special conditions:

- 1. All twelve (12) month personnel will report to work, unless otherwise notified.
- 2. Ten (10) month custodial employees may be called into work.
- 3. After the first two (2) Act of God days, employees who do not work will not be paid.
- 4. Notice to bus drivers through the phone chain will begin prior to 6:00 a.m. If the notice does not begin by the stated time and bus drivers report to drive, they will be paid their morning run hours at the "stand-by" rate.

ARTICLE 19 - NEGOTIATIONS

- A. The cost of printing of this Agreement shall be shared by the Association and the Board.
- B. This Agreement constitutes the sole and entire agreement between the parties in respect to rates of pay, wages, hours of employment or other conditions of employment which shall prevail during its duration. This contract is subject to amendment, alteration, addition or waiver only by a subsequent written agreement between the Association and the Board.
- C. Contract maintenance meetings will be held by representatives of the Board and the Association to review the administration of the contract, discuss matters of common concern and to resolve problems.

These meetings are not intended to bypass the grievance procedure. If possible, each party should submit to the other, preferably prior to the meeting, an agenda covering what they wish to discuss.

- D. If any provision of this contract is deemed invalid under federal and/or state law, said provision shall be modified by the parties to comply with the requirements of the law. All other provisions shall remain in full force and effect.
- E. Either party may reopen this agreement on July 1 of each year by giving the other party notice in writing on or before the preceding March 1.

Either party is limited to a maximum of three (3) issues during a contract reopening.

ARTICLE 20 - LAYOFF/RECALL

- A. In the event the Board determines to eliminate positions and/or to reduce the work force, the order of layoff will follow the process listed below:
1. Employees must be qualified in all respects to perform the duties of the position.
 2. Probationary employees within the classification will be laid off.
 3. Ten (10) month employees within the classification will be laid off by inverse order of seniority.
 4. Twelve (12) month employees within the classification will be laid off by inverse order of seniority.
- B. Employees laid off by this process shall have the right to displace employees in other classifications provided:
1. They must be qualified and have the ability to perform the work required.
 2. They must have more seniority in the classification.
 3. They may only displace the least senior employee in an equal or lower paying classification.
 4. They may only displace an employee in a position which has an equal or lower number of hours to be worked on an annualized basis.
- C. Employees to be laid off for an indefinite period of time will be provided at least thirty (30) calendar days notice of layoff. The Association shall receive a list of the employees being laid off on the same date the notices of layoff are issued to the employees.
- D. During a layoff an employee's entitlement to wages, insurance and other benefits are terminated.
- E. An employee on layoff will remain on the recall list for two (2) years.

In the event of a recall, the process of recall shall be:

1. Employees shall be recalled in the inverse order of lay off to positions for which they have current or frozen seniority.
2. The Board shall give written notice of recall by certified mail to the employee's last known address on file with the Board.

3. The employee shall notify the Board of their intent to return on the date specified in the recall notice within seventy-two (72) hours of receiving the recall notice.

If an employee fails to notify the Board of their intent to return within seventy-two (72) hour of receipt of the notice of recall or does not report to work within ten (10) work days of the date of recall, they shall be continued on layoff.

ARTICLE 21 - RETIREMENT

- A. Employees hired before 6/30/94, with a minimum of ten (10) years of service to Durand Area Schools, who are retiring under the provisions of the Michigan Public School Employee's Retirement System will receive payment for seventy-five per cent (75%) of their accumulated sick leave.

ARTICLE 22 - INSURANCE

A. Based on each employee's date of hire and regularly scheduled work hours, employees may be eligible for some insurance benefit.

B. If an employee meets the insurance benefit requirements, the Board shall provide the following MESSA PAK programs:

Plan A - Super Care 1; LTD (120 day, 60% of salary, \$2,000 max.); Delta Dental (75-75-50), \$1,000 max.; \$20,000 Term Life with AD&D; Vision (VSP2).

Plan B - LTD (120 day, 60% of salary, \$2,000 max.); Delta Dental (75-75-50), \$1,000 max.; \$30,000 Term Life with AD&D; Vision (VSP3).

C. Insurance Benefit Eligibility Requirements:

<u>Category</u>	<u>Date of Hire</u>	<u>Regular Hours/Day</u>	<u>Plan Option</u>
1	Before 9/1/92	5 or more	A or B
2	Before 9/1/92	Less than 5	B
3	After 9/1/92	7 or more	A or B
4	After 9/1/92 After 6/30/94	Less than 7 4 or more	B

1. Employees in categories 2 and 4 must be regularly scheduled for 7 hours or more per day to receive full Plan A. However, employees in categories 2 and 4 may elect to pay a pro-rated portion of the Plan A premium, based on a seven (7) hour day, and receive that insurance coverage.

2. There shall be no double coverage of hospitalization insurance. Each employee must present an assurance that they are not covered by other equivalent or better hospitalization insurance protection provided through a spouse or other employer.

ARTICLE 23 - GRIEVANCE PROCEDURE

A. Definitions

1. A grievance shall be an alleged violation of the expressed terms of this agreement;
2. It is agreed that a grievance in response to discharge or demotion shall be deemed abandoned if the grievant(s) files a claim or complaint seeking the same remedial relief as stated in the grievance in any other forum established by law or by regulation having the force of law.
3. The term "days" shall mean days in which school is in session. During the summer months, the term "days" shall mean regular business days on which the administration building is open.

B. General Conditions

1. A written grievance shall be filed on the form in Appendix C.
2. Grievances not within the power and/or scope of the immediate supervisor to resolve may be entered at the Level Two (2) of the grievance procedure within twenty (20) days.

C. Hearing Levels

Level 1. An employee and/or Association having cause for a complaint shall, within twenty (20) days of its occurrence or knowledge of its occurrence, file a grievance form (Appendix C) with the immediate supervisor. An Association representative may participate if requested by the employee. A copy of the grievance form shall be given to the Association by the grievant at the time of filing. The immediate supervisor shall issue a decision within ten (10) days to the grievant and a copy filed with the Association by the immediate supervisor. After the filing of the grievance, an extension of up to ten (10) additional days shall be granted at the request of either party.

Level 2. If the grievance is not resolved or a decision is not issued at Level 1, the employee and/or Association may file the grievance with the Superintendent within ten (10) days.

The Superintendent or designated agent shall arrange a meeting with the grievant and/or Association representative to discuss the grievance. Within ten (10) days of the discussion, the Superintendent or designated agent shall issue a decision in writing, transmitting a copy to the grievant and the Association.

If the employee and/or the Association is not satisfied with the disposition of the grievance or if no decision is issued, the Association may decide to take the grievance to Level 3 within ten (10) days.

Level 3. The Association and/or the Superintendent may initiate a hearing by the Board. If a Board hearing is requested, the Board, not later than its next regular meeting or ten (10) days, whichever shall be later, shall hold a hearing on the grievance. Disposition of the grievance by the Board shall be issued in writing within ten (10) days.

Level 4. Following the decision by the Board, if requested, or the Superintendent's decision if a Board hearing is not requested, either party may request mediation by MERC within ten (10) days.

Level 5. If as a result of mediation the grievance is not resolved, the Association may appeal the grievance to the American Arbitration Association within ten (10) days.

D. General Arbitration Provisions

1. The arbitration proceedings shall be conducted in accordance with the rules and procedures of the American Arbitration Association.
2. The parties may mutually agree to an arbitrator.
3. The fees and expenses of the arbitrator shall be paid by the loser.

The Association and the employer shall pay their own costs of representation, witnesses, transcripts, etc.

4. Neither the Board nor the Association shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.
5. The decision of the arbitrator shall be final and binding subject to review in accordance with the applicable standards for judicial review.

E. Restrictions on the Arbitrator's Authority:

1. The arbitrator shall have no power to add to, subtract from, or otherwise modify the expressed terms and conditions of this agreement.
2. The arbitrator shall have no power to rule on the content of an evaluation, unless the claim is that the content is false or in error. The arbitrator shall have the power to rule on the procedure.
3. The arbitrator shall have the power to rule on any discipline resulting from an evaluation.
4. The arbitrator shall have no power to interpret state or federal law.

F. Should an employee and/or Association fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a grievant and/or association fail to appeal a decision within the limits specified, all further proceedings on a previously instituted grievance shall be barred.

- G. All preparation filing, or presentation of grievances shall be held at times other than when the employee or Association representative are to be at their assigned duty stations except as agreed by the parties. In such instances, employees will suffer no loss of pay.
- H. The time limits provided in this Article shall be strictly observed but may be extended by mutual agreement of the parties.
- I. Any claim or grievance arising prior to the expiration of this Agreement may be processed through the grievance procedure until resolution.
- J. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
- K. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the participants.

DURAND AREA SCHOOLS
1997/98 School Employee's Calendar

Aug. 21-22	Optional Professional Development days
Aug. 25	Teacher in-service day
Aug. 26	Student's first day
Sept. 1	Labor Day
Oct. 17	Professional Development Day (No school for ALL students)
Nov. 17	High School Records Day (No school for HIGH SCHOOL)
Nov 27-28	Thanksgiving Break
Dec 22 - Jan 2	Christmas break
Jan 16	Records Day (No school for ALL students)
Feb 16	President's Day-school closed
Mar 6	High School Records Day (No school for HIGH SCHOOL)
Apr. 6-10	Easter Break (No school for students, Good Friday included)
May 25	Memorial Day (No school for students)
June 5	Student's last day
June 8	Records day

Note: Any required make-up days will be added to the end of the school year.

DURAND AREA SCHOOLS
1997/98 School Employee's Calendar

To be determined.

DURATION OF AGREEMENT

This agreement shall be effective upon ratification by the Board of Education and the Association and shall continue in effect for five (5) years until the 30th day of June, 2001.

IN WITNESS WHEREOF, The parties execute this agreement by their duly authorized representatives having affixed their signatures below.

FOR THE SCEA/DURAND EDUCATION
SUPPORT PERSONNEL ASSOCIATION:

FOR THE BOARD OF
EDUCATION:

01/21/98 11:27 AM

APPENDIX - A

1997/98 SALARY SCHEDULE:

EMPLOYEES HIRED BEFORE 7/1/94:

<u>Classification</u>	<u>Probat.</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>
Bus Mechanics	\$14.67				\$15.86
Maintenance 1	14.67				15.86
Maintenance 2	12.59				14.27
Custodian	11.86				12.59
Regular Bus Driver	11.55				12.15
Laborer	11.86				12.59
Head Cook	9.22				9.74
Cook's Helper	7.50				8.02
Summer Labor Pool					7.95
Extra Trip/Sub Drivers					10.12
Stand-by time for Extra Trip Drivers					6.19

FOR EMPLOYEES HIRED AFTER 7/1/94:

<u>Classification</u>	<u>Probat.</u>	<u>Remainder of 1st Yr.</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>
	<u>0.8</u>	<u>0.85</u>	<u>0.9</u>	<u>0.95</u>	<u>Base</u>
Bus Mechanics	\$12.69	\$13.48	\$14.27	\$15.06	\$15.86
Maintenance 1	12.69	13.48	14.27	15.06	15.86
Maintenance 2	11.42	12.12	12.84	13.56	14.27
Custodian	10.06	10.70	11.32	11.96	12.59
Regular Bus Driver	9.71	10.32	10.92	11.54	12.15
Laborer	10.06	10.70	11.32	11.96	12.59
Head Cook	7.79	8.29	8.77	9.26	9.74
Cook's Helper	6.42	6.81	7.22	7.62	8.02
Summer Labor Pool	6.36	6.76	7.16	7.56	7.95
Extra Trip/Sub Drivers	8.10	8.61	9.11	9.62	10.12
Stand-by time for Extra Trip Drivers	5.15	5.41	5.67	5.93	6.19

Longevity Payments:

Years of Service
as of November 30

Additional Payment

3 - 6

\$0.25/hour

7 - 9

\$0.27/hour

10 - 14

\$0.30/hour

15 +

\$0.32/hour

NOTE: Employees hired after June 30, 1994, must have at least fourteen (14) years of service to qualify for longevity payment. 01/21/98 11:27 AM