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# MASTER CONTRACT

*between the  
Board of Education of the  
City of Flint, Michigan  
and the  
Teacher Aides*

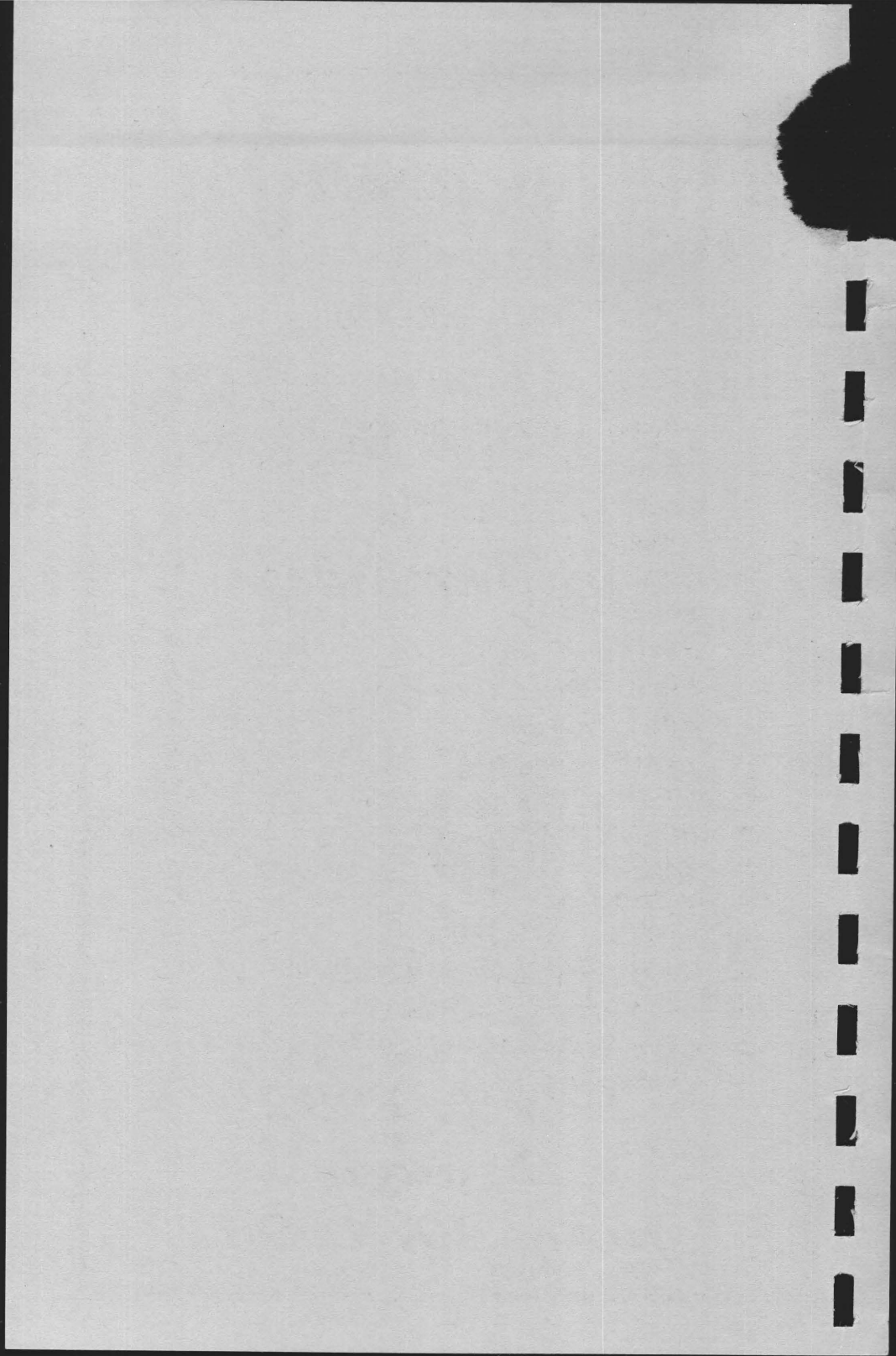
*Flint Community Schools*



FLINT  
COMMUNITY  
SCHOOLS

*July 1, 1992  
through  
June 30, 1995*

Michigan State University  
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AGREEMENT BETWEEN  
BOARD OF EDUCATION OF THE CITY OF FLINT  
AND

SERVICE EMPLOYEES INTERNATIONAL UNION

AFL-CIO, LOCAL 591, UNIT 150

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AGREEMENT BETWEEN  
BOARD OF EDUCATION OF THE CITY OF FLINT  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION  
AFL-CIO, LOCAL 591, UNIT 150

THIS AGREEMENT entered into this first day of July, 1992, by and between the BOARD OF EDUCATION OF THE CITY OF FLINT, hereinafter called the "Board," and the SERVICE EMPLOYEES INTERNATIONAL UNION, AFL-CIO, LOCAL 591, hereinafter called the "Union."

WITNESSETH:

WHEREAS, the Board and the Union recognize and declare that providing a quality education for the children of the School District of the City of Flint is their mutual aim, and

WHEREAS, the parties have a mutual obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, as amended from time to time, to bargain in good faith with respect to hours, wages, terms, and conditions of employment of Board personnel being fully described in Article I hereof, and

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

IN CONSIDERATION of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

Recognition

A. The Board hereby recognizes the Union as the exclusive bargaining representative for all paraprofessionals (teacher aides) of the Flint Board of Education, but excluding all supervisory employees as defined by the Commission in the Consent Agreement of June 27, 1977, Case Nos. R77 D-232 and R77 D-225.

B. Definitions

The terms "Board" and "Union" shall include authorized officers, representatives, and agents. Despite reference herein, the "Board" and "Union" as such, each reserves the right to act

hereunder by committee, or designated representative.

Reference to male employees shall include female employees and reference to female employees shall include male employees.

## ARTICLE II

### Membership, Fees and Payroll Deductions

- A. All employees who are presently working under this Agreement shall not be required to become members of this Union, and all new employees hired during the term of this Agreement shall not be required to become members of the Union, but shall make payments to the Union in the same amount and in the same manner as Union members and shall do the above as a condition of employment.
- B. During the term of this Agreement the Board will honor written assignments of wages to the Union for the payment of Union dues, representation fees, initiation fees, and voluntary C.O.P.E. deductions. Such written assignments shall be in a form consistent with the laws of the State of Michigan and this Agreement. The Board will continue to honor those written assignments already in its possession.
- C. The Union shall notify the Executive Director of Business Affairs, in writing, of the amount of such membership dues, representation fees, voluntary C.O.P.E. deductions and initiation fees. The Board will cause such dues, representation fees, voluntary C.O.P.E. deductions, and/or initiation fees to be remitted promptly to the Union, together with a written statement of the names of the employees for whom such deductions were made. Normally, deductions will be made on the last pay period of each month. In case of an error in such deductions, the Union will make proper adjustments of such errors with the employees concerned.
- D. All employees presently employed by the Board of Education shall make the above payments to the Union on the first full pay period after the ratification of the Contract by the members and the Board. All new employees hired during the term of this Agreement shall make the above payments to the Union after thirty (30) days of employment with the Board of Education.
- E. The Board shall provide each new employee hired, at the time of hiring, an assignment of wages form for payment to the Union of membership dues or representation fees, voluntary C.O.P.E. deductions, and/or initiation fees. Assignment of wages forms will be furnished to the Board by the Union. The Board shall inform each new employee hired, at the time of hiring, that failure to begin payment of Union dues or representation fees after the completion of his/her thirtieth (30th) day of employment will result in the commencement of termination procedures against such employee upon written Union notification to the Office of Employee Relations.

- F. On or before the tenth (10th) of each month, the Board shall inform the Union, in writing, of all new employees hired and employees returning from a leave of absence in the preceding month. An employee cannot return to work from a leave of absence, workers' compensation leave, or sick and emergency status without prior notification to the Office of Staff Personnel Services.
- G. The Union shall indemnify the Board against any and all claims, demands, suits, or other forms of liability of whatsoever kind and nature that shall arise out of action taken by the Board for the purposes of complying with provisions A, B, C and D of this Article.
- H. The Union agrees not to strike during the term of this Agreement. The Board agrees not to lock out any employee or employees during the term of this Agreement.

### ARTICLE III

#### Employee Rights

- A. The employees and the Union, as the exclusive bargaining representative of the employees, shall have and enjoy all of the rights and privileges granted to them by Act 379 of the Michigan Public Acts of 1965, as amended from time to time, and by other applicable Michigan statutes now or hereafter enacted, except as expressly limited by terms of the Agreement.
- B. The Union and its members shall have the right to use school building facilities immediately at the close of school or at other times thereafter for business meetings, provided such facilities are available. Use for other than business meetings shall be in accordance with rental rules applicable to restricted membership organizations. No employee shall be prevented from wearing insignia, pins, or other identification of membership in the Union either on or off school premises so long as the insignia or identification does not disrupt the climate of the instructional process.  

The Union and its members shall be permitted use of a bulletin board in each building which shall be located to the extent possible in areas not frequented by students, provided all such information and material is identified with the organization's or the author's name. The Union shall be allowed to distribute informational materials to its members provided all informational material is identified with the organization's or the author's name, and further provided a copy is always given to the building principal or appropriate supervisor. Three (3) copies of any and all of the aforesaid informational material will be sent to the Office of the Director of Employee Relations. A mailbox will be provided any employee specifically requesting one. The mailbox will be installed at a central location to be determined by the principal.
- C. The Board agrees to furnish to the Union, in response to requests from time to time, information concerning the financial resources of the District, adopted budgets, and such other information as it may reasonably require, together with such information as may be necessary for the Union to process any grievance. Nothing contained in the above shall be construed to require that the Board provide any information not already available to it or to provide such information in any form other than that in which it would normally be provided to the Board.

Whenever the Board has reached a tentative conclusion to request additional millage from the community, it will give notice to the Union of that fact prior to the reaching of a final decision with respect thereto and will give the Union the opportunity to meet with either the Financial Committee of the Board or such other representatives as the Board may select to discuss the Board's contemplated request for any millage increase and its expected allocation thereof.

- D. The Union agrees to represent equally all employees without regard to membership or participation in or association with the activities of the Union or any other organization.
- E. The provisions of the Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status or membership in or association with the activities of any employee organization; provided, however, nothing herein shall be so construed as to prevent the Board from establishing a mandatory retirement age. No employee shall be required to hold membership in any organization or to contribute directly or indirectly to any political party or any other organization or any agent or individual as a condition of employment or continuation of employment. Nor shall any employee be prejudiced in his/her employment because he/she has joined or failed to join any lodge, religious group, employee association, union, or other lawful organization.

#### ARTICLE IV

##### Board Rights

- A. The Board hereby retains and reserves unto itself, without limitation, except as expressly limited by the terms of this Agreement, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by laws and the Constitution of the State of Michigan and of the United States. Illustrative of these rights but not intended to convey additional rights not previously enjoyed by the Board under any predecessor Agreement are the following:
  - 1. To exercise the executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees;
  - 2. To hire all employees and, subject to the provisions of this Contract and of the law, to determine their qualifications, and the condition of their continued employment, or their dismissal or demotion, and to promote and transfer all such employees;
  - 3. To carry on an evaluation of program and to evaluate the effectiveness of individual employee performance;
  - 4. To adopt rules and regulations that are not in expressed conflict with the terms of this Contract;
  - 5. To determine the qualifications of employees, including physical conditions;



6. The Board shall continue to have exclusive right to establish, modify, or change any condition except those covered by provisions of this Master Agreement;
7. The Board shall determine all methods and means to carry on the operation of the schools, including automation.

The Board shall not be arbitrary, capricious, or discriminatory in the conduct of its rights under this Article.

#### ARTICLE V

##### Compensation and Fringe Benefits

The hourly compensation schedule for the years 1992-93, 1993-94 and 1994-95 and the requirements for placement on hourly compensation are set forth in Appendices A and B.

- A. Fringe benefit entitlement for teacher aides is to be determined as follows:

30-40 hours per week: full fringe benefits  
20-29 hours per week: half fringe benefits  
Less than 20 hours per week: no fringe benefits

- B. The Board shall provide, without cost to each full-time 195-day (39-week), 205-day (41-week), 230-day (46-week), 260-day (52-week) employee, Group Life Insurance protection which shall pay to the employee's designated beneficiary the sum of \$10,000 (effective January 1, 1991, \$15,000) upon death and in the event of accidental death, a sum not less than two times that amount. Any such insurance shall have conversion privilege in the event of termination of employment, if applied for by the individual within 31 days of such termination.

Each employee assigned to work less than full time but one-half time or more (daily or weekly basis of assignment) is entitled to one-half the amounts set forth above.

- C. The Board shall provide for all regularly employed, full-time employees the entire premium for the term of the Contract of MVF-I, MM-I, semi-private, with riders D-45NM, DCCR, IMBOB, and \$2.00 co-pay prescription coverage, or its substantial equivalent. Employees regularly employed 39- to and including 52-weeks and working 20-29 hours per week shall be entitled to one-half the premium amount for the coverage set forth above.

The Board shall offer a Health Maintenance Organization (HMO) Program(s) during the term of the contract. The particular HMO program or programs offered by the Board for the duration of the contract shall be determined by the Board. The Health Maintenance Organization(s) shall be an option the employee may elect instead of the present hospitalization coverage, provided the premium rate does not exceed the premium rate for the present categories of coverage (single, two-person, full family, etc.).

No other employees shall be entitled to this hospitalization coverage.

Full-time employees (same as previously defined) ineligible for hospitalization coverage will be allowed \$140 per year for short-term disability coverage of a type presently offered by the Board, provided said employee is enrolled and using said option on or before July 1, 1978. Employees who are not making use of the \$140 per year annual allowance on or before July 1, 1978 will be ineligible for same. Employees hired by the Board subsequent to July 1, 1978 shall be ineligible for the \$140 per year annual option allowance.

Employees regularly assigned to work less than full time but one-half time or more, 39- to and including 52-weeks (20-29 hours per week), will be allowed \$70 per year for short-term disability coverage of a type presently offered by the Board, subject to the same terms and restrictions detailed above.

The hospitalization benefits provided under this provision shall not be granted to any employee who is insured under any group or association hospitalization plan which is paid by any other employer or organization, or who is covered under a Board hospitalization plan at the time of enrollment, other than the plan described in this provision.

It is understood that the Board, by payment of the premium payments required to provide the coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the aforementioned insurance coverage.

- D. The Board shall provide, without cost to each regularly scheduled employee who works 20 hours or more per week, a long-term disability insurance which provides them with 60 percent (effective January 1, 1991, 66 2/3%) of their regular daily rate after they have been totally and continuously disabled thirty (30) consecutive, paid, scheduled working days. The benefits, which begin on the 31st consecutive, paid, scheduled, working day of disability, could continue for as long as two (2) of their regularly scheduled working years for any one disability.

Substitutes and those employed less than twenty (20) hours per week are not entitled to the benefit.

- E. A longevity allowance to start after ten (10) continuous years of service as follows:

Continuous Years of Service	Amount Per Week	
	7/1/89 - 7/1/90	6/30/90 - 6/30/91
After the completion of 10 years through 14 years	\$ 8.14	\$ 8.95
After the completion of 14 years through 19 years	\$ 9.45	\$10.40
After the completion of 19 year	\$10.76	\$11.84

Approved leaves of absence in Article XII shall not break continuous service for the purpose of longevity allowance; however, such time on leave of absence shall not accrue for longevity allowance.

- F. The Board shall provide for regularly employed full-time 39- to and including 52-week employees the entire premium for dental coverage.

Such plan shall provide a benefit level of 80 percent (80%) of Class I, Class II benefits, and 50 percent (50%) of Class III benefits as hereinafter defined.

1. Class I Benefits:

Includes the basic dental services, i.e., examinations, radiographs, patient consultations, preventive treatment (primarily prophylaxis and topical fluoride treatment), fillings, crowns, jackets, oral surgery (primarily extractions), endodontic and periodontic services.

2. Class II Benefits:

Includes prosthodontic services--bridges, partial, and complete dentures.

3. Class III Benefits:

Orthodontic services; Includes procedures for the prevention and correction of malposed teeth. Class III benefits are for dependent children.

Eligible employees shall receive the dental coverage set forth above, irrespective of whether the affected employees or their spouses have dental coverage paid by any employer, subject to the following terms and conditions:

1. Employees with spouses employed by the Board that are covered by Board dental insurance shall be eligible for coordination of benefits through a fifty (50) percent dental coverage plan so as to receive one hundred (100) percent of the covered dental charges based on reasonable and customary fees as determined by the insurance carrier.
2. Employees with spouses employed elsewhere that are eligible for dental insurance other than the plan provided pursuant to the 1992-95 Teacher Aides Master Contract, shall be eligible for coordination of benefits through a fifty (50) percent dental coverage plan so as to receive fifty (50) percent of the covered dental charges based on reasonable and customary fees as determined by the insurance carrier.

No other employees shall be entitled to this insurance coverage.

It is further understood that the Board, by payment of the premium payments required to provide the coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the aforementioned insurance coverage.

- G. The Board shall provide for regularly employed full-time 39- to and including 52-week employees (subject to the limitations of the carrier), the entire premium for vision insurance in accordance with the specifications of BCBSM plan A80 with rider FLVS, ACF, and DC, except that the reasonable and customary charges for frames shall be up to \$42.50 less \$7.50 co-payment.

No other employees shall be entitled to this insurance coverage.

The vision insurance benefits provided for under this provision shall not be granted to any other employee who is insured under any group vision plan which is paid by any other employer, or who is covered under the Board's vision plan at the time of enrollment.

It is further understood that the Board, by payment of the premium payments required to provide the coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the aforementioned insurance coverage.

- H. Mileage shall be paid for authorized travel at the rate of twenty cents (20¢) per mile.

I. Inservice Education Days

There shall be a \$3,200 allowance for the voluntary inservice day and courses for inservice credit which shall be developed jointly by the Inservice Department and teacher aide representatives for 1992-95. However, the Board reserves the right to staff essential positions.

- J. All employees shall receive a minimum of two (2) hours pay when requested to report for work outside their regularly assigned shifts, unless such work shall occur immediately preceding or immediately following their regularly assigned shifts.

ARTICLE VI

Job Status and Function of Union Officers

- A. The bargaining unit shall be divided into three (3) groups as follows:

Three (3) representatives and three (3) alternates for all employees in all elementary schools;

One (1) representative and one (1) alternate for all employees in all secondary schools; and

One (1) transportation representative, and one (1) alternate for all transportation employees.

- B. The Union shall appoint representatives and alternates for each group. No representative or alternate, regardless of when selected, shall function as such until the Office of the Director of Employee Relations has been notified in writing by the president of the local union or the chairperson of the unit. Notice of the selection of representatives and alternates shall be given at the earliest possible date.
- C. Representatives and their alternates and other Union officials shall be permitted to engage in contract negotiations and the adjustment of grievances subject to the limitations set forth in this Agreement.
- D. Any representative or alternate having an individual grievance in connection with his/her own work may ask that another representative or alternate or Union official assist him/her in adjusting the grievance with his/her supervisor.

## ARTICLE VII

### Salary Regulations

#### A. Regular Employment

- 1. Any employee employed or reemployed within thirty (30) calendar days after the commencement of any school year and who is continuously employed through the school year shall be eligible for a one year experience increment upon reemployment the subsequent school year.

Employment subsequent to thirty (30) calendar days after commencement of a school year does not entitle an employee to credit for an annual experience increment. However, effective July 1, 1978, the following procedure shall be in effect:

In the event an employee is employed or reemployed subsequent to thirty (30) calendar days after commencement of the school year and is continuously employed for one complete semester, or within thirty (30) calendar days after the commencement of the second semester, he/she shall receive one semester credit toward the required two semester credits for the annual experience increment only.

For the purpose of the above paragraph, the school year for 195-day (39-week) employees shall be the first day of scheduled employment in September through the last day of scheduled employment in June. (See Employment Calendar, Appendix C.)

Employees who meet the requirements for the annual experience increment and who are regularly employed for more than 195 days (39 weeks) shall receive the increase effective on their first day of employment in accordance with the employment calendar (Appendix C).

For the purpose of experience increment credit, a semester shall consist of continuous employment from the first day, or within thirty (30) calendar days after the commencement of the semester, through the last day of the same semester.

2. All steps on the salary schedule shall be considered to be merit increases.
3. An employee whose position is reclassified shall be paid at the same step and receive increments on the same dates as before reclassification. Each employee reemployed within a five-year period from the last date of employment by the Flint Board of Education shall receive experience credit for all previous Flint Board of Education experience according to the procedure in A.1 of this Article, provided he/she is reemployed in a position in the same grade or a lower grade than that of his/her previous employment.

#### ARTICLE VIII

##### Working Year, Week, and Hours

- A. The working day shall consist of six hours for employees on a 30-hour week and eight hours for employees on a 40-hour week, exclusive of lunch period. Any variation of the above must be approved by the Director of Employee Relations. Work schedules for less than 30 hours per week must have the approval of the division head and the Executive Director of Staff Personnel Services.
- B. The Board will set work schedules and make work assignments which can reasonably be completed in the allotted time.
- C. The Board will not regularly expect employees to work in excess of the standard work week.
- D. All hours worked in excess of eight (8) hours in any one (1) day, or in excess of forty (40) hours in the standard work week, shall be paid at the rate of one and one-half times the basic hourly rate.
- E. Each employee may attend, without additional compensation, two evening meetings per semester (e.g., PTA affairs, parent visitations). In the absence of the classroom teacher, the principal shall not request the attendance of the employee at the evening meeting.  
  
Employees required to attend staff meetings will be paid at their regular daily rates, or the overtime rate, if applicable.
- F. All employees shall be entitled to a daily lunch period of at least thirty (30) minutes duration. The time of such lunch period shall be established by supervision, but shall be as near to the middle of the shift as possible.
- G. Full-time employees working six (6) hours or more per day shall be granted two fifteen-minute breaks daily, one to be scheduled during the first half of the working day and the second during the second half of the working day. The time of each break shall be scheduled by supervision

but shall be as near the midpoint in the first and second half of the working day as possible. Employees shall not be granted compensation time or overtime pay for breaks or lunch periods if not taken.

H. Paid Vacation Allowance

(The following vacation allowances are not applicable to employees working less than 230 days [46 weeks] per year.)

Employees receive the following vacation allowances. The employment calendars for the years 1992-93, 1993-94, and 1994-95 are set forth in Appendices C-1, C-2, and C-3, respectively.

1. Experience Credit

- a. Employees shall be credited with all previous years of Flint Board of Education service in determining their vacation allowances. For exception refer to Article VII, A.3.
- b. When employees change from 195 days (39 weeks), 205 days (41 weeks), 210 days (42 weeks), 230 days (46 weeks) to 260 days (52 weeks), their total months of service shall be divided by 12 and this figure shall be used as a base to determine the years and months of service to the Board to determine the vacation. For exception refer to Article VII, A.3.

2. Vacation Allowances for 260-Day (52-Week) Employees

- a. Vacation credit for new 30-hour-per-week employees shall accrue from the date of employment. An employee beginning work on or before the fifteenth of any month shall be credited with vacation allowance of five hours for that month. If work is begun on the sixteenth or after, no credit will be given for that month.
- b. Employees with less than five years of service shall accrue vacation time at the rate of 5 hours per month.
- c. After the completion of five years of service with the Board, an additional 30 hours of vacation will be credited to the employee during the official month of employment, and the vacation allowance for that month and succeeding months will be computed at the rate of 6 2/3 hours per month.
- d. After the completion of ten years of service with the Board, an additional 30 hours of vacation will be credited to the employee during the official month of employment, and the vacation allowance for that month and succeeding months will be computed at the rate of 10 hours credit per month.
- e. Vacations must be taken in the fiscal year following the year earned; exceptions to be made by the Director of Employee Relations.

- C. All vacancies subject to the terms of provision A-1, except temporary vacancies, shall be posted on the employee bulletin board in each building (other than in the summer months), in the Office of Staff Personnel Services, and in "News About US" at least five (5) working days before the vacancies are filled; provided any vacancy may be filled on a temporary basis for a period not to exceed twenty-three (23) working days; further provided that posting may be waived by agreement between the Union and the Board.
- D. Applications to fill any vacancy or transfer shall be made in the following manner, and no application will be considered which does not meet the following requirements:
1. Each applicant shall fully complete a vacancy or transfer form provided by the Board.
  2. The vacancy or transfer form shall be placed in the red envelope provided by the Board.
  3. All blanks on the outside of the envelope shall be properly and completely filled in.
  4. The employee shall submit the envelope containing the vacancy or transfer form to the Office of the Executive Director of Staff Personnel Services prior to the deadline fixed for submitting applications.
- E. An employee may apply for a vacancy. The Board agrees to consider the background, attainments, skills, length of time in the school system, and other relevant factors. Vacancies shall be filled from the employees applying for such positions, provided the employee has the ability to perform all the duties and meet all the requirements of the position, as set forth in the job description. In the event two or more employees applying for a vacant position have relatively equal ability to perform the work required, the number of months of satisfactory service in the system shall be the determining factor. The decision of the Board as to the filling of such vacancies shall be final, provided the criteria set forth above shall not be applied arbitrarily or capriciously. "Service" in the system, for purposes of this Agreement, shall mean uninterrupted employment by the Board.
- F. Any employee approved for change of position shall be transferred within three (3) weeks after being appointed to the position. The Executive Director of Staff Personnel Services may extend the above time limit to meet the needs of the school system. In the event the applicant is not placed in the new position within the above three (3) week period, the employee shall, upon the conclusion of said period, begin receiving a wage rate equivalent to the rate of pay of the position to which the employee is to be transferred.
- G. Transportation Aide Run Selection - Rather than choosing a run at the beginning of the year, once the bus run list is stabilized (by at least October 31 each year) transportation aides at the transportation department will be allowed to select runs within classification, weeks and hours scheduled.



ARTICLE XI

Paid Sick and Emergency Leave

- A. Combined sick and emergency leave shall be granted annually to teacher aide employees of the Board, as follows: (Refer to Article V.A.)
  - 1. 10 days for 195-day (39-week) to and including 205-day (41-week) employees;
  - 2. 11 days for 210-day (42-week) to and including 235-day (47-week) employees;
  - 3. 12 days for employees working 240-260 days (48-52 weeks);
  - 4. Half of the above sick and emergency leave days for regularly scheduled 20-29 hour-per-week employees.
- B. Leave days shall be credited to each employee on July 1 of each fiscal year (or on the first day of employment for those working on a 47-week basis or less), except for first year employees, who shall come under the following exceptions:
  - 1. First year employees must work at least one week to be credited with sick and emergency leave days.
  - 2. First year employees shall be eligible for and may use sick and emergency leave at the rate of half the annual leave allowance during the first half of their year of employment, and the remainder of their year's allowance during the second half of the year, prorated as indicated in provision three below, from the date of employment to January 1 or to July 1, dependent upon the employment date.
  - 3. The number of days combined leave allowed new employees shall be reduced one day for each month or major part thereof that the employee has not reported for work. Any employee beginning work on or after the sixteenth of any given month shall accrue no credit for that month.
- C. Substitutes and employees working less than 20 hours per week shall not be eligible for sick and emergency leave.
- D. Unused sick and emergency leave days will be accumulated indefinitely.
- E. Accumulated sick and emergency leave days shall be used only for personal illness and emergencies.

One (1) day of paid personal business leave per year shall be granted annually to all full-time regularly employed 39- to and including 52-week employees. Effective July 1, 1990, two (2) days of paid personal business leave per year shall be granted annually. Employees regularly employed half time or more, but less than full time, shall be granted a half day for personal business. Personal business days will be subject to the same restrictions placed on District

teachers, as such restrictions exist in the Master Teacher Contract and the employment procedures of the Board, as of September, 1979. The annual unused paid personal business leave shall accumulate as sick and emergency leave.

- F. Each employee on less than a 260-day (52-week) basis other than first year employees shall be allowed to use his/her accrued sick and emergency leave days for personal illness or emergency as of the first day of his/her employment year, even though he/she is not able to report for duty on the first day of his/her employment year, provided that:
1. The employee files an Emergency Leave application with his/her immediate supervisor certifying a personal illness or a serious illness in the family. This statement shall cover the first day of employment and subsequent days and shall be submitted within the first five days of the employment year. (Late filing of application shall result in deferment of pay until the application is received.)
  2. The employee submits an Emergency Leave application in the event of a death in the immediate family.
- G. Upon an employee's return to work after an illness of more than five (5) working days duration, the employee will submit a Doctor's Verification of Illness or Disability Form (Appendix E) confirming fitness to return to work. In any instance where the immediate supervisor has reason to believe that an employee is using illness as an excuse for absence, the employee will present a Doctor's Verification of Illness or Disability Form. It is understood that prior to the Board requiring an employee to present a Doctor's Verification of Illness or Disability Form for the reason of allegedly using illness as an excuse for absence, the employee will have been counseled in regard to sick day usage by the appropriate supervisor.
- H. In the event an employee has used more sick and emergency leave days than have been accumulated on a pro rata basis, the value of the excess paid-for leave days shall be deducted from the last paycheck due to the employee at the time of the interruption, or the employee's future sick leave.
- I. No regular employee shall forfeit accumulated sick and emergency leave days during approved leave of absence periods. However, the employee shall not be eligible to accrue or to use sick or emergency leave while on leave of absence.
- J. On the date that an employee's resignation becomes effective, all accumulated sick and emergency leave shall be automatically terminated, except as herein otherwise provided.
- K. Use of Leave Allowances for Emergencies

An emergency leave form shall be completed by the employee and submitted to the employee's supervisor immediately upon return to work after an emergency absence. The completed form shall contain all pertinent information relating to the absence.

1. Emergency leave shall not exceed the total number of annual combined leave days allowed to an employee except in unusual "hardship" cases specifically granted by the Emergency Leave Committee, and then only if the employee has additional accrued sick leave.

2. Emergency leaves which require only the written recommendation of the immediate supervisor, and which shall be charged to combined sick and emergency leave are:
  - a. Death Leave: Absence due to the death of a member of the immediate family, for a period not to exceed five working days.
  - b. Immediate family shall be interpreted to mean: husband, wife, father, mother, brother, sister, son, daughter, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin.
  - c. Serious illness other than personal illness--absence due to quarantine or absence due to serious illness of any person listed under section K, 2.b, for a period not to exceed five working days.
  - d. Serious illness followed by death--when serious illness of a member of the family is immediately followed by death, the total leave may be extended to a period not to exceed eight working days.
  - e. Not more than one emergency day shall be allowed for each catastrophe and accidents not involving personal injuries, except that up to five (5) days shall be allowed for fire, flood, or tornado.
3. The following emergency leaves shall be paid, providing the employee has accrued sick and emergency leave days, only upon written recommendation of the immediate supervisor and approval of the Emergency Leave Committee as established by the Board from time to time.
  - a. Death leave for persons other than listed in Section K, 2.b, above if the employee indicates the person's relationship is equivalent to that of a household relative. Examples of such persons would be: a roommate with whom the employee has had a close association for a long time, a distant relative who has been closer to the employee than the relationship implies, a fiancée, etc.
  - b. Serious illness other than personal illness if the leave extends beyond five (5) working days. (Refer to Section K, 2.c).
  - c. Other hardship emergencies not defined in Section K, 2.
4. Sick and Emergency Leave Committee: An employee who is absent in excess of his or her accrued sick and emergency leave days may submit to the Sick and Emergency Leave Committee a form, supplied by the Board, stating the reason for the absence. The form is to be submitted to the principal or the immediate supervisor who will submit the form to the Sick and Emergency Leave Committee.

The purpose of the Sick and Emergency Leave Committee is to review absences in excess of accrued sick and emergency leave days for the purpose of recommending continued

eligibility for annual increment pay increases. An employee may apply to the Committee for not more than five (5) unpaid working days per year.

The decision of the Sick and Emergency Leave Committee shall not be subject to a grievance and shall become part of the employee's master personnel file.

The Committee shall consist of three (3) teacher aide employees appointed by the Union and three (3) persons appointed by the Board. The Executive Director of Staff Personnel Services or his designee shall be an ex officio member of the Committee and shall cast the deciding vote in the instance of a tie. A quorum for a meeting of the Committee shall be six (6) people.

Either the Board or the Union may send representatives by proxy.

- L. Effective July 1, 1985, in the event schools are closed resultant from a snow or similar emergency, 52 week bargaining unit members may utilize an accrued vacation day, report to work, or take the days without pay.

Bargaining unit members working less than 52 weeks shall not report to work or be paid in the event schools are closed resultant from a snow or similar emergency. Bargaining unit members working less than 52 weeks shall not have their work year diminished or increased as a result of schools being closed pursuant to this provision.

The Board reserves the right to reschedule all or any part of work time lost resultant from an emergency closing, notwithstanding any provision of the Master Contract. The rescheduling of such work time shall not result in any additional cost to the Board.

In the event a snow or emergency day formula is bargained with the United Teachers of Flint, Inc., which provides that snow or emergency days need not be rescheduled, the parties agree to reopen this provision of the Master Contract.

- M. Two (2) days of paid personal business leave per year shall be granted annually to all full-time regularly employed 39- to and including 52-week employees.

Employees regularly scheduled to work at least twenty (20) hours per week but less than thirty (30) hours per week will be allowed to utilize two days equivalent to the employees regularly scheduled work day for personal business purposes. Substitute or part-time employees working less than twenty (20) hours per week will not be eligible for business leave days.

Personal business leave days are provided for legitimate business, professional and family obligations an employee regularly encounters which cannot be met outside the regular work day. Typical of these obligations, although not all inclusive are: court appearances, scheduled medical examinations, religious holidays, college graduation exercises, honors convocations honoring the employee or members of his/her immediate family, and real estate transactions. The provision for paid personal business leave is not to be used for the pursuit of sporting or recreational interests, hobbies, avocations, other gainful employment, shopping, or such activities as yard maintenance.

Applications for personal business leave shall, except in emergencies, be made to the immediate supervisor at least two (2) days prior to the date of such leave on a form provided by the Board. As long as the personal business leave is consistent with the purposes of these paragraphs, it shall be granted. Requests made outside the terms of these paragraphs but within the spirit of these paragraphs may be granted. Employees taking personal business leave days, except as stipulated in these paragraphs, shall be subject to discipline.

Personal business days may not be taken on the first day of school, on the first working day preceding or following a nonwork day (except Saturday or Sunday), on the opening day of a small game or fishing season, on the first two working days of a deer hunting season, on the working day preceding or following the opening of small game or fishing season, on the working day preceding the opening of deer hunting season, or on days when final examinations are scheduled, except that personal business leave may be taken on such restricted days if an employee has personal business such as: court appearance, a scheduled medical examination, religious holiday, college graduation exercises, honors convocation honoring the employee, real estate transaction, and other legitimate business on such restricted days, provided that the employee shall, prior thereto, furnish proof of such business to his/her immediate supervisor.

Such days shall not be deducted from accumulated sick and emergency leave days; however, unused personal business days shall be added annually to an employee's sick and emergency leave accumulation.

## ARTICLE XII

### Leaves of Absence

#### A. Leaves of Absence With Pay

The following leaves of absence with pay may be granted for the following purposes and upon the following conditions, and shall not be charged to the employee's sick and emergency leave:

##### I. Jury Duty and Court Service

An employee who is summoned and reports for jury duty as prescribed by applicable law or who is subpoenaed to serve as a witness in a court action involving the Board of Education or arising out of his/her employment, and upon providing proper notice to the employee's immediate supervisor, shall be paid by the Board an amount equal to the difference between the amount of the wages the employee would otherwise have earned by working during regularly scheduled hours for the Board on that day and the daily jury fees or witness fees paid or ordered paid by the Court (not including travel allowance or reimbursement of expenses) for each day on which he/she reports or performs jury duty or is in court or before an administrative tribunal as a witness and on which he/she would otherwise have been scheduled to work for the Board. Such leaves shall not be charged against the employee's sick and emergency leave allowance. The employee shall, upon demand, submit proof of such service and the amount of pay therefor.

2. Compensable Illness and Injuries

All employees in the bargaining unit are covered by the Michigan Workers' Compensation Act. The compensation provided therein shall be the only compensation paid to employees entitled to compensation thereunder; provided that any employee may elect to charge lost wages not covered by Workers' Compensation against his/her unused sick and emergency leave to the extent thereof. Payments to employees under this paragraph shall not exceed the employee's regular scheduled daily wage.

B. Leaves of Absence Without Pay

Leaves of absence without pay may be approved by the Board. Such leaves shall be confined to study, union, health, parental, military, and religious leaves. Leaves for any reason shall be granted only after completion of the probationary service with the Flint Community Schools and shall be subject to the following general regulations:

1. Employees on leave of absence for other than military service shall not receive years-of-service credit toward salary increments for the period of the leave. An experience increment may be recommended by division heads, subject to approval by the Executive Director of Staff Personnel Services, for employees who are on an approved leave for study.
2. Employees may not accumulate sick and emergency leave during leave of absence. Sick and emergency leave accumulation previous to leave of absence shall be credited upon return.
3. Except in emergency situations, an employee desiring a leave of absence shall make the request to the Office of Staff Personnel Services at least 30 calendar days prior to the beginning of the period for which the leave is requested.
4. The first leave of absence granted for teacher aide personnel shall not exceed a six-month period, but may be extended by the Board for two additional six-month periods. Such leaves shall not be extended beyond 18 months except by special action by the Board.
5. An employee on leave for at least six months shall be required to notify the Office of Staff Personnel Services in writing, not less than 30 days prior to the expiration of leave, whether he/she desires to return to employment or to extend his/her leave. An employee not conforming to the notice requirement may have his/her employment terminated.
6. Persons employed on a 240- or 260-day basis who are granted extended personal leave shall have their vacation days prorated against days worked.
7. Leaves of absence for personal reasons may be granted upon written request with approval of the immediate supervisor for illness of members of the family or for other family responsibilities after emergency leave has been expended, or for personal circumstances of a highly unusual or compelling nature.

8. In addition to the general regulations listed above, the following regulations shall apply to leaves granted for specific purposes:

a. Study Leave

The Board may grant, upon written application, a leave of absence for study for one (1) year without pay. An employee who has been on leave of absence for study may, upon proper notice to the Office of Staff Personnel Services, have the leave extended for up to two additional six-month periods. An employee may not be granted a subsequent leave of absence for study until he/she worked for a minimum of six months after returning from the previous leave of absence.

b. Union Leave

An unpaid leave of absence for the purpose of holding union office at the local, state, or national level shall be granted for not more than three (3) years upon submission of a written application to the Office of Employee Relations thirty (30) days prior to the effective date of said leave.

Union officials may be granted an unpaid leave of absence for attendance at state or national conventions and/or conferences, not to exceed a total of ten (10) days per year upon written request submitted at least five (5) days in advance to the Office of Employee Relations.

Not more than four (4) employees shall be absent on union leave at any one time.

c. Health Leave

When an employee is ill and has used all of his/her earned sick and emergency leave and all accumulated vacation allowance, the employee is to be placed on leave of absence for the duration of illness not to exceed six (6) months, but the position will be held open for thirty calendar days after the employee has used all earned sick and emergency days and vacation days before being posted, provided an employee shall only have his/her position held open for thirty calendar days beyond his/her earned sick and emergency days and accumulated vacation allowance, once during the term of the employee's regularly scheduled work year. In no event will an employee's position be held open, without posting, for longer than 30 calendar days beyond the date that the employee's sick and emergency leave days and vacation allowance would have held the position if the employee had used the days, according to his/her regularly scheduled working days on a day-for-day basis. The employee must submit a Doctor's Verification of Illness or Disability Form (Appendix E) indicating disability and approximate duration of absence to the Office of Staff Personnel Services. Exceptions to this paragraph must have the approval of the Director of Employee Relations.

d. Parental Leave

All employees shall be granted a parental leave without pay at any time for purposes of childbirth. The employee will present a certifying statement of disability to the Office of Staff Personnel Services, whenever possible, sixty (60) days prior to such a leave. An employee may not return to work unless the employee submits a Doctor's Verification of Illness or Disability Form (Appendix E) confirming fitness to return to work. Parental leave shall be extended for a period not to exceed six (6) months after termination of the employee's disability upon written application to the Office of Staff Personnel Services.

e. Military Leave

Unless circumstances have so changed as to make it impossible or unreasonable to do so, any employee who has heretofore left or who hereafter leaves other than temporary employment with the Board to serve in the Armed Forces and who receives an honorable discharge and applies for a position within ninety (90) days after such discharge shall be reemployed to a position of like nature, seniority, status, and pay as that which he/she held immediately prior to his/her entry into the Armed Forces within thirty (30) days after such application. If such a position is not readily available, an adjustment in the work force will be permitted to accommodate such employee. Such employee shall be reemployed without loss of status or seniority and shall be entitled to participate in all benefits then granted by the Board. Such employee shall not be subject to discharge for a period of one (1) year except for just cause.

f. Religious Holidays

Three (3) days leave of absence without pay shall be granted to employees who wish to observe traditional and customary religious holidays. Such leave shall be granted only if the employee shall file written application therefor with his/her immediate supervisor at least two (2) working days before such religious holiday. In addition to the above, employees shall be entitled to use one (1) day of sick and emergency leave for religious holidays each year.

g. Personal Leave

Employees having completed ten (10) continuous years of service shall be entitled to a personal leave of one (1) full year. The employee on such a leave will not be entitled to return to the employment of the Board of Education until the expiration of the complete year.

During such leave the employee will not accrue seniority.

An employee will only be allowed one (1) such leave while employed by the Board of Education.



An employee will not be entitled to Group Life Insurance, Group Hospitalization, Disability Insurance or any other Fringe Benefits during such leave. Prior to the leave the employee shall consult with the Fringe Benefit Office for the procedure required to convert the Group Life Insurance and the Group Hospitalization Insurance to a direct pay basis with the Insurance companies.

No more than four (4) employees may be granted a personal leave at any one time. The allocation of these leaves shall be as follows:

No more than two (2) employees from any one building or program may be granted a personal leave at any one time.

Leaves under this category may be granted only upon application in writing to the Office of Staff Personnel Services and on approval of the building supervisor, appropriate division head, and the Executive Director of Staff Personnel Services.

Return from such leave will be in accordance with Article XII.C.

If they fail to return within ten (10) days after expiration of their leave, they are automatically terminated from employment with the Flint Board of Education.

All applications for personal leave shall be made no less than thirty (30) calendar days prior to the beginning of the school year.

C. Reemployment After Leave of Absence

No employee shall be entitled to reemployment after having used all of his/her accrued sick and emergency leave, except as herein otherwise provided. All such employees shall, however, be given consideration for employment in a position for which they are qualified.

ARTICLE XIII

Resignation and Retirement

A. Resignation

1. All employees shall give written notice of intention to resign at least two weeks prior to the effective date thereof. Such notice shall be filed in the Office of Staff Personnel Services.
2. Any employee who fails to give the two weeks required written notice may not be reemployed by the Board. Exception to this may be made by the Executive Director of Staff Personnel Services.
3. Any employee who resigns forfeits all rights except for unused vacation time.

B. Retirement

1. All employees who retire at any time if at retirement such employees qualify for retirement benefits under the Michigan Retirement System for Public School Employees Act, shall be entitled to be paid for their unused sick and emergency leave allowance as follows:

1 to 60 days inclusive: full daily rate  
60 to 120 days inclusive: one-half daily rate

All unused sick and emergency leave in excess of 120 days shall be forfeited.

2. All employees who retire at any time, if at retirement such employees qualify for retirement benefits under the Michigan Retirement System for Public School Employees Act, and further, have at least 15 years of service with the Flint Board of Education, shall receive thirty-five (35) dollars per year of service. To be increased to one hundred (100) dollars per year of service effective June 1, 1993.
3. In order to qualify for a year of service towards eligibility for terminal leave benefits, an employee must:
  - a. Be assigned to a position which is scheduled for at least thirty (30) hours per week, 39 to and including 52 weeks per year.
  - b. If an employee changes positions within the bargaining unit resulting in a change of the number of contractual weeks, said employee shall experience no loss of service credit for terminal leave as provided in this contract.
  - c. Service to the District on another salary schedule (except substitute service), will count as a year of service, provided all conditions set forth herein are fulfilled.
  - d. Service credit shall accrue to an employee only during a period of active employment except that an employee shall accrue service credit during the period of an employee's earned sick and emergency leave and accrued vacation allowance.
  - e. Employees who resign and are subsequently rehired shall lose all prior credit earned.
  - f. An employee assigned to a position which is scheduled for at least thirty (30) hours per week, 39 to and including 52 weeks per year and who does not work the entire scheduled period of the contract year, shall have the time for years of service computed by adding the months and dividing by twelve (12). Partial years will be prorated by month. An employee must work more than one-half of the workdays in a month to get credit for the month. Payment will be made on full year equivalency only.
  - g. An employee assigned to a thirty-nine (39) week, twenty (20) hours per week position who does not work the entire scheduled period of the contract year, shall have the time for years of service computed as in Article XIII-B-3-f of this contract on a half-time basis.

- h. An employee assigned to a position which is scheduled for at least twenty (20) but less than thirty (30) hours per week, 39- to and including 52-weeks per year, after completion of fifteen (15) contractual years, will qualify for terminal leave benefits at half the current rate of terminal leave as set forth in Article XIII-B-2 of this contract.

#### ARTICLE XIV

##### Seniority

- A. Seniority is the length of continuous, uninterrupted service with the school system, in the bargaining unit, and shall accrue to an employee only during a period of active employment and when the employee is physically on the job, except that an employee shall accrue seniority during the period of an employee's earned sick and emergency leave and accrued vacation allowance, and during the period of those leaves set forth in Article XII, provisions A-1; A-2; B, 8-b; and B, 8-f of this Contract.

The purpose of seniority is to determine the rights of an employee to a position within the school system, as provided for by the terms of this Agreement.

- B. All regular employees shall be on probation for the first 90 working days of their employment. Upon completion of the probationary period, such employees shall receive seniority credit from the first day worked and shall thereafter accrue such seniority. All probationary employees are subject to dismissal at the will of the Board. All employees whose employment is terminated for any reason, except for program termination, must on reemployment serve another period of probation. All employees whose employment is terminated because of program termination and who have accrued at least 60 working days of satisfactory service in the former position shall serve a 60 working day probationary period. Upon completion of the second probationary period, such employees shall receive seniority credit from the first day worked of the first probationary period and shall thereafter accrue such seniority.

- C. Any employee regularly employed to work less than eight (8) hours per day, five (5) days per week, and fifty-two (52) weeks per year, shall accrue system seniority in the ratio that the total number of hours worked in each regularly scheduled work day in each calendar year, as of the date of the ratification of this Agreement, bears to two thousand eighty (2,080) hours each year.

Effective July 1, 1992, any regularly scheduled employee working 780 hours or more in any fiscal year shall receive one full year of seniority credit. Employees working less than 780 hours in any fiscal year will receive one-half of a years' seniority credit. Seniority will be credited at the end of the fiscal year.

- D. All system seniority acquired and credited to any employee prior to the date of this Agreement shall be retained.

- E. Seniority lists shall be prepared as soon as possible after the date of this Contract, and such list shall be revised every one (1) year thereafter. A copy of such list shall be given to the Union and copies thereof shall be posted on the employees' bulletin boards. Each list shall include system seniority of each employee.

Each employee shall have the right to challenge the accuracy of the seniority reported for him/her in the first list posted for a period of sixty (60) days after posting. Each employee shall have a similar right to challenge the accuracy of each revised list, with respect to new information provided, for a period of thirty (30) days after posting. If the accuracy of the list shall not be challenged within the time limit above, it shall be conclusively presumed to be correct.

- F. An employee shall lose system seniority and terminate employment for any of the following reasons:

Voluntarily quits or retires;

Is discharged;

Absents himself/herself from work without notice for three (3) consecutive working days;

Fails to return from approved leaves of absence on or before the appointed time, including recall from layoff;

Accepts other employment during leaves of absence, unless specifically provided for by this Agreement;

Falsifies pertinent information on his/her application for employment or other employment records; where settlement with the employee has been made for total disability.

#### ARTICLE XV

##### Reduction in Force

- A. Any employee who is laid off because of a reduction in staff shall be notified at least two weeks in advance, when possible, in writing by the Executive Director of Staff Personnel Services or his designee.
- B. When the Board makes any necessary reduction in personnel, it will discuss with the Union the necessity for and the effects of such a reduction. The decision of the Board with respect to said reductions in personnel shall be final, subject to the provisions of this Article.
- C. The Board shall, in an instance of reduction in force, determine the category(ies) within the division in which reductions will be made and the positions so affected.

1. Probationary employees within the affected category(ies) within the division shall be laid off in an order determined by the Board.
2. Non-probationary employees within the affected category(ies) within the division shall be laid off in the reverse order of their seniority, with the employee having the least seniority being laid off first.

Non-probationary employees in positions scheduled for elimination after the ratification date of this Agreement who work at least twenty (20) hours per week will displace the least senior employee within the category working the same number of hours per week (e.g., a thirty hour per week employee will displace the least senior thirty hour per week employee within the category provided such employee has more seniority than the employee to be displaced).

Employee(s) displaced pursuant to the second paragraph of Article XV-C-2 shall displace the least senior employee working the same number of hours regardless of category, provided such employee has more seniority than the employee to be displaced; possesses the necessary job related education, job experience and skills; has received satisfactory performance evaluations, and meets district affirmative action goals.

Employee(s) displaced pursuant to the third paragraph of Article XV-C-2 shall displace the least senior person within their category.

3. Employees laid off through the procedures set forth in this Article shall be retained on a recall list for a period equal to the sum of their accrued seniority, and shall be recalled in reverse order of their layoff to their former position, should it become available, or to vacant positions within the same category within the division.
4. Any employee removed from his/her position because of a reduction in staff shall, in the event of a vacancy in the position most previously held by the employee within the category to which the employee was formerly assigned, be returned to said position without implementing the bid procedure for the duration of this Agreement.
5. The parties reserve the right during period(s) of reduction(s) to meet and discuss alternative procedures to the implementation of Article XV-C-2 and 3. Absent mutual agreement by the parties in a timely fashion, the Board reserves the right to implement the provisions set forth in sections C-2 and 3. This provision shall become effective after the ratification date of this Agreement.

It is understood that no application of the seniority standard for purposes of the aforesaid layoff and recall procedures shall in any manner compel the School District to retain or recall any person in any position for which he/she cannot perform all the duties and meet all the requirements of the position, as set forth in the job description.

- D. No position shall be filled, except on a temporary basis, while employees entitled to recall remain on layoff.

- E. Notice of recall shall be sent to the employee at his/her last known address as recorded in the Office of Staff Personnel Services, by certified mail, return receipt requested. If an employee fails to report for work within five (5) working days from the date of receipt of the recall notice, the employee shall be considered as having voluntarily terminated his/her employment.

It is understood that such employee is responsible for keeping the Board advised in writing of any change of address, and will not be excused for failure to report for work upon recall if the employee fails to receive a recall notice because of his/her own failure to advise the Board in writing of a change of address.

- F. Employees shall not be permitted to displace other employees who work more hours per day than they do.

G. Definitions

1. Category, as used in this Article, is defined as the configuration of positions by function as set forth in Appendix D of the Master Contract.
2. Division, as used in this Article, is defined as those facilities owned and operated by the Board of Education.
3. Position, as used in this Article, refers to the position title as evidenced by the job description accompanying the position (e.g., Follow Through Aide, Emotionally Impaired Aide, Bilingual Aide).

## ARTICLE XVI

### Discipline of Employees

It is recognized by administration and the Union that the immediate supervisor, as designated by administration, may issue written warnings and reprimands to employees. Accumulation of such reports may lead to dismissal.

#### Disciplinary Offenses

The parties agree that in the instance of detailed "disciplinary offenses," the progressive penalty formula utilized by the Board shall be as hereinafter provided, except as otherwise stated and agreed upon by the parties.

The customary progressive penalty formula utilized by the Board is detailed as follows:

- |                   |    |                                       |
|-------------------|----|---------------------------------------|
| a) First offense  | -- | oral warning                          |
| b) Second offense | -- | written warning                       |
| c) Third offense  | -- | written warning                       |
| d) Fourth offense | -- | written reprimand                     |
| e) Fifth offense  | -- | written reprimand, one-day suspension |

- f) Sixth offense -- written reprimand, three-day suspension
- g) Seventh offense -- written reprimand, one-week suspension
- h) Eighth offense -- suspension with length to be determined to discharge

Copies of warnings and reprimands will be distributed to the Office of Employee Relations, employee, and the Union. Serious breaches of conduct or failure to meet job responsibilities may lead to instant suspension leading to dismissal. In addition, incidents of which may accumulate within a given period of time may lead to suspension and dismissal.

It is understood, notwithstanding the foregoing paragraph, that the customary maximum disciplinary penalty to be assessed against an employee in an instance of the "Unauthorized distribution of literature, written or printed matter of any description on Board property," shall be a written reprimand with a three-week suspension.

It is understood that in any instance where an employee receives discipline in accord with the provisions of this Article, the employee will customarily receive the next level of discipline beyond the level of discipline previously received by the employee in the progressive disciplinary chain within the timelines provided in the Master Contract.

This is further understood that the Board, reserves the right to depart from the customary disciplinary chain, recognizing that to do so will provide the Union or the involved employee with cause to challenge the severity of the penalty assessed through the grievance procedure. In those instances where the discipline penalty assessed to any employee is in compliance with the customary disciplinary chain, the severity of the penalty assessed will not be subject to the grievance procedure.

Oral warnings will remain in effect for a period of three (3) months.

Written warning issued for disciplinary offenses will remain in effect for a period of six (6) months unless the employee has received more than one (1) report within the six-month period. In the latter case, all such reports shall remain in effect for a period of six (6) months from the date of issue of the last report. Written reprimands issued for disciplinary offenses will remain in effect for a period of twelve (12) months. At the end of any twelve (12) month period, or for six (6) months in the instance of an initial warning, during which the employee has had a record clear of any other reports, all reports for disciplinary offenses shall be removed from the employee's personnel record and returned to the employee upon request.

It is understood, however that nothing herein is intended to prevent administration and supervision from taking immediate disciplinary action for serious offenses subject to the grievance procedure.

The form to be used is Appendix G.

ARTICLE XVII

Evaluation of Employees

The evaluation of the work of employees is the responsibility of the administration. In order that each employee may be aware of his/her strengths and weaknesses, an evaluation will periodically be given to each employee. Probationary employees will be evaluated on or about the thirtieth working day, the sixtieth working day, and prior to the ninetieth working day.

Non-probationary employees will be evaluated once during the school year by May 10 unless the employees' services are determined to be unsatisfactory, whereupon the employees may be evaluated up to twice a year. There shall be at least thirty (30) days between the first and second evaluations. If the second evaluation is found to be satisfactory, the first evaluation will be removed from the employees' personnel files. The form to be utilized in such an evaluation is found in Appendix F of the Master Contract. A conference shall take place with the employee and administrative evaluator following each evaluation.

ARTICLE XVIII

Negotiation Procedures

- A. Not later than March 15 of the calendar year in which this Agreement is subject to reopen or expires, the Board agrees to begin negotiations with the Union concerning a successor Agreement, in accordance with the procedures set forth herein. Any Agreement so negotiated shall apply to all employees and shall be reduced to writing and signed by the Board and the Union.
- B. In any negotiations described in this Agreement, neither party shall have any control over the selection of the bargaining representatives of the other party, and each party may select its representatives from within or without the school district. It is recognized that no final Agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Union present at the ratification meeting.
- C. This Agreement incorporates the entire understanding of the parties on all issues which were or could have been subject to negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- D. In the event the negotiations described in paragraph A above reach an impasse, the procedure described in Act 379 of the Michigan Public Acts of 1965, as amended from time to time, shall be followed when requested by either party.



ARTICLE XIX

Working Conditions and Safety

A. The Board agrees to make all reasonable provisions for the safety and health of its employees during the hours of their employment. The Union agrees to attempt to instill in each employee by all reasonable means the realization of his/her responsibility to himself/herself, his/her fellow employee, and the Board in the prevention of accidents.

B. Safety Committee

A Safety Committee consisting of four (4) members shall be established. Two (2) of the members shall be selected by the Union and two (2) shall be selected by the Board. Their names shall be certified to the Board and the Union respectively in writing. The members of the Committee shall serve until removed by their appointive authority. The Committee shall determine and administer safety rules and regulations. It shall have the authority to recommend disciplinary action for Board employees, including supervision, who fail to comply with adopted safety rules and regulations.

C. Safety Devices

The Board agrees to provide at its own cost, where necessary, such safety devices as may be determined to be necessary by the Safety Committee.

ARTICLE XX

Grievance Procedure

A. Definitions

1. A grievance is a claim by one or more employees of improper application or interpretation of this Agreement, specifying the part of the Agreement which is claimed to be violated.
2. The term "employees" includes any individual or group of individuals within the bargaining unit hereinbefore defined and covered by this Agreement.
3. The term "days" when used in this paragraph shall mean working days.

B. Purpose

The purpose of the grievance procedure shall be to settle equitably, at the lowest possible supervisory level, issues which may arise from time to time with respect to claims of improper application or interpretation of the terms of this Agreement.

C. Representation

1. Nothing herein contained shall be construed to prevent any individual bargaining unit employee from presenting a grievance and having the grievance adjusted without the intervention of the Union, if the adjustment is not inconsistent with the terms of this Agreement, and the Union has been given an opportunity to be present at such adjustment.
2. Union representatives shall not come into the building to talk to the employees unless they first give notice to the building supervisor.
3. Any bargaining unit employee may be represented at Level Two and/or Level Three of this procedure by his or her area representative or, when unavailable, another representative within the Unit, as designated by the Union.
4. The Board's Appeal Committee at Level Four shall consist of the Superintendent of Community Education, the Director of Employee Relations, and the head of the division in which the employee is employed, or their designees.
5. Upon the request of either party hereto or of the bargaining unit employee or employees involved in a grievance, the latter may be present at any level of the grievance procedure.

D. Procedure

The number of days indicated at each level below should be considered as maximum, and every effort should be made to expedite the process. The time limits may be extended by mutual consent of the authorized representatives of each party.

1. Level One

An employee having a grievance shall first take the grievance up with his/her immediate supervisor. The supervisor shall give his/her decision to the employee within three (3) working days.

2. Level Two

If the grievance is not settled, the employee may request his/her immediate supervisor to call the Union representative to handle the grievance. The supervisor will call for the representative without undue delay and without further discussion of the grievance until the representative is present.

In all cases involving disciplinary action or discharge, representation shall be made available prior to such action, except in cases involving probationary employees.

In the event a grievance is not settled through the informal conference procedures outlined above, the grievance shall be reduced to writing on forms to be provided by the Union. The form shall be completed in three (3) copies and signed by the aggrieved employee. A formal grievance must be filed within thirty (30) days after the occurrence of the events

giving rise to the grievance. The supervisor and the aggrieved employee and/or his/her representative shall meet within ten (10) working days immediately following the signing of the grievance and attempt to adjust the grievance. Within two days after such meeting the supervisor shall give an answer to the grievance in writing, two copies of which shall be given to the Union, and a copy of which shall be attached to the supervisor's copy of the grievance form.

3. Level Three

If the grievance is not settled at Level Two, the employee and/or his/her representative may appeal the matter to the next higher supervisor, depending upon the department into which the aggrieved employee is assigned. The director of the department shall attempt to adjust the grievance at the earliest possible date and in all cases the director shall give his/her answer to the grievance within five (5) working days after receipt of the appeal. The director shall give his/her answer to the appeal in writing, providing two copies for the Union. The answer shall set forth the relative information used in arriving at his/her decision.

4. Level Four

In the event the grievance is not settled at Level Three, the employee may appeal the matter to the Board's Appeal Committee. The appeal shall be initiated by a notice in writing filed in the Office of Employee Relations. The appeal shall be heard at the earliest possible date and in all events within ten (10) working days after the notice of appeal has been filed. The Appeal Committee shall give its answer to the grievance in writing within ten (10) working days after the appeal is heard.

5. Level Five

Within ten (10) working days of receipt of the answer at Level Four, the Union may, by written notice to the American Arbitration Association, Detroit Office, with a copy to the Office of the Director of Employee Relations, request that the matter be submitted to arbitration. Such a request shall not include more than one grievance unless the issues in the Demand are directly related, or the parties mutually agree to the contrary. The arbitration hearing shall be conducted in accord with the rules of the American Arbitration Association. The parties will attempt to select an arbitrator by mutual agreement. If they cannot agree on an arbitrator within five (5) days after notice is given, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules. The jurisdiction of the arbitrator shall be limited to a grievance arising out of the interpretation or application of this Agreement or any written amendments hereof or supplements hereto. The arbitrator shall have no power to alter, add to, subtract from, or modify any of the terms of this Agreement or any written amendments hereof or supplements hereto or to specify the terms of a new agreement or to substitute his/her discretion for that of the parties hereto or to assume any of their functions or responsibilities.

If the grievance concerns matters not subject to arbitration, the arbitrator shall return the grievance and all documents relating thereto to the parties without decision. The decision of the arbitrator shall be final and binding on all parties, and they hereby agree to abide

by such decision. The cost of any arbitration under this paragraph shall be divided equally between the Board and the Union.

E. Time Limits on Filing an Appeal

Any grievance not appealed by the Union or aggrieved employee within three (3) working days after receipt of written answers at Levels Two and Three, and within ten (10) working days at Level Four, shall be considered settled on the basis of the last disposition by supervision. If an answer is not received within the time limits set forth above, an appeal may be processed to the next level. A grievance may not be filed after the lapse of thirty (30) days from the date the incident occurs.

- F. It is understood that any charge filed by the Union and/or an employee with a governmental agency such as, but not limited to, the Equal Employment Opportunity Commission and/or the Michigan Civil Rights Commission shall not be subject to arbitration under this Agreement. It is further understood that the Board reserves the right to set aside the findings and conclusions of any arbitration award where the employee or Union files with said governmental agency or agencies on a subject or issue previously determined by arbitration within a twelve (12) month period.
- G. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.
- H. Any alleged grievance occurring during the period between the termination date of the Master Agreement, unless extended by mutual agreement, and the effective date of a successor Agreement shall not be subject to the grievance procedure. Any grievance which arises prior to the ratification date of the successor Agreement shall not be processed under the successor Agreement.
- I. No grievance shall be filed by any employee more than seven (7) calendar days after the effective date of his/her resignation as determined by the employee's notice of resignation.

ARTICLE XXI

Miscellaneous

A. Notices

All notices required to be given by this Agreement shall be sufficient if mailed to the Board by ordinary mail addressed to the office entitled to notice at 923 East Kearsley Street, Flint, Michigan 48503, or to such other address as the Board shall direct in writing. All notices required to be given to the Union by this Agreement shall be mailed to the Union by ordinary mail, addressed to 1301 West Dayton Street, Flint, Michigan 48504, or to such other address as the Union shall direct in writing. All notices to be given to an employee under this Agreement shall be mailed to his/her last address recorded in the Board's Office of Staff Personnel Services. It shall be the responsibility of employees to notify the Office of Staff Personnel Services and their immediate supervisors of any change of address and phone number

within ten (10) days of such change. If the employee does not do this, the Board's obligation is fulfilled and shall not be a factor in a grievance.

- B. Copies of this Agreement shall be printed at the expense of the Board and presented to all employees now employed or hereafter employed by the Board.
- C. Any case of assault on an employee shall be promptly reported to the Board. The Board shall render all reasonable assistance to the employee (excluding legal counsel) in connection with the handling of the incident by law enforcement and judicial authorities.
- D. The provisions of this Contract shall be applied to all employees covered by this Agreement without discrimination on account of sex, age, race, color, creed, national origin, handicap, religious or political affiliation, union membership or activity, or marital status.
- E. Non-bargaining unit personnel in the active employment of the Board shall not perform work on any job covered by this Agreement, except in emergencies when regular employees are not immediately available and/or in the instruction and training of employees.
- F. Any member of the bargaining unit who is promoted to a supervisory position, technical salary schedule position, or professional non-teaching position who requests or is requested by the Board to return to the bargaining unit shall return to the same pay level, category, division, and seniority he/she held prior to his/her promotion. The employee must notify the Board in writing of his/her intent to return to the bargaining unit thirty (30) working days prior to leaving the position he/she was promoted to or his/her rights under this contract will be eliminated. Thirty (30) days notice will be waived if less notice is provided by the Board in which case the employee will notify the Board in writing within two (2) working days of receipt of notice.
- G. Whenever it is mutually agreed by both the Union and the Board that negotiations or other business be conducted during the normal work hours of a Union member involved, the Union member shall suffer no loss of pay.
- H. The matter of reclassification of special education aides will be referred to a joint committee which will report back to the respective bargaining teams upon expiration of the Agreement.
- I. The Board reserves the right to establish and/or modify, from time to time, and/or terminate an employee's attendance incentive program. The decisions of the Board with respect to the implementation of this provision shall be final.

This provision shall not be interpreted to deny an employee the right to utilize sick leave days.

ARTICLE XXII

Term of Agreement and Reopener

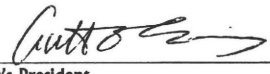
- A. This Agreement shall not become effective until ratified by the Board and members of the Union and upon ratification shall remain in full force and effect without change, addition, or amendment until the 30th day of June, 1995.
- B. Notice of intent to modify this Agreement for purposes of negotiating a successor agreement as to wages, hours, and conditions of employment shall be given in writing by the party desiring to renegotiate the Agreement on March 15, 1995, or thereafter but no later than June 30, 1995, and negotiations shall commence as soon thereafter as shall be feasible. If there is no request to renegotiate this contract, it remains in full force and effect.
- C. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing and duly executed by both parties, and no departure from any provisions of this Agreement by either party, or by their officers, agent, or representatives, or by members of the bargaining unit shall be construed to constitute a continuing waiver of the right to enforce such provision.
- D. If any law now existing or hereinafter enacted or any proclamation, regulation, or edict of 30 any state or national agency shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated and either party hereto upon notice to the other party may reopen for negotiations the invalidated portion. And if agreement herein cannot be reached within thirty (30) days, either party may submit the matter to mediation. This constitutes the full agreement and understanding of the parties and no other documentation except which has been mutually agreed upon shall govern the relationship of the parties with the exception of applicable State and Federal Law.

SERVICE EMPLOYEES INTERNATIONAL  
UNION

By   
Its President

By   
Its Unit Chairperson

BOARD OF EDUCATION OF THE CITY  
OF FLINT

By   
It's President

By   
Director, Employee Relations

APPENDIX A  
 FLINT COMMUNITY SCHOOLS  
 Teacher Aide Hourly Rate Schedule

1992-93

Grade	Step					
	1	2	3	4	5	6
1	7.83	8.13	8.68	9.17		
2	8.13	8.68	9.17	9.69	10.05	10.44
3	8.68	9.17	9.69	10.05	10.55	11.03
4	9.17	9.69	10.05	10.55	11.03	11.91

1993-94

Grade	Step					
	1	2	3	4	5	6
1	8.06	8.37	8.94	9.45		
2	8.37	8.94	9.45	9.98	10.35	10.75
3	8.94	9.45	<del>9.98</del>	10.35	10.87	11.36
4	9.45	9.98	10.35	10.87	11.36	12.27

1994-95

Grade	Step					
	1	2	3	4	5	6
1	8.33	8.65	9.24	9.76		
2	8.65	9.24	9.76	10.31	10.69	11.10
3	9.24	9.76	10.31	10.69	11.23	11.73
4	9.76	10.31	10.69	11.23	11.73	12.67

APPENDIX A, Continued  
FLINT COMMUNITY SCHOOLS

A five (5) cent per hour stipend shall be paid to special education aides, including special education transportation aides. Said stipend shall not be part of the employee's regular hourly rate.

A longevity allowance to start after ten (10) continuous years of service, effective July 1, 1989 as follows:

<u>Continuous Years of Service</u>	<u>Effective 7-1-89 Amount Per Week</u>	<u>Effective 7-1-90 Amount Per Week</u>
After the completion of 10 years through 14 years	\$ 8.14	\$ 8.95
After the completion of 14 years through 19 years	9.45	10.40
After the completion of 19 years	10.76	11.84

Approved leaves of absence in Article XII shall not break continuous service for the purpose of longevity allowance; however, such time on leave of absence shall not accrue for longevity allowance.

Bonus: If the fund balance as of July 1, of each year, is over \$7.1 million cash. 2.7% of the excess up to 1% paid as a cash bonus in December of the same year.



## APPENDIX B

### Requirements for Placement

- GRADE 1 Brief orientation period in human development, social relations, school procedures, as well as some basic skill training. No specific educational requirements.
- GRADE 2 High school diploma or equivalent, brief orientation in human development, social relations, school procedures, as well as basic skills required to successfully perform required duties.
- GRADE 3 Thirty (30) semester hours of successful post-high school credit consisting of no more than ten (10) semester hours of Flint Community School inservice credit validated by the Inservice Department of the Flint Community Schools and at least one year of experience as a teacher aide.
- GRADE 4
- A. Child Training Assistants--High school graduate with a combination of two years post-high school experience--one year must have been spent working directly with retarded children, full-time post-high school training or education would be accepted as equivalent to one year's experience, or: High school graduate with two years experience working directly with young children--one year must have been spent working directly with retarded children.
  - B. Teacher aides who have 60 semester hours of successful post- high school credit consisting of no more than 20 semester hours of Flint Community School inservice credit validated by the Inservice Department of the Flint Community Schools and two years of experience as a teacher aide.

APPENDIX C-1

Flint Community Schools  
 Teacher Aide Instructional Site Personnel  
 Employment Calendar for 1992-93

Month	Duty Days	Beginning/Ending Dates of Employment	Paid Holidays	Non-Work/Non-Paid (Less than 260-Day Employees)
	M T W T F			
July	1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31 31	1 260-day begins	3 Independence Day	
August	3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 28 29 30 31 31	24 195-day begins*		
September	1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30		7 Labor Day	
October	1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30			
November	2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30		26, 27 Thanksgiving	
December	1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30		24 Christmas Eve 25 Christmas 31 New Year's Eve	21, 22, 23 28, 29, 30
January	1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29		1 New Year's Day	

\*195-day (39-week) teacher aides shall be scheduled for a voluntary inservice day. The voluntary inservice day will be in addition to the duty days to provide for 195 scheduled paid days.

APPENDIX C-1, Continued

Flint Community Schools  
Teacher Aide Instructional Site Personnel  
Employment Calendar for 1992-93

Month	Duty Days	Beginning/Ending Dates of Employment	Paid Holidays	Non-Work/Non-Paid (Less than 260-Day Employees)
February	1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26			15, 16, 17 18, 19
March	1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31			
April	5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30		9 Good Friday	12, 13, 14, 15, 16
May	3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31		31 Memorial Day	
June	1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30	11 195-day ends*---if no make up days pursuant to Article XI-L. 30 260-day ends		

\*195-day (39-week) teacher aides shall be scheduled for a voluntary inservice day. The voluntary inservice day will be in addition to the duty days to provide for 195 scheduled paid days.

Exceptions to the above schedules will be adjusted by the administrator, pursuant to Article VIII, B of the Master Contract. A work stoppage by another bargaining unit may require a restructuring of the calendar and/or work year for bargaining unit personnel.

APPENDIX C-2

Flint Community Schools  
Teacher Aide Instructional Site Personnel  
Employment Calendar for 1993-94

<u>Month</u>	<u>Duty Days</u>	<u>Beginning/Ending</u> <u>Dates of Employment</u>	<u>Paid Holidays</u>	<u>Non-Work/Non-Paid</u> <u>(Less than 260-Day</u> <u>Employees)</u>
	<u>M T W T F</u>			
July	1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	1 260-day begins	5 Independence Day	
August	2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	23 195-day begins*		
September	1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30		6 Labor Day	
October	1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29			
November	1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30		25, 26 Thanksgiving	
December	1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31		23 Christmas Eve 24 Christmas Day 30 New Year's Eve 31 New Year's Day	20, 21, 22, 27, 28, 29
January	3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31			

\*195-day (39-week) teacher aides shall be scheduled for a voluntary inservice day. The voluntary inservice day will be in addition to the duty days to provide for 195 scheduled paid days.

APPENDIX C-2, Continued

Flint Community Schools  
Teacher Aide Instructional Site Personnel  
Employment Calendar for 1993-94

<u>Month</u>	<u>Duty Days</u>	<u>Beginning/Ending</u> <u>Dates of Employment</u>	<u>Paid Holidays</u>	<u>Non-Work/Non-Paid</u> <u>(Less than 260-Day</u> <u>Employees)</u>
	<u>M T W T F</u>			
February	1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28			21,22,23 24, 25
March	1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31			
April	1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29		1 Good Friday	4,5,6,7,8
May	2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31		30 Memorial Day	
June	1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30	10 195-day ends*--if no make up days pursuant to Article XI 30 260-day ends		

\*195-day (39-week) teacher aides shall be scheduled for a voluntary inservice day. The voluntary inservice day will be in addition to the duty days to provide for 195 scheduled paid days.

Exceptions to the above schedules will be adjusted by the administrator, pursuant to Article VIII, B of the Master Contract. A work stoppage by another bargaining unit may require a restructuring of the calendar and/or work year for bargaining unit personnel.

APPENDIX C-3

Flint Community Schools  
Teacher Aide Instructional Site Personnel  
Employment Calendar for 1994-95

Month	Duty Days	Beginning/Ending Dates of Employment	Paid Holidays	Non-Work/Non-Paid (Less than 260-Day Employees)
July	4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	1 260-day begins	4 Independence Day	
August	1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	22 195-day begins*		
September	5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30		5 Labor Day	
October	3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31			
November	1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30		24, 25 Thanksgiving	
December	5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30		23 Christmas Eve 26 Christmas 30 New Year's Eve	21, 22, 27, 28, 29
January	2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31		2 New Year's Day	3

\*195-day (30-week) teacher aides shall be scheduled for a voluntary inservice day. The voluntary inservice day will be in addition to the duty days to provide for 195 scheduled paid days.

APPENDIX C-3, Continued

Flint Community Schools  
Teacher Aide Instructional Site Personnel  
Employment Calendar for 1994-95

Month	Duty Days	Beginning/Ending Dates of Employment	Paid Holidays	Non-Work/Non-Paid (Less than 260-Day Employees)
	M T W T F			
February	1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28			16, 17, 20
March	1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31			
April	3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28		17 Good Friday	17, 18, 19, 20, 21
May	1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31		29 Memorial Day	
June	1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	7 195-day ends*--if no make up days pursuant to Article XI 30 260-day ends		

\*195-day (39-week) teacher aides shall be scheduled for a voluntary inservice day. The voluntary inservice day will be in addition to the duty days to provide for 195 scheduled paid days.

Exceptions to the above schedules will be adjusted by the administrator, pursuant to Article VIII, B of the Master Contract. A work stoppage by another bargaining unit may require a restructuring of the calendar and/or work year for bargaining unit personnel.

APPENDIX D

Division A

Categories

1	2	3
Program Aide - Magnet Teacher Aide, Comparability Teacher Aide, Compensatory Reading Teacher Aide, Developmental Kindergarten Teacher Aide, Magnet Teacher Aide, MECEP Teacher Aide, Pre-Kindergarten Teacher Aide, Reading Teacher Aide, Testing Teacher Aide, Chapter 1	Teacher Aide, Comparability Teacher Aide, Compensatory Math Teacher Aide, Physical Education Teacher Aide, Reading	Teacher Aide, Educable Mentally Impaired Teacher Aide, Emotionally Impaired Teacher Aide, Emotionally Impaired (Day Treatment) Teacher Aide, Phys. and/or otherwise Health Impaired Teacher Aide, Pre-Primary Teacher Aide, Visually Imp. Trans. Aide, Autistic Trans. Aide, Severely Ment. Trans. Aide, Special Education
4	5	6
Parent Coord. Head Start Compensatory Math Follow Through Head Start Math	Bilingual Bilingual/Pre-School Itinerant Bilingual Itinerant Bilingual Migrant Tutorial Program	Interpreter Aide - Hearing Impaired



APPENDIX E

Flint Community Schools

Doctor's Verification of Illness or Disability Form

TO BE COMPLETED BY ATTENDING PHYSICIAN

(Please Print or Type)

- 
- 
1. Patient's name \_\_\_\_\_ Age \_\_\_\_\_
  2. Please state:
    - (a) Patient's complaints \_\_\_\_\_  
\_\_\_\_\_
    - (b) Objective findings (including results of x-rays, laboratory tests, diagnostic studies, B/P, etc., if relevant) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
    - (c) Your diagnosis \_\_\_\_\_
    - (d) Brief history of illness or injury \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  3. Give all dates of treatments by you during this period of disability:  
Office or home \_\_\_\_\_  
Hospital \_\_\_\_\_
  4. If the patient was confined as a registered bed patient in a legally constituted hospital during this period of disability, please answer the following:
    - (a) Name and address of hospital \_\_\_\_\_  
\_\_\_\_\_
    - (b) Date of admission \_\_\_\_\_ 19 \_\_\_\_ Date of discharge \_\_\_\_\_ 19 \_\_\_\_
    - (c) Date of surgery, if any \_\_\_\_\_ 19 \_\_\_\_ Surgical procedure \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPENDIX E (continued)

Flint Community Schools

Doctor's Verification of Illness or Disability Form

5. Based on your personal knowledge and treatment, how long has the patient been totally disabled solely by this sickness or injury so that he/she was prevented from working?

From \_\_\_\_\_ 19\_\_ to and including \_\_\_\_\_ 19\_\_

6. In your opinion, is the patient's disability caused by his/her work for Flint Schools or any other employer?

YES  NO

If "YES," please explain on separate sheet.

7. If applicable, is the patient MENTALLY capable of transacting his/her personal affairs (for instance, the endorsing of checks) with the realization of the nature and consequence of his/her acts?

YES  NO

8. Has the patient recovered sufficiently to return to work?

YES  NO

- (a) If "YES," give the date the patient was able to return to work:

\_\_\_\_\_ 19\_\_

- (b) If "NO," when, in your opinion, may work be resumed? (Please do not use the terms "indefinite," "unknown," "undetermined," etc. If a definite date cannot be determined, please approximate in days, weeks, or months, how long total disability will continue from the date of most recent treatment as indicated above.)

\_\_\_\_\_ 19\_\_

Physician's name (please print or type) \_\_\_\_\_

Office address \_\_\_\_\_

Specialty board certification \_\_\_\_\_

Physician's signature \_\_\_\_\_

Date completed \_\_\_\_\_ 19\_\_

APPENDIX F  
Paraprofessional Evaluation Form

Employee \_\_\_\_\_ School or Office \_\_\_\_\_

Supervisor \_\_\_\_\_

Examples of Strengths:

Areas Needing Improvement:

Assistance Given by Administrator or Teacher:

General Comments:

I have read the above evaluation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

1st Copy--Personnel; 2nd Copy--Evaluator; 3rd Copy--Employee

APPENDIX G

Date \_\_\_\_\_

FLINT COMMUNITY SCHOOLS  
Teacher Aide  
Warning, Reprimand, or \*Suspension Notice

In all cases involving disciplinary action or discharge, representation shall be made available prior to such action, except in cases involving probationary employees.

EMPLOYEE'S NAME \_\_\_\_\_  
(Last) (First) (Middle)

SOCIAL SECURITY NUMBER \_\_\_\_\_

SCHOOL OR DEPARTMENT \_\_\_\_\_

POSITION \_\_\_\_\_

It is recognized by administration and the Union that the immediate supervisor, as designated by administration, may issue written warnings and reprimands to employees.

Accumulation of such reports may lead to dismissal.

Copies of warnings and reprimands will be distributed to the Office of Employee Relations, the affected employee, and the Union. Serious breaches of conduct or failure to meet job responsibilities may lead to instant suspension leading to dismissal. In addition, incidents of which may accumulate within a given period of time, may lead to suspension and dismissal.

This form is official notice that you are hereby issued a (underline appropriate) warning, reprimand, or \*suspension notice.

Reason for Discipline:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The customary progressive penalty formula utilized by the Board is detailed as follows:

- a) First offense --oral warning
- b) Second offense --written warning
- c) Third offense --written warning
- d) Fourth offense --written reprimand
- e) Fifth offense --written reprimand, one (1) day suspension
- f) Sixth offense --written reprimand, three-day suspension
- g) Seventh offense --written reprimand, one-week suspension
- h) Eighth offense --suspension with length to be determined to discharge

APPENDIX G, Continued

It is understood that in any instance where an employee receives discipline in accord with the provisions of Article XVI, the employee will customarily receive the next level of discipline beyond the level of discipline previously received by the employee in the progressive disciplinary chain within the timelines provided in the Master Contract.

It is further understood that the Board, in accord with the language of Article XVI of the Master Contract, reserves the right to depart from the customary disciplinary chain, recognizing that to do so will provide the Union or the involved employee with cause to challenge the severity of the penalty assessed through the grievance procedure. In those instances where the discipline penalty assessed to an employee is in compliance with the customary disciplinary chain, the severity of the penalty assessed will not be subject to the grievance procedure.

Oral warnings will remain in effect for a period of three (3) months.

Written warnings issued for disciplinary offenses will remain in effect for a period of six (6) months unless the employee has received more than one (1) report within the six-month period. In the latter case, all such reports shall remain in effect for a period of six (6) months from the date of issue of the last report. Written reprimands issued for disciplinary offenses will remain in effect for a period of twelve (12) months. At the end of any twelve (12) month period, or for six (6) months in the instance of an initial warning, during which the employee has had a record clear of any other reports, all reports for disciplinary offenses shall be removed from the employee's personnel record and returned to the employee upon request.

It is understood, however, that nothing herein is intended to prevent administration and supervision from taking immediate disciplinary action for serious offenses subject to the grievance procedure.

\_\_\_\_\_  
Signature of Principal or Supervisor

\_\_\_\_\_  
Title                      Date

I acknowledge that I have been informed of the reason for my (underline appropriate) warning, reprimand, or \*suspension notice.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Union Representative Present (if appropriate)

\*Pending final action of the Flint Board of Education

APPENDIX H

Student Employment

The Board shall reserve the right during the term of the Master Contract to assign students, within a student employment context, to assist bargaining unit members in the performance of their duties and responsibilities.

The Board and the Union agree that the purpose of such student assignments shall be to provide the student with practical work experience to strengthen employability skills, and shall not be utilized in such a way so as to replace bargaining unit members or deny employees customary overtime opportunities.

The foregoing provision shall not, however, be construed in such a way so as to prevent the Board from making student placements in those instances where employee reductions are resultant from a decline in student enrollment, school closings, and/or financial emergencies.

Students assigned to assist employees in the performance of their duties and responsibilities will be removed from a particular work assignment upon the written recommendation of the employee to whom the student is assigned and the concurrence of the employee's immediate supervisor.

The Board and the Union agree that this provision shall not be viewed as operating in conflict with Article XXIII-E of the Master Contract.

APPENDIX I

Summer Employment

It is recognized and understood that the Board has the right to establish summer teacher aide positions of a temporary nature for the purpose of completing projects or special assignments which may arise within the District from time to time.

It is agreed between the parties that the Board will continue in its practice of establishing the "pay grade" and "step placement" for personnel who are selected for summer positions, but that personnel so selected will be compensated in accord with the hourly rate schedule for the school year most recently concluded in the instance of work performed prior to June 30 of a given year, and will be compensated in accord with the subsequent year's hourly rate schedule for work performed after July 1 of a given year.

The above modification represents the only change in Board summer employment practices with respect to the establishment of summer teacher aide positions, and the benefits set forth in this Appendix represent the full extent of the benefits to which employees so situated are entitled.

APPENDIX J  
FLINT COMMUNITY SCHOOLS  
Teacher Aide  
Paid Personal Business Leave Form

I, \_\_\_\_\_, an employee at \_\_\_\_\_  
School, hereby inform the Flint Board of Education that I shall take a paid personal business  
leave for the reason given below on

\_\_\_\_\_ a.m.  
\_\_\_\_\_, 19\_\_\_\_, \_\_\_\_\_ I certify that the reason  
\_\_\_\_\_ p.m.

given below is in accordance with the provisions of Article XI-M of the Teacher Aide Master  
Contract.

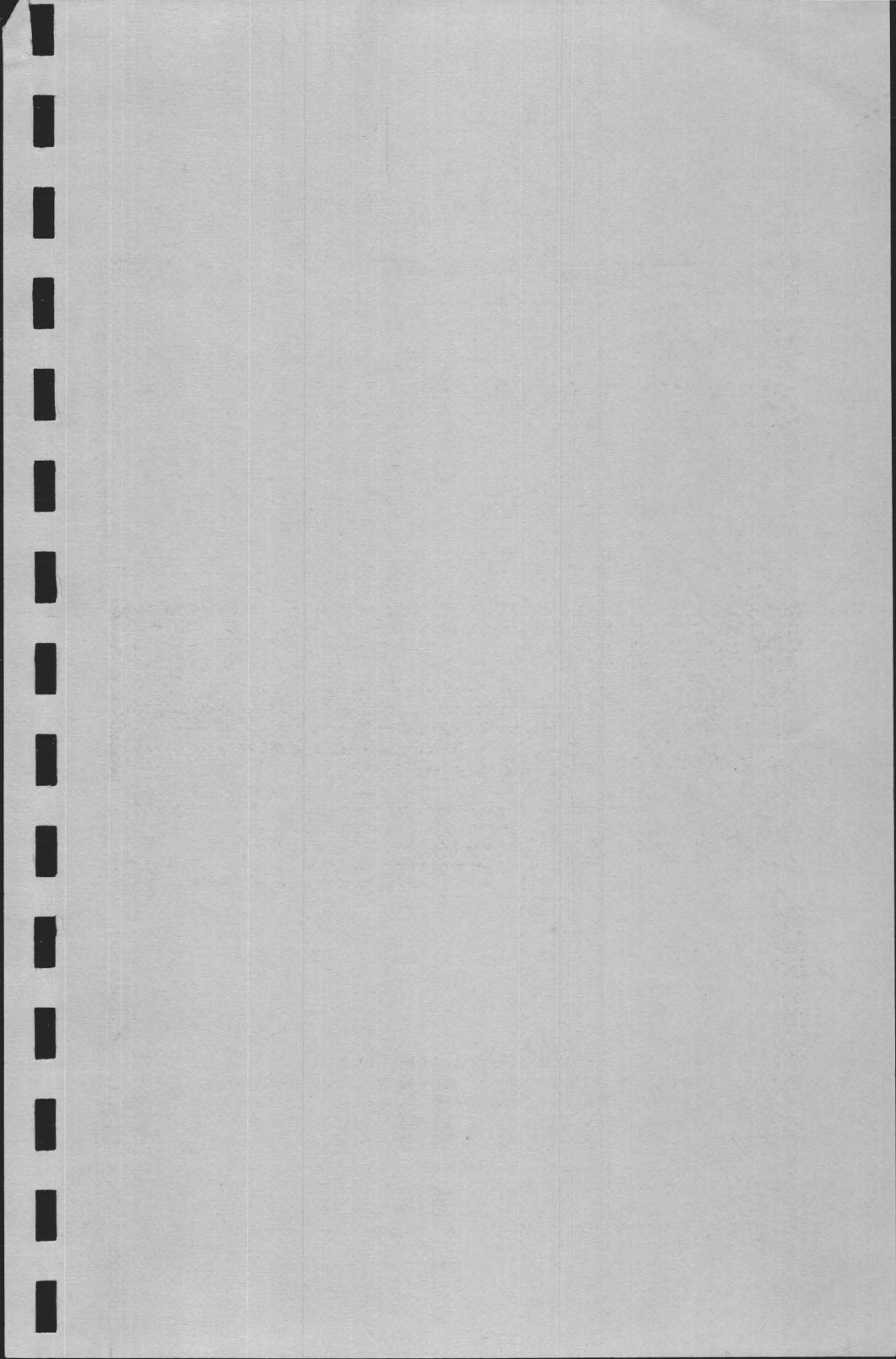
It is agreed that Paid Personal Business Leave days are provided for legitimate business,  
professional, and family obligations a teacher regularly encounters which cannot be met  
outside the regular school day. Typical of these obligations, although not all inclusive are:  
Court appearances, scheduled medical examinations, religious holidays, college graduation  
exercises, honors convocations honoring the teacher or members of his/her immediate family,  
and real estate transactions. This provision for Paid Personal Business Leave is not to be used  
for the pursuit of sporting or recreational interests, hobbies, avocations, other gainful  
employment, shopping, or such activities as yard maintenance.

-----  
This will be the ( ) first 1/2 day, ( ) second 1/2 day, ( ) third 1/2 day, ( ) fourth 1/2  
day for the total of \_\_\_\_\_ day(s) I have requested during this school year.

\_\_\_\_\_  
Date Employee's Signature

\_\_\_\_\_  
Date Supervisor's Signature (Approval)





**FLINT COMMUNITY SCHOOLS**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

The Flint Board of Education, as an Equal Opportunity/Affirmative Action employer, complies with federal and state laws prohibiting discrimination, including Title VI and Title VII (with amendments) of the 1964 Civil Rights Act, Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. It is the policy of the school board that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or Vietnam War veteran status, shall be discriminated against in employment, educational programs and activities, or admissions. Inquiries or complaints should be addressed to the Executive Director, Staff Personnel Services, 923 E. Kearsley Street, Flint, Michigan 48502, (313) 760-1224.