

5132

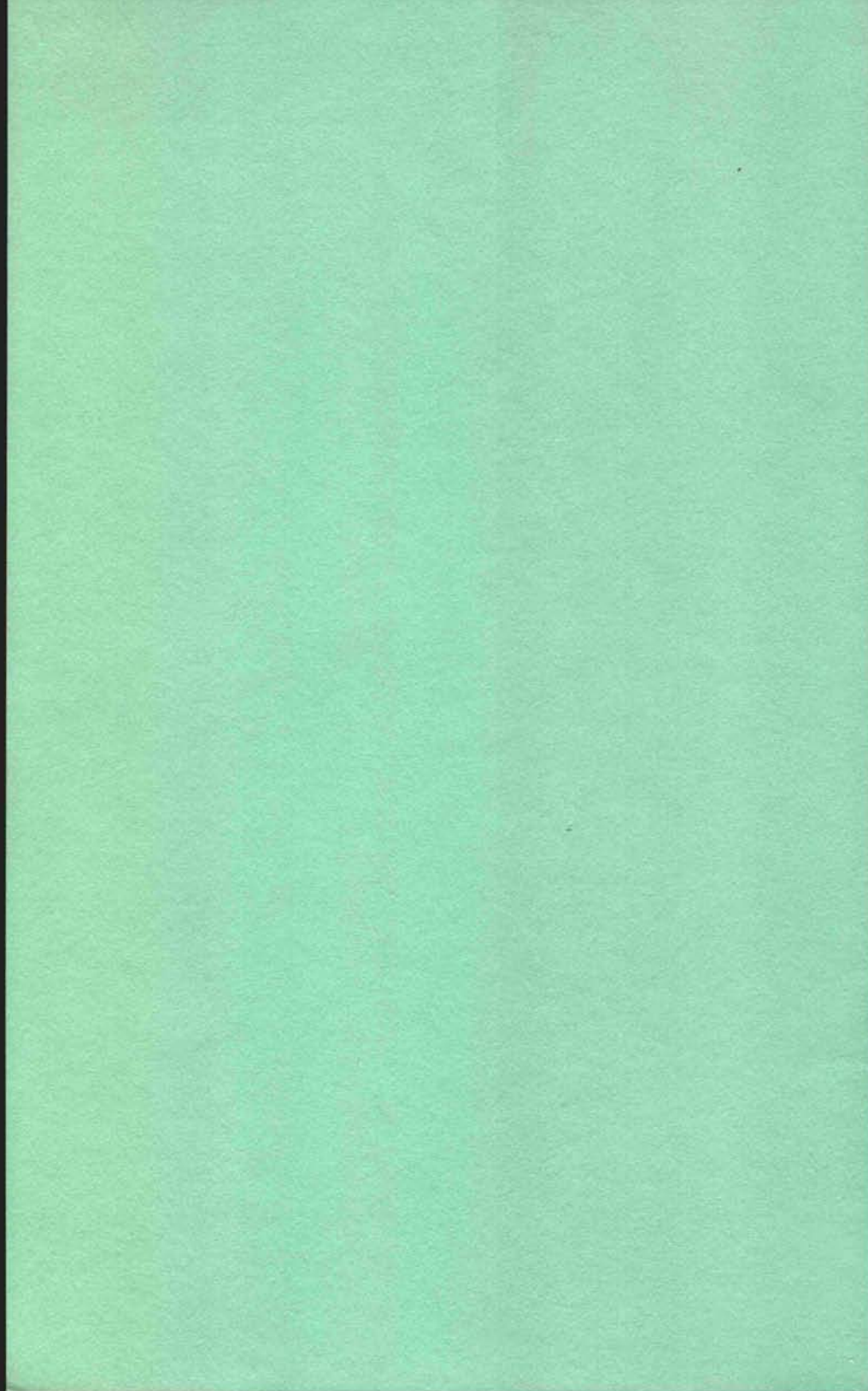
8/31/2001

MASTER AGREEMENT
BETWEEN
GAYLORD COMMUNITY SCHOOLS
BOARD OF EDUCATION
AND
GAYLORD EDUCATIONAL
SUPPORT PERSONNEL
ASSOCIATION/MEA/NEA
ASSOCIATION I

Gaylord Community Schools

SEPTEMBER 1, 1997 -
AUGUST 31, 2001

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY



* TABLE OF CONTENTS

ARTICLE	PAGE
I Recognition	3
II Grievance Procedure	4
III Seniority	7
IV Leave of Absence	8
V Retirement	11
VI Board Rights	12
VII Miscellaneous	13
VIII Holidays and Vacations	14
IX Health Examinations	16
X Vacancies, Transfers and Promotions	17
XI Reductions in Personnel, Layoff and Recall	18
XII Employee Rights and Protection	19
XIII Union Rights and Security	21
XIV Assoc. Dues, Service Fees, and Payroll Deductions	22
XV Insurance	24
XVI Hours of Work	26
XVII Salary Schedules: Custodial/Maintenance, Secretaries, Educ'l. Asst's., Media Tech's., Health Care Assistants	28
XVIII No Strike Clause	31
XIX Evaluation	32
XX School Improvement Plan	34
XXI Health & Safety	35
XII Duration of Agreement	36
Evaluation Form	37
Appendix A Grievance Report Form	39

ARTICLE I – RECOGNITION

- A. The employer recognizes the GAYLORD EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION, affiliate of the Michigan Education Association and the National Education Association (hereinafter referred to as the Association) as the sole and exclusive collective bargaining representative for all full-time and regular part-time educational assistants, media technicians, clerical, custodians/groundskeeper, maintenance and secretarial personnel including those on leave on a per diem, hourly or class rate basis and personnel assigned to newly created positions which are not principally supervisory and/or administrative in nature but excluding mechanics, substitutes, and the following six (6) people employed in the central office: Superintendent's Secretary, Payroll Clerk, Insurance Clerk, Bookkeeper, and Community Education Executive Assistant.
- B. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement shall refer to all members of the above defined bargaining unit.
- C. The employer and union recognize four (4) categories:
1. Full-Time: An employee who is employed at least thirty (30) hours per week.
 2. Part-Time: An employee who is employed less than thirty (30) hours per week.
 3. Probationary: An employee who is employed to fill a full or part-time position for a trial period of sixty (60) days.
 4. Substitute: An employee who is employed to fill a full or part-time position on a per diem basis while the regular employee is absent or on approved leave. It is expressly understood and agreed that a substitute shall in no case fill any vacancy for a period in excess of the probationary period as above defined.

ARTICLE II – GRIEVANCE PROCEDURE

- A. A claim or complaint by a bargaining unit member or group of bargaining unit members or the Association/Union that there has been a violation, misinterpretation, or misapplication of any provision of this agreement, or any established practice, which is of two (2) or more years duration may be processed as a grievance as hereinafter provided.
- B. In the event that a unit member or the union believe a grievable incident has occurred, the member or the union shall request a meeting with the supervisor involved within five (5) school days of the occurrence of such grievable incident or the grievant's knowledge of the occurrence. If the grievant is unsatisfied with the result of the meeting or the supervisor fails or refuses to provide such meeting within ten (10) days of the request, the claim or complaint may be formalized in writing as provided hereunder.
- C. **Formal Level 1:** If a complaint is not resolved in a conference between the affected bargaining unit member(s)/union and his/her immediate supervisor, the complaint may be formalized as a grievance. A formalized grievance shall be submitted, in writing, within ten (10) days of the meeting between the supervisor and the affected bargaining unit member(s). A copy of the grievance shall be sent to the union and the immediate supervisor. The immediate supervisor shall, within five (5) days of the receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the union.
- D. **Formal Level 2:** If the union is not satisfied with the disposition of the grievance at Level 1 or if no disposition has been made within five (5) days of receipt of the grievance, the grievance shall be transmitted to the governing body of the employer or its designee. Within seven (7) days after the grievance has been so submitted, the governing body or its designee shall meet with the union on the grievance. The employer's governing body or its designee, within five (5) days after the conclusion of the meeting, shall render a written decision thereon with copies to the union and the grievant(s).
- E. **Formal Level 3:** If the union is not satisfied with the disposition of the grievance at Level 2 or if no disposition has been made within the period above provided, the union may submit the grievance to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. Neither the employer nor the union shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. Both parties agree to be bound by the award of the arbitrator and that judgement thereon may be entered in any court of competent jurisdiction. The fees and expenses of the arbitrator shall be shared equally by the union and employer.

Article II (continued)

F. Miscellaneous Conditions:

1. The term "days" when used in this Article shall mean work days. Time limits may be extended by mutual written agreement.
2. Notwithstanding the expiration of this agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.
3. Grievances filed as union grievances may, at the option of the union, be initiated at Formal Level #2 of the grievance procedure.
4. If any bargaining unit member for whom a grievance is sustained shall be found to have been unjustly discharged, he/she shall be reinstated with full reimbursement of all compensation lost. If any bargaining unit member shall have been found to have been improperly deprived of any compensation or advantage, the same or its equivalent in money shall be paid to him/her and his/her record cleared of any reference to this action.
5. For the purpose of assisting a bargaining unit member or the union in the prosecution or defense of any contractual, administrative, or legal proceeding, including but not limited to grievances, the employer shall permit a union representative access to and the right to inspect and acquire copies of personnel files and any other files or records of the employer which pertain to an affected bargaining unit member or any issue in the proceedings in question. Confidential letters of reference secured from sources outside the school system shall be excluded from inspection.
6. A bargaining unit member who must be involved in the grievance procedure during the work day shall be excused with pay for that purpose.

G. Grievance Report Form: (See Attached Appendix A)

H. Restrictions on the Arbitrator's Authority: The Arbitrator shall have no power to:

1. Add to, subtract from, or otherwise modify the expressed terms and conditions of this Agreement.
2. Award punitive damages.
3. Issue a back pay award for any amount in excess of lost hourly pay rates nor for a period to exceed twenty (20) days prior to the date the grievance was filed.

ARTICLE II – Section H, Continued

4. Rule on an issue involving employee evaluation.
5. Interpret law or issue a ruling on a subject where there is a procedure prescribed under law for seeking relief (e.g., wage and hour, E.E.O., M.E.R.C., etc.).

ARTICLE III – SENIORITY

- A. Seniority shall be defined as length of continuous service in the employ of the Board commencing with the date of last hire in this unit by department. All new employees shall be considered probationary until they have worked for the Board for sixty (60) working days. During this probationary period employees will have no seniority status. At the end of the probationary period each employee will be entered on the seniority list as of the date of last hire in the unit. During the probationary period the employee may be discharged by the Board for any reason at any time except for involvement with the association during non-working hours.
- B. Seniority shall be lost under the following conditions:
 - 1. Quit or discharge for just cause.
 - 2. Absence from work for three (3) consecutive working days without notification.
 - 3. Failure to return to work within five (5) days of receiving a recall notice following a layoff.
 - 4. Failure to return to work at the expiration of a leave of absence.
 - 5. Retirement
 - 6. Transfer from this bargaining unit.
 - 7. Falsification in connection with obtaining a leave of absence.
- C. The employer shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared and posted conspicuously in each school building lounge of the district by the Fourth Friday Count date. Revisions and updates shall be prepared and posted semi-annually thereafter. A copy of the seniority list and subsequent revisions will be furnished to the union secretary.
- D. Departments are defined as follows:
 - 1. Maintenance/Custodial/Groundskeeper
 - 2. Secretary
 - 3. Educational Assistants/Media Technicians/Health Care Assistants
- E. A district-wide seniority list will also be published showing first date of hire in the district.

ARTICLE IV – LEAVE OF ABSENCE

- A. **Unpaid Leaves** – Leaves of absence without pay may be granted by the Board for good cause for a period up to ninety (90) days during which the employee shall continue to accumulate seniority. These leaves may be renewed or extended by agreement of the Board. Leaves will not be extended beyond one (1) year. Unpaid leaves of absence approved by the Board or their designee shall fall into three (3) classifications:
1. If unpaid leaves of absence are approved and the total of these days is greater than five percent (5%) of the individual's work year, the bonus/longevity shall be decreased five percent (5%) for each day above the five percent (5%).
 2. Unpaid leaves approved for an emergency shall not disqualify the employee from receiving the bonus/longevity. Emergency is defined as unforeseen situations beyond the individual's control. The situation would normally not be of a recurring nature and would involve the health and safety of the employee or the employee's spouse, mother, father or children.
 3. Request for unpaid leaves will be in writing and made thirty (30) days in advance except for emergency.
- B. **Paid Sick Leave:** Ten (10) days sick leave is earned for school term employees and twelve (12) days for full calendar year employees; and credited at the rate of one (1) day per month worked with an accumulated maximum of one-hundred-forty (140) days. Days accumulated beyond 140 may not be used for sick leave but will be placed in a severance account and may accumulate up to 200 days. Previously accumulated sick leave shall be credited at the beginning of each school year for all employees. Employees who terminate for reasons other than health and without having worked the scheduled term will have one (1) earned day of sick leave per month of employment for the months actually worked. The employee may use all or any portion of his/her sick leave to recover from his/her own illness or disability and he/she may use two (2) days of sick leave per year for illness of his/her (step)mother, father, child, spouse, brother or sister. The sick leave will be coordinated with the Disability Income Insurance Plan.
- C. Any employee whose personal illness extends beyond the period compensable under this Article shall be granted a leave of absence without pay for reasons of health up to one (1) year subject to extension by the Board of Education.

Thirty days (30) days prior to the expiration of the unpaid leave the employer shall notify the employee of the pending expiration and the employees options. Request for extension of the existing leave, shall be in writing and supported by a doctor's statement. The leave request must be made ten (10) days prior to the expiration date.

ARTICLE IV – CONTINUED

- D. **Michigan Workers Compensation Law:** Any employee who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the allowance under the Worker's Compensation Law and their regular salary for the monetary value of his accumulated sick leave. Sick leave will be deducted for the monetary value provided.
- E. **Funeral/Bereavement Leave:** Five (5) days leave of absence with pay shall be granted for death in the immediate family. Use of the first two (2) days of funeral/bereavement will not be chargeable against sick leave for mother, father, brother, sister, spouse, child(ren) and parent's of spouse, step parents, step children, in-laws or any dependent who lives in the immediate household and shall include grandparents. Bereavement leave of a special nature may be granted at the discretion of the Superintendent.
- Employees may use one day of accumulated sick leave to attend the funeral of someone other than a family member as defined above as long as overall work attendance can be covered.
- F. **Doctor's Statement:** A doctor's statement may be required for sick leave pay when an employee has accumulated more than five (5) sick leave occurrences or whenever abuse of sick leave is suspected. This provision is subject to uniform application throughout the bargaining unit.
- G. **Personal Leave:** Two (2) days leave of absence with pay shall be granted for personal leave. Approval is to be obtained through the administration and arrangements made a week in advance or sufficient time to obtain a substitute in case of emergency. Not more than two (2) employees from the same building may be on personal leave on the same day unless arrangements are approved by the superintendent/designee. These numbers shall be waived on November 15 when school is closed.
- H. **Jury Duty:**
1. An employee called for jury duty will be paid the difference between his/her pay for that duty and his/her regular pay provided proof of service and pay is submitted.
 2. An employee subpoenaed as a witness in a court case connected with the employee's job or the school will be paid as in H-1. This provision shall not apply to any employee who is giving testimony in an action where the employee, employees, or the Association bring or is a party to such action against the Board of Education.
- I. **Attendance Incentive:**

No absence per year charged to sick leave =	\$100.00
One day absence per year charged to sick leave =	\$ 50.00

Per year this section is defined as July 1 to June 30. The money will be paid prior to September 30 after the year in which it was earned.

ARTICLE IV – CONTINUED

J. Military leave shall be granted in accordance with applicable laws.

ARTICLE V – RETIREMENT

- A. **Severance:** Employees who retire under the Michigan School Retirement Act will be paid ten dollars (\$10.00) per day for each unused sick leave day including all days banked beyond one-hundred-forty (140) to a maximum of two hundred (200) days..

ARTICLE VI- BOARD RIGHTS

- A. The Board of Education, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and reserved in it by the laws and the constitution of the state of Michigan and of the United States including but without limiting the generality of the foregoing, the right:
- B. To the executive management and administrative control of the school system and its employees, properties and facilities. The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of good judgement and discretion in connection therewith shall be limited by the specific and express terms of this Agreement and then only to the extent such specific and express terms of this Agreement thereof are in conformance with the constitution and laws of the United States.

ARTICLE VII – MISCELLANEOUS

- A. **Uniforms:** All custodial and maintenance employees shall wear a uniform of prescribed color while on duty. The employer shall provide each employee with three (3) pairs of trousers and three (3) shirts the first year of this contract or the first year of hire. Each year thereafter the Board will furnish three (3) pairs of trousers and three (3) shirts. Uniforms will be wash and wear permanent press.
- B. **Continuing Education:** The enrollment fee for any employee desiring to enroll in an adult level course offered through the continuing education services of the Gaylord Community Schools to enhance the skills of his/her job, shall be paid by the Board for up to two (2) classes per year. Approval must be received from the superintendent or his designee.
- C. **School Closing:**
1. In the event all schools are closed by the superintendent/designee, due to an Act of God, no employee except custodians and maintenance employees will report for duty.
 2. Each employee including custodians and maintenance will be paid the same as his/her normal work day (extra work, overtime hours, etc. will not be considered in the "normal work day").
 3. Each custodian and/or maintenance employees who, in fact, works on such day shall be credited with earning one vacation day for the fourth and fifth "Act of God days" per year. Each Act of God day thereafter, per year, will result in an extra day of pay for each custodian and maintenance employee who works on such day. However, if a custodian or maintenance employee is unable (due to the Act of God) to report on an Act of God day he/she will receive his/her regular pay but will not receive the vacation day or extra pay stated above.
 4. In the event any or all of the Act of God days are to be made up, as determined by the superintendent, the employee(s) who received pay for the day(s) when schools were closed and did not work will not be paid for the make up days.
 5. If a make up day is scheduled for a Saturday, Sunday or Holiday the overtime pay (Article XVII Section O) and Holiday pay (Article VIII Section A.2) will be applied.
- D. In the event of early dismissal for weather, employees will be paid their regular pay for the day. When the students are dismissed, the employee is entitled to leave with the exception of custodial and maintenance who shall complete their day's tasks.

ARTICLE VIII – HOLIDAYS AND VACATIONS

A. Holidays:

1. Employees covered under this agreement shall receive pay for holidays listed below, provided:
 - a. On the date of the holiday, the employee has been on the payroll for at least thirty (30) working days.
 - b. The employee has worked scheduled hours the entire day on the last day scheduled for his/her classification prior to the holiday and the first day scheduled for his classification after the holiday, unless such failure was excused by the administration due to accident, sickness or other similar cause or unless the holiday falls during the employee's scheduled vacation period.
2. Paid holidays are:
 - a. Independence Day, Labor Day, Thanksgiving Day and the Day after Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day and Good Friday afternoon.
 - b. Twelve-month employees will receive July 3, July 4 and Good Friday as paid holidays. Christmas eve day will be a paid holiday provided such day falls on Monday-Friday.
 - c. Effective September, 1989, when November 15 falls on Monday through Friday, and school is not in session employees will receive the day as a paid holiday.
3. The employee will be paid only for the above listed holiday(s) which falls during his/her regular work year.
4. When the legal holiday occurs on a Saturday, the holiday will be observed on the preceding Friday; or when the holiday falls on a Sunday, the following Monday will be observed.

ARTICLE VIII, Section B (continued)

B. Vacations

1. Employees are entitled to a paid vacation each year based on length of service and employment on July 1 of each year. The schedule of vacation benefits is as follows:

46 – 52 week employees:

1 year of experience but less than 7 years	= 10 days
7 years of experience or more but less than 13	= 15 days
13 years or more	= 20 days

36 – 45 week employees:

1 year of experience but less than 4 years	= 4 days
4 years of experience but less than 7 years	= 6 days
7 years of experience or more	= 8 days

Prorated one year benefits will be paid to employees who have less than one (1) full year employment on July 1.

All custodial and maintenance employees employed as of July 1, 1978, will qualify for the third week vacation after the sixth year.

2. To be eligible for full vacation pay, an employee must have been paid for seventy-seven percent (77%) of their scheduled time during the past year. Eligible employees who fail to meet this requirement shall receive a prorated vacation benefit based on the number of hours paid.
3. Employees who terminate because of illness or with a minimum of ten (10) calendar days notice, will be entitled to prorated vacation benefits.
4. The vacation schedule will be established by approximately April 1 each year, approved by the employee and the department supervisor. Vacations will normally be scheduled in five (5) day periods. Shorter durations may be approved by the immediate supervisor. In case of a conflict on employee requests for vacation scheduling, employees will be given preference in order of seniority provided this does not interfere with normal operations.
5. Vacation pay shall consist of a continuation of the prescribed salary for the period of the vacation. Vacation pay for thirty-six to forty-five (36–45) week employees will be paid prior to July 1 after the year in which it was earned. Thirty-six to forty-five week employees may request the use of vacation day(s). If the request is granted by the immediate supervisor, the payment will be made on the next appropriate payroll.

ARTICLE IX – HEALTH EXAMINATION

- A. Employees shall possess and maintain sufficient good health, both physical and mental, to adequately perform their respective duties.
- B. For employees, an amount not to exceed forty dollars (\$40) will be paid by the Board toward a physical examination every two (2) years, when submitted for payment prior to October 1. Additional fees, if any, will be paid by the employee.
- C. Every employee shall, upon request, submit to a physical or psychiatric examination at any time, at the request of the superintendent, as a condition of continued employment; such examination to be paid by the Board.

ARTICLE X – VACANCIES, TRANSFERS AND PROMOTIONS

- A. A vacancy shall be defined as a newly created position or a current position that is not filled. If the Board chooses not to fill the vacancy they shall notify the association within ten (10) days from the time the position becomes vacant.
- B. The Board agrees to post, on employee bulletin boards maintained for such purposes, all vacancies and long term job openings covered by this Agreement for a period of ten (10) working days prior to a permanent filling of these vacancies. The president of the bargaining group will receive a copy of all job openings covered by this Agreement and will be responsible for notifying laid-off, out of department employees.
- C. During the ten (10) day posting period as stated in B. above each employee may apply for any vacancy. The applicant who is qualified and who has the most and best qualifications shall be awarded the assignment. In the event the qualifications are equal, among two or more internal applicants, the employee who has the most district seniority shall be awarded the assignment. In the event qualifications are equal, internal applicants shall have preference over external candidates. However, a substitute who has worked for a total of sixty (60) days in one classification shall be deemed more qualified than other equally qualified external candidates.
- D. Employees promoted shall be granted a four (4) week trial period to determine their ability to perform on the job and the desire to remain on the job.
- E. During the four (4) week trial period the employee shall have the opportunity to revert to his/her former position. If the employee is unable to demonstrate ability to perform the work required during the trial period the employee shall be returned to his/her previous assignment. During the trial period the employee will receive the rate of the job he/she is performing.
- F. The parties agree involuntary transfers of employees are to be minimized and avoided whenever possible. In all cases, involuntary transfers will be affected only for reasonable and just cause.

ARTICLE XI – REDUCTIONS IN PERSONNEL, LAYOFF AND RECALL

- A. Layoff shall be defined as a planned reduction in the work force beyond normal attrition.
- B. No employees shall be laid-off with less than thirty (30) days notice except in an emergency.
- C. In the event of a reduction in work force the employer shall first lay off probationary employees; then the least senior employees by department seniority. That is, the employee with the least department seniority shall be laid-off first. It is understood this order of layoff carries inherent requirements of meeting qualifications. In no case shall a new employee be employed by the employer while there are laid-off employees who are qualified for a vacant or newly created position.
- D. Employees whose positions have been eliminated due to reduction in work force or who have been affected by a layoff shall have the right to assume a position for which they are qualified which is held by the least senior employee in the department.
- E. A laid-off employee shall, upon application and at his/her option, be graded priority status on the substitute list according to his/her seniority. Laid-off employees may continue their health and life insurance benefits by paying the regular monthly per-subscriber, group rate premium for such benefits to the employer as approved by the insurance company and the current law.
- F. Laid-off employees shall be recalled in reverse order of layoff to any position for which they are qualified.
- G. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the employer's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the employer notified as to his/her current mailing address. A recalled employee shall be given at least five (5) calendar days from receipt of notice excluding Saturday and Sunday to report to work. The employer may fill the position on a temporary basis until the recalled employee can report for work provided the employee reports within the five (5) day period. Employees recalled to equivalent work for which they are qualified based on the department they were laid-off from are obligated to take said work. An employee who declines recall to perform work in the department from which he/she was laid-off and for which he/she is qualified, shall forfeit his/her seniority rights.

ARTICLE XII – EMPLOYEE RIGHTS AND PROTECTION

- A. Pursuant to the Michigan Employment Relations Act, the employer hereby agrees every employee shall have the right freely to organize, join and support the union for the purpose of engaging in collective bargaining or negotiations. As a duly elected body, exercising governmental power under color of law of the State of Michigan, the employer undertakes and agrees it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the act or other laws of Michigan or the constitutions of Michigan and the United States of America; that it will not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in the union, his/her participation in any activities of the union, of collective negotiations with the employer, his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained within this Agreement shall be construed to deny or restrict to any employee, rights he/she may have under the Michigan General School Laws or the applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided in writing elsewhere.
- C. The employer agrees in no way to discriminate against or between employees covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, physical characteristics or place of residence.
- D. No employee shall be disciplined including warnings, reprimands, suspensions, reductions in rank or occupational advantage, discharges or other actions of a disciplinary nature without just cause. However, during the probationary period, the language of Article III, Section A is controlling in any discharge case.
- E. An employee shall be entitled to have present a representative of the union during any meeting which leads or may lead to disciplinary action. When a request for such representation is made no action shall be taken with respect to the employee until such representative of the union is present or for twenty-four (24) hours after the union has been notified--whichever is earlier. Should disciplinary action likely occur at a given meeting the employee shall be advised immediately of said possibility and be advised by the employer of the right to representation under this provision of the Agreement.

ARTICLE XII (continued)

- F. No material, including but not limited to, student, parental or school personnel complaints originating after initial employment will be placed in an employee's personnel file unless the employee has had an opportunity to review the material. Complaints against the employee shall be put in writing with names of the complainants, administrative action taken and remedy clearly stated. The employee may submit a written notation regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When material is to be placed in an employee's file the affected employee shall review and sign said material. Such signature shall be understood to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material. All recommendations – written or oral – shall be based solely on the contents of the employee's personnel file. Other examination of any employee's files shall be limited to qualified supervisory personnel. Each file shall contain a record indicating who has reviewed it, the date reviewed and the reason for such review.
- G. Before a bargaining unit member is rated unsatisfactory in his/her performance the administrator or supervisor shall meet with the individual at least one (1) month prior to such a rating being submitted in order to put the bargaining unit member on notice that his/her job performance is not satisfactory and to discuss means of improvement. Written summaries of such conference shall be prepared by both the bargaining unit member and the administrator. Copies of the summaries shall be exchanged and placed in the member's personnel file.
- H. If the efforts of the bargaining unit member and the administrator fail to raise the individual's job performance to a satisfactory level an Unsatisfactory Rating Form shall be filed with the superintendent's office.
- I. An unsatisfactory bargaining unit member shall have the opportunity to be transferred to a comparable assignment if mutually agreeable to employee involved and in cases involving secretaries, assistants, custodians or maintenance personnel, the immediate supervisor's approval is needed and, given an opportunity for three (3) months to bring his/her job performance up to a satisfactory condition provided this is the first such rating. If his/her services are rated unsatisfactory at the end of the three (3) month period the bargaining unit member shall be retained in the current assignment. If a bargaining unit member's services are rated unsatisfactory, a hearing shall be scheduled by the superintendent's office.
- J. A bargaining unit member shall be notified, in advance, in writing, of the purpose of a meeting where an unsatisfactory rating and/or disciplinary action is contemplated and shall be entitled to have an ESPA representative present.

ARTICLE XIII – UNION RIGHTS AND SECURITY

The union shall have, in addition, to other rights expressly set forth or provided by statute, the following rights:

- A. Special conferences for important matters will be arranged between the union president and the designated representative of the employer upon request of either party. Such meetings shall be between at least two (2) representatives of the union and two (2) representatives of the employer.
- B. The union shall be provided with bulletin boards or sections thereof for the purpose of posting union materials. The union shall also have the right to use the school mails to distribute union material.
- C. Duly authorized representatives of the state and national levels of the union shall be permitted to transact official union business on school property provided this shall not interfere with nor interrupt normal school operations.
- D. The duties of any bargaining unit member or the responsibilities of any position in the bargaining unit shall not be altered, increased or transferred to persons not covered by this Agreement.
- E. The employer agrees supervisors or non-unit employees shall not be used to displace employees regularly employed in the bargaining unit except in emergencies when union employees are not available or have refused to do the work as assigned. For purposes of this provision an emergency shall be defined as an unforeseen circumstance or a combination of circumstances which call for immediate action in a situation which is not expected to be of a recurring nature.
- F. The employer will continue its established policy and practice of giving employees a preference for work they have customarily performed. In accordance therewith the employer will not subcontract work unless the skills and equipment needed to perform the work specified are unavailable in the school system or the schedule for such work cannot be met with the equipment or skills available for such work.

**ARTICLE XIV – ASSOCIATION DUES, SERVICE FEES AND PAYROLL &
DEDUCTIONS**

- A. Each employee shall, as a condition of employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement – whichever is later – join the Association or pay a legally permissible service fee to the Association. The employee may authorize payroll deduction for such fee. In the event the employee shall not pay such service fee directly to the Association or authorized payment through payroll deduction the employer shall, pursuant to MCLA 408.477, MSA 17.2277 (7) and at the request of the Association, deduct the service fee from the employee's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each employee. Moneys so deducted shall be remitted to the Association or its designee no later than twenty (20) days following the deduction.
- B. Pursuant to Abood v Detroit Federation of Teachers, 431 US209.240 (1977), the Association established a procedure set forth in the "Policy Regarding Objections to Political-Ideological Expenditures." If any person paying service fees hereunder objects to the expenditure by the Association, including ESPA, MEA, NEA, of any funds collected from him/her pursuant to provision in Section A above such person may present such objection pursuant to that policy and the procedures therein set forth; however, challenge to any such expenditure shall not relieve the person of the obligation of paying the service fee or any portion thereof pending final determination thereunder. The remedies set forth in such policy shall be exclusive and unless and until such procedures including any judicial review thereof shall have been availed of and exhausted, no dispute, claim or complaint by such objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement or any other administrative or judicial procedure.
- C. In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Article the Association agrees to defend such action at its own expense and through its own counsel provided the employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires and provided the employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence obtaining witnesses and making relevant information available at both trial and appellate levels. The Association agrees in any action so defended it will indemnify and hold harmless the employer from any liability for damages and costs imposed by a final judgement of a court or administrative agency as a direct consequence of the employer's compliance with this Article but this does not include any liability for compensation paid under the Michigan Employment Security Act.

Article XIV, Article C (continued)

- D. Any employee who is a member of the Association or who has applied for membership may sign and deliver to the employer an assignment authorizing deduction of dues, assessments and contributions in the Association as established by the Association. Such authorization shall continue in effect from year to year unless revoked according to the procedures outlined in the ESPA Constitution and Bylaws. Pursuant to such authorization the employer shall deduct one tenth of such dues, assessments and contributions from the regular salary check of the employee each month for ten (10) months beginning in September and ending in June of each year.

- E. Upon appropriate written authorization from the employee the employer shall deduct from the salary of any such employee and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, MEA-PAC, NEA-PAC contributions or any other plans or programs jointly approved by the Association and the employer.

ARTICLE XV – INSURANCE

- A. **Life Insurance:** Each employee will receive employer-paid Group Term life Insurance ten thousand dollars (\$10,000). The terms of this Agreement will be consistent with the provisions of the Group Life Insurance policy.
- B. **Disability:** Disability Income Insurance will provide for all employees covered by this Agreement. The plan will be thirty (30) calendar days waiting period, twenty-four (24) months benefit period, replacement of sixty percent (60%) of income. All provisions of this Agreement must be consistent with provisions of the Disability Income Insurance policy. An employee cannot draw both sick leave and Group Term Disability benefits at the same time.
- C. **Hospitalization:**
1. Employees working less than one thousand three hundred (1,300) hours per year:
 - a. The Board will provide the following amount toward MESSA Super Med I with the Care Rider:

Toward Annual Premium

2nd Year Employees =	\$ 1,000
3rd Year Employees =	\$ 1,125
4th Year Employees =	\$ 1,275
5th Year Employees =	\$ 1,425
 - b. The above rates to be prorated over 10 months.
 2. Employees working one thousand three hundred (1,300) hours or more:
 - a. The Board will provide MESSA Super Med I with the Care Rider, full family and Board paid deductible.
- D. **Dental Insurance:**
1. Employees working over 1,300 hours who have hospitalization will receive SET (plan equivalent to teachers). The Board will provide fully paid full family dental.
 2. Employees working over 1,300 hours who have a Cash Option will receive the single subscriber rate or \$200 per year toward full family dental insurance.

ARTICLE XV - CONTINUED

- E. **Unpaid Leaves:** When on unpaid leave of absence for thirty (30) days or more the employee shall pay the monthly hospitalization premium for the duration of the unpaid leave.
- F. **Cash Option:** Employees who do not elect to take hospitalization will qualify for a cash option up to fifty percent (50%) of the eligible amount for hospitalization. The amount will not be less than received in 1985-86. The employer shall provide the cash option in lieu of health benefits. The employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code.
- Bargaining unit members receiving annuities at the Super Care II rate on the ratification date of this negotiated agreement shall be frozen at the annuity rate of the 1993-94 or 1994-95 Super Care II rates, whichever is less, until the Super Care I rate surpasses the frozen Super Care II rate.
- Employees hired after the ratification of this Agreement shall be entitled to Super Care I health insurance or that cash option.
- G. Employees shall be allowed to switch from hospitalization to tax deferred annuity and/or deferred compensation at any time, provided the employee gives the district advance written notice of at least twenty (20) calendar days.
- H. Full time employees (30 hours a week or more) shall receive Board paid VSP I vision insurance.

ARTICLE XVI – HOURS OF WORK

- A. The normal week shall consist of forty (40) hours, eight (8) hours per day Monday through Friday including two (2) fifteen (15) minute daily relief periods excluding a duty-free, uninterrupted lunch period of no less than one-half (1/2) hour per day. During times when students are not in school working hours may be changed so long as the normal week shall not exceed forty (40) hours. Employees who work 3.5 to 4.0 hours shall be entitled to one fifteen (15) minute break.
- B. The Board may assign up to one (1) employee from the high school and middle school other than Monday through Friday so long as the employee works five (5) consecutive days and is to be applied on a voluntary basis to those bargaining unit members on the payroll prior to September 1, 1983.
- C. Those employees who work less than the normal week will be paid at the hourly rate for their job.
- D. Payment for more than forty (40) hours per week will be at one and one-half (1 1/2) times the hourly rate for all hours beyond forty (40) hours.
- E. Overtime will be divided among bargaining unit members of each school building department as equally as possible. Overtime will be offered on the following basis:
 - 1. The overtime shall be rotated among all bargaining unit members in the building who are qualified to do the work in that department. If all bargaining unit members in that building refuse the overtime, it will be offered by department to bargaining unit members in the other buildings. It is understood maintenance is not assigned to a building; therefore, all maintenance overtime work shall first be offered to the maintenance bargaining unit members. Overtime work will be voluntary.
 - 2. Overtime will be covered by the use of the "Overtime Chart" and will be offered to each bargaining unit member in rotation based on seniority. Overtime that is missed will be charged in the Overtime Chart for the purpose of balancing the overtime in D above.
- F. **Summer Work Schedule:** After one (1) full year of experience, custodial/maintenance workers scheduled to work a minimum of forty-eight (48) weeks excluding vacations, will be paid forty (40) hours for thirty-six (36) hours work from the week of July 1 to the week of August 15 (six [6] weeks).
- G. **Inservice:** All employees shall have one paid inservice day each school year. Inservice will be planned by a committee of management and Association members.

Article XVI (continued)

- H. **Compensatory Time:** When the employer requests an employee to work additional hours in exchange for compensatory time off, and the employee accepts, the date and time that the compensatory time will be taken will be by mutual agreement between the employee and his/her immediate supervisor. If the compensatory time has not been taken on or before June 1 the employee shall receive straight time pay for the time worked.

When the employee requests time off and will make up the time taken off, and the employer accepts, the date and time for the make up time will be by mutual agreement between the employee and his/her immediate supervisor. If the employee has not made up the time on or before June 1 the employee's pay check will be deducted for the time he/she has taken off the job.

ARTICLE XVII – SALARY SCHEDULES

A. MAINTENANCE

	1997-98	1998-99	1999-2000	2000-2001*
1	\$12.83	\$13.22	\$13.62	see page 30
2	13.04	13.43	13.83	
3	13.46	13.86	14.28	
4	13.88	14.30	14.73	
5	14.37	14.80	15.24	
6	14.93	15.38	15.84	

B. HEAD CUSTODIANS/GROUNDSKEEPER – (Night custodians \$.20 more for shift premium)

1	\$10.95	\$11.27	\$11.61
2	11.37	11.70	12.05
3	11.75	12.10	12.46
4	12.16	12.52	12.90
5	12.30	12.67	13.05
6	12.95	13.33	13.73
6a	13.14	13.53	13.94

C. REGULAR CUSTODIANS

1	\$10.68	\$11.00	\$11.33
2	11.00	11.32	11.66
3	11.33	11.67	12.02
4	11.64	11.99	12.35
5	11.95	12.31	12.68
6	12.33	12.70	13.08

D. This agreement provides for a \$556 longevity payment the seventh year and \$573 payment for 1998-99, \$590 payment for 1999-2000, and open payment for 2000-2001.** Payment to be made first payday in December.

E. Yearly increases are not automatic, but are dependent upon satisfactory completion of a year's service. Notification of unsatisfactory work shall have been given to the employee during the year with suggestions for corrections.

Article XVII (continued)

F. An employee employed on a regularly scheduled basis after March 15 shall remain on the first step the following year.

G. Custodians who work between 3:00 p.m. and 5:00 a.m. will be paid an hourly shift premium of twenty cents (\$.20) over the salary schedule step.

H. Secretaries will receive twenty-five cents (\$.25) increase for 1997-98 and 1999-2000 and the percentage will be adjusted after the equity adjustment has been made.

**All custodian and maintenance employees employed as of July 1, 1978, will qualify for the \$540 bonus in the sixth year.

SALARY SCHEDULES

H. SECRETARIES

STEP	1997-98	1998-99	1999-2000	2000-2001*
1	\$ 9.07	\$ 9.34	\$ 9.88	see page 30
2	9.45	9.73	10.28	
3	9.86	10.15	10.71	
4	10.23	10.53	11.10	
5	10.67	10.99	11.58	
6	11.15	11.48	12.08	

I. EDUCATIONAL ASSISTANTS

1	\$8.10	\$8.33	\$ 8.58
2	8.42	8.67	8.93
3	8.67	8.93	9.20
4	8.95	9.22	9.50
5	9.24	9.51	9.80
6	9.53	9.82	10.11

J. MEDIA TECHNICIANS

1	\$ 8.44	\$ 8.68	\$ 8.94
2	8.74	9.00	9.27
3	9.00	9.26	9.54
4	9.54	9.83	10.12
5	9.94	10.24	10.55
6	10.21	10.51	10.83

SALARY SCHEDULES (continued)

- K. This Agreement provides for a \$402 longevity payment the seventh year, \$414 payment for 1998-99, \$426 payment for 1999-2000; and open payment for 2000-2001; payment to be made first payday in December.
- L. Yearly increases are not automatic, but are dependent upon satisfactory completion of a year's service. Notification of unsatisfactory work shall have been given to the employee during the year with suggestions for corrections.
- M. An employee employed on a regularly scheduled basis after March 15 shall remain on the first step the following year.
- N. The health care assistant will be paid an hourly premium of twenty cents (\$.20) over the salary schedule step. When the child for whom the health care aide is responsible is absent, alternative work will be assigned so as not to reduce hours of work.
- O. Whenever an employee is promoted or is reclassified upward, he/she shall be placed on the first step that would generate a raise in hourly rate.
- P. The amount of leave time available to an employee will be noted on pay stud three times a year (at beginning, second semester, and end of year).

- * The salary percentage increase will be equal to the same percentage increase as the teachers' schedule. If the teachers' schedule is not based on a straight percentage increase on base, the parties will meet to determine the proper application of the teacher salary increase to the GESPA salary schedule.

ARTICLE XVIII – NO STRIKE CLAUSE

- A. The union agrees during the term of this Agreement it will not encourage, condone or participate in any strike, slowdown, complete or partial refusal to perform any work or any other type of concerted work stoppage. It is agreed such activity is specifically prohibited during the term of this Agreement. It is agreed participation by an employee in such prohibited activity is cause for discipline including dismissal for just cause.
- B. In the event such prohibited activity occurs, the school district will notify the union of such and the union agrees it will take immediate action to end such prohibited activity.
- C. The employer agrees to not lock out employees during the life of the Agreement and further agrees to not commit an unfair labor practice.

ARTICLE XIX – EVALUATION

A. **PURPOSE** – To establish an official formal written record of the employee's job performance during a specific period of time. This record will provide information for the employee and administration concerning the employee's job performance with the Board.

B. DEFINITION OF TERMS

1. An **Observation** is an event in gathering of data to be used in formalizing the Evaluation. This may include oral complaints, statements from witnesses and/or written anecdotal reports of activities in which the employee performed.
2. The **Evaluation** is the formal written record of the employee's job performance which shall be signed by the immediate supervisor and employee. The Evaluation will be placed in the employee's personnel file.
3. The **Evaluator** is the employee's immediate supervisor and is responsible for conducting the evaluation procedure.

C. PROCEDURE

1. Each employee shall be given written notice of the name of his/her immediate supervisor upon hire and at any time it changes.
2. Observations for obtaining data to establish the Evaluation is an on-going process. The Evaluation of job performance will be finalized once per year and completed on or before May 15.
3. Whenever the employee is observed and the job performance is not satisfactory the evaluator will bring this fact to the employee's attention within five (5) work days from becoming knowledgeable of the situation. This notification may be oral or in writing dependent upon the severity of the situation. The written report to the employee shall include all data used to prepare the report including names of witnesses and their statements.
4. When the evaluator informs the employee, in writing, of an unsatisfactory job performance the report shall include a plan for improvement. The written plan shall include:
 - a. Identifying the skill, knowledge or action which requires improvement.
 - b. An appropriate specific recommendation for improvement.
 - c. A reasonable timeline for active improvement, additional observations and written feedback statement from the employee.
 - d. The immediate supervisor or designee will provide reasonable assistance in implementing a., b., and c.

ARTICLE XIX, SECTION 4 – CONTINUED

- e. The employee shall comply with the plan to the best of his/her ability and shall submit a written feedback statement to the evaluator on a mutually agreed upon date. This statement shall include events, date, time, location and other specific information which the employee did to complete his/her portions of the plan.
- 5. The formal Evaluation Conference will be held on or before May 15 at which time the formal evaluation documents (including the attached form) will be presented to the employee. The form must be signed at this conference by both the evaluator and employee. The employee's signature is only to indicate awareness and is not to be used to indicate agreement. In the event the evaluator is recommending that the employee be terminated from employment with the Board, it shall be stated at this conference and written on the form.
- 6. If the employee does not agree with the evaluation he/she must submit a letter of dissent to the evaluator within ten (10) working days of the evaluation conference.
- 7. The absence of an evaluation for a given year will mean that the employee has performed satisfactorily during that year.

D. DISCIPLINARY ACTION

The procedure stated above does not disallow the superintendent or designee to discipline at any time during the year subject to due process and just cause.

ARTICLE XX- SCHOOL IMPROVEMENT PLAN

- A. The Board and the Association are aware that legislation and state department rules are presently pending which may make it advisable to adopt a "School Improvement Plan or Process" and/or a "Site-Based Decision Making Plan" or other such similar plans.
- B. The Board shall notify the Association if the Board is considering formulating or modifying such a plan or process.
- C. Upon notification by the Board to the Association that such a school improvement plan/process (SIP) is to be used or modified, the Board agrees to the following provisions:
 - 1. The Association shall name at least one member to each district level committee when requested by administration.
 - 2. The Association shall receive copies of all minutes and approved actions of each SIP committee.
 - 3. Participation in any SIP is strictly voluntary.
 - 4. Non-participation in a SIP shall not be used in employee evaluations.
 - 5. SIP committees shall not discuss:
 - a. Wages
 - b. Fringe Benefits
 - c. Individual employee performance/evaluation
 - d. Contract Grievances
 - e. Individual Employee Discipline
 - 6. The SIP Committee shall not change any part of the master agreement without the prior written approval of the Board of Education and the Association.

ARTICLE XXI – HEALTH AND SAFETY

- A. Any bargaining unit member required to provide services of a medical nature to a medically fragile student shall be provided access as appropriate, to the doctor's and/or nurse's instructions as to the procedures to be used for each task of a medical nature as necessary.
- B. On a case by case basis, the district will determine what training should be provided to an employee assigned to a medically fragile student. The employer shall pay the training fees and employee time required outside normal working hours.
- C. **Dispensing Medications** – Bargaining members will be guided by Board policy and administrative regulations covering administering medicines to students. Appropriate employees will be given copies of the Board policy and regulations.

ARTICLE XXII - DURATION OF AGREEMENT

- A. This Agreement shall be effective September 1, 1997 and terminate August 31, 2001. This Agreement may not be extended orally and it is expressly understood it shall expire on the date indicated. Negotiations may be reopened by mutual consent ninety (90) days prior to an anniversary date.

GAYLORD SCHOOLS
BOARD OF EDUCATION

MICHIGAN EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION

By *Christopher W. Collins*
Christopher W. Collins, Pres.

By *Terry V. Cox*
Terry V. Cox, Unserv

By *Edith Sims*
Edith Sims, Vice-Pres.

By *Terry Johnson*
Terry Johnson, School Rep.

By *Diane Scheerhorn*
Dr. Diane Scheerhorn, Supt.

By _____

By _____

By _____

GAYLORD COMMUNITY SCHOOLS
EVALUATION FORM
NON-TEACHING PERSONNEL

NAME _____ DATE _____
BUILDING _____ POSITION _____

Place a check in front of the phrase which best fits the employee.

	Related Comments
KNOWLEDGE OF WORK	K W
<input type="checkbox"/> 1. Requires considerable assistance	
<input type="checkbox"/> 2. Acceptable knowledge	
<input type="checkbox"/> 3. Well informed	
<input type="checkbox"/> 4. Extremely well informed on all phases of work	
<input type="checkbox"/> 5. Not observed	
QUANTITY OF WORK	Q W
<input type="checkbox"/> 1. Does just enough to get by	
<input type="checkbox"/> 2. Turns out fair amount	
<input type="checkbox"/> 3. Does more than average amount	
<input type="checkbox"/> 4. Consistently does an unusually large amount	
<input type="checkbox"/> 5. Not observed	
QUALITY OF WORK – ACCURACY/SAFETY	Q W A/S
<input type="checkbox"/> 1. Often unacceptable, frequent errors	
<input type="checkbox"/> 2. Makes occasional errors	
<input type="checkbox"/> 3. Makes few errors, careful and neat	
<input type="checkbox"/> 4. Seldom makes mistakes	
<input type="checkbox"/> 5. Not observed	
EFFECTIVENESS WITH STUDENTS	E S
<input type="checkbox"/> 1. Allows disruptive behavior	
<input type="checkbox"/> 2. Generates complaints from parents	
<input type="checkbox"/> 3. Maintains appropriate control	
<input type="checkbox"/> 4. Promotes positive behaviors	
<input type="checkbox"/> 5. Not observed	
EFFECT ON FELLOW WORKERS	E F W
<input type="checkbox"/> 1. Sometimes causes dissension	
<input type="checkbox"/> 2. No effect on fellow workers	
<input type="checkbox"/> 3. Promotes cooperation and good will	
<input type="checkbox"/> 4. Outstanding for loyalty and cooperation	
<input type="checkbox"/> 5. Not observed	
EFFECTIVENESS WITH PUBLIC	E P
<input type="checkbox"/> 1. Antagonizes people	
<input type="checkbox"/> 2. Pleasant and courteous	
<input type="checkbox"/> 3. Ingenious and tactful	
<input type="checkbox"/> 4. Unusual personality and aptitude	
<input type="checkbox"/> 5. Not observed	
CONFIDENTIALITY – STUDENT AND STAFF	C – S
<input type="checkbox"/> 1. Abuses student/staff confidentiality rights	
<input type="checkbox"/> 2. Uses poor judgment in casual conversations	
<input type="checkbox"/> 3. Generally recognizes student/staff rights	
<input type="checkbox"/> 4. Consistently maintains confidentiality	
<input type="checkbox"/> 5. Not observed	

	Related Comments
JUDGMENT AND COMMON SENSE	J C S
<input type="checkbox"/> 1. Inclined to be illogical	
<input type="checkbox"/> 2. Acceptable	
<input type="checkbox"/> 3. Judgment usually logical	
<input type="checkbox"/> 4. Thinks quickly, logically	
<input type="checkbox"/> 5. Not observed	
RESPONSIBILITY	R
<input type="checkbox"/> 1. Not very reliable	
<input type="checkbox"/> 2. Accepts responsibility when asked	
<input type="checkbox"/> 3. Accepts responsibility above average requirement	
<input type="checkbox"/> 4. Exceptionally reliable	
<input type="checkbox"/> 5. Not observed	
PROMPTNESS	P
<input type="checkbox"/> 1. Must be reminded about promptness	
<input type="checkbox"/> 2. Never late or absent without good excuse	
<input type="checkbox"/> 3. Almost never late or absent	
<input type="checkbox"/> 4. Always present and on time	
<input type="checkbox"/> 5. Not observed	
PERSONAL APPEARANCE	P A
<input type="checkbox"/> 1. Often inappropriate appearance	
<input type="checkbox"/> 2. Appropriate	
<input type="checkbox"/> 3. Very good	
<input type="checkbox"/> 4. Excellent	
<input type="checkbox"/> 5. Not observed	
COOPERATION WITH ADMINISTRATION	C A
<input type="checkbox"/> 1. Very little cooperation	
<input type="checkbox"/> 2. Acceptable	
<input type="checkbox"/> 3. Very willing to work with administration	
<input type="checkbox"/> 4. Unusually cooperative	
<input type="checkbox"/> 5. Not observed	
CONCLUSIONS - (OVERALL)	C
<input type="checkbox"/> 1. Unsatisfactory	
<input type="checkbox"/> 2. Employee not performing in a satisfactory manner, will be given specific written directions for improvement	
<input type="checkbox"/> 3. Performing in satisfactory manner	
<input type="checkbox"/> 4. Above average	

ADDITIONAL COMMENTS: _____

Evaluator's Signature _____ Date _____

Position _____

Employee's Signature _____ Date _____

Copy distribution: Employee (original)
 Personnel File (copy)

APPENDIX A
GRIEVANCE REPORT FORM

Grievance # _____ School District | Distribution of Form

- | 1. Superintendent
- | 2. Principal/Supervisor
- | 3. Association
- | 4. Grievant

Submit to Supervisor/Principal in Duplicate

Building _____ | Assignment _____ | Name of Grievant _____ | Date Filed _____
STEP 1

A. Date Cause of Grievance Occurred: _____

B. 1. Statement of Grievance: _____

2. Relief Sought: _____

Signature | Date

C. Disposition of Supervisor/Principal: _____

Signature | Date

D. Disposition of Grievant and/or Union/Association: _____

Signature | Date

If additional space is needed in reporting Section B of Step 1, attach an additional sheet.

(continued on reverse side)

STEP II

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature Date | _____

C. Position of Grievant and/or Union/Association: _____

Signature Date | _____

STEP III

A. Date Submitted to Arbitration: _____

B. Disposition & Award of Arbitrator: _____

Signature of Arbitrator Date | _____

NOTE: All provisions of Article _____ of the Agreement dated _____, 19____, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.



