

1076

12/31/96

COLLECTIVE BARGAINING AGREEMENT

Between

THE BOARD OF EDUCATION OF THE
COOPERSVILLE AREA PUBLIC SCHOOLS

And

THE COOPERSVILLE SUPPORT PERSONNEL
ASSOCIATION, MEA-NEA



9-1-95 through 12-31-96

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

WINDING UP
AND
LIQUIDATION
STATEMENT

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AGREEMENT

This Agreement is made and entered into effective September 1, 1995, by and between the COOPERSVILLE AREA PUBLIC SCHOOLS BOARD OF EDUCATION (hereinafter called the "Board" or the "Employer") and the COOPERSVILLE SUPPORT PERSONNEL ASSOCIATION, MEA-NEA (hereinafter called the "Association" or the "Union").

ARTICLE 1.0 RECOGNITION

1.1 Definition of Bargaining Unit

Pursuant to MERC Case No. R89 I-244 Unit I & II, the Board does hereby recognize the Association as the exclusive representative of the employees in the unit described below for the purposes of collective bargaining:

ALL FULL-TIME AND REGULAR PART-TIME NON-SUPERVISORY MAINTENANCE, CUSTODIAL, MECHANIC EMPLOYEES AND BUS DRIVERS.

Excluding supervisors, migrant staff, fiscal services employees, Superintendent's secretary and all other employees.

1.2 Definition of "Employee"

The term "employee" when used in this Agreement shall refer to all employees in the bargaining unit as defined above.

1.3 Probationary Employees

Probationary employees are not covered by the following provisions of this Agreement and have no rights thereunder: Article 4, Sections 4.1, 4.2 and 4.3, Article 6, Article 7, Article 9, Article 10 (except Section 10.6), Article 11, Article 12, and Article 15. A probationary employee may not file a grievance claiming a violation of any Section and/or Article included above.

1.4 Definition of Full-Time/Part-Time Employees

1.41 Full-Time Employee. The term Full-time employee when used in this Agreement in reference to a Custodial, Maintenance/Mechanic employee shall mean an employee regularly scheduled to work 30 hours per week or more. The term Full-time employee when used in this Agreement in reference to a Bus Driver employee shall mean an employee regularly scheduled to drive at least four (4) runs per day for four or more days/week.

1.42 Part-Time Employee. The term Part-time employee when used in this Agreement in reference to a Custodial, Maintenance/Mechanic employee shall mean an employee regularly scheduled to work less than 30 hours per week. The term Part-time employee when used in this Agreement in reference to a Bus Driver employee shall mean an employee regularly scheduled to drive less than four (4) runs per day and for less than 4 days/week.

ARTICLE 2.0 - ASSOCIATION RIGHTS

2.1 Agency Shop

All members of the bargaining unit as defined in Section 1.1, on or before the first pay day of the school year, beginning of employment, or the execution of the collective bargaining agreement, whichever is later, as a condition of employment shall either sign and deliver to the Board of Education an assignment authorizing monthly deductions of membership dues or a representation fee not to exceed the cost of Association dues, or pay the dues or representation fee before the 15th of each month. Said amounts deducted to be transmitted by the Board to the Association. If payroll deductions of dues or representation fee is authorized or invoked the deductions shall be made from the first paycheck of each month starting with September and ending with June. In the event that the bargaining unit member shall not pay such service fee directly to the Association, or authorize payment through payroll deduction, the Employer shall, pursuant to MCLA 408.477; MSA 17.277 (7) and at the written request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association. The Association hereby agrees to defend and indemnify the Board (its members and employees) and hold them harmless from any and all claims, liabilities, expenses or judgments, including attorney fees that may arise by reason of action taken by the Board (its members and employees) as a result of enforcing the provisions of this Section provided that: (1) the Association has the right to decide whether or not to appeal the decision of any court or other tribunal and (2) the Association with the concurrence of the Board, has the right to choose the legal counsel to defend any suit or action, and (3) the Association shall have the right to compromise or to settle any claim made against the Board (its members and employees).

2.2 Association Access

The Association may authorize Representatives who shall be able to conduct official business on school property at times which do not interfere with the work of bargaining unit members. In addition, the Association may authorize representatives not employed by Coopersville Area Public Schools who shall be able to conduct official business on school property at reasonable times providing they make their presence known to the director of operations or central office administration and do not interfere with normal school operations. In the event any authorized representative fails to comply with the aforementioned restrictions, the administrator may at his/her discretion remove the representative's rights accorded under this paragraph for no longer than one week.

2.3 Association Leave

On advance notification of not less than three (3) work days, not more than two (2) employees from one job classification at any one time may be designated as Association representatives (except that not more than one (1) mechanic at any one time) and shall be granted leave to conduct Association business. The Association shall be entitled to no more than an aggregate of eight (8) fully paid days per calendar year for this purpose. Days to be used for workshops/training and may not be used for union activities at other school sites and/or lobbying in Lansing. There shall be no limit on unpaid days used for grievance meetings with administration or for arbitration and the Board may grant additional unpaid days at its discretion.

ARTICLE 3.0 - BOARD RIGHTS

3.1 Board Authority

The Association recognizes that the Board is legally responsible for the operation of the entire school system within the boundaries of the school district and that the Board has the necessary authority to discharge all of its responsibilities subject to law and to the provisions of this Agreement. In meeting such responsibilities, the Board acts through its administrative staff.

3.2 Board Rights

The Board hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the school code and the laws and the constitutions of the State of Michigan and of the United States; except as limited by this Agreement. The Board's rights and powers, include, but are not limited to the right to: hire, direct, assign, recall, demote and promote employees; to reprimand, suspend, and discharge employees; to lay off employees for lack of work or other lawful reason; to select interested employees for promotion or transfer to supervisory or other positions outside the bargaining unit; to determine the qualifications and competency of employees to perform available work; to change and eliminate job classifications; to establish new classifications and the work content of existing classifications; to maintain discipline, order and efficiency of employees; to plan for and manage its affairs efficiently and economically, including the determination of the quantity and quality of service to be performed; to determine the number of employees assigned to any operations, to determine the labor requirements and to determine and adjust the size of the work force and to determine and adjust the schedules of work, including bus schedules; to contract work to determine and adjust the means, methods and procedures of work and to introduce new and improved means, methods and procedures and eliminate existing means, methods and procedures; to discontinue any service, function or operation; to establish, review and maintain and enforce work standards.

3.3 Board Rules

The Board shall have the right to make reasonable rules and regulations not in conflict with this Agreement as it may from time to time deem best for the purpose of maintaining safety, discipline, security, efficient and/or effective operations. The rules and regulations shall not limit the Employer's right to discipline or discharge employees with just cause, whether or not the cause for such action is addressed in said rules.

3.4 Non-Bargaining Unit Personnel

Supervisory personnel and other employees of the Employer not included in the bargaining unit represented by the Union may perform any work, including work ordinarily done by members of the bargaining unit represented by the Union to the extent and type as performed in the past.

ARTICLE 4.0 EMPLOYEE RIGHTS

4.1 Reason For Discipline

The Board shall not discipline any employee without just cause.

4.2 Remedy

An employee found to have been disciplined without just cause shall be reinstated and paid any lost wages or benefits.

4.3 Progressive Discipline

The Board agrees to follow a policy of progressive discipline which, unless the seriousness of the offense warrants accelerated discipline or discharge, includes a written warning, suspension without pay, and discharge.

4.4 Representation at Meetings

Upon request, an employee shall be entitled to have present a representative of the Association during any meeting to discuss any disciplinary action.

4.5 Meetings Involving Students/Parents/Citizens

No employee shall be required to meet with students, parents, or other citizens without the presence of his/her immediate supervisor or other designated administrator.

4.6 Policies/Rules/Regulations

All policies, rules and regulations and all changes in policies, rules and regulations shall be given in writing to the Association with a copy posted and personal copies made available to each employee upon request prior to the implementation date of the respective policy, rule or regulation.

4.7 Probationary Status

Upon initial employment, each employee shall serve a probationary period equal to his/her first forty-five (45) work days. Any day for which an employee receives any pay shall count as a work day.

4.8 Personnel File

Each employee shall have the right, upon request, to review the contents of all his/her own personnel file(s). The employee may have an Association representative accompany him/her in such review. The Board may also have a representative during the review to protect the contents of the personnel file(s). Other examination of an employee's

file(s) shall be limited to supervisory personnel and their agents, except that a non-bargaining unit member Union representative may review such files for contract administration purposes or to provide the employee representation in other administrative or legal proceedings.

4.9 Contents of Personnel File

Complaints by students, parents, or school personnel will not be inserted into a bargaining unit member's personnel file unless the bargaining unit member receives notice that such complaint is being inserted. The bargaining unit member may submit a written reply regarding complaints which shall be inserted into the file.

ARTICLE 5.0 - GRIEVANCE PROCEDURE

5.1 Definitions

- 5.11 A "grievance" shall mean a complaint filed by an employee, a group of employees, or by the Association based on a violation of this Agreement.
- 5.12 An "aggrieved person" is the person(s) or the Association making the complaint.
- 5.13 The term "days" when used in this Section shall, except where otherwise indicated, mean scheduled student attendance days during the school calendar year and shall mean calendar days excluding Saturdays, Sundays and Holidays as defined by this Agreement for the summer months between school calendar days.
- 5.14 Designated representatives of the Board shall mean the supervisor(s) at Level One, the Superintendent at Level Two, the Board's designated agent at Level Three.

5.2 Purpose

- 5.21 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal as may be appropriate at any level of the procedure.
- 5.22 Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the administration and having the grievance adjusted without intervention of the Association; provided, that such adjustment is not inconsistent with this Agreement and provided that the Association has the opportunity to be present at said adjustment.

5.3 General Procedures

- 5.31 All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the participants.
- 5.32 Forms for filing and processing grievances shall be designed by the Superintendent, shall be prepared by the Superintendent's office, and shall be given appropriate distribution upon approval by the Association to facilitate the operation of the grievance procedure.
- 5.33 Both the grievance discussed and the decision rendered at Level One shall be submitted in writing upon

request of either party. Grievances and decisions rendered at all other levels shall be in writing and shall be transmitted to the designated representative(s).

- 5.34 Since it is important that grievances be processed as rapidly as possible, the number of days indicated in each Level shall be considered a maximum and every effort shall be made to expedite the process. The time limits specified may be extended by mutual agreement expressed in written form.

5.4 Specific Procedures

- 5.41 Level One - Immediate Supervisor. The aggrieved shall discuss the complaint with his/her immediate supervisor(s) within twenty (20) days of the occurrence or the date the aggrieved knew or should have known of the occurrence.
- 5.42 Level Two - Superintendent. Should the aggrieved be unsatisfied at Level One or if no decision is rendered within five (5) days after presentation of the grievance, the aggrieved may proceed by filing a written grievance with the Superintendent within fifteen (15) days after receipt of the answer at Level One. Within fifteen (15) days from the receipt of the grievance by the Superintendent he/she shall render a decision as to the solution.
- 5.43 Level Three - Board of Education. Should the aggrieved be unsatisfied at Level Two or if no decision is rendered within fifteen (15) days from the receipt of the grievance by the Superintendent, the aggrieved may proceed by filing the written grievance along with the decisions from prior Levels with the Board within fifteen (15) days after receipt of the answer, if any, from Level Two. The Board may, in its discretion, hold hearings thereon, or may designate one or more of its members to hold hearings thereon or otherwise investigate the grievance, and may render a decision in writing. Provided, however, that in no event, except with express written consent of the Association, shall final determination of the grievance be made by the Board more than two regularly scheduled meetings after the receipt of the grievance by the Board.
- 5.44 Level Four - Arbitration. Should the Association be unsatisfied at Level Three or if no timely decision is rendered by the Board, the Association may submit the grievance to arbitration within thirty (30) days from the receipt of the Board's decision.

- (a) Arbitration Demand. To initiate arbitration, the Association will file the Demand for Arbitration with the American Arbitration Association (AAA) within thirty (30) days after the time limit in Level Three. The parties will be bound by the rules and procedures of the AAA.
- (b) Arbitration Hearing. The arbitrator will confer with the parties and hold hearings promptly and shall issue his decision not later than thirty (30) calendar days from the close of the hearings. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted.
- (c) Arbitrator's Decision. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board, and the Association; any lawful decision of the arbitrator shall be placed into effect, subject to the right of the Board or the Association to judicial review.
- (d) Arbitrator's Powers. An arbitrator shall have no power to:
 - (1) Establish wage scales; this does not preclude a determination of correct placement on the established wage schedule.
 - (2) Substitute his/her opinion to replace practices, policies, or rules of the Board except where such is found to be in conflict with this Agreement.
 - (3) Hear any grievance previously barred from the scope of the grievance procedure.
 - (4) In the event that a case is appealed to the arbitrator on which he/she has no power to rule, it shall be referred back to the parties without a decision or recommendation on its merits.
 - (5) More than one grievance may not be considered by the arbitrator at the same time except upon written mutual consent.
- (e) Costs of Arbitration. The cost of the arbitration shall be borne equally by the parties except each party shall assume its own cost for representation, including the expense of witnesses.

ARTICLE 6.0 LAYOFF & RECALL

6.1 Seniority-Definition

"Seniority" shall mean the length of uninterrupted service with the employer since the employee's last date of hire or transfer into the bargaining unit and shall be indicated by the day, month, and year corresponding to the employee's last date of hire or transfer into the bargaining unit. For bus drivers, the "date of hire" shall mean the first work day on a regular assignment as opposed to a substitute bus driver assignment. No leave of absence, layoff or transfer out of the bargaining unit to another position with the Employer shall be considered as an interruption of service. Seniority shall not accrue during any layoff or any unpaid leave of absence or any transfer out of the bargaining unit to another position with the Employer in excess of ninety (90) consecutive work days. Employees who transferred out of the previously existing CMM or Bus Driver bargaining units or who transfer out of the bargaining unit during the term of this Agreement shall have the right to bid on or be placed in vacant or created positions based on their seniority as described in this section.

6.2 Loss of Seniority

Seniority shall be lost if: .

- 6.21 The employee quits, retires, or is discharged for cause; or
- 6.22 The employee is absent three (3) consecutive working days or more without authorized leave; or
- 6.23 The employee is laid off for more than three (3) years or more than the length of his/her seniority, whichever is less.

6.3 Seniority List

- 6.31 The Board shall maintain the Seniority list: (It is possible for a bargaining unit member to hold two positions or to be laid off from one position and hold another position.)
- 6.32 The Board shall prepare and submit to the Association within thirty (30) calendar days of the ratification of this Agreement the Seniority List which will show the name, seniority rank by numeral and the day/month/year of last date of hire or transfer into the bargaining unit for each employee. Thereafter, the Board shall provide an up-to-date seniority list upon reasonable request or at least annually.

6.33 Any period of time for which seniority is not granted shall be recorded on the Seniority List and the employees date of hire on the Seniority List shall be adjusted to that later date that would represent the period of time lost.

6.34 In the event that two or more employees have equal seniority, a random selection procedure that is mutually agreeable between the Board and the Association shall be used to break the seniority tie. The results shall be recorded on the Seniority List.

6.4 Layoff

6.41 Bus Drivers Positions. Bus Drivers with the least seniority will be the first to be laid off.

6.42 Custodial, Maintenance/Mechanic Positions. If, at the discretion of the Board, there is a need to reduce the number of bargaining unit positions, the Board shall provide at least thirty (30) calendar days written notice to the Association and to the individual bargaining unit members to be laid off. Employees shall be laid off according to inverse order of seniority in that classification provided that the Board may lay off a more senior employee first where the senior employee is not qualified to perform the available work.

6.5 Recall

6.51 Recall to Classification. Employees shall be recalled to permanent vacancies in their respective classifications (Bus Driver, Custodial, Maintenance/Mechanic) in the order of most seniority first, provided the employee is qualified for the vacancy. In the case of laid off bus drivers, they shall bid on vacant or open routes or assignments along with all other bus drivers as provided elsewhere in this Agreement.

6.52 Recall to Another Classification. If a permanent vacancy occurs in a classification and there are no bargaining unit members on layoff from said classification, then the most senior employee on layoff that is qualified shall be recalled to said permanent vacancy.

6.53 Qualifications. The Board shall have the right to determine the qualifications for a vacant position provided that said qualifications are stated on the vacancy posting.

6.54 Deadline for Acceptance of Recall. An employee shall have five (5) work days to return to work from the date of receipt or rejection of notice to return at the last known mailing address on file. Any employee who fails to return to work or fails to return to work on the required date shall lose all seniority and recall rights.

ARTICLE 7.0
CUSTODIAL, MAINTENANCE/MECHANIC VACANCIES

7.1 Application

This Article applies only to vacancies in the Custodial, Maintenance/Mechanic classifications.

7.2 Definition of Temporary Vacancy

A temporary vacancy shall mean a bargaining unit position held by an employee on a leave of absence. The Board shall not be required to post temporary vacancies and shall have total discretion regarding the filling of temporary vacancies.

7.3 Permanent Vacancy

7.31 Posting. Whenever a permanent vacancy occurs for a custodial, maintenance/mechanic position, the position shall be posted in each staff lounge and each building office for five (5) work days prior to the filling of the vacancy. A copy of such posting shall be sent to the Association President. The qualifications, if any, for a vacancy shall be stated on the posting document.

7.32 Applications. Any bargaining unit member may apply for any permanent vacancy by notifying his/her immediate supervisor in writing within the above mentioned posting period.

7.33 Filling Vacancies. The recall provisions of this Agreement shall be implemented first to fill any permanent vacancy. If the recall provisions do not fill the vacancy, then the most senior bargaining unit member (from any classification) that is qualified shall be granted the vacancy. An applicant granted a vacancy in another classification may be required to complete a probationary period equal to his/her first thirty (30) work days in the new position. If the applicant's work is unsatisfactory, he/she shall be transferred back to the position held immediately prior to being granted said vacancy. If said position has been eliminated, said applicant shall be treated as if he/she were in a position that is being eliminated. Section 1.3 shall not apply to employees serving probationary periods as a result of this Section (7.33). Vacancies shall not be filled by a substitute for longer than thirty (30) work days.

ARTICLE 8.0
CUSTODIAL, MAINTENANCE/MECHANIC TRANSFERS

8.1 Definition of Transfer

A transfer shall mean a change in classification.

8.2 Transfers

Employees may be temporarily transferred at the sole discretion of the Board for a period of up to 45 calendar days. On the 46th day of such temporary transfer the employee at his/her sole discretion may be transferred back to his/her position held immediately prior to the transfer. This section shall not apply to transfers made for disciplinary reasons.

8.3 Custodial Building Assignments

Custodial employees shall each be assigned to a building at the start of the school year. Building assignments shall not be changed in an arbitrary or capricious manner. Widespread and frequent changes in building assignments are to be avoided except when alternative work concepts such as team/group cleaning is used. This section shall not apply to transfers which are permitted in this agreement.

ARTICLE 9.0 LEAVES OF ABSENCE

9.1 Leave With Pay

9.11 Accrued Leave. Accrued Leave for duty days shall be credited to each employee at the rate of one and one-half (1½) days for each twenty (20) days actually worked during the calendar year. Upon approval of the administration, Accrued Leave time may be advanced to an employee based upon the anticipated accumulative total for the current calendar year. Leave days shall not accrue while an employee is on leave under any provision of this Article. All leave and accumulated Accrued Leave time shall discontinue immediately upon termination of employment. Pay for a paid leave day or a part of a day shall be equal to the amount of pay the employee would have earned had the employee worked on said leave day or said part of the day. The following type of absences shall be deducted from Accrued Leave to cover:

a. Illness/Injury or Medical/Dental Appointments. Leave time may be used to cover absence due to illness/injury or medical/dental appointments of an employee or a member of employee's immediate family (spouse, children, step-children, or foster children), bereavement time for "other relative or friend" (9.11.c), and personal business (9.11.d):

1. Regular full-time Custodian, Maintenance/ Mechanic - 10 days per calendar year.
2. Regular part-time Custodial, Maintenance/ Mechanic - 7 days per calendar year.
3. Regular Bus Drivers - 8 days per calendar year.

Any absence substantiated by a doctor as provided in 9.11.b below shall not be counted in the above limitations.

b. Temporary Disability Leave. Time from Accrued Leave is available outside the limitations set forth above for absence caused by physical, mental or pregnancy disability not covered by a long term disability policy provided the employee meets the requirements of this section. An employee incurring a disability which may affect his/her work or whose work may be adversely affected by his/her health must immediately advise the Board in writing and must provide medical certification substantiating the disability. This medical substantiation must state when the doctor examined the employee, what the diagnosis was, why the condition diagnosed disabled the

employee, and the length of time the employee will be disabled. Period of leave shall be only during calendared employee duty days.

1. Disability leave days shall be used only for days where a doctor has certified that an employee is disabled as required by Section 9.11.b above and then only to the extent that the employee has accumulated Accrued Leave days.
 2. Reasonable suspicion of the existence of a physical or mental disability shall be sufficient grounds for the Superintendent to order a physical or mental examination at the Board's expense by an appropriate qualified doctor and upon the recommendation of the doctor to invoke disability leave commencing and terminating as provided by medical certification and as indicated in Section 9.11.b.
 3. The Superintendent may order a physical or mental examination at the Board's expense by an appropriate qualified doctor of an employee on disability leave if there exists a reasonable suspicion that no medical or mental disability continues to prohibit the employee from returning to work, even if such work is with medical limitations acceptable to the Superintendent.
- c. Bereavement Leave. Up to five (5) days of Accrued Leave at any one time may be used for bereavement purposes in the event of a death of a member of the employee's immediate household (spouse, children, step-children or foster children) or parent, sister/brother, sister-in-law, brother-in-law, daughter/son-in-law, grandchild, grandparent, parent-in-law, grandparent-in-law of the employee. For any other relative or friend, the employee will be allowed one (1) day of Accrued Leave per year for funeral attendance.
- d. Personal Business which cannot be conducted outside of normal working hours. Such leave shall not be used for vacation and may be restricted immediately before or after a holiday or vacation period. Written requests for such leave shall state the nature of the business and the days requested and the approval for the leave shall be at the

discretion of the Superintendent. Up to two (2) days with pay from the allotted number of days set forth in 9.11.a may be used in any given fiscal year. This time cannot be used to compensate for calendared non-work days or days when school is officially closed by the Superintendent.

- e. Unused Accrued Leave Days shall accumulate to a maximum of ninety (90) days. Workers' Disability Compensation and any other income plan for which the Board makes payment shall be an offset to any Accrued Leave payments. Upon MPSERS retirement, the Board will pay the employee for total Accrued Leave at the rate of \$15.00 per day.

9.2 Leave With Or Without Pay

9.21 General Leave. Any employee desiring leave for any reason not mentioned in Section 9.1 shall apply in writing to the Superintendent identifying the period of proposed absence and the reason therefore. Approval of all leave and/or extension shall be discretionary with the Superintendent or the Board except as otherwise provided herein. If the request for leave is approved, the approval shall indicate the period of absence, whether it is with or without pay, whether or not it will be charged against Accrued Leave.

9.22 Unpaid Disability Leave. Any employee whose personal disability, which has been medically substantiated as defined in Section 9.11.b and extends beyond the period compensated for by Accrued Leave pay shall be granted a leave of absence without pay or fringe benefits up to 30 days. The Board at its discretion, may grant additional unpaid leave in 30 day increments not to exceed a total of one (1) year. However, coverage for health benefits shall be as required under Family & Medical Leave Act.

9.23 Unpaid Family & Medical Leave With Benefits

Under provisions of the Family & Medical Leave Act, the board is required to provide up to twelve (12) weeks of unpaid, job-protected leave with continuation of benefits to eligible employees for certain family and medical reasons. Reasons for such leave are:

- a. for the care of the employee's child due to birth or placement for adoption or foster care,
- b. for the care of the employee's spouse, son or daughter, or parent who has a serious health condition, or

- c. for a serious health condition that makes the employee unable to perform their duties.

All leaves under this section shall be provided under federal regulations and will be available during a twelve-month period beginning on the first day of such absence. All such requests for absence should be in writing and require medical or other appropriate substantiation.

9.3 Jury Duty/Subpoena

An employee called for jury duty or subpoenaed for a matter not related to the employee's involvement in other employment shall be compensated for the difference between the employee's regular pay and compensation received for the performance of such obligation. An employee may keep mileage payments. Jury duty days are not charged against accrued leave days. The language of this section shall be the same as provided to employees under approved board policy PL 330.

9.4 Request for Release Time

"Request for Release Time" form is to be completed in advance of requested time off. A form is needed for use of personal business days, bereavement days, vacation days, family sick time (when taken in more than one (1) day increments), medical/dental appointments, leave without pay, jury duty, and any time for conferences or professional development.

If due to emergency situations the form cannot be completed prior to absence it must be completed immediately upon return.

Forms are to state the reason the day(s) are being requested, signed by the employee and given to their immediate supervisor for approval. All requests for use of Accrued Leave or vacation days will need approval from the Superintendent prior to absence.

ARTICLE 10.0 HOLIDAYS

10.1 Holidays

10.11 Custodial, Maintenance/Mechanics. All Custodial, Maintenance/Mechanic employees shall receive the following days off work with pay:

Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas
Christmas Day
New Year's Day
Memorial Day
Independence Day
Floating Holiday - One (1) day each calendar year as determined by the Superintendent.

The Board shall not implement any classification wide non-working days that have the effect of being an unpaid Floating Holiday. The foregoing sentence shall not apply to "Act of God" days or layoffs.

10.12 Bus Drivers. All bus drivers shall receive the following days off work with pay:

Labor Day - if school starts before the holiday
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Day
Memorial Day
Independence Day (summer schedule drivers only)

- 10.2 Should any day in 10.1 above fall on a Saturday, Friday shall be considered the Holiday. Should any day in 10.1 fall on a Sunday, Monday shall be considered as the Holiday.
- 10.3 Holiday Pay. Pay will be based on the average daily regular pay as determined by the pay period immediately prior to the date of the Holiday.
- 10.4 To be eligible for a paid Holiday, an employee must work the scheduled work day before and after the Holiday unless that day is covered by an Accrued Leave day or a paid vacation day.
- 10.5 Paid holiday shall not count as days of vacation or as days of sick leave.
- 10.6 Probationary employees are not eligible for any holiday pay unless called into work by their supervisor.

ARTICLE 11.0
VACATIONS

11.1 Custodial, Maintenance/Mechanic Employees

11.11 Employees shall be entitled to paid vacation leave in the amounts based upon length of employment as provided below. For those employees eligible, the weeks of vacation are available following the anniversary of employment, must be arranged according to the district's priorities and at the discretion of the immediate supervisor. Vacation is to be taken in the year following the year in which it is earned. However, an employee may accrue a maximum of twice the amount of their annual accrued vacation. No additional days may be retained beyond this maximum. Paid holidays shall not count as days of vacation or as days of sick leave. Vacation days are based upon a full year of employment and are not accrued on a pro-rata basis for less than a full year.

<u>Length of Service</u>	<u>Days of Vacation</u>
0 - 12 months worked	0 days
13 - 24 months worked	5 days
25 - 119 months worked	10 days
120 - 239 months worked	15 days

11.12 Vacation shall be requested in writing on the form available and at least five (5) work days in advance. A written response shall be given to the employee within said five work day period. If no written denial or if no response is given to the employee within the five (5) day period mentioned above, the request shall be considered approved. If a vacation request is denied, the reason shall be provided to the employee in writing.

11.13 Upon retirement, unused accrued vacation shall be paid at the employee's current hourly rate.

11.2 Bus Drivers

The Board shall pay each regular driver a vacation payment of three percent (3%) of their gross bus driving pay earned during the calendar year immediately prior to each spring vacation. Vacation payments shall be based upon all of the following criteria:

11.21 A driver must have been assigned regular routes by the 4th Friday in September of the school year during which payments are to be made.

11.22 Payment shall be made to all employees still employed on the pay date immediately following spring vacation.

ARTICLE 12.0
INSURANCE BENEFITS

12.1 General Insurance Provisions

- 12.11 Notwithstanding any provisions of this Section, the terms of any contract or policy issued by an insurance company or insurance provider (brokerage) shall be controlling as to all matters concerning benefits, eligibility and termination of coverage or other matters covered by the policy.
- 12.12 The Board, by payment of the premium required to provide the coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the insurance company. The failure of an insurance company to provide any of the benefits for which it has contracted, for any reasons, shall not result in any liability to the Board nor shall such failure be considered a breach of any obligation by the Board.
- 12.13 Disputes between employee(s) or beneficiaries of employee(s) and any insurance company shall not be subject to the Grievance Procedure established in this Agreement.
- 12.14 Board paid coverage shall not begin until the beginning of the month following:
- a. completion of the employee's probationary period,
 - b. transfer into a classification for which coverage is available.

In the event an employee is laid off, goes on an unpaid leave of absence, resigns, is transferred to a classification not eligible for insurance(s) or the employee otherwise terminates his/her employment, the insurance benefits below shall be continued as required by law (i.e. Family & Medical Leave Act, if appropriate) or continued through the month following the month in which the above-referenced event(s) occurred.

- 12.15 Employees returning from an unpaid leave of absence or from layoff shall be eligible for Board paid insurance beginning with the first of the month following his/her return to work.

12.2 Health Insurance

- 12.21 Full-time CMM Employees. Effective January 1, 1991, without cost to the employee, the Board shall provide full-time CMM employees MESSA Super Care 1 for a full twelve-month period (for each year of this Agreement)

for each employee, his/her spouse and his/her dependents defined eligible by MESSA. An employee who provides proof of health insurance coverage under another insurance policy shall, in lieu of health insurance coverage, be provided a tax-sheltered annuity from VALIC or MEA Financial Services in the amount equal to 60% of the cost to the Board of the health insurance coverage that would otherwise have been provided to the employee.

12.22 Part-time CMM Employees. Part-time CMM employees shall not be eligible for any Board subsidy for health insurance. The employee may elect coverage at times and conditions set by the insurance carrier and pay the total cost of said coverage by payroll deduction.

12.23 Full-time Bus Drivers. The Board shall provide full-time bus driver employees a monthly subsidy equal to the cost of the 1993-94 monthly single subscriber rate for MESSA Super Care 1. The cost of any coverage elected by any Bus Driver employee that is in excess of the Board subsidy shall be payroll deducted.

An employee, in lieu of health insurance coverage subsidy, shall be provided a tax-sheltered annuity from VALIC or MEA Financial Services in the amount equal to 60% of the cost to the Board of the health insurance coverage subsidy that would otherwise have been provided herein to the employee. However, this option will only be available to employees who provide proof of health insurance coverage under another insurance policy.

12.3 Long Term Disability (LTD) Insurance

The Board shall continue to maintain the current long term disability group insurance policy for full-time CMM employees, which policy shall provide coverage at 60% of a monthly annualized income subject to offsets in excess of 75% of other income; such coverage to be effective after two months of disability and continuing not to exceed age 65 or as provided by law. Determination of coverages and limitations thereto are based on provisions of the group policy and as subject to the general provisions (Section 12.1) of this Article. Benefits shall remain equal to or better than those set forth herein.

12.4 Life Insurance

The Board shall provide to each employee, without cost to the employee term life insurance that will be paid to the employees' designated beneficiary in the amounts determined below:

<u>Years of Service as of October 1 of Each Year</u>	<u>Insurance</u>
Less than 2 years	\$5,000 plus AD&D
2 but less than 4 years	\$10,000 plus AD&D
4 but less than 6 years	\$15,000 plus AD&D
6 or more years	\$20,000 plus AD&D

12.5 Dental Insurance

For full-time CMM employees, the Board shall provide coverage under the MESSA/Delta Dental Plan "E" with Internal and External Coordination of Benefits for the employee, his/her spouse and his/her dependents defined eligible by MESSA. The premium amount paid by the board shall be not more than \$37.03 per month. Any additional cost shall be paid by the employee through payroll deduction.

12.6 Vision Expense

The Board shall reimburse each full-time CMM employee for vision related expenses incurred by the employee, his/her spouse, or his/her dependent child(ren), as defined by I.R.S. Code. The Board will reimburse the employee for up to \$200.00 maximum per family per calendar year upon submission of paid receipts for one or more of the following:

- 12.61 One annual vision examination per eligible family member;
- 12.62 One set of corrective lenses and eye glass frames or contact lenses per eligible family member.

ARTICLE 13.0
CUSTODIAL, MAINTENANCE/MECHANIC
WORKING CONDITIONS

13.1 New Employees

New employees shall be provided an orientation program to the Coopersville Area Public Schools.

13.2 Meetings

All employees attending meetings called by their supervisor to be held at a time not within the employee's regular working hours shall be compensated at his/her normal rate of pay for the length of the meeting. Employees shall be paid a minimum of one (1) hour of pay for all meetings lasting less than one (1) hour if the meeting is outside his/her regular working hours.

13.3 Uniforms

The Board shall pay each non-probationary, CMM employee a uniform allotment amount (per the schedule below) during January of each year (or upon completion of probationary status for new hires) provided a minimum of six (6) months have passed since the employee's last payment. (The January, 1990 amounts shall be paid upon ratification of this Agreement minus any amounts already paid). This money shall be used to purchase and maintain standard work uniforms which must be worn during all duty hours. Each employee shall be responsible for keeping their uniforms neat and clean. Per the above, the following amounts shall be paid:

Custodial:	\$100.00
Maintenance:	\$150.00
Mechanic:	\$200.00

13.4 Work Schedules

Each employee shall be notified of his/her work schedule or changes thereto. Employees may have the right to fill more than one position in order to bring their total number of work hours with the employer up to forty (40) hours per week.

13.5 Rest Periods

Each employee assigned to work four (4) hours or multiples thereof shall be provided a fifteen (15) minute paid rest period during each four (4) hour portion of an eight (8) hour regular shift. Whenever practicable the rest period shall be scheduled at the middle of such work period.

13.6 Lunch Breaks-Shift Differential

Each employee assigned to work six (6) or more hours shall be provided the opportunity to take a thirty (30) minute non-paid lunch break.

13.7 Starting Time

Each employee shall be prepared to begin work on time as scheduled.

13.8 Clean-Up

At the close of the work day equipment and tool clean-up shall be scheduled to be finished at the final quitting time.

13.9 Time Away from the Job

Personal time away from the job shall take place only if approval is received from the immediate supervisor.

13.10 Shift Differential

While working second or third shifts, an employee shall be paid an additional twenty-five cents (\$.25) per hour. The parties agree that the board has the right under section 3.2 to establish work schedules. However, the board agrees upon ratification of this or successor agreements to give written notice to the association of shift times and notice when shift times are changed.

ARTICLE 14.0
CUSTODIAL, MAINTENANCE/MECHANIC COMPENSATION
AND CLASSIFICATIONS

14.1 Classification

All employees shall be classified according to their respective duties and responsibilities as one of the following classifications:

14.11 Maintenance/Mechanic

14.12 Custodial

14.2 Placement on Wage Scale

Initial placement and level of such placement on the Hourly Wage Scale for new hires shall be made by the Superintendent. Transfer of a bargaining unit member to an open vacancy in this classification(s) shall be placed on the hourly wage scale at not less than two years of service step; provided, however, such placement shall not apply to temporary or involuntary transfer nor to a bargaining unit member who does not have the equivalent years of service.

14.3 Overtime

Overtime shall be paid at one and one-half (1½) times the regular hourly rate for all hours worked over forty (40) per week (Sunday through Saturday) if the employee is directed to work overtime by the immediate supervisor. No overtime is guaranteed. Hours paid for holidays shall be considered hours worked for purposes of this section. Double pay for Sunday and Holidays (in addition to Holiday pay).

14.4 Custodial Classification.- Hourly Wage Scale

14.41 The minimum starting wage for new hires shall be \$7.25/hour. New hires will receive a \$.25/hour increase beginning the payroll period immediately following each 1,000 hours of straight time worked until the employee completes two (2) calendar years of service, at which time he/she will be placed on the two (2) years of service step as provided under Section 14.6.

14.42 Regular rates:

<u>Years of Service</u>	<u>Effective</u> <u>1-1-95</u>	<u>Effective</u> <u>1-1-96</u>
2 Years	10.15	10.45
4 Years	10.68	10.98
6 Years	11.00	11.30

14.5 Mechanics and Maintenance Classifications - Hourly Wage Scale

<u>Years of Service</u>	<u>Effective</u> <u>1-1-95</u>	<u>Effective</u> <u>1-1-96</u>
Start	11.10	11.45
2 Years	11.78	12.13
4 Years	12.50	12.85
6 Years	12.88	13.23

14.6 Notes to Hourly Wage Scale

Employee advancement to the next Years of Service step shall be made upon completion of a minimum of 24 months of service at the current step. Advancement to the next Years of Service step shall be made on:

January 1 for employees with a hire date
from July 1 through December 31, or

July 1 for employees with a hire date
from January 1 through June 30

and the new rate shall apply to all hours paid after than date.

14.7 Longevity Payment

Each CMM employee with twenty or more years of credited service shall receive an annual longevity salary payment on the first pay date in July of \$300. "Credited service" shall mean an employee who meets all of the following:

- a. full years of service by July 1 of each year,
- b. employed as a full-time custodial and/or mechanic/maintenance employee for each year in a. above,
- c. employee of CAPS for each year in a. above.

14.8 Part-time Consolidation

The Board understands the Union's desire to have full-time rather than part-time bargaining unit positions. Accordingly, the Board will consolidate part-time into full-time positions where in its judgment such consolidation is practical and efficient.

ARTICLE 15.0
VACANCIES - BUS DRIVERS

15.1 Assignment of Drivers to Regular Routes

15.11 Definition of "Regular Route". "Regular Route" shall be defined as a single route, double route, special education route, or vocational center route which is scheduled on a daily basis.

15.12 Basis of Assignment. Regular routes shall be assigned on the basis of most seniority first among those Bus Drivers on the seniority list (see Section 6.3). Bidding on vacant (open) routes shall be held whenever a route becomes vacant (open).

15.13 Change/Addition/Elimination of Route(s). The change of a route from single to double route status or vice-versa or the addition of any route shall make that route open for bidding.

In the event of the elimination of any regular route, the driver whose route has been eliminated/changed shall bump (replace) the lowest senior driver having a comparable set of routes. Drivers bumped may in turn bump any driver with less seniority.

15.2 Assignment of Drivers to Shuttle Routes

At the beginning of each school year, all regular drivers shall be eligible, based on seniority, to bid on the morning (a.m.), pickup portion of any shuttle route.

15.21 During the school year the addition of any morning(a.m.) pickup portion of a shuttle route shall be open for bidding, based on seniority, of those drivers who do not have a morning (a.m.), pickup portion of a shuttle route.

15.22 The deletion or change of any shuttle route or portion thereof, after October 1st of any year, shall not be the basis for any re-bidding of routes or "bumping" based upon seniority.

15.23 The parties agree that the Board shall have the right to make assignments of drivers to the afternoon (p.m.), return portion of any shuttle route.

15.3 Assignment of Temporary Vacancies

All routes that are vacant (open) on a temporary basis (regular routes, K routes, Shuttle routes, etc.) shall be filled by regular drivers without a conflict with his/her regular assignment and in the order of most senior first.

Double routes will be split into single routes for temporary filling.

15.4 Assignment of Drivers to Field Trip/Extra Trip

- 15.41 An alphabetical roster of all interested regular drivers who have been employed for thirty (30) or more work days shall be maintained and used for the assignment of field/extra trips outside of the geographical boundaries of the school district. A similar roster shall be maintained for field/extra trips inside the geographical boundaries of the school district. These rosters shall not apply to the re-transportation of pupils from one school building to another within the school district.
- 15.42 A driver may request that his/her name be withdrawn from either field/extra trip roster and may at a later time request that his/her name be reinstated on a roster. In each case the driver must notify the Board by the Wednesday prior to the Friday posting (15.54).
- 15.43 A driver must notify the Board not less than twenty-four (24) hours in advance of scheduled departure time if a trip is to be declined, in which case the driver shall be by-passed until the next revolution of the roster. If a driver declines four consecutive field/extra trips, that driver shall automatically be by-passed for thirty (30) calendar days.
- 15.44 To the extent possible, all Field Trips/Extra trips shall be scheduled and the assignment of drivers completed by noon each Friday for the next seven (7) days. If a trip is scheduled less than forty-eight (48) hours in advance of departure, the by-pass provisions of Section 15.53 shall not apply.
- 15.45 If a driver assigned to a Field Trip/Extra Trip has a conflict with his/her regular assignment, an alternate available bus driver shall be assigned to that part of said drivers regular assignment that is in conflict with the trip.
- 15.46 The length of a trip shall be from the scheduled start time of the regular run missed until actual unloading upon return from the field trip plus ten (10) minutes for bus cleanup. The minimum payment for a field trip between morning pickup and afternoon take home shall be for thirty (30) minutes. At other times the minimum payment shall be for one (1) hour.
- 15.47 The Board shall use its discretion:
- a. on whether to leave a driver at a trip location or to make the event two separate trips.

- b. in making substitutions when a trip has been declined or when a driver is absent.

15.5 Filling Vacancies with Non-drivers

Regular routes permanently vacant that are not filled by regular bus drivers shall be filled in order of most seniority first, qualified maintenance, custodial or mechanic employees that apply for the vacancy (including anyone on layoff). Employees may have the right to fill more than one position in order to bring their total number of work hours with the employer up to forty (40) hours per week.

15.6 Transfers

Employees may be temporarily transferred from one route(s) to another at the sole discretion of the Board for a period of up to 45 calendar days. On the 46th day of such temporary transfer the employee at his/her discretion may be transferred back to his/her position held immediately prior to the transfer. This section shall not apply to transfers made for disciplinary reasons.

15.7 Open Assignment

The Association will never ever, ever, ever have a time when a bus driver will not be available for an assignment.

15.8 Laid Off Bus Drivers

A laid off bus driver shall have the right to bid on vacancies and/or have his/her name included on rotation lists for assignments just as if he/she was not laid off.

ARTICLE 16.0
BUS DRIVER COMPENSATION

16.1 Definitions

The following terms used in this Agreement shall be defined as follows:

- 16.11 "Route (Single)": One run through the school district either picking up or taking home students.
- 16.12 "Route (Double)": Two single runs, usually back-to-back, carrying different grade levels of students.
- 16.13 "Vocational Center Route": Transportation of students to or from a vocational center; each trip to the vocational center and return shall be counted as a single route; however, a noon time run in which students are transported to a vocational center and another group of students are transported back to Coopersville shall be counted as two (2) single runs.
- 16.14 "Special Education": One run through the school district and/or between school districts picking up and/or taking home primarily special education.
- 16.15 "Field/Extra Trips": Special trips for the transportation of persons within or outside of the school district to special or extra-curricular events.
- 16.16 "Down-time": That time for which a driver is on duty but is not primarily operating/driving a bus.
- 16.17 "Shuttle Route": Primarily the re-transportation of students from one location to another to attend school or education programs.

16.2 Wage Rates

	<u>Type of Activity</u>	<u>Wage Rate Basis</u>
a.	Regular Route (Single)	100% of base rate
b.	Regular Route (Double)	200% of base rate
c.	Vocational Center Route	100% of base rate
d.	Spec Ed Route	100% of base rate equals hourly rate
e.	Canceled Field/Extra Trip	100% of base rate if canceled less than 6 hours before departure
f.	Administrative Meetings	75% of base rate per hour of meeting
g.	Down time	75% of base rate per hour
h.	Shuttle Route	84% of base rate

i. Field/Extra Trip

- (1) 75% of base rate equals hourly rate for all hours if field trip does not replace a regular route; or
- (2) 100% of base rate for each missed single, regular route if trip replaces regular route and 75% of base rate equals hourly rate for each hour after one (1) hour; or
- (3) 200% of base rate for each missed double, regular route if trip replaces regular route and 75% of base rate equals hourly rate for each hour after two (2) hours.

16.3 Base Wage Rate

16.31 Wage Rate Basis

Base rate for January through December, 1995, shall be \$11.45. The base rate for January through December, 1996, shall be \$11.80.

16.4 Overtime

Overtime shall be paid at one and one-half (1½) times the base rate for all hours worked over forty (40) per week (Sunday through Saturday) if the employee is directed to work overtime by the immediate supervisor. Hours paid for a holiday shall be considered as hours worked. Double pay shall be made for hours worked on a Sunday and holiday (in addition to any Holiday pay).

ARTICLE 17.0

BUS DRIVER WORKING CONDITIONS

17.1 Responsibilities of Bus Drivers

17.11 It shall be the responsibility of all bus drivers to meet all state and local qualifications for their position and to assist in or complete those reports necessary for operation of the transportation department.

17.12 Drivers shall be available for duty on regularly assigned runs and extra runs at a reasonable time prior to the scheduled start of the run except as noted elsewhere in the Agreement.

17.2 Bus Maintenance by Drivers

A driver who is the first one to use a school bus/vehicle on any day, shall complete and sign a bus safety inspection checklist. The checklist will be developed jointly by the Association and the Board.

17.3 Responsibilities of Board

The Board shall be responsible to the extent possible for: Notifying drivers of matters concerning transportation by means of announcements on a bulletin board and shall call administrative meetings only as needed. Drivers shall be expected to attend one orientation session at the beginning of the school year, and such other administrative meetings as may be necessary. Failure to attend shall mean loss of pay for the meeting and disciplinary action may be taken for just cause.

Also, the board shall be responsible for the cost of driver education, testing (including drug/alcohol) and training. Wages for driver's time for these activities and for their license shall not be paid.

17.4 Pay for Work

No driver shall be paid for any route not actually driven or work not actually completed unless otherwise specified by this Agreement.

17.5 Extended Time

If any condition beyond the control of a driver causes a regular, shuttle or kindergarten route time to be extended beyond one-half ($\frac{1}{2}$) hour than the average length of the route, there shall be additional payment for the down-time (minimum of one (1) hour paid). If the extended time is less

than one-half ($\frac{1}{2}$) hour, there shall be no payment. When these conditions exist and a substitute driver has to be used to complete a route, the regular driver shall be paid for the missed route or down-time, whichever is greater.

17.6 Route Time

Determination of the time for all routes and trips shall be made by the Board based on the average time for the route/trip plus the following bus preparation time allowance: twenty (20) minutes for a morning route, five (5) minutes for a noon kindergarten route, fifteen (15) minutes for an afternoon route and ten (10) minutes clean up time after a field/extra trip. There shall be a minimum of one hour downtime pay whenever a driver is called in to work. (See also section 17.4)

17.7 Washing of Buses

Any driver directed to wash the outside of his/her bus shall be paid for time worked, at the downtime rate. A maximum of one hour shall be paid.

17.8 Miscellaneous

Transportation programs that are conducted under an educational contract with other school districts and/or school agencies are excluded from this Agreement. Routes or trips which are totally under the control of Coopersville Area Public Schools, even though transporting pupils to and from other school districts, shall follow the provisions of this Agreement.

17.9 School Vans

If two or more school vehicles are used for a field trip or other purpose, then bus drivers shall be assigned to perform the driving of all the school vehicles.

17.10 Uniform Allowance

Upon ratification of this agreement and for the life of the agreement, the board shall provide each bus driver a \$60 uniform allowance payable when CMM receives their allowance.

17.11 Reimbursements

17.111 Actual cost of basic physical examination including TB skin test shall be paid by the Board. Any special test or X-rays shall be the responsibility of the individual driver. Payments shall be made directly to the doctor specified by the Board, or the individual's doctor if prior approval is given by the Superintendent.

ARTICLE 18.0

MISCELLANEOUS

18.1 Rules/Regulations

Employees shall comply with reasonable school district rules, regulations and directions adopted by the Board or its representatives which are not inconsistent with this Agreement.

18.2 Time Clock

The Board may require employees to punch a time clock(s).

18.3 Time Sheets

Time sheets shall be filled out, signed, and turned in on Monday for the immediately preceding pay period. The supervisor will not change an employee's time sheet (if at all) until it's turned in and then only with the employee's knowledge.

18.4 Labor Peace

The Association, its officers and its members, individually and collectively, agree that neither it nor they will cause, permit, or take part in, any sit-down, stay-in, or slowdown, or any curtailment of work or restriction of service, or interference with education of the children. The Association, its officers and its members will not cause, or permit its members to cause, nor will any member of the Association take part in any strike or stoppage of any of the Employer's operations, or picket any of the Employer's premises or interfere with the peaceful operation of the Employer.

18.5 Agreements Contrary to Law

If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

18.6 Complete Bargaining

This is the complete agreement between the parties for the term set forth below and supersedes any policies, rules, regulations or practices of the parties which shall be contrary to or inconsistent with its terms. No further agreement shall be binding on either the Employer or the

Association until it has been put in writing and signed by both the Employer and the Union.

18.7 Copies of Agreement

Copies of this Agreement shall be printed at the expense of the Board and be distributed to all employees now employed or hereafter employed by the Board. The Association will be provided with twenty (20) copies of this Agreement.

ARTICLE 19.0

DURATION AND TERMINATION

19.1 This Agreement is effective upon ratification by both parties and shall continue until midnight, December 31, 1996, at which time it shall terminate whether or not any notice of termination has been served on either party by the other.

19.2 IN WITNESS WHEREOF the parties have caused this Agreement to be executed on their behalf by their duly authorized representative.

THE BOARD OF EDUCATION OF THE
COOPERSVILLE AREA PUBLIC SCHOOL
DISTRICT

COOPERSVILLE SUPPORT PERSONNEL
ASSOCIATION MEA-NEA

By *Donald C. Enos*
President

By *Patricia Gawn*
Secretary

By *Tracy LaHalle*
President

By *Susan Brewer*
Secretary

LETTER OF UNDERSTANDING
CSPA Contract
94/2

This Letter of Understanding is made between Coopersville Support Personnel Association, MEA-NEA (CSPA) and Coopersville Area Public Schools Board of Education (Board) effective upon signature of both parties.

The following sections of the bargaining agreement between CSPA and board dated 10/1/94 through 3/31/95 are hereby removed from the text of the agreement:

- 10.12 Holidays: re: Independence Day (summer schedule drivers only)
 - 15.3 Assignment of drivers to kindergarten routes
 - 15.6 Migrant day care
 - 16.13 Definition: noon kindergarten route
 - 16.15 Definition: only wording regarding migrant day care
 - 16.2c Wage rates: noon kindergarten route
 - 16.2e Wage rates: only wording regarding day care route
- Letter of Understanding CSPA contract 90-93/1 regarding drivers assigned to work for summer programs.

The parties agree that, upon reinstatement of either noon kindergarten routes or migrant day care routes, the appropriate sections which reference the reinstated route(s) will immediately become part of the collective bargaining agreement and will be implemented as originally written.

COOPERSVILLE SUPPORT PERSONNEL
ASSOCIATION, MEA-NEA

COOPERSVILLE AREA PUBLIC SCHOOLS
BOARD OF EDUCATION

Mary Kay Alder

Donald Engle

Susan Brucker

Patrick Gavin

Date 10-12-95

Date 10-16-95

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