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6/30/97

AGREEMENT

between the

DECATUR PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

and the

VAN BUREN COUNTY EDUCATION ASSOCIATION
DECATUR EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

for

1994-97

Decatur Public Schools

sdr
11/09/94

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ARTICLE I

AGREEMENT

This Agreement is entered into, effective July 1, 1994, by and between the Decatur Board of Education of Van Buren and Cass Counties, Decatur, Michigan, hereinafter called the "Board" and the Van Buren County Education Association/Decatur Educational Support Personnel Association, MEA-NEA hereinafter called the "DESPA" or the "Association".

ARTICLE II

RECOGNITION

- A. The Board hereby recognizes the Association as the sole and exclusive collective bargaining representative for all support personnel including all full and part-time custodial/maintenance, aides, regular and substitute bus drivers, secretaries and food service personnel, but excluding supervisors, the central office bookkeeper, the secretary to the Superintendent and all other employees.

Unless otherwise indicated, the term "support personnel" when used hereinafter in the Agreement shall refer to all members of the above-defined bargaining unit.

- B. Both parties agree to abide by their respective obligations under the Public Employment Relations Act.
- C. The general purpose of this Agreement is to set forth the wages, hours, working conditions and other conditions of employment.

ARTICLE III

EMPLOYER RIGHTS

- A. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws, or any other laws or regulations, provided that such rights and responsibilities shall be exercised by the Employer in conformity with the provisions of this Agreement.
- B. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished hereby by the Board shall continue to vest exclusively in and be exercised exclusively by the Board. Such rights shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the Board.
 2. Continue its rights, policies, and practices of assignment and any direction of its personnel, and the right to establish, modify, or change any business or school hours or days.
 3. Determine the services, supplies, and equipment necessary to continue its operations and to determine all methods and means of distributing, disseminating, and/or providing its services, methods, schedules, and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods or changes therein.
 4. Adopt rules and regulations.
 5. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions, or subdivisions thereof, and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities.
 6. Determine the placement of operations, production, service, maintenance, or distribution of work and the source of materials and supplies.
 7. Determine the financial policies, including all accounting procedures.
 8. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization.
 9. Establish training programs for employees and require attendance at any workshop, conference, etc., by employees, including special programs during bargaining unit members' regular working hours.
 10. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, determine the size of the work force and lay off employees.
- C. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Board, the adoption of policies, rules regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

- D. Except as expressly provided otherwise in this Agreement, the determination and administration of school policy, the operation and management of the schools and the direction of employees are vested exclusively in the Board and administration.

ARTICLE IV

ASSOCIATION RIGHTS

- A. The Association and its representatives shall have the right to use school facilities and equipment at reasonable times when such facilities are not otherwise in use and upon prior approval by the administrator responsible for such facilities and equipment. Approval shall not be unreasonably withheld.

The Association shall be responsible for proper use of all facilities and equipment, including leaving them in the same condition as they were prior to the Association's use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and shall be liable for any damages caused to said equipment by improper use by individuals using it for Association business.

- B. The Association shall have the right to post notices of activities and matters of Association concern on designated employee bulletin boards in non-student areas of each building or facility to which bargaining unit members may be assigned. Bulletin boards for official postings and Association use will be located in the following places:

Bus Drivers - Bus Drivers' Room
Bergen Building - Teachers' Lounge
Davis Building - Teachers' Lounge
Jr-Sr. High School - Teachers' Lounge
Food Service - Kitchen Area

The Association may use the inter-school district mail system to distribute Association material. A copy of all such notices will be forwarded to the Employer.

- C. Association Representation:

Association members have the right to have an Association Representative present during meetings with administrators when the meeting involves a serious matter and/or possible disciplinary action. Support Personnel shall be represented by Association Representatives and/or MEA Staff, or in the absence of the regular Association Representative, by an Alternate Association Representative. Both Association Representatives and Alternate Association Representatives

shall be members of the bargaining unit. The Association shall furnish, in writing to the Board, the names of Association Representatives and Alternate Association Representatives upon their election or appointment. Should the Association Representative be required to attend a meeting called by the Board during working hours, they shall suffer no loss of pay thereby.

- D. Upon written authorization from the support personnel employee, the Board shall deduct from the wages of the support personnel employee Association dues or representation fees. Such authorization shall continue in effect unless revoked in writing by the bargaining unit member. The Association will certify, at least annually to the Board, fifteen (15) days prior to the date of the first payroll deduction for Association dues and representation fees, the amount of said dues and fees.

ARTICLE V

SUPPORT PERSONNEL RIGHTS AND PROTECTION

A. Discipline:

1. The word "discipline" in reference to "just cause" would include anything in writing that would contain a warning, a reprimand or other disciplinary action.
2. No non-probationary support personnel employee shall be disciplined or discharged without just cause. The specific grounds forming the basis for disciplinary action will be made available to the support personnel employee in writing.
3. Upon request, a support personnel employee shall be entitled to have present an Association representative when being reprimanded or disciplined.
4. The Association President shall be notified verbally of any imposition of discipline on a bargaining unit member, but details of the disciplinary action shall not be divulged without the employee's consent.

B. Assaults:

Any case of assault upon a support personnel employee shall be promptly reported to the Employer. The school district shall promptly render reasonable assistance to the support personnel employee in connection with the handling of the incident by law enforcement authorities. This requirement of reasonable assistance shall not apply if the employee provoked the

incident or otherwise contributed to the occurrence. When reasonable assistance is rendered, the employee shall fully cooperate with school administrators and law enforcement authorities in the investigation of the assault.

C. Files and Records:

Support personnel employees shall, upon proper notification to the Superintendent, be permitted to review the contents of their personnel files. Support personnel employees shall be given copies of all evaluative and/or disciplinary materials which are placed in their personnel files and shall, upon request from the administration, sign for receipt of such material. Any support personnel employee who disagrees with the information contained in his/her personnel file may submit a written rebuttal.

- D. The School District shall attempt to normally have one (1) volunteer chaperone on each spectator bus to "away" sporting events. The chaperone must be an adult volunteer authorized by the building principal. The school district shall be excused from this requirement if sufficient numbers of volunteer adult chaperones are not available.

ARTICLE VI

WORK DUTIES AND COMPENSATION

- A. The employment schedule of support personnel employees shall be as set forth in Appendix A.
- B. The basic compensation of the support personnel employee shall be as set forth in Appendix B. There shall be no deviation from said compensation rates during the life of this Agreement.
- C. The following conditions shall apply to all overtime work:
1. Time and one-half shall be paid for all time worked in excess of forty (40) hours in one (1) work week or eight (8) hours in one (1) day, except that bus drivers shall not be eligible for overtime unless the forty (40) hour requirement is met. Overtime hours shall not be pyramided. However, upon mutual agreement, the eight (8) hour per day limit concerning overtime may be waived. Compensatory time may be substituted for overtime at the 1-1/2 rate if the employee and his/her supervisor agree to do so.
 2. All hours paid (except for vacations) shall be considered hours worked for purposes of computing overtime.

3. By Agreement between the involved employee and his/her supervisor, compensatory time (at one and one-half (1-1/2) hours for each one (1) hour worked) may be substituted for overtime payments specific above.

4. If a custodial/maintenance overtime assignment is declined by available employees in that classification, the employer shall have the right to assign the overtime to the least senior custodian. The custodian with the most seniority within that building in which the absence occurs will be asked first. If that person refuses, the employer shall ask the other custodial/maintenance personnel in order of seniority. If all custodial/maintenance personnel refuse, the Employer shall have the right to assign the least senior custodian in the district.

5. Overtime, Holiday and Sunday Pay:

Overtime hours over forty (40) hours in one week, will be compensated at one and one-half (1-1/2) time. Holiday and Sunday pay shall be at double time (2 times) the regular rate. Overtime rate of pay for drivers will be determined by using 1.5 times the "average hourly rate". The overtime rate will then be multiplied by the number of overtime hours.

6. Overtime shall be limited to four (4) hours overtime when the overtime assignment is in addition to an eight-hour shift, except in case of emergency. The employer shall ask bargaining unit members to fill overtime assignments when overtime of five (5) continuous days or less exists. Any overtime over five (5) continuous days may be filled by a per diem substitute. For new employees hired after July 1, 1994 the five continuous days shall be reduced to three.

7. Pay for custodial/maintenance employees during rental periods will be as specified in master agreement.

D. The fringe benefits of the support personnel Association employees shall be set forth in Appendix C.

ARTICLE VII

SENIORITY

A. Definition of Seniority:

1. Seniority shall be defined as the length of continuous service within a job classification included in the

bargaining unit. The job classifications under this Agreement shall be: Maintenance/Custodial; Bus Driver/Sub Driver; Secretary; Instructional and Media Aide; Noon/Recess Aide; Food Service. Accumulation of seniority shall begin on the employee's first working day within a classification, subject to paragraph E of this Article. In the event that more than one individual has the same amount of seniority, position on the seniority list shall be determined first by the earliest hire date (the first day of work for which they are paid). If a tie still exists, the position shall be determined by casting lots.

2. The substitute driver seniority list will be kept separate from the regular driver seniority list. Seniority for substituting will not be transferred to the regular driver seniority list in the event that the substitute driver becomes a regular driver.
- B. Part-time employees (less than half time - fifteen (15) hours per week or less) shall accrue seniority on a half-time basis. Bus drivers driving two (2) runs per day shall be considered full time, for purposes of seniority only. Drivers driving one (1) run or less per day will be considered half time, for purposes of seniority only. This means that seniority must be computed for each day and then totaled for each year. Extra runs do not count toward seniority for regular and substitute drivers.
 - C. Seniority shall not accrue during voluntary unpaid leaves of thirty (30) or more work days.
 - D. Seniority shall be computed utilizing years and days. A support personnel employee working 170 days or more in one fiscal year, July 1 - June 30, shall be given one (1) year of seniority. Employees who work less than 170 days in a year will have their seniority reported in actual days worked for that year and when a combination of partial years equal 170 days, those 170 days will be converted to one (1) year.
 - E. All new support personnel employees shall be on probation for the first ninety (90) working days. Probationary support personnel employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work. Probationary support personnel employees shall have all the rights and benefits under this Agreement except probationary employees may be discharged for reasons sufficient to the Board without access to the grievance procedure.

Employees seeking classification transfer shall agree to probation for the first thirty (30) days worked in the new classification. Past accumulated seniority shall remain frozen. The employee shall receive one written evaluation from his/her immediate supervisor on the fifteenth day

following transfer. At the end of the probationary period, should the employee be deemed unqualified to continue in the new classification, he/she shall be immediately reassigned to the previous position the employee vacated. No rights or benefits under this agreement shall be denied. The employee shall be paid according to the scale wherein he/she is employed.

- F. The Board shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared and posted in all buildings of the district and shall be given to all support personnel within thirty (30) working days after the effective date of this Agreement, with revisions and updates prepared and posted annually thereafter. The seniority list will reflect the hire date (the starting day of work for which they are paid) and the total length of service in years and days. A copy of the seniority list and subsequent revisions shall be furnished to the Association President. If no objections are received within thirty (30) working days thereafter as to the accuracy of the seniority list, the Employer's list shall be regarded as conclusive.
- G. Seniority shall be lost by support personnel upon termination, resignation, retirement or transfer to a non-bargaining unit position.
- H. Seniority rights of regular bus drivers shall always supersede those seniority rights of substitute drivers.
- I. Should a regular route bus driver be laid off, the driver will be offered a substitute position at the substitute rate and conditions.

ARTICLE VIII

VACANCIES, TRANSFERS AND ASSIGNMENTS

- A. A "vacancy" shall be defined as a newly-created position within a classification that is represented by the Association or a present position within a classification that is represented by the Association and which becomes vacant by reason of permanent separation (resignation, retirement, death, discharge or voluntary leave of one (1) or more years) of the bar-gaining unit member formerly in that position. The employer shall not be required to fill job vacancies where the job is eliminated pursuant to reduction in force or attrition.
- B. Vacancies shall be posted for not less than five (5) work days in a conspicuous place in each school building prior to permanent filling of the vacancy. Interested bargaining unit

members may apply in writing to the Superintendent or designee, within the five (5) work days posting period. The Employer shall notify bargaining unit members of vacancies occurring during the summer months (June, July and August) by sending notice of same to the Association President.

The posting shall consist of:

1. Type of work/classification
2. Location of work
3. Starting date
4. Hours to be worked
5. Requirements and job qualifications
6. Rate of pay

C. All applicants from the bargaining unit shall be considered for vacancies. Within ten (10) work days after employment of an applicant, the Board shall make known its decision as to which applicant has been selected to fill a posted position. Transfer will be granted to the employee within the same classification with the most seniority, provided that he/she is equally or better qualified than less senior applicant(s).

D. Bus Route Assignments:

1. Whenever a bus route assignment becomes vacant, the route assignment will be posted on the bus drivers' bulletin board. If another driver wishes to apply for the route opening, he/she may do so by submitting a letter to this effect to the Director of Transportation within five (5) working days following the posting. The most senior driver submitting an application for the vacancy shall be awarded the assignment except with respect to special education routes. Should such a vacancy still exist after this internal posting, the vacancy shall be posted as per Section B above.
2. Assignment of kindergarten runs will be done on an annual basis in the fall by seniority such that the kindergarten driver with the most seniority as a kindergarten driver will have the first choice.
3. Assignment of Substitute Drivers to Runs:
 - a. Assignments will be divided into two (2) groups, long term (5) days or more, (two runs per day) and short term.
 - b. Assignments will be made on the short-term and long-term lists by seniority and a rotating basis.

- c. The long-term assignments will be limited to twenty (20) days, (2 runs per day) so that it will be more likely that the number of runs will be equal at the end of the year.
- d. There will be a twenty (20) day (2 runs per day) buffer which will be used when assigning a substitute driver to a regular position. In other words, the driver with the most seniority will be given the regular position unless a driver that has less seniority (20 days or less) has an earlier hire date.

E. Temporary Assignments:

- 1. Any bargaining unit member assigned by a supervisor to temporarily assume the position of another bargaining unit member for more than four (4) hours in one day (excluding overtime assignments) will be paid the wage rate for that position, or the employee's regular wage rate, whichever is greater. The wage rate of a temporary position will be Step 1 of that position and will be used when comparing to the employee's wage rate in his/her regularly assigned classification.

Example: If an aide, who is at step 3 of the Aides' pay rate, substitutes for a secretary, the comparison will be made between the aides' wage rate at step 3 and step 1 of the secretaries' wage rate.

The phrase "excluding overtime assignments" refers to the four (4) hour minimum being removed when the assignment involves overtime. Also, when a daytime custodial/maintenance person is assigned to a nighttime position, the rate of pay will be based on the employees daytime rate (at 1-1/2 time) since it is all overtime. Also, a night custodial maintenance person who is assigned to work a day assignment will be paid at the day rate (at 1-1/2 time) for all the overtime work.

F. Substitute Bus Drivers:

- 1. Must drive any and all runs as assigned by the Director of Transportation.
- 2. Must advise the Director of Transportation as to his/her whereabouts during regular busing hours.
- 3. Must gas up if less than 1/2 of a tank remains after the run is completed and must clean the interior of the bus if necessary.

This paragraph shall not be construed as a limitation on the Employer's ability to make work rules.

ARTICLE IX

REDUCTION IN PERSONNEL, LAYOFF AND RECALL

- A. "Layoff" shall be defined as a determination by the Employer to effectuate a reduction in the total number of employees, which reduction is implemented through discontinuing whole bargaining unit position(s) to the extent practicable. The parties agree that the intent of this provision is to avoid general reductions in hours among all positions within a classification. However, the parties agree to confer (at the time layoff notices are issued) regarding the alternative of reducing hours as opposed to the elimination of full-time position(s). The Employer reserves the right to select the job classification(s), department or school in which reduction shall take place.
- B. Employees to be laid off will receive at least fifteen (15) working days written notice of layoff.
- C. Layoffs will occur according to the following procedure:
1. Probationary employees within the affected classification(s) shall be laid off first, provided the remaining employees are qualified to perform the remaining work.
 2. Non-probationary employees within the affected classification(s) shall then be laid off in inverse order of seniority as defined in Article VII of this Agreement, provided that the remaining employees are qualified to perform the remaining work.
 3. Laid off non-probationary employees who meet the qualifications contained in the position description shall have the right to a thirty (30) day probationary period in a vacant position outside the classification from which the employee was laid off.
 4. Bumping during layoff: An employee being laid off in his/her current classification has the right to "bump" back into a classification in which he/she has more seniority than the least senior employee in that classification.
- D. A laid off bargaining unit member shall, upon written declaration of their reasonable availability, (15 working days), be granted priority status on the substitute list within their classification(s). Such substitute service shall be compensated at the substitute rate.

- E. Laid off bargaining unit members may continue, at their own expense, their insurance benefits by paying the applicable premium for such coverage for a period of up to eighteen (18) months. Such payments shall be made on a payment schedule established by the Board and shall only be allowed if permitted by the insurance carrier(s) and/or policyholder(s). Employees also have a right of conversion for term life insurance which must be exercised within thirty (30) days of separation including layoff. The employee is responsible for making contact with the insurance company. Any layoff under this Article shall suspend, for the duration of the layoff, the Employer's obligation to pay salary or any other benefits under this Agreement.
- F. The Employer shall recall employees from layoff according to seniority within the classification of the vacant position(s). It shall be the responsibility of the laid-off employee to maintain all necessary licenses and qualifications required to perform the job to which they are recalled. All test fees incurred in meeting this requirement shall be met by the Board, except that costs incurred in retaking tests due to failure to pass shall be the responsibility of the laid-off employee.
- G. Notices of recall shall be sent by certified mail, return receipt requested, to the employee's 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 seven (7) work days from receipt of notice to report to work. Provided, that if the employee receives more than seven (7) work days advance notice of recall, the employee shall immediately give a written acceptance or rejection of the position to the Superintendent. The Employer may fill the position on a temporary basis until the recalled employee can report for work, providing the employee reports within the seven (7) day period. Any employee who declines recall to perform work for which he/she is classified, shall forfeit his/her seniority rights under this Agreement and shall be considered a resignation.
- H. Support personnel upon recall shall be reinstated with all rights and benefits accrued prior to layoff.
- I. Support personnel employees on layoff shall retain their seniority for purpose of recall for a period of one (1) year or the length of the support personnel employee's seniority (whichever is greater) not to exceed a maximum of four (4) years.

- J. Seniority shall continue to accrue while a bargaining unit member is on layoff.

ARTICLE X

GRIEVANCE PROCEDURE

- A. A grievance shall be defined as a claim by a bargaining unit member or the Association that there has been a violation, misinterpretation or misapplication of any provision of this written agreement and any such claims may be processed through this grievance procedure.
- B. Written grievances as specified herein shall contain the following:
1. It shall be signed by the grievant or grievants.
 2. It shall be specific.
 3. It shall contain a synopsis of the facts giving rise to the alleged violation.
 4. It shall cite the section or subsections of this contract alleged to have been violated.
 5. It shall contain the date of the alleged violation.
 6. It shall specify the relief requested.
- C. The time limitations in these procedures may be either shortened or extended by mutual written agreement. The time limits provided under this procedure shall be strictly observed.
- D. In the event the grievant believes a grievance as above defined exists, a grievant shall use the following procedure.
- Step 1: The grievant shall first discuss the alleged grievance with his/her immediate supervisor, either personally or accompanied by the Association Representative. Discussion shall take place within five (5) working days following the alleged violation.
- Step 2: If Step 1 fails to resolve the alleged grievance, the grievant may reduce the alleged grievance to writing and file it with the immediate supervisor. The written grievance must be filed with the immediate supervisor no later than five (5) working days following the date of the verbal discussion with the supervisor as specified in Step 1.

The immediate supervisor shall, within five (5) working days of receipt of the written grievance, meet with the grievant and Association in an attempt to resolve the issue.

The supervisor shall respond in writing within five (5) working days of the date of the meeting.

- Step 3: If the Association is not satisfied with the immediate supervisor's response or the supervisor fails to respond, the Association may, within five (5) working days of the date the immediate supervisor's response is due, transmit the written grievance to the Superintendent or his/her designee.

Within five (5) working days of receipt of the grievance, the Superintendent, or his/her designee(s), shall meet with the Association in an attempt to resolve the issue.

The Superintendent, or his/her designee(s), shall respond, on the grievance form, within five (5) working days of the date of the meeting.

- Step 4: If the Association is not satisfied with the response to the grievance at Step 3, or if no response is received, the Association may transmit the grievance to the designated representative of the Board. Such appeal shall take place within five (5) working days of the date the Superintendent's response at Step 3 was due.

The Board, or its designated representative (s), shall meet with the Association within ten (10) working days to hear the grievance and shall respond to the grievance in writing within five (5) working days from the date the meeting was held.

- Step 5: Arbitration - If the Association is not satisfied with the disposition of the grievance at Step 4 or if no disposition has been made within the period above provided, the Association may submit the grievance to arbitration before an impartial arbitrator. If the Association desires to submit a matter to arbitration, a petition shall be filed (with a copy to the Employer) within ten (10) days after the Employer's Step 4 response. 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 Association shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.

E. Powers of the Arbitrator:

It shall be the function of the Arbitrator and he/she shall be empowered, except as his/her powers are limited below, after due investigation to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

1. The Arbitrator shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
2. The Arbitrator shall have no power to rule on any of the following:
 - a. The termination of services of or failure to re-employ any probationary employee.
 - b. Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law.
 - c. Any matter involving the content of any employee evaluation.
3. He/she shall not imply obligations and conditions binding upon the Employer from this Agreement, it being understood that any matter not specifically set forth herein remains with the reserved rights of the Employer.
4. He/she shall have no power to decide any question which, under this Agreement, is within the responsibility of management to decide. In rendering a decision, an Arbitrator shall give due regard to the responsibility of management and shall so construe the agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.
5. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the Arbitrator shall first determine the arbitrability of said dispute.
6. There shall be no appeal from the Arbitrator's decision if within the scope of his/her authority as set forth above. It shall be final and binding on the Association, its members, the employee or employees involved and the Employer.
7. The fees and expenses of the Arbitrator shall be shared equally by the Association and the Employer.

8. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he/she may have received from any other employment or unemployment compensation during the period of the back pay.
9. No decision in any one case shall require a retroactive wage adjustment to any other case.

ARTICLE XI

PAID LEAVES

A. Sick/Disability Leave:

1. Bargaining unit employees shall accrue sick/disability leave according to the schedule set forth below. Sick/disability leave may only be used on days when the employee is either personally physically unable to perform normal job duties or on which the employee's presence at home is necessary due to serious illness or injury to the employee's current spouse, children/step-children, father or mother. Absence for the latter purpose shall not exceed three (3) days per year.

1994/95, 1995/96 and 1996/97

Custodial/Maintenance	12 days per year (accumulative to 100 days)
Secretaries (52 week)	12 days per year
(42 week)	10 days (accumulative to 100 days)
Aides	10 days per year (accumulative to 100 days)
Bus Drivers	8 days per year (accumulative to 60 days)
Food Service	9 days per year (accumulative to 60 days)

2. An employee may use sick days for doctor's and dentist's appointments if the appointments are due to an illness or toothache. However, if the appointment is for a routine checkup or teeth cleaning, the appointment should be made outside the work day. If this is not possible, then personal business days may be used.

3. Sick leave shall not be utilized where the bargaining unit member is drawing employer-funded wage continuation benefits other than Workers' Compensation as permitted in Paragraph E of this Article.
4. The Employer shall have the right to require medical verification from the employee after the second consecutive day of absence which shall consist of a written statement from the employee's attending physician, psychiatrist or psychologist. The Employer retains the right to have an employee claiming illness or disability examined by a physician, psychiatrist or psychologist of the Employer's choosing. Said examination shall be at the Employer's expense and a copy of the report shall be furnished to both the Employer and the employee.
5. Accumulated sick leave shall be paid upon retirement from Decatur Public Schools as defined by the Michigan Public School Employee Retirement System, at 20% of the employees regular daily rate in effect at the time of retirement.

B. Personal Leave:

Personal leave may be used up to a maximum of two (2) days per year without loss of pay by support personnel employees. Leave shall not be cumulative. Personal leave is for non-recreational activity that occurs during working hours and is of such a nature that it cannot be attended to at a time outside of working hours. A written application containing the reason for the requested leave must be submitted, in writing, to a support personnel employee's immediate supervisor at least three (3) days in advance. In the event of an acute emergency, a shorter notice will be acceptable. Personal leave shall not be used the day before or after a vacation or holiday period.

C. Funeral Leave:

Funeral leave shall be granted with pay to a support personnel employee for a period not to exceed three (3) working days for each death to attend the funeral of the support personnel employee's immediate family. Immediate family may include spouse, father, mother, brother, sister, children, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents and grandchildren. If additional days are necessary for travel, up to two additional days will be granted to attend funerals in excess of two hundred (200) miles from Decatur. These days will either be deducted from the employees sick leave or taken as unpaid leave, at the discretion of the employee. One personal business day per year may be used to attend the funeral of another person outside the immediate family.

D. Jury Duty:

Required jury duty by the support personnel employee will be excused. However, the Board shall pay only the amount of wages that are equal to the difference between the support personnel employee's regular wages and the wages paid for the jury service.

E. Worker's Compensation:

1. Worker's Compensation Insurance will be provided by the Board. Employees must report job-related injuries/accidents within twenty-four (24) hours of the injury or accident.
2. If an employee is absent because of a job-related injury, the Board shall pay the employee the difference between the employee's regular pay and the Worker's Compensation Insurance payments to the limit of the employee's accumulated sick leave. The sick days shall be pro-rated based upon the portion of the employee's wage which is generated from the utilization of sick leave.
3. The employee has the option to accept only the amount compensated by the Worker's Compensation Insurance if he/she does not wish to use his/her accumulated sick leave for such absence.

ARTICLE XII

UNPAID LEAVES

A. Disability and/or Extended Illness Leave:

The District shall grant an unpaid leave of absence to a support personnel employee who has exhausted his/her sick leave and is unable, due to illness or disability, to return to work. Such leave shall be for a period up to ninety (90) work days, renewable at the discretion of the District. Upon return from leave, the support personnel employee shall be returned to the same position he/she left, or, if the position has been eliminated, to a similar position. This shall be considered an "involuntary" leave under this Agreement.

B. Parental Leave (Including Adoption):

Unpaid parental leave shall be granted and shall not exceed ninety (90) work days. The duration of leave to be agreed upon between the support personnel employee and the District at the time of the request. Further extensions may be granted at the will of the District. The support personnel employee

shall be entitled to return any time during the period of leave upon the consent of the Board. The support personnel employee, upon termination of leave, shall be assigned to the same or similar position. This shall be considered an "involuntary" leave under this Agreement.

C. General Leave:

The District may grant an unpaid leave of absence upon the request of a support personnel employee for other reasons not otherwise herein provided. This shall be considered a "voluntary" leave.

D. General conditions pertaining to unpaid leaves (voluntary and involuntary) shall be as follows:

1. Application for leave shall be made to the Superintendent at least fourteen (14) days in advance of the anticipated beginning date of the leave, except in case of emergency.
2. Seniority shall remain unbroken and shall continue to accrue during "involuntary" unpaid leaves of absence. However, no experience credit for the purpose of entitlement to any other benefits under this Agreement shall accrue during unpaid leaves.
3. All requests for unpaid leave shall be submitted to the Superintendent in writing. The request shall specify the desired beginning and ending dates of the leave and the purpose for which leave has been requested.
4. An extension may be granted on the above-stated leaves. At least fourteen (14) days prior to the ending date of the leave (except in case of emergency), a bargaining unit member must notify the Employer in writing of the request for an extension, giving the ending date of the extension. The Employer will notify the bargaining unit member within five (5) days upon receipt of the request for extension as to whether or not the extension has been granted.
5. When an employee is returning from an unpaid leave connected with personal illness or disability, the Employer reserves the right to require medical evidence of the employee's ability to resume normal job duties. The Employer shall also have the right to have the employee examined by a mutually acceptable physician, psychiatrist and/or psychologist at the Employer's expense.
6. Continuation of fringe benefits during an unpaid leave shall be as specified in Article IX, Section E of this Agreement.

ARTICLE XIII

CONTINUITY OF OPERATIONS

A. The Association agrees that it or the employees shall not authorize, sanction, condone, engage in or acquiesce in any strike. "Strike" shall be defined to include slowdowns, work stoppages of any kind, the concerted failure to report for duty, the willful absence from one's position or abstinence in whole or in part from the full, faithful and proper performance of one's assigned duties for the purpose of influencing or coercing of a change in the conditions, compensation, or the rights, privileges or obligations of employment and any other connected or concerted activities having the effect of interrupting work or interference of any kind whatsoever with the operation of any of the facilities of the District.

B. Lockouts:

The Board agrees that it will not lock out any support personnel during the terms of this Agreement.

ARTICLE XIV

GENERAL

A. This Agreement supersedes and cancels all previous agreements, verbal or written, or based on alleged past practices occurring before July 1, 1986, between the Board and the Association, and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding unless executed in writing by the parties hereto.

B. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the parties for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered by this Agreement even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

C. If any provisions of this Agreement or any supplement thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement and supplements shall not be affected thereby. In such event, the parties shall meet to negotiate for the purpose of bargaining a satisfactory replacement for such Article or section.

D. Safety and Health:

1. As a condition of continued employment, all support personnel employees may be required to satisfactorily pass an annual physical examination given by a physician designated by the Board. Support personnel employees shall also be required to satisfactorily pass examinations for tuberculosis each three (3) years. The aforementioned examinations shall be at the expense of the Board.
2. Support personnel may, provided the Board agrees, select his/her own physician for their annual physical examination. In these cases, the Board will pay up to sixty-five dollars (\$65.00) towards the cost of the examination.
3. Support personnel employees must immediately report to the supervisor all accidents or injuries sustained by students or themselves or in which school property entrusted to them is involved. Support personnel employees may be required to fill out report forms made available by the Board.
4. Every support personnel employee shall observe all safety rules and shall use safety devices or equipment as is required thereby.

E. Employee Addresses:

Employees shall be required to keep the Board informed at all times as to their current address and telephone number. It is understood that any communication addressed to an employee at his or her last address on record with the Board shall constitute sufficient notice to the employee of the contents of such communications.

F. If it is necessary for a driver to take a test in order to remain qualified for their present position, the Board will pay the cost of such fee. Duplicate costs in the event of failure will be the responsibility of the employee.

ARTICLE XV

DURATION OF AGREEMENT

A. This Agreement shall be effective upon ratification by the parties and shall expire on June 30, 1997, unless extended by mutual written agreement. Negotiations between the parties shall begin at least sixty (60) days prior to the contract expiration date. If, pursuant to such negotiations, an agreement on the renewal or modification is not reached prior to the expiration day, this Agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written agreement of the parties.

In witness thereof the parties hereto have caused this Agreement to be signed by their respective representatives.

ASSOCIATION

BOARD

D.E.S.P.A. President

President

Date

Date

V.C.E.A Representative

Secretary

Date

Date

Negotiations Team Member

Chief Negotiator

Date

Date

APPENDIX A

WORKING HOURS AND WORK YEAR

A. 1. Custodial/Maintenance:

- a. Custodial/maintenance employees will normally be scheduled eight (8) hours per day. Second shift custodial/maintenance employees shall omit their thirty (30) minute unpaid lunch break from their schedule, using their breaks for this purpose. Second shift employees will remain in their assigned building unless otherwise permitted by their supervisor.
- b. Custodial/maintenance employees will normally be scheduled on a full year (52 week) basis.

2. Aides:

- a. Media and classroom aides will normally be scheduled for seven (7) hours per day during the school year (defined as days that teachers are in attendance). Media and classroom aides may also be scheduled to work additional days before and/or after their normal work year.
- b. Noon hour/recess aides will normally be scheduled between one (1) and two (2) hours per day. These employees are not entitled to paid breaks or any scheduled lunch period. Their work year will normally correspond to days of student attendance.

3. Bus Drivers:

- a. Bus drivers will make two (2) runs per day, morning and afternoon. Kindergarten runs and Skills Center runs may also be established by the Employer. Bus drivers shall not be eligible for paid breaks or any scheduled lunch period. Their work year will normally correspond to days of student attendance.

4. Secretaries:

- a. Secretaries will normally be scheduled for seven and one half (7.5) hours per day, with exact work schedules (including lunch times) to be arranged with the immediate supervisor.
- b. Secretarial positions shall be classified as either forty-two (42) week or fifty-two (52) week positions.

5. Food Service:

- a. The hours of food service employees shall be established at the beginning of each school year by the Food Service Supervisor. Food service employees shall normally have a work year corresponding to days of student attendance. These employees may also be scheduled to work additional days(s) before and/or after their normal work year. Food service employees working more than five (5) hours per day shall have a thirty (30) minute unpaid lunch.

B. Work Day:

Unless otherwise specified in this Agreement, the normal work day shall include a duty-free, thirty (30) minute, unpaid lunch period. It is recognized that an employee may occasionally be interrupted during this lunch period to respond to job duties. In such event, the employee shall be permitted to extend his/her lunch period by an amount of time equal to the time spend in handling the interruption.

Employees working four (4) hours or more shall receive one (1) paid, duty-free break of fifteen (15) minutes. Employees working seven (7) hours or more shall receive a second fifteen (15) minute break. Breaks shall be scheduled between the employee and his/her immediate supervisor. Breaks shall be taken within the employee's assigned building. If an employee's break is interrupted due to job responsibilities, the lost time will be rescheduled between the employee and his/her immediate supervisor.

Lunch and break schedules may be altered with the consent of the employee and his/her immediate supervisor.

C. School Closings:

When an unscheduled school closing occurs (due to inclement weather, fires, epidemics, mechanical breakdowns or health conditions) the following procedures will apply:

1. Bargaining unit members on a school-year schedule shall be paid for such days and shall not be required to report for work provided that the school district is permitted to count that day as a day of student instruction (with no make-up requirement) for purposes of receiving state membership financial aid.
2. In the event that the day does not count as a day of student instruction, school year employees shall not be required to report for work when school is closed due to

the above conditions and shall not be paid, provided that the lost day(s) of instruction are rescheduled during or after the school year. Employees shall receive their regular rate of pay on such rescheduled days, except where work schedules have been curtailed because the rescheduled day is a half-day.

3. Custodial/maintenance employees and all secretaries shall report during school closing (as defined above) unless there is a declared state of emergency by an appropriate governmental agency. In the latter event, the employee shall be paid at his/her regular rate if unable to report due to the declared emergency conditions. Employees reporting to work late on such days (due to inclement weather or other emergency conditions) shall be entitled to make up lost time.

D. Call in Work:

Custodial/maintenance employees who are required to report to work outside their normal schedule shall be paid for a minimum of two (2) hours at regular time. This shall not apply in a situation where the employee is assigned by supervision to perform occasional extra work immediately before or after his/her regular shift. The employee shall complete the work necessitating the "call-in" but shall not be required to remain beyond that time.

E. Time Sheets:

All hourly employees shall submit time sheets indicating the actual time worked, on a biweekly basis. Drivers shall submit time sheets for all hourly-rated work and runs driven. Time sheets shall be correctly and completely filled out, signed and shall include the hourly rate. When more than one hourly rate or supervisor is involved, a separate time sheet must be made out for each different hourly rate and for each supervisor.

F. Summer Work:

The parties recognize that the Employer has customarily utilized non-bargaining unit personnel (Michigan Youth Corps, CETA, JTPA and the like programs) and outside contractors to perform summer work. The parties agree that this practice shall continue in force but that the school district will give preference to bargaining unit members for summer work in their respective job classifications before hiring new employees for that purpose other than as specified above.

G. Meetings:

All support staff employees shall, from time to time, be required to attend meetings with the administration outside their regular work hours. No compensation will be paid for these meetings, which will be limited to one-half hour in length, and will be held a maximum of one (1) per month.

APPENDIX B

BASIC COMPENSATION

1994-95

All agreements reached as part of this contract shall be retroactive to the beginning date of employment for the 1994/95 school year. All pay increases agreed to shall apply to all monetary references in this section.

94-95
Effective
7/1/94

A. Custodial/Maintenance:

1. Custodian/Maintenance

Step 1	\$9.54
Step 2	\$9.89
Step 3	\$10.26

3. Truck Driver/Grounds Keeper

Step 1	\$7.03
Step 2	\$7.36
Step 3	\$7.70

4. Substitute Custodian \$6.85

B. Aides:

1. All Aides except Noon Hour

Step 1	\$7.31
Step 2	\$7.69
Step 3	\$8.05

Media Aides who run their own program will receive an additional \$0.60 per hour.

2. Noon Hour/Playground Aides (1 to 2 hours)

Rate per day	\$11.72
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3. "Comp-Ed" Coordinator

Step 1	\$10.06
Step 2	\$10.40
Step 3	\$10.79

C. Bus Drivers:

1. Trips

Regular & K Rate/Run	\$15.37
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Skills Center Rate/Run	\$23.69
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Special Education Van Rate/Run	\$19.53
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Volinia	\$7.81
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2. Extra Trip Compensation

a. An extra trip shall be defined as a run not designated as a regularly assigned route outside of the school district. Drivers will be paid a minimum of two (2) hours pay for any extra trip.

b. If a school vehicle leaves the district without students for service or repairs, the employer will assign the vehicle to a regular bus driver, provided that this assignment does not conflict

with a regular route assignment. If more than one driver is required, the employer may assign other personnel to accompany the regular driver.

- c. Extra trip time shall begin with the pre-trip inspection and continue until the driver returns to Decatur Public Schools facilities. Pre-trip inspections and end of trip cleanings of fifteen (15) minutes maximum may be included as time worked only if actually performed.
- d. The hourly rate for extra trips shall be as follows:
 - 1) 1994-95 - \$7.81
 - 2) For new drivers hired after September 1, 1994, the waiting time during extra trips shall be paid at the rate of \$5.00 per hour.

All overtime for bus drivers shall be computed on this rate.

- e. When a bus driver is offered an extra duty run that conflicts with his/her regularly assigned route(s), the driver shall choose between the regular run and the extra run, and shall be paid for the run driven. Due to the nature of their assignments, skill center and special education drivers will not be eligible for extra trips that conflict with their regular duties. The driver shall be compensated for all hours worked on the extra trip rate specified above.
- f. If a driver reports to work and his/her extra trip has been cancelled without advance notification, the driver shall be compensated at the regular run rate. There is no requirement to compensate the driver for the cancelled trip if the driver is notified at least one (1) hour before the scheduled reporting time for the extra trip. Payment for cancellation shall be for one (1) regular run.
- g.
 - 1) For any extra trip in excess of six (6) hours, a maximum meal allotment of \$6.00 will be provided.
 - 2) A second meal allowance of \$6.00 will be provided when the trip is in excess of ten (10) hours.
 - 3) Meal allotments will only be paid if supported by a receipt.
- h. Substitute drivers will be paid at the same rate as regular drivers.

3. Extra Trip Assignment:

- a. Each regular driver shall be given an opportunity to sign up for extra trips for the coming year at the August orientation meeting. If less than one-half of the available regular bus drivers sign up on an extra trip roster, the Employer shall have the right to assign regular drivers to any such roster so that one-half of the number of regular drivers in the bargaining unit is represented on the roster. Such assignments shall be made starting with the lowest seniority regular bus driver. If the required one-half do not sign up, the Administration will ask for volunteers before they will assign starting with the least senior driver.
- b. Six (6) extra trip and substitution rosters shall be established as follows:
 - 1) Trips starting from 9:00 a.m. (or earlier) to 3:00 p.m. on weekdays.
 - 2) Trips starting after 3:00 p.m. on weekdays.
 - 3) Skills Center runs (substitution).
 - 4) Kindergarten runs (substitution).
 - 5) Weekend trips.
 - 6) Emergency trips (less than 24 hours notice): For Athletic and Field trips only or after all drivers on other lists have been exhausted and subs have been asked.
- c. Extra trips will be assigned from each roster on a rotational-seniority basis beginning with the most senior driver.
- d. Once assigned, extra trips may not be exchanged or swapped within 24 hours of the departure time.
- e. If all drivers on an extra trip or substitution roster decline an assignment, the Employer will attempt to secure the services of a regular substitute driver for that trip, provided that the regular substitute driver has a minimum experience of 50 runs. If a substitute cannot be obtained, the Employer reserves the right to assign a driver from the roster to that job, starting with the driver having the greatest amount of seniority. If no drivers remain on a roster, the Employer shall have the right to assign a driver to the job.

94-95
Effective
7/1/94

D. Secretaries:

Step 1	\$8.27
Step 2	\$8.63
Step 3	\$8.99

1. Clerk/Typist

Step 1	\$6.85
Step 2	\$7.16
Step 3	\$7.50

52 week secretaries will receive an additional .25 cents per hour.

E. Food Service:

1. Head Cook:

Step 1	\$8.05
Step 2	\$8.38
Step 3	\$8.69

2. Assistant Cook:

Step 1	\$6.59
Step 2	\$6.93
Step 3	\$7.24

3. Cashier/Cook:

Step 1	\$5.63
Step 2	\$5.96
Step 3	\$6.30

An additional .20 cents per hour will be paid when this position includes accounting responsibilities.

4. Cashier/Server/Cook Helper:

Step 1	\$5.91
Step 2	\$6.22
Step 3	\$6.57

5. Server:

Step 1	\$5.28
Step 2	\$5.60
Step 3	\$5.93

F. Placement on Wage Scale:

1. Step Advancement:

Employees hired after July 1 but before January 31 shall be advanced on the salary schedule on July 1 following their initial employment. Employees hired after January 31 but before July 1 shall not be advanced until the following July 1.

2. Experience Credit:

New employees and bargaining unit members may be awarded up to two (2) years experience credit when first employed in a classification.

G. Mileage:

All personal mileage authorized by the Board will be compensated at the current I.R.S. rate. Mileage forms shall be submitted monthly on the appropriate forms.

H. Longevity:

All hourly paid employees:

Beginning with the 10th year and thereafter - \$0.25 per hour
Beginning with the 15th year and thereafter - \$0.50 per hour
- (.75 TOTAL)

Bus Drivers:

Beginning with the 10th year and thereafter - \$0.30 per run
Beginning with the 15th year and thereafter - \$0.60 per run
- (.90 TOTAL)

APPENDIX C

FRINGE BENEFITS

A. Insurance Benefits:

Pursuant to the authority set forth in the Michigan School Code, Section 380.1255, for 1988-89, the Board of Education agrees to pay the premiums for the following insurance coverages:

1. Health Insurance:

- a. Custodial/maintenance employees, the food service truck driver/groundskeeper, secretaries, media center aides, and the compensatory education coordinator shall be eligible to receive MESSA Super Care II insurance for the employee and his/her dependants. The percentages of premiums paid shall be the same as paid under the teacher master agreement.
- b. A discussion on an alternative insurance carrier is to be held.

2. Dental Insurance:

Full-year custodial/maintenance personnel shall receive Delta Dental insurance for themselves and eligible dependents (80/80/80) (Subject to a \$1,000 orthodontic lifetime cap). Secretaries, media center aides and compensatory education coordinator shall receive the same dental coverage.

3. Bargaining unit members who choose not to receive health insurance may choose to apply an equal amount towards MESSA and/or MEFSA non-taxable options up to an amount equal to the Board paid single subscriber health insurance rate.

4. General conditions pertaining to fringe benefits:

- a. Employees newly hired by the Board shall be eligible for Board-paid insurance premiums upon acceptance of written application by the insurance carriers/policyholders on the first day of the month following the month work commenced.
- b. Changes in family status shall be reported by the employee to the Superintendent's office within thirty (30) days of such change. The employee shall be responsible for any overpayment of premiums made by the school district on his/her behalf for failure to comply with the provisions of this paragraph.

- c. Employees who have Board-provided term life insurance as provided through the health insurance plan, have a thirty (30) day conversion right upon termination of employment. Any employee electing his/her right of conversion in order to keep their life insurance in force, must contact the insurance carrier within thirty (30) days of their last day of employment.
- d. Employees covered under another health insurance plan are not eligible for health insurance coverage under this Agreement. These employees shall receive options provided in Section A, Part 3, of this Article.
- e. Employees working less than a full contract year shall have benefits terminated on the first day of the month following resignation, retirement, discharge, layoff or commencement of unpaid leave. However, employees having a school year work schedule and who have rendered complete service during that school year, shall have their insurance benefits continued during the summer months (June, July, August) in the event of layoff. Such benefits shall be discontinued at the beginning of the ensuing school year.
- f. Part-time employees who are eligible for benefits shall have their benefits prorated with the employee responsible for any premium differential.

B. Vacations:

- 1. Each full-time bargaining unit member in the secretarial and custodial/maintenance classifications (full-year employees only) shall be granted an annual vacation of:
 - a. Five (5) days after one (1) year.
 - b. Ten (10) days after two (2) years.
 - c. Fifteen (15) days after six (6) years.
- 2. July 1 of each year will be the date used for figuring the amount of vacation earned by the bargaining unit member during the preceding twelve months. Vacation time shall not be accumulative from year to year.
- 3. The scheduling of all vacations shall be subject to the control of the school district considering the operating needs of the Employer, the availability of employees to perform the work and the desires of the employees.

Vacations may not be taken in segments of less than one (1) day.

Employees may take up to one-half of their annual vacation allotment (not to exceed five (5) days) during the school year, provided thirty (30) days advance notice is given the Employer.

4. Vacation pay shall amount to the regular hours of pay at the employee's regular rate at the time the employee is on vacation.
5. Employees commencing work after July 1, but before January 1, in their first year of employment shall be eligible to receive five (5) vacation days the following July. Employees hired after January 1, but before July 1, shall not receive any vacation allotment during their initial year. The same rule shall apply to advancement on the salary schedule.
6. Employees who are separated during the year (other than discharged) shall receive payment for unused vacation days prorated on the basis of the portion of the fiscal year (July 1 to June 30) actually worked against the employee's regularly scheduled work year.

C. Paid Holidays:

1. All full-time custodial/maintenance and secretarial bargaining unit members employed on a full-year basis and who have completed their probationary period, will be paid at the regular rate of pay for the following holidays if the employee works the last regularly scheduled work day preceding the holiday and the first regularly scheduled work day after the holiday. Being on officially approved vacation is considered the same as working. The following will be paid holidays if they fall on a regularly scheduled work day:

Fourth of July
Labor Day
Thanksgiving Day and the day after
Christmas Day and one other day
New Year's Day and one other day
Presidential Holiday (if not a school session day)
Good Friday (if not a school session day)
Memorial Day

If Christmas Day and/or New Year's Day and/or July 4th fall on a Saturday, the Friday preceding will be celebrated as the holiday. If Christmas Day and/or New Year's Day and/or July 4th fall on a Sunday, the following Monday will be the celebrated holiday.

2. All classroom and media center aides and 42 week secretaries will be entitled to the following days under the above conditions:

- Thanksgiving Day
- Christmas Day
- New Year's Day
- Presidential Holiday (if school is not in session)
- Good Friday (if school is not in session)
- Memorial Day

3. Food service employees who work thirty (30) or more hours per week will be given four (4) paid holidays each year under the conditions enumerated above:

- Labor Day
- Thanksgiving Day
- Christmas Day
- Memorial Day

D. Uniforms:

1. Bus Drivers:

For the bus drivers who choose to participate, the Board will pay for one-half (1/2) the cost of the bus drivers' jackets every other year. Each individual bus driver who participates will pay for the other one-half (1/2) and will indicate if they want a fall or winter jacket.

