

1177

6/29/98



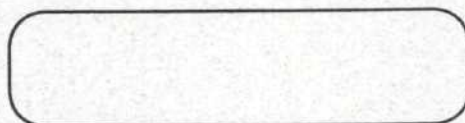
1995-98
MASTER AGREEMENT

between

DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION

and

MICHIGAN EDUCATIONAL
SUPPORT PERSONNEL ASSOCIATION



Dexter Community Schools

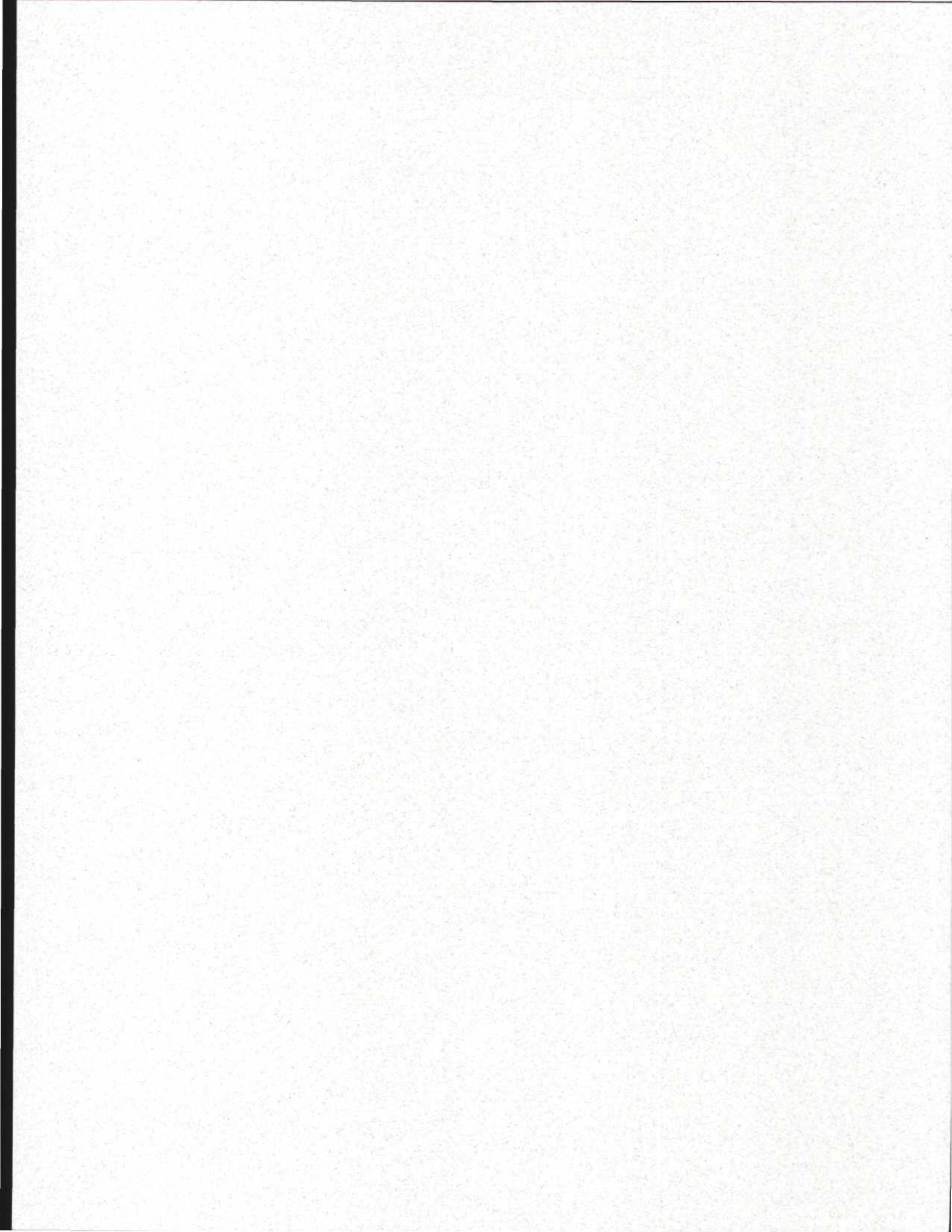
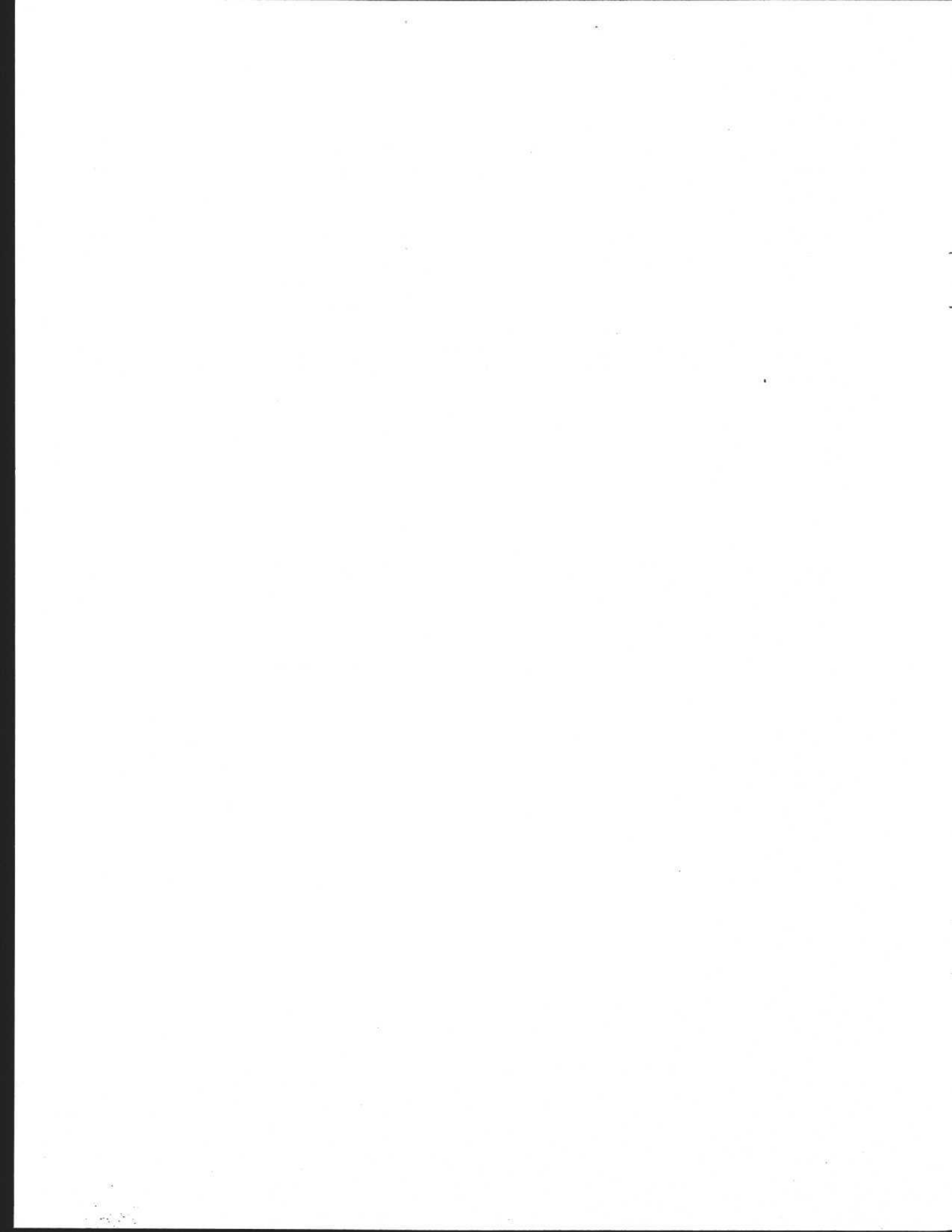


TABLE OF CONTENTS

	<u>Article</u>	<u>Page</u>
	Agreement	1
	Preamble	1
I	Recognition	2
II	Rights of Employer	4
III	Association Rights	6
IV	Seniority	9
V	Vacancies	11
VI	Work Schedules & Hours	14
VII	Compensation & Insurance Benefits	18
VIII	Paid Leave Days	26
IX	Unpaid Leaves of Absence	30
X	Discipline & Discharge	32
XI	Reduction of Employees	34
XII	Safety Practices	36
XIII	General Working Conditions	37
XIV	Grievance Procedure	40
XV	Strike Prohibition	43
XVI	Miscellaneous Provisions	44
XVII	Duration of Agreement	45
	Appendix A	46
	Appendix B	47
	Signature Page	48



AGREEMENT

This Agreement is entered into this 24th day of July, 1995, by and between the Board of Education of the Dexter Community Schools (hereinafter referred to as the Employer, and the Michigan Education Support Personnel Association (hereinafter referred to as the Association).

PREAMBLE

WHEREAS, the Board and the Association recognize their rights and obligations pursuant to the Michigan Public Employment Relations Act and the statements of policy contained therein; and

WHEREAS, the Board and the Association have entered into good faith negotiations and reached agreement upon wages, hours, and other terms and conditions of employment;

The Board and the Association do hereby set forth and memorialize this their full agreement.

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole bargaining agent as defined in Section 11 of Act 379, Public Acts of 1965, for all of its employees in the bargaining unit, described and defined as:

All full-time and regularly scheduled part-time maintenance, custodial, secretarial, clerical, kitchen manager, cook, cashier manager, cashier and para-professional employees, excluding supervisors, confidential employees and all others.

- B. The term "employee," singular or plural, when used hereinafter in this Agreement, shall mean a member of the bargaining unit as defined herein above, provided that provisions of this Agreement can have limited applicability to certain groups of employees in the bargaining unit by use of an appropriate designating term preceding the term "employee." References to one gender shall include the other.

- C. The Employer may assign persons who are not employees covered by this Agreement to do work normally and usually done by employees in this bargaining unit or additional work of the same type and kind, provided the assignment of work to those persons does not reduce the regularly scheduled hours of any employee nor supplant or reduce the work force traditionally used to accomplish the routine work done by bargaining unit employees in each building. Except for unpaid volunteers, assignment of work pursuant to this provision shall be limited to cases of temporary special projects or temporary need except when the person is in a government service program and the work done by him/her would otherwise be assumed by the existing work force or would remain undone. Whenever possible, substitutes filling in for regular seniority employees who are absent shall, prior to assumption of duties, be provided with an orientation to the job, including but not limited to a list of the expected duties and some training on how to carry out those duties.

- D. The Employer, during the term of this Agreement, shall not contract with individuals or with any business enterprise to supply it with persons to perform work traditionally performed by employees in the bargaining unit, except as substitute workers or in cases of temporary special projects or temporary need. Any contracting arrangement pursuant to this provision shall not result in the reduction of any bargaining unit employee's regularly scheduled hours or the reduction of the work force traditionally used to

accomplish the routine work done by bargaining unit employees in each building.

- E. The Employer shall notify the Union in writing when new jobs (or revised job duties) are required during the term of this Agreement. In the event they cannot be properly placed into an existing classification by mutual agreement between the parties, the employer shall place into effect a new classification and rate of pay for the job in question, and shall designate the classification and pay rate as temporary. The Employer shall notify the Union in writing of any such temporary job which has been placed into effect upon the institution of such job. The new classification and rate of pay shall be considered as temporary for a period of thirty (30) calendar days following the date of written notification to the Union. During this thirty (30) calendar day period, but not thereafter during the life of this Agreement, the Union may request the Employer, in writing, to negotiate the classification and rate of pay. The negotiated rate, if higher than the temporary rate, shall be applied to the date the employee first began working in the temporary classification, except as otherwise mutually agreed.

ARTICLE II

RIGHTS OF THE EMPLOYER

It is agreed that the Employer hereby retains and reserves unto itself, without limitation, all the powers, rights, authority, duties and responsibilities enumerated in the School Code and conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and the United States, including, and without limiting the generality of the foregoing, the rights to:

1. The executive management and administrative control of the school district, its properties, equipment, facilities, and operations and to direct the activities and work of its employees;
2. Hire all employees and determine their qualification and the conditions of their continued employment;
3. Promote, transfer and assign all employees;
4. Determine the size of the work force, and to expand or reduce the work force;
5. Establish, continue or revise policies and adopt work rules and regulations;
6. Dismiss, demote and discipline employees;
7. Establish, modify or change any work, business or school schedules, hours or days;
8. Determine the services, supplies and equipment to conduct its operation, including the distribution thereof, establish standards of operation and performance, and determine the means, methods and processes of performing and/or accomplishing the work to be done;
9. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
10. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations and determine the size of its administrative organization, its functions, authority, amount of supervision and table of organization.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE III

ASSOCIATION RIGHTS

- A. Upon request by the Union, and the presentation of proper credential to the Building Administrator and/or Supervisor, if entering a building, officers or accredited representatives of the Union shall be admitted onto the Employer's premises during working hours for the purpose of investigating employee concerns, or for assisting in the adjusting of grievances, provided that said visitation shall not be in areas or in a manner which would disrupt orderly and efficient operations of the employee's work or the school system. The Employer may require that such requests be submitted in writing.
- B. Each bargaining unit member shall, as a condition of employment, (1) on or before sixty (60) work days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Association/Union, or (2) pay a Service Fee to the Association, pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedures adopted pursuant to that policy. The Service Fee shall not exceed the amount of Association dues collected from Association members. The bargaining unit member may authorize payroll deduction for such fee. 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 request of the Association, deduct the Service Fee from the bargaining unit member's wages and remit same to the Association.

The Union shall certify to the Employer at the beginning of each fiscal year the membership of the Union subject to deduction of membership dues, and the amount of the monthly Union dues to be deducted. The Union shall also certify to the Employer during the month of September of each year the amount of the monthly representation service fee to be deducted. These amounts shall be forwarded to the Union's Treasurer on or before the fifteenth (15th) day of each month, following that month for which said deductions were made, together with a listing of each employee, each employee's Social Security number and the amount that is deducted each month; provided that when an employee objects to the legitimacy of such deduction, the deduction shall continue to be deducted.

- C. The Union agrees to indemnify and hold the Employer harmless against any and all claims, demands, costs, awards, suits or other forms of liability including but not limited to back pay, damages and all court or administrative agency costs that may arise out of or by reason of any action taken by the Employer for the purpose of complying with this Article. It is specifically and

expressly agreed that payment of any of the above shall be made directly from the Union to the demanding party and at no time shall the Employer be obligated to pay out any monies for any reason relating to the provisions of this Article.

The Employer will use its best efforts to make the aforesaid deductions in the manner set forth, but assumes no responsibility for any errors in making such deductions other than to correct such errors. In the event of overpayment, the Union agrees to properly refund such moneys as soon as practical.

If any provision of this Article is deemed invalid under Federal or State law, said provision shall be modified to comply with the requirements of said Federal or State law.

The Union agrees that it will make membership in the Union available to all of the employees covered by this Agreement on the same terms and conditions as are generally applicable to other members of the Union.

In the event that the Union refuses to accept any person so hired as a member, said person may continue in employment by paying the regular monthly service fee.

- D. The Employer shall deduct the Union dues or service fees from each employee's pay and transmit the total deductions to the Treasurer of the Union on or before the fifteenth (15th) day of each month, following that month which said deductions were made, together with a listing of each employee, each employee's Social Security number, and the amount that is deducted each month. Provided, however, that the Union shall have submitted to the Employer an authorization form signed by the employee from whose pay said deductions are to be made.

Such Union dues or service fees, as and when deducted, shall be kept separate from the Employer's general fund, shall be deemed trust funds, and shall be forwarded to the Union forthwith.

- E. The Association shall notify the Employer in writing of those officers and representatives with whom it will be conducting business and the authority and capacity of those officers and representatives. It shall notify the Employer in writing of any changes in the identity, capacities or authority of those officers and representatives. The Employer shall notify the designated Association representatives of any newly hired employee including his/her name, address, social security number, date of hire, sub-classification and job assignment. The employee will be informed of the designated Association representative whom he/she should contact for the purpose of joining the Association should he/she desire to do so.

- F. Upon request of the Classification Steward or Alternate Steward, a reasonable amount of time, not to exceed sixty (60) minutes, will be provided with pay for the Steward or Alternate Steward and employee to confer during scheduled work time regarding a potential grievance situation that has occurred. Arrangements for the release time must be made with the supervisor.
- G. Upon request of the Classification Steward or the Alternate Steward, reasonable arrangements will be made by the supervisor to allow the Steward or Alternate Steward release time with pay, if necessary, to investigate a potential grievance situation brought to his/her attention by an employee.
- H. The Steward responsible for processing the grievance will be granted release time with pay to attend any grievance meeting scheduled during work time.
- I. Upon request of the Union, its officers, limited to a maximum of five (5), shall be granted release time with pay to attend any negotiations meetings scheduled during work time.
- J. For food service, custodial-maintenance, para-professional and secretarial employees during term of office, the President, Vice President, Secretary/Treasurer, Classification Stewards and Alternates shall be deemed to head the seniority list for the purpose of lay-off and recall only, provided he/she is qualified to do the required work. Upon termination of his/her term, he/she shall be returned to his/her regular seniority status.
- K. The Association may post notices of activities and matters of concern to it and the employees it represents on bulletin boards provided by the Employer at least one of which shall be in each school building. Such notices shall be informative and shall not contain inflammatory statements detrimental to maintaining an orderly efficient and productive work place. Such notices must be authorized and signed by the appropriate designated officer or representative.
- L. The Association may use building equipment and facilities at reasonable times upon request.
- M. The Association will be provided in a timely manner all public information requested concerning the financial resources of the district to assist with negotiations and the processing of grievances.

ARTICLE IV

SENIORITY

- A. A newly hired employee shall be on probationary status for the first sixty (60) work days of employment, thirty (30) of which must be worked during the regular school year. Probationary employees, who are absent on scheduled work days and/or serve their probationary period during a school recess period such that at least thirty (30) of the work days are not during the regular school year, must work additional days equal to the number of work days the employee was absent the number of work days needed to fulfill the thirty (30) work day requirement during the regular school year. A probationary employee shall not have completed the probationary period until these additional days are worked. At any time prior to the completion of the probationary period, the employee may be dismissed by the Employer without contest or appeal by the Association.
- B. Upon satisfactory completion of the probationary period, the employee's seniority date shall be retroactive to date of hire. A probationary employee shall receive no paid leave or holiday pay during their probationary period, but shall be granted these benefits the employee would have earned during the probationary period, upon the employee satisfactorily completing the probationary period, retroactive to date of hire.
- C. Seniority shall accrue within the respective seniority classifications in the bargaining unit based upon the years of continuous employment spent in a classification from the employee's most recent date of hire. Seniority for the para-professionals means only the length of service for determining rate of pay and leave provisions. Time on leaves of absence and/or layoff shall not constitute a break of continuous employment. Time spent on leaves of absence for any reason other than disability of the employee shall not accumulate as seniority. Time spent on a leave of absence due to disability of the employee shall not accumulate as seniority after the initial year of leave. Seniority shall be lost by an employee by resignation or termination.
- D. Seniority classifications are as follows:
1. Custodial - Maintenance
 2. Secretarial - Clerical
 3. Cooks - Cashier
 4. Para-professionals (as in C above)

Seniority is not cumulative between classifications and may be exercised only within the classification in which it is accumulated. Movement from one classification to another shall not terminate seniority the employee has accumulated in any other classifications during the employee's current period of continuous employment. Employees shall retain the ability to exercise seniority previously accumulated in another classification during the employee's current period of continuous employment.

- E. In the event more than one employee has the same length of service in a seniority classification, seniority ranking shall be determined by ranking those employees in order of the highest four digit numbers taken from the last four digits of each employee's social security number.
- F. Seniority shall be retained within bargaining unit classifications for an employee who transfers to either a supervisory position, a confidential position, or a position in a classification outside the bargaining unit, with that employee having the right to exercise the seniority they had accumulated within the bargaining unit classifications, in the event such employee vacates either their supervisory, confidential position, or position in another classification, and returns to the bargaining unit classification.
- G. An updated seniority list shall be furnished to each employee covered by this Agreement, with a copy to the union on or about October 1 of each year. Such list shall contain each employee's name, date of hire and seniority in the respective bargaining unit classifications as of the beginning of the school year.

ARTICLE V

VACANCIES

- A. A vacancy is a bargaining unit position to be continued and filled because of a resignation, retirement, quit, discharge or newly created position. Nothing shall prevent any employee from making application for any vacancy posted in section C.
- B. The Employer will post notice of all vacancies on a designated bulletin board in each school building in which employees work. When vacancies occur during the school recess period when some employees are not on duty, the Employer shall provide notice of such vacancies to the Association representative who shall be responsible for proper notification to employees. Such written notification to the Association representative shall be sent as of the date the vacancy is posted on the bulletin boards.
- C. All vacancies shall be posted for a period of seven (7) working days. Said posting shall contain the following information:
1. Position title
 2. Work location
 3. Type of work
 4. Minimum qualifications
 5. Anticipated starting date
 6. Scheduled hours to be worked
 7. Current rate of pay
- D. The most senior food/nutrition service, secretarial, and custodial/maintenance employees from within the classification making application shall be transferred to fill the vacancy or new position provided the employee has the necessary qualifications to perform the duties of the job involved. The Board shall notify all of the applicants in writing, within seven (7) working days from the date that bids are due, as to the name of the employee who has been awarded the open or newly created position. This procedure shall be effected prior to the permanent recall of any laid-off employee.

A transferred or promoted food/nutrition service, secretarial, and custodial/maintenance employee shall serve a trial period of thirty (30) calendar days. During the thirty (30) calendar days trial period, the employee may request to return to his/her former position, and the Employer shall honor such request, or in the event that the employee's work performance is unsatisfactory, the Employer shall have the right to return the employee to his/her former position. In the event that the Employer returns the employee to his/her former position, the Employer shall give the effected employee the written reason or reasons as to why his/her work performance was unsatisfactory. The employee shall have the right to grieve those written reasons that are furnished to the employee, in the event that the employee does not concur with such written reasons.

All food/nutrition service, secretarial, and custodial/maintenance employees in the bargaining unit hired prior to October 1, 1985, shall retain the right to maintain their job assignments by location as specified in the job vacancy posting under which they were originally assigned to their existing positions, and the right to bid and be awarded positions by specific location, as traditionally designated, which arise as vacancies in the future, as provided above.

Vacancies which arise in the future in the bargaining unit will be posted first to be filled by employees hired prior to October 1, 1985, according to specific location. If there are no employees hired prior to October 1, 1985 who apply and qualify for the vacant position, the position will then be posted to be filled by employees hired on or after October 1, 1985 or other applicants if no employees in the bargaining unit apply and qualify for the position.

All employees hired on or after October 1, 1985 may be assigned and reassigned to work locations within the scope of the work location designated in the job posting. For all such positions the employer may designate them as district-wide positions.

- E. Any vacancy which is not filled from within the classification and for which no employee from the classification is available for recall from layoff, will be filled by the most senior employee from another classification who applies and meets the minimum qualifications for the vacant position. An employee on layoff from another classification may refuse recall to a position in another classification without jeopardizing his/her seniority.
- F. In event of a temporary vacancy due to the extended absence of an employee covered by this Agreement projected to be twenty (20) work days or more, such temporary vacancy shall be filled on the same basis as prescribed under Section D. of this Article, with the exception that such vacancy shall be advertised as a temporary vacancy and shall be offered to those employees within the building where the vacancy exists. Any vacancies that then exist

after the temporary vacancy has been filled, may be filled by a temporary employee for the duration of the temporary vacancy. Temporary vacancies are deemed temporary as long as the regular employee is off the job, but is due or scheduled to report back to his/her regular work assignment. In the event that it is determined that the regular employee will not be returning to his/her job, that position will then be considered to be vacant, and will be filled as prescribed under Section D. of this Article. The Employer will make a reasonable attempt to secure a person to cover all absences that occur on student session days where absence is expected to be for an extended period of time.

- G. Temporary transfers shall be for a period of no longer than twenty (20) work days, except in the event that both parties mutually agree to an extension of the twenty (20) work days time period. In the event that it is not mutually agreeable between the parties to extend the temporary transfer beyond the twenty (20) work days, the position shall then be considered to be vacant and shall be filled as specified in Section D. of this Article.

ARTICLE VI

WORK SCHEDULES AND HOURS

- A. The employees' regular hours of work shall be scheduled to be worked during the normal work week beginning Monday at 12:01 a.m. and ending Friday at midnight.
- B. The normal work day for full-time employees shall be eight (8) consecutive hours exclusive of an unpaid thirty (30) minute lunch period. Part-time employees shall not be scheduled for less than four (4) consecutive hours, exclusive of an unpaid thirty (30) minute lunch period, each work day.

The normal workweek provisions for overtime will be waived for one (1) weekend grounds position. Monday and Tuesday will be regularly scheduled weekend for this position, and subject to overtime per this Agreement. The work week will be Wednesday through Sunday.

This employee (weekend grounds) shall be afforded all the rights and privileges as Custodial/Maintenance employees with the District.

Each May, representatives of each party to the contract shall meet and review the district's needs for the upcoming summer months. As a result of this meeting, the Employer shall determine what the summer work schedule will be, based upon the District's needs. The summer hours work schedule may result in a departure from the normal schedule worked during the year and, once determined, shall remain unchanged unless by mutual agreement.

The work year for all ten (10) month secretaries will begin two (2) weeks prior to the start of school, and will extend two (2) weeks beyond the final teacher work day.

- C. The employer may create new part-time positions. The hours for such positions shall be indicated on the notice of vacancy when posted. Such positions shall not supplant any full-time positions, and the duties of any two or more of these positions shall be combined into full-time positions as scheduling permits. When it becomes necessary to reduce bargaining unit positions and/or personnel, the duties of such positions shall be consolidated, as far as scheduling permits, into existing full-time positions. Only after consultation with the Association, the Board may reduce hours, alter work schedules, or make major changes in job descriptions.
- D. In any reduction of the work force or in working hours, the Employer will distribute the available hours in a manner to avoid the reduction in hours

and preserve as many of the established forty (40) hour per week positions as possible, subject to scheduling requirements and operational demands. When the Employer decides to reduce the hours worked by employees in any sub classification, it shall first eliminate or reduce the hours of part-time positions to the extent it is operationally feasible. Upon written request, an employee whose regularly scheduled hours are reduced, may exercise his/her seniority to be placed in another position in the same sub classification held by a less senior employee, if it would maintain the number of hours worked currently, and provided the employee is qualified and able to perform all of the job duties of the position in the same sub classification for which he/she is qualified and able to perform.

- E. When the Employer decides that there is additional work available for employees beyond that specified in the employees' work schedules, it shall first be offered to employees in the building and the sub classification in which the work arises, in order of seniority, on a rotation basis for voluntary overtime hours. Any employee refusing voluntary overtime hours will be credited with the available hours for distribution purposes. When there are no volunteers for the overtime hours, they may be assigned as mandatory overtime to employees in the building and sub classification in which the work arises, in reverse order of seniority on a rotation basis. The voluntary and mandatory overtime shall be assigned separately on a rotation basis such that additional hours are distributed as equally as possible within each six (6) month period (January-June, July-December).

An overtime rotation chart shall be posted in the supervisor's office and in each of the major buildings. Any case of unequal distribution shall be corrected by assignment of the requisite number of additional hours which subsequently arise in the sub-classification and building, to the employee, until the disparity is corrected. When there is an event or activity for which the Employer has determined additional work will be available, and the group or organization involved requests specific employee(s) to work their event or activity, the Employer shall assign the work to the employee(s) requested. If the Employer is given less than twelve (12) hours notice of an event which requires overtime, or if an employee assigned overtime gives the Employer less than 12 hours notice of an absence, the Employer may assign the overtime at its discretion.

- F. Employees scheduled to work four (4) or more hours in a day shall be provided with a fifteen (15) minute rest period after working two (2) hours and prior to working four (4) hours. Employees scheduled to work seven (7) or more hours in a day shall be provided with an additional fifteen (15) minute rest period after working six (6) hours and prior to working seven (7) hours. The supervisor shall determine the normal time for the break. Paraprofessionals shall be provided lunch breaks and/or rest periods as their current assignment permits.

- G. Employees shall be provided a thirty (30) minute unpaid lunch period, the normal time of which shall be determined by the supervisor.
- H. Any employee who leaves the building for his/her lunch period may be required to punch out prior to leaving and punch back in upon returning from the lunch period. An employee who does not leave his/her assigned building during his/her lunch period shall not be required to punch out or in for his/her lunch period. Lunch periods for Custodial/Maintenance shall normally be: 11:30 a.m. - 12:00 p.m. and 7:30-8:00 p.m.
- I. In cases of emergency, an employee must make an attempt to contact his/her immediate supervisor before leaving his/her work post. If that is impossible, he/she must notify a fellow worker of the reason he/she is leaving. The employer reserves the right to request reasonable proof of the urgent nature of the emergency.
- J. Any employee permitted to come to work at his/her scheduled shift starting time without being notified by the employer that there will be no work, shall be allowed to work or be paid for the number of hours for which the employee is scheduled on his/her daily shift, or a minimum of three (3) hours, whichever is less. Whenever an employee is called back to work after the completion of or prior to the employee's regularly scheduled working hours, the employee shall receive pay for the actual time worked at the appropriate rate of pay, or a minimum of three (3) hours pay at the employee's straight time hourly rate, whichever is the greater. The para-professional shall be paid for the actual time worked or a minimum of two (2) hours pay.
- K. A Custodial/Maintenance employee may be required to report to work early on a normal work day. The Custodial/Maintenance employee will have the option of beginning his eight-hour shift at that time and leaving at the end of the eight-hour shift, or working his regular eight-hour shift also and being paid time and one-half (1-1/2) for the hours worked beyond eight hours.
- L. Except in emergency situations, the Employer shall give the employees at least forty-eight (48) hours notice of all staff meetings.
- M. Before the end of each school year, each member of the para-professional classification shall be asked to complete and return a form that:
 - a. states the employees intentions relative to returning to the District the following school year, and
 - b. States the employees preferences (1st, 2nd and 3rd) relative to their assignment.

Bargaining unit employees shall be notified of their tentative work assignments within two (2) weeks after the end of the school year. The employer will make every attempt to assign each employee to their chosen preference.

ARTICLE VII

COMPENSATION AND INSURANCE BENEFITS

- A. Hourly wage rates for the respective sub-classifications are set forth in Appendix A which is attached to and incorporated into this Agreement.
- B. All hours in excess of forty (40) hours worked during the seven (7) day period beginning at 12:01 a.m. Monday and ending at midnight the following Sunday, or all hours in excess of eight (8) hours worked in a twenty-four (24) hour period beginning at 12:01 a.m. and ending at midnight of the same day, for which overtime has not already been earned, will be paid at the rate of one and one half (1-1/2) times the regular rate of the employee.

Employees will be paid at one and one-half (1-1/2) their regular hourly rate of pay for all hours worked on Saturday unless, the hours are continuous hours from a shift which began on Friday and are not in excess of forty (40) in the same work week or eight (8) in the twenty-four (24) hour period.

Time and one-half (1-1/2) will be paid for all hours worked on Sunday, provided that the employee has been notified of the need to work on Sunday a minimum of forty-eight (48) hours ahead of time. Double time will be paid for Sunday hours when forty-eight (48) hours notice of the need to work is not given.

During the week, cooks who work events and/or activities that take place outside their scheduled school work day, shall be paid overtime (one and one half the employee's regular hourly rate) for any work performed beyond eight (8) hours.

All hours paid for leave days, holidays, vacation or other paid release time shall count as time worked for the purpose of computing overtime.

No employee will be required to take time off from his/her normal work schedule during the week in place of receiving any overtime compensation for any hours worked.

Overtime premium shall not be pyramided, compounded or paid twice for the same time worked except for work performed on a holiday.

- C. All employees shall receive their scheduled daily pay for the following holidays which fall within their scheduled work year:

- | | |
|------------------------------|-----------------------|
| 1. Independence Day - July 4 | 7. New Year's Eve Day |
| 2. Labor Day * | 8. New Year's Day * |
| 3. Thanksgiving Day * | 9. Patriot's Day |
| 4. Day after Thanksgiving | 10. Good Friday |
| 5. Christmas Eve Day | 11. Memorial Day * |
| 6. Christmas Day * | |

* Para-Professional Holiday

Employees required to work on Christmas Day (December 25), shall receive double time for all hours worked in addition to their regular Holiday pay.

Employees required to work on any of the other above-named holidays shall receive time and one half (1-1/2) for hours worked in addition to the regular holiday pay.

If an employee is on vacation on any of the above-named holidays, s/he shall be entitled to an additional day off with pay for the holiday, or s/he shall receive the normal day's pay for the holiday. In the event that the employee is on sick leave on any of the above-named holidays, s/he shall not have that day charged against his/her allowable sick leave.

The employee must work his/her scheduled day before and after a holiday to be eligible for holiday pay, except when the employee has an excused absence, in which case the employee must work his/her next scheduled day before and after the excused absence and holiday.

When the scheduled holiday falls on a Saturday, the employee shall receive the Friday prior to the holiday with pay. In the event the holiday falls on a Sunday, the employee shall receive the Monday after the holiday off with pay. If the Friday before the holiday, or the Monday after the holiday are school session days, the employer shall either pay the employee the holiday pay or grant a day off to the employee for the holiday on a date that is mutually acceptable to the employee and the employer.

- D. Each custodial/maintenance and secretarial-clerical employee scheduled to work at least fifteen (15) hours weekly shall receive an annual paid vacation according to the following schedule of completed service as of June 30 of each work year:

Twelve Month Employees (260 work days)

At least 10 months to one year	-	5 days vacation
More than one year to five years	-	10 days vacation
More than five years to ten years	-	15 days vacation
More than ten years	-	20 days vacation

Less Than Twelve Month Employees (216 work days)

At least 10 months to one year	-	4 days vacation
More than one year to five years	-	8 days vacation
More than five years to ten years	-	12 days vacation
More than ten years	-	16 days vacation

Commencing with the effective date of this Agreement (10-4-89), secretarial, and custodial/maintenance employees who are ten (10) month employees shall be ineligible for paid vacation. Bargaining unit members whose employment date precedes the effective date of this contract shall continue to accrue paid vacation time in accordance with the schedule shown above.

In the event that a ten month employee has his/her assignment changed to twelve (12) months, he/she will begin the twelve (12) month vacation schedule at their seniority level.

To be eligible for a full vacation, an employee must have worked eighty percent (80%) of his/her scheduled work hours during the twelve (12) month period. An employee who works less than eighty percent (80%) of his/her scheduled work hours shall receive a prorated number of vacation days based upon the percentage of hours worked. (Working 79% of the scheduled working hours makes the employee eligible for 79% of vacation, etc.) Employees shall suffer no loss of vacation time for any job-related illness or injury which is covered under Worker's Compensation.

Employees whose employment is terminated for reasons other than discharge for just cause and employees who are placed on unpaid leaves of absence, shall receive a prorated number of vacation days for which they would become eligible at the completion of the current twelve (12) month period, based upon the number of months of employment completed between the employee's last anniversary date and the employee's termination date or the date the employee commences the unpaid leave of absence, whichever is applicable.

The Employer may require available vacation to be taken during a common two (2) week vacation period for eligible employees within the same seniority classification. Otherwise, vacation is to be taken at times when school is not in session. Vacation to be taken at any time other than the last three (3) weeks of July must be approved by the employee's supervisor. Application for vacation must be submitted at least thirty (30) days in advance of the time the employee wants to be off duty. Vacation allowance may not be accumulated from one year to the next, unless approved in writing by the employee's immediate supervisor.

Eligible bargaining unit members may take vacation time when school is in session upon proper application to their immediate supervisor. Applications for vacation time during the school year shall be considered on a case-by-case basis, and the Employer shall retain the right to reject such requests.

- E. Any employee temporarily transferred from his/her sub-classification to another sub-classification within the bargaining unit for at least one (1) full work day shall be paid either the rate of the position from which the employee is transferred, or the rate of pay for the position to which the employee is transferred, whichever is higher.
- F. For any employee attending a workshop, inservice training seminar, self-improvement course or other related professional growth activity which is of such a nature specifically designed to provide related on-the-job improvement, at the direction of the Employer, the Board agrees to pay the full tuition, plus necessary and reasonable expenses and mileage. Employees will be paid for all hours expended, excluding leisure time, at their regular rate of pay.
- G. The Employer may require each custodial-maintenance and/or cook employee to wear a uniform at work, the design, color and material of which shall be specified by the Employer. Following the probationary period, each custodial maintenance employee will be provided up to \$100 per year for purchase of uniforms and/or shoes. The employee is responsible for maintaining and cleaning the uniforms. The worn and damaged uniform must be turned in for replacement. Two uniforms will be supplied during the probationary period.

Each work year, each cook employee shall be provided up to \$100 for purchasing uniform apparel. The Employer may require the submission of dated, itemized receipts for reimbursement of uniform expense or direct the employee to obtain the uniforms from the supplier through a purchase order procedure.

- H. The Employer shall reimburse the employee for the full cost of any medical examinations required of the employee by the Employer and conducted by the physician selected by the Employer. The Employer shall reimburse the employee for the reasonable and customary cost of a T.B. x-ray when the employee is required to undergo x-ray examination instead of the routine test procedure.
- I. Any employee who is required to use his/her personal vehicle for the performance of his/her job duties regularly throughout the school year shall be reimbursed by the Board at the regular rate and procedure established by the Board, except that a clerical employee assigned to two or more buildings who uses his/her personal vehicle for the performance of his/her job duties

regularly throughout the school year shall be reimbursed by the Employer in the amount of one hundred dollars (\$100) per year for such use.

- J. The Employer shall issue paychecks to the employees through the building in which they work.
- K. The Employer will make payroll deduction services available to employees for programs available through the Employer such as savings bonds, credit union, etc.
- L. The Employer shall implement a cafeteria benefit program for food/nutrition service, custodial/maintenance and secretarial/clerical employees from which eligible employees may choose one of the following options:
 - 1. The Employer will provide payment of premiums for School Employees Trust (SET) Ultra Med D Med Check with the mental/nervous rider and a \$2.00 drug co-pay, as stipulated for the duration of the contract, or its equivalent, for all full-time custodial/maintenance, food/nutrition service and secretarial/clerical employees. Premium maximum for the food/nutrition service employee is the single coverage.

Full-time is defined as scheduled for at least thirty (30) hours each week, for at least a full school year. All other food/nutrition service, custodial/maintenance and secretarial/clerical employees working less than full-time shall receive prorated payment of premiums according to the following schedule of weekly hours:

15 or more but less than 30	-	1/2 benefit
Less than 15	-	no benefit

The difference between the full premium cost and the amount of the pro-rated payment made by the Employer will be deducted from the employee's pay. Employees completing a full scheduled work year of at least a full school year shall receive their monthly insurance benefit hereunder paid through the interim months from work year to the next, if returning for work the next work year.

- 2. In lieu of health insurance, the Employer will provide a payment of forty dollars (\$40.00) per month of scheduled work, payable to the full-time food/nutrition service, custodial/maintenance or secretarial/clerical employee, in December and June of each year, based upon the number of months worked in each six (6) month period. Full time is defined as scheduled for at last thirty (30) hours each week, for at least a full school year. All other custodial-maintenance, food/nutrition service and secretarial-clerical employees working less

than full time shall receive prorated payments according to the following schedule of weekly hours:

15 or more but less than 30	-	1/2 benefit
Less than 15	-	no benefit

- M. The Employer shall provide the payment of monthly premiums for all full-time custodial-maintenance and secretarial-clerical employees, for a dental insurance plan which shall be equivalent to or better than the benefits specified in the Delta Dental Plan 0-1 as constituted June 30, 1984. Full time is defined as scheduled for at least thirty (30) hours each week, for at least a full school year. All other secretarial-clerical employees working less than full time shall receive prorated payment of premiums according to the following schedule of weekly hours:

15 or more but less than 30	-	1/2 benefit
Less than 15	-	no benefit

The difference between the full premium cost and the amount of the payment made by the Employer will be deducted from the employee's pay. All eligible employees in the definable group must participate in the dental program.

Employees completing a scheduled work year of at least a full school year shall receive their monthly insurance benefit hereunder paid through the interim months from one work year to the next, if returning for work the next work year.

- N. The Employer shall provide the payment of monthly premiums for a term life insurance policy in the amount of twenty thousand dollars (\$20,000) for custodial-maintenance and for secretarial-clerical employees, and fifteen thousand dollars (\$15,000) for cook employees, if the employee is scheduled to work at least thirty (30) hours each week for the full school year. All other custodial-maintenance and secretary-clerical employees working less than thirty (30) hours per week for the full school year will receive prorated payment of premiums according to the following schedule of weekly hours:

15 or more but less than 30	-	1/2 benefit
Less than 15	-	no benefit

The difference between the full premium cost and the amount of the payment made by the Employer will be deducted from the employee's pay. All eligible employees in the definable group must participate in the life insurance program.

- O. All insurance coverage's shall be subject to the rules and regulations of the insurance carriers and employees must make application and meet all other requirements for eligibility as specified by the insurance carrier. The employee must notify the Employer of any change in marital status or age and number of dependents which affects the amount of premium to be paid for insurance coverage's and failure to notify shall subject the employee to deduction of the amount of any overpayment from his/her wages.

Employees working at least a full school year shall receive their monthly insurance benefit hereunder paid through the interim months from one work year to the next while continuously employed. The months of July and August will be paid for such employee if he/she completes the previous work year. The monthly amount will not be paid during unpaid leaves of absence or layoff.

- P. The Employer will deduct amounts authorized by the employee from his/her pay to be paid into a tax deferred annuity plan designated by the employee from the plans approved by the Employer.

- Q. If any legal action is brought against an employee, by reason of any action required by his/her employment, and as a result of performing his/her job duties, within the scope of the Employer's rules and policies, the Employer will provide such legal counsel and all necessary assistance, without cost to the employee, in his/her defense to the limits as set forth under school district insurance policies.

- R. In appreciation for services rendered to the Dexter School District, a payment of \$50.00 for each year of Dexter School Service will be paid to a food/nutrition service, custodial/maintenance, and secretarial employee who has been employed in the Dexter Community Schools for ten (10) years and retires while an employee at Dexter Schools; or, beginning in the second year of this Agreement (90-91), those employees with at least ten years with the district and fifty (50) or more accumulated sick days, will be eligible to receive fifteen dollars (\$15) for each of those days, upon retirement.

This recognition will be made to a food/nutrition service, custodial/maintenance, and secretarial employee upon retirement after ten (10) years of service if that employee has not been terminated for disciplinary reasons.

- S. Less than twelve (12) month employees who wish to take a day (days) off when school is not in session, i.e. winter break, spring break, shall be permitted to use one of the following options:

1. Combine vacation days with paid holidays, or

2. Take the day (days) off by invoking flex time/choice replacement concept that would allow an employee to take time off when school is not in session with the understanding that the time would be made up at another time. Discussion and approval of the supervisor is required.

ARTICLE VIII

PAID LEAVE DAYS

- A. Each employee, after fulfilling the probationary period, shall be credited with three (3) paid leave days, and thereafter with one (1) paid leave day, on the first scheduled work day of each month of active employment during their first work year until September 1.

Every September 1, after fulfilling the probationary period, custodial-maintenance and secretarial-clerical employees working twelve (12) months shall be credited with twenty (20) leave days; custodial-maintenance and secretarial-clerical employees working less than twelve (12) months shall be credited with seventeen (17) days, and cook employees shall be credited with twelve (12) days.

Paid leave days shall accumulate to a maximum of one hundred twenty (120) days. Beginning in July 1991 and continuing thereafter, bargaining unit members will be able to accumulate an unlimited number of paid leave days.

Each employee shall receive a statement of the number of days in his/her accumulation as of the end of the previous school year. These leave days shall be deemed to be earned at the rate of two (2) per month to the respective maximums. Unearned days credited September 1 may be used after all earned days have been exhausted and shall be deducted from later accumulations when earned.

- B. Para-professional employees shall be paid at the end of each school year for any unused days provided under this section. Para-professional paid leave days are: 10 sick days, 5 paid holidays and 1 personal business day. Leave days may be used by the employee only for the purposes and under the conditions as follows:

1. Illness or accidental injury of the employee.
2. Illness or injury to a member of the employee's immediate family (defined as spouse, child, parent, brother, sister or household dependent). The use of paid leave days to cover illness or injury to a member of an employee's immediate family as defined herein shall be limited to two (2) days. An exception to this provision may be granted by the employee's immediate supervisor or the Assistant Superintendent for Personnel.

3. Observance of a recognized religious holiday of the employee's religion, required of practitioners of the established religion.
4. Necessary travel to and from, attendance at and business and/or family arrangements in conjunction with the funeral of an intimate relative (defined as spouse, child, parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, or household dependent), to a maximum of five (5) days per incident. Cooks may use up to two (2) days in this circumstance, which shall not be charged against their annual or accumulated paid leave days.
5. Attendance and necessary travel to and from the funeral of a close personal friend to a maximum of two (2) days per incident.
6. A maximum of three (3) days each year for personal business that cannot be conducted outside the school day or for other reasons which are of a private nature and require the employee's presence. Use of these days for recreational or social purposes or to take a vacation of any kind is not allowed. Personal business days cannot be used the day before or the day after a holiday or recess period or in conjunction with leave days in any of the preceding instances. Employees desiring to use a personal leave day shall notify their supervisor in writing forty-eight (48) hours ahead of time, except in emergency situations which preclude such notice, by filling out the proper form. Para-professionals have one (1) day each year.

Any leave that will extend for two or more consecutive days requires prior notification to the employee's supervisor.

A physician's certification verifying the physical illness or disability may be required when absences for medical reasons extend beyond five (5) consecutive days or when absences are caused by a chronic condition which results in an abnormal usage of leave days.

An employee who must leave during the work day because of sudden personal illness or accidental injury shall be charged with use of leave for only one-half (1/2) work day missed, provided the employee has worked at least two hours that work day.

An employee who is unable to perform his/her duties because of illness or disability must notify his/her immediate supervisor before the start of his/her work day. In the event that an illness or disability extends beyond the first (1st) work day, the employee and the employee's immediate supervisor

may make arrangements as to the frequency of continued notification of the illness or disability.

In the event that an employee suffers an injury or illness that is compensable under the Michigan Worker's Compensation Law, the employee will be entitled to use his/her sick leave in a pro-rated manner to supplement the amount of benefits the employee receives under Worker's Compensation. The employee's leave shall be reduced only by the portion of a day equal to the portion of the employee's gross pay actually paid by the board.

- C. An employee required to appear for jury duty or under subpoena to give testimony as a witness before any judicial or administrative body in a cause to which s/he is not a party, shall be compensated for the difference between the employee's scheduled daily rate of pay and the compensation to which the employee is entitled from the judicial or administrative body or responsible party. The employee shall request to defer jury duty to a time when school is not in session. The employee shall promptly notify the Employer of the pending absence and reason. The employee shall return to work at his/her next scheduled work period after being released from the obligation. The employee must work his/her scheduled work periods which do not conflict with the obligation.
- D. Whenever schools are closed due to severe weather, the employees covered by this Agreement (Article I, Recognition) shall report to work on such days as scheduled, except when they are notified by their respective supervisors not to report or are unable to report due to the severe weather conditions. Employees who are unable to report or are directed not to report shall be paid their normal day's pay, and will have one (1) day deducted from their accumulated leave, unless the employee opts to take the day as an unpaid leave day or the employee has no accumulated leave days, in which case the day shall be an unpaid leave day. An employee unable to report must notify his/her respective immediate supervisor promptly of the reason. If an employee has arrived at work prior to notification by his/her supervisor, he/she will be paid show-up time or the actual time, whichever is greater, and may choose one of the aforementioned options available to allow the employee the ability to receive his/her normal day's pay.

Should the day be made up, all employees who will work another day not originally scheduled as part of their regular work year will not be paid for the canceled day, but will work and be paid for the rescheduled make up day. An employee required to report and work on a day that has been canceled and will be rescheduled for make up at a later date, will be paid for the work done on the canceled day in addition to the make up day. Employees whose work year is not affected by the rescheduling of canceled work days hereunder, shall continue under the procedure previously in effect as set forth above.

When schools are closed due to emergencies fifteen (15) or less minutes before school starts, and all employees in any classifications are directed to leave work early or not report to work, all the employees in the classification who were directed to leave work early or not report will be paid for the day as scheduled with no deduction from leave days. Employees in classifications who are directed to leave work early may leave as soon as the students are safely out of the building or, in the case of secretaries, when directed by the secretarial supervisor.

ARTICLE IX

UNPAID LEAVES OF ABSENCE

- A. Employees may make application for unpaid leaves of absence to their supervisor. The application shall contain a statement of the purpose and duration of the leave requested. Application shall be made as soon as possible and in advance, except where conditions absolutely preclude advance notice. An application for an unpaid leave of absence for the purposes stated hereinafter shall be granted under the conditions as follows:
1. An employee who is incapacitated or disabled due to physical or mental illness or accidental injury and has exhausted all earned and accumulated paid leave, shall be granted a medical unpaid leave of absence for the duration of his/her disability up to one (1) year, renewable each year upon medical verification up to five (5) years. The application for leave in this instance shall contain a physician's statement describing the employee's condition and prognosis for return to work. Return to work is conditioned upon clearance by a physician acceptable by the Employer that the employee is able to perform all the routine and expected tasks of the job. Upon renewal of a leave granted under this section beyond one year, the employee's position shall be deemed permanently vacated and the seniority of the employee on leave shall be frozen. Return to work from a renewed leave shall be to the first available vacancy in the sub classification from which the employee took leave for which the employee is qualified and able to perform.
 2. An employee shall be granted an unpaid leave of absence for the purpose of attending to the critical illness of his/her spouse, child or parents for the necessary period of time up to one (1) year. The application for leave in this instance shall contain a physician's statement describing the critical illness and certifying that the personal attention of the employee is necessary.
 3. An employee shall be granted an unpaid leave of absence for the purpose of parental care of his/her newborn child for a period of up to one (1) year which may commence, at the employee's option, at any time prior to, during or upon recovery from the disability period related to pregnancy. An employee adopting an infant child shall be granted an unpaid leave of absence for the purpose of parental care of his/her newly adopted infant child

for a period of up to one (1) year commencing with the date custody of the child is awarded to the employee.

4. Unpaid leaves of absence shall be granted to employees to fulfill their military obligations to any branch of the United States armed forces.
5. An employee who has been elected to an office in the Association and whose duties of office require an absence from employment shall be granted an unpaid leave of absence for the duration of one term of office for any one office in the Association.

Leaves of absence for purposes other than those listed herein above may be granted by the Employer in its discretion and under conditions it deems appropriate.

- B. Return to a position with the Employer shall be subject to the relative seniority rights of the employees and the availability of a position for which the employee is qualified and able to perform in the sub- classification from which the employee took leave. The Employer may use a substitute worker or another employee who wants to transfer temporarily in the position while the employee is on leave in which case the employee will be returned to the position upon expiration of his/her leave subject to any reduction in personnel affecting the position. If the Employer uses another employee by temporary transfer in the position of the employee on leave, the Employer may use a substitute in the transferred employee's position.

ARTICLE X

DISCIPLINE AND DISCHARGE

- A. Employees who have fulfilled the probationary period shall not be disciplined or discharged without just cause.
- B. When the Employer becomes aware of an incident or receives a complaint regarding an employee which may result in disciplinary action against the employee, the Employer, within five (5) work days of becoming aware of the incident or complaint and the employee's involvement therein, shall notify the employee in writing with a copy to the Association, that the incident or complaint is under investigation. The investigation shall be conducted with dispatch and any disciplinary action shall be taken promptly at the conclusion of the investigation. The Employer shall notify the employee in writing, with a copy to the Association, of any disciplinary action or discharge, which shall include a specification of the offense. The employee shall have the right to answer and defend against the disciplinary action or discharge by filing a grievance with or without an Association representative.

Should it be subsequently determined that an employee was disciplined or discharged without just cause and the employee is exonerated of any wrongdoing or fault in the matter, the employee shall be restored to his/her original employment status and receive all wages and benefits to which he/she would have been entitled had the action not been taken by the Employer.

Should it be subsequently determined that the employee is guilty of wrongdoing but the discharge or discipline action taken by the Employer was too severe under the circumstances, the discharge or discipline shall be reduced to the degree justified by the circumstances and the employees shall be restored to the employment status and shall receive the wages and benefits to which he/she would have been entitled had the Employer taken the proper action. Nothing herein shall be construed to preclude mitigation of the Employer's liability.

- C. An employee, upon request, shall be entitled to have present a representative of the Association when the employee is to receive discipline or notice of discharge or when the employee is being questioned regarding a matter for which there is reason to believe that disciplinary action or discharge against the employee being questioned may result.
- D. An employee or the Association with specific written consent of the employee, shall have the right to review the personnel file of the employee

upon request made to the Employer. Such review and request shall be consistent with the provisions of the Employee Right to Know Act, as amended. Upon request, material of a disciplinary nature that has been placed in an employee's file shall be removed after three (3) years if there has not been a repetition of the infraction. Provided, however, that the Employer may remove material of a disciplinary nature before the end of the three (3) year period if requested in writing to do so by the employee.

ARTICLE XI

REDUCTION OF EMPLOYEES

- A. When the Employer decides to reduce the number of food/nutrition service, custodial/maintenance, and secretarial employees within a seniority classification, employees shall be reduced in order of least seniority within the sub classification being reduced, provided there are remaining more senior employees within the sub classification who are qualified and able to perform all the job duties of the less senior employees being reduced. Employees reduced from a sub classification shall, upon written request, be retained in positions in lower series sub classifications within the same seniority classification, provided the senior employees are qualified and able to perform all the job duties of less senior employees.
- B. A food/nutrition service, custodial/maintenance, and secretarial employee who is reduced from a sub classification in one seniority classification and has accumulated seniority from another seniority classification, upon written request, shall be retained in a position in that seniority classification in the highest series sub classification in which the employee had previously worked, provided the position is held by a less senior employee and the employee is qualified and able to perform all of the job duties of the less senior employee. If no position is available in the highest series sub classification in which the employee had previously worked, the employee shall be retained in a position in the closest lower sub classification possible, provided the position is held by a less senior employee and the employee is qualified and able to perform all of the job duties of the less senior employee.
- C. Employees shall be provided at least twenty (30) days notice prior to the effective date of layoff.
- D. The Employer shall maintain a reduced food/nutrition service, custodial/maintenance, and secretarial employee on the recall list for a period equal to the employee's length of seniority in all classifications not to exceed five (5) years nor less than one (1) year. Employee must advise Employer of any change in address. Recall notice will be sent to last address on file with Employer. Failure to respond within five (5) work days or return of notice without forwarding address will justify bypassing employee for the position. When positions become available in a sub classification of a seniority classification, employees on layoff will be recalled in order of greatest seniority within the seniority classification from which they were reduced or in which they have accumulated seniority, to positions in the same or lower series sub classifications in which they previously worked,

provided they are qualified and able to perform all of the job duties of the position.

E. Classifications and sub-classifications are defined as follows:

Custodial - Maintenance Classification

1. General Maintenance Sub-classification
2. Custodian Sub-classification

Secretarial - Clerical Classification

1. Secretary Sub-classification
2. Clerk Sub-classification

Food - Nutrition Classification

1. Kitchen Manager Sub-classification
2. Cook Sub-classification
3. Cashier Manager
4. Cashier

Para-Professional Classification

F. Prior to the recall of a food/nutrition service, custodial/maintenance and secretarial employee to an available position, the position shall be posted for at least seven (7) work days for transfer among the employees in the sub-classification in which it arises. The most senior employee in the sub-classification making application who has the necessary qualifications to do the job shall be awarded the transfer.

ARTICLE XII

SAFETY PRACTICES

- A. The employer will take reasonable measures in order to correct and eliminate any hazardous conditions employees may encounter at their places of work, which pose a danger to their health and safety.
- B. The employee must inform the employer of any such hazard as soon as the employee first becomes aware of it. This includes notifying the employer of any hazardous condition which may endanger the safety of anyone who would enter upon the employer's property. Notification must be in writing to the employee's supervisor with a signed return receipt for the employee.
- C. The employer, once notified of any alleged hazardous condition, shall investigate such condition and shall be expected to make adjustments in such condition if, in the employer's investigation, the alleged condition is an identifiable and recognizable hazard to the safety of the employee(s).
- D. The Board shall notify the affected employee or employees in writing as to the disposition of the investigation of the alleged hazardous condition within five (5) working days from the date that the Board was notified of such alleged safety hazard.
- E. Employees must promptly report all injuries, no matter how slight, to the employee's supervisor.

ARTICLE XIII

GENERAL WORKING CONDITIONS

- A. Parking space sufficient to accommodate the vehicles driven to work by employees shall be provided within a reasonable proximity of the building or premises at which the employees are working.
- B. Employees shall be permitted to make local telephone calls on school telephones designated by the employer in the building at which they are working, during breaks and non-working time, except that in the case of a personal emergency involving the health or safety of the employee's family, the employee shall be permitted reasonable time to make an immediate call. All toll calls or long distance calls shall be at the expense of the employee charged to a home telephone number.
- C. The employer shall provide specific written procedures for employees to follow in administering any medications to students or employees. Such procedures shall be in compliance with all applicable laws of the State of Michigan with regard thereof.
- D. Employees shall not be required to maintain or clean the personal property of other school employees.
- E. When the immediate supervisor is to be absent, the employee shall be informed as to the name of the person that the employee is to contact in the event of an emergency situation.
- F. Any employee desiring to resign from his/her position shall file a letter of resignation with the Superintendent of Schools at least ten (10) working days prior to the effective date of such resignation. Any employee who resigns from his/her position in the manner herein described shall maintain his/her rights to any benefits which are payable upon separation, and all insurance premiums which are paid by the Board shall terminate as of the employee's resignation date.
- G. On work days when students are in attendance for instruction, and the building in which the secretarial-clerical and/or cook employees are assigned is without heat or water such that the students are released from classes early:

Secretarial-clerical employees in the respective school building will be released for the remainder of their scheduled work day, without loss of pay, following the release of the students when there is reasonable assurance that the students' transportation needs have been met, or be paid at the rate of one

and one-half (1-1/2) times their regular rate of pay for all time worked the remainder of their work shift from that point in time; and

Cook employees in the respective school building will be released for the remainder of their scheduled work shift, without loss of pay, after storage, clean up and any necessary preparation for the next school day has been completed or be paid at the rate of one and one-half (1-1/2) their regular rate of pay for all time worked the remainder of their work shift from that point in time.

On work days when students are not in attendance for instruction and the building in which the secretarial-clerical and or cook employees are assigned is without heat or water such that the temperature in the work area where the employees are performing work is below 55 degrees Fahrenheit for a sustained period of two (2) hours, or the water pressure in the restroom or work facilities for the job is not functioning for a sustained period of two (2) hours:

Secretarial-clerical employees in the respective building will be released for the remainder of their scheduled work shift, without loss of pay, or be paid at the rate of one and one-half (1-1/2) times their regular rate of pay for all time worked the remainder of the work shift from that point in time; and

Cook employees in the respective building will be released for the remainder of their scheduled work shift, without loss of pay, after storage, cleanup and any necessary preparation that can be done (without access to water if no water pressure in the work facility) for the next school day has been completed or be paid at the rate of one and one-half (1-1/2) times their regular rate of pay for all time worked the remainder of the work shift from that point in time.

No such employee will be required to remain at work on such days after becoming eligible for release, if the temperature in the work area where the employee is performing work falls below 50 degrees Fahrenheit.

In any case, on scheduled work days when students are not in attendance for instruction, if at the beginning of the work shift water pressure in the restroom or work facilities for the job is not functioning or the building is without heat such that the temperature in the work area is below 55 degrees Fahrenheit and there is no reasonable prospect that the heat or water will be restored within one hour, the secretarial-clerical and cook employees will be released for the remainder of their scheduled work shift without loss of pay, but may be required to return for work when the heat or water is restored and at least four (4) hours of work can be performed prior to the regular conclusion of the shift.

Food Service employees will be compensated when normally scheduled for work during emergency closings. Make-up days will not be compensated for.

- H. Upon request, any employee who has been assaulted in the course of performing his/her duties shall be provided with one (1) hour of consultation with an attorney.
- I. Bargaining unit members will comply with the provisions of Board policy regarding the administering of medication (#5141 draft 3 with para-professional insert).

ADMINISTRATIVE GUIDELINES ADMINISTRATION OF MEDICATION AT SCHOOL

If any pupil must receive (be administered) medication during school hours, it shall be the policy of the Dexter Community School District to provide adequate control and supervision in the administration of the medication when needed. This policy pertains to all medications.

Prescription Medications Given by Mouth

1. Written permission on the Parent's Request for Administration of Medication at School form, signed by the parent or guardian, must be kept in the medication administration area and retained until the end of the school year. A copy of this form shall be forwarded to the school nurse.
2. The order of the physician and his/her signature must appear on the Parent's Request for Administration of Medication at School form. If this has not been done, the school nurse may call the physician for a telephone order to be followed by written orders.
3. The medication must be given by an adult : The administrator, teacher, or another staff person designated by the administrator, such as the secretary, para professional, etc.. Unless administered by a school nurse (R.N.), the medication must be administered in the presence of another adult.
4. Medication may be self administered, at the high school level. Parents are encouraged to notify school staff if the student is on long term medication, for example, antiepileptics, psychotropic medication etc.
5. All medications must be in the original container labeled by the pharmacy. The label must specify the the name of the medication, the dosage to be given, and the time of administration; as well as the student's name.
6. Refill of all medications shall be the responsibility of the parents. Daily carrying of medication should be avoided, unless previous arrangements have been made through the school principal.
7. The person administering the medication must complete the Medication Record to include the following information:
 - a. Students name
 - b. Name of Medication

- c. Dosage (i.e. 10 milligrams)
 - d. Date
 - e. Time
 - f. initials of person dispensing the medication
 - g. Initials of person witnessing the medication
8. Pupil medication containers shall be kept in a locked and reasonably secure place (safe, file cabinet, locked box, etc.) not accessible to pupils.
 9. At the discretion of the teacher, or upon request of the doctor or parents, a medication monitoring record may be kept daily to record effects of the medication. This record may be copied and sent to the physician or parent, the original will be kept in the students records.
 10. Any medication that is prescribed once a day, twice a day, or three times a day, can and should be taken at home if at all possible. These times can usually be accommodated when the student is not in school, for example, an antibiotic prescribed three times a day can be taken before and after school, and at bedtime.
 11. The first (or initial) dose of a new medication will not be given at school due to the possibility of an allergic reaction.

Non-Prescription Medications Given by Mouth

For grades K - 6 over the counter drugs may be administered during school hours only if the above guidelines are met. Students in grades 7 - 12 may carry and administer their own over the counter medications.

Prescription medications given by Injection

A principal-teacher-nurse-parent conference must be held before the decision to give an injectable medication can be made. Injectable medications will only be given in a life threatening situation, (ie. epinephrine for a severe reaction to a bee/wasp sting). Therefore the parent releases the district from any liability or damage which may occur to the child from the administration of injectable medication.

Students who self administer injectable medication at school on a daily basis, ie. diabetic students, must come to the school office to administer their medication.

All syringes used for the administration of injectable medication must be disposed of in the appropriate sharps container provided for this purpose in each building office.

Dexter Community Schools

PARENT'S REQUEST FOR GIVING MEDICINE AT SCHOOL

I request school personnel to see that my child _____
Student's Name
receives the medication prescribed by _____
Physician's Name
for the time period from _____ to _____

The medicine, to be furnished by me, should be in the original pharmaceutical container, labeled with the name of pupil, name of medication, dosage and time of dosage. I understand that the medicine will stay at school and my child will not be allowed to transport the medication to and from school on a daily basis. Also, I understand that my child will not be allowed to keep the medicine with him/her during school hours unless other arrangements have been made with the school principal and/or school nurse.

Further, I release the school district of Dexter and shall indemnify said school district from any liability or damage which may result to my child from the administration of said medication as prescribed by our physician. I shall provide the school with the physician's written statement of medication changes.

_____ Date _____ Parent/Guardian Signature

TO BE COMPLETED BY PHYSICIAN

STUDENT DIAGNOSIS: _____
Name of Medication: _____
Dosage _____ Frequency _____
Time of Administration: _____
Anticipated Duration: _____
Purpose of Medication: _____
Possible Side Effects: _____
Physician's Signature: _____ Date: _____
Physician's Phone Number: _____

**NOTE: Written permission of the parent or guardian in accordance with the physician's instructions is sufficient. However, written physician's instructions are desirable, especially for long term medication administration.*

ARTICLE XIV

GRIEVANCE PROCEDURE

- A. The term "grievance" shall mean any claim, by one (1) or more employees or the Association, that there has been a misinterpretation, misapplication, or violation of the express terms of this Agreement.

Any employee, group of employees, or the Association, that becomes involved in a dispute over matters relating to wages, hours and conditions of employment, is prohibited from pursuing the desired remedy to a problem by processing it through more than one agency at the same time; i.e., the Grievance Procedure and the Circuit Court.

- B. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If an appeal is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. In the event the written answer is not submitted in the time specified, the employee may proceed to the next level. The time limits may, however, be extended by mutual agreement in writing between the Association and the Employer.

1. Level One

- a. An employee together with his representative or the Association, within ten (10) work days of the occurrence of the event upon which the grievance is based, shall orally discuss the matter with the immediate supervisor with the objective of resolving the matter informally. If the employee or the Association is not satisfied with the disposition from the oral discussion and wishes to further pursue the matter, the grievance shall be filed in writing on the grievance form set forth in Appendix B of this Agreement. The written grievance must be submitted to the employee's immediate supervisor within fifteen (15) work days of the occurrence of the event upon which the grievance is based. A grievance pertaining to alleged safety hazards may be processed directly to Level Two after the oral discussion with the immediate supervisor.
- b. Within ten (10) work days of the filing date, the immediate supervisor will arrange to meet with the employee and his/her representative in an effort to resolve it. A written answer shall be given within five (5) work days after such meeting.

2. Level Two

- a. If the employee or the Association is not satisfied with the disposition of the grievance at Level One, a written appeal shall, within five (5) work days thereafter, be transmitted to the Assistant Superintendent for Business and Operations, stating the reason the grievance is being appealed to Level Two.
- b. Within ten (10) work days of receipt of such appeal, the Assistant Superintendent for Business and Operations will meet with the employee and/or appropriate Association representative to discuss the grievance. The employee may not be present but shall be present at the request of either the Employer or the Association. A written answer shall be given within five (5) work days after such meeting.

3. Level Three

- a. If the employee or the Association is not satisfied with the disposition of the grievance at Level Two, a written appeal shall, within five (5) work days thereafter, be transmitted to the Superintendent or his/her designee, stating the reason the grievance is being appealed to Level Three.
- b. Within ten (10) work days of receipt of such appeal, the Superintendent or designee will meet with the employee and/or appropriate Association representative to discuss the grievance. The employee may not be present but shall be present at the request of either the Employer or the Association. A written answer shall be given within five (5) work days after such meeting.

4. Level Four - Arbitration

- a. In the event that the Association is not satisfied with the disposition of the grievance by the Superintendent of Schools, it may appeal the grievance to arbitration by filing a Demand for Arbitration with the American Arbitration Association within twenty (20) work days from the date of receipt of the decision or the date by which it is due, whichever occurs first. The rules and regulations of the American Arbitration Association shall apply for selection of the arbitrator and shall likewise govern the conduct of the hearing.
- b. The Arbitrator, the Association, or the Board may call any person as a witness in any arbitration hearing. Each party shall

be responsible for the expenses of the witnesses that they may call.

- c. The Arbitrator shall render his/her decision in writing relative to the grievance within thirty (30) calendar days from the date of the conclusion of the arbitration hearing.
- d. The fees, expenses and filing fee of the Arbitrator shall be borne solely by the non-prevailing party.
- e. The Arbitrator shall not have jurisdiction to add to, subtract from or otherwise alter or modify any of the terms of this Agreement, or any written amendments hereof, or to specify the terms of a new Agreement, or to substitute his/her discretion for that of the parties hereto.
- f. The decision of the Arbitrator shall be final, conclusive and binding upon all employees, the Board and the Association. The Association agrees that it will in no way assist any employee to appeal to or seek relief from any other judicial or administrative body.

ARTICLE XV

STRIKE PROHIBITION

The Union recognizes that strikes, as defined by Section 1 of Public Act 336 of 1947 of Michigan, as amended, are contrary to Law and public policy. The Board and the Union subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of education, without interruption of the school program. Accordingly, the Union agrees that during the term of this Agreement, it will not direct, instigate, participate in, encourage or support any strike against the Board by any member or group of members which is contrary to Law.

ARTICLE XVI

MISCELLANEOUS PROVISIONS

- A. This Agreement shall constitute the full and complete commitment between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.
- B. If any provision of this Agreement or any application of the 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.
- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.

ARTICLE XVII

DURATION OF AGREEMENT

This agreement shall be in effect from July 1, 1995, until June 29, 1998.

APPENDIX A

WAGE SCHEDULE

	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
Custodial	\$13.19	\$13.54	\$13.89
*New Custodian	\$ 9.00	\$ 9.23	\$ 9.47
Probationary	\$ 8.55	\$ 8.77	\$ 9.00
Maintenance	\$14.17	\$14.54	\$14.92
Probationary	\$13.46	\$13.81	\$14.17
Cooks	\$10.26	\$10.53	\$10.80
*New Cooks	\$ 8.10	\$ 8.31	\$ 8.53
Probationary	\$ 7.70	\$ 7.90	\$ 8.10
Kitchen Managers	\$11.92	\$12.23	\$12.55
Probationary	\$11.33	\$11.62	\$11.92
Secretarial	\$13.19	\$13.54	\$13.89
*New Secretary	\$ 9.00	\$ 9.23	\$ 9.47
Probationary	\$ 8.55	\$ 8.77	\$ 9.00
Para-Professional	\$7.67-8.72	\$8.12-8.95	\$8.61-9.18
Probationary	\$ 7.29	\$ 7.71	\$ 8.18

* Note: New Hire to the Dexter School District (on or after July 2, 1995)

APPENDIX B

DEXTER COMMUNITY SCHOOLS GRIEVANCE REPORT FORM

MESPA Grievance Number _____
(Submit to the supervisor in duplicate)

Name of Grievant _____ Building _____ Date Filed _____

A. Date Cause of Grievance occurred. _____

B. 1. Statement of Grievance (Give Relevant Facts and Contract Provisions)
2. Relief Sought

C. Date of initial oral discussion with Supervisor. _____

D. Position of Grievant and/or Association:

Signature Date

.....
A. Date of grievance meeting with Supervisor. _____

B. Disposition by Supervisor:

Signature of Supervisor Date

C. Position of Grievant and/or Association:

Signature of Grievant Date

Signature of Representative Date

.....
A. Date of meeting with Superintendent or his/her designee: _____

B. Disposition by Superintendent or his/her designee:

Signature Date

MICHIGAN EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION

BOARD OF EDUCATION
DEXTER COMMUNITY SCHOOLS

By Marion Muners
President

By Paul D. White
President

By Sara McInden
Secretary

By Meri Johnson
Secretary

By Doni Keen
MEA Representative/Negotiator

By Dr. Bob Thompson
Chief Negotiator

By Rod Pearson
Bargaining Team

By Debbie Atapish
Bargaining Team

By Bob Madury
Bargaining Team

By Barbara A. Hunt
Bargaining Team

By Joyce E. Etzel
Bargaining Team

By
Bargaining Team

NEGOTIATING TEAM

Pamela S. Quitiquit
PAMELA G QUITIQUIT

Catherine Durocher
CATHERINE DUROCHER

Don Price
DON PRICE

LETTER OF UNDERSTANDING

This Agreement between the Michigan Education Support Personnel Association, MEA/NEA and the Dexter Community Schools, is for the purpose of further clarification of "Appendix A" in the Master Agreement.

It is the intent of the language that "New Hire to the Dexter School District" is to exclude, per Article I, Recognition Clause of the Master Agreement, all bargaining unit members employed by the Dexter Community Schools on or before July 1, 1995. Any bargaining unit member hired on or after July 2, 1995 will be paid at the new rate of pay.


Furthermore, no bargaining unit member will be paid at the probationary rate, per the aforementioned statement, but may serve a trial period of thirty (30) calendar days, per Article V, Section D, of the Master Agreement.

MICHIGAN EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION, MEA/NEA


DEXTER COMMUNITY SCHOOLS



President



Assistant Superintendent



MEA Representative



Officer

