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6/30/94

**MASTER AGREEMENT
IRONWOOD
EDUCATION SUPPORT PERSONNEL
1992-94**

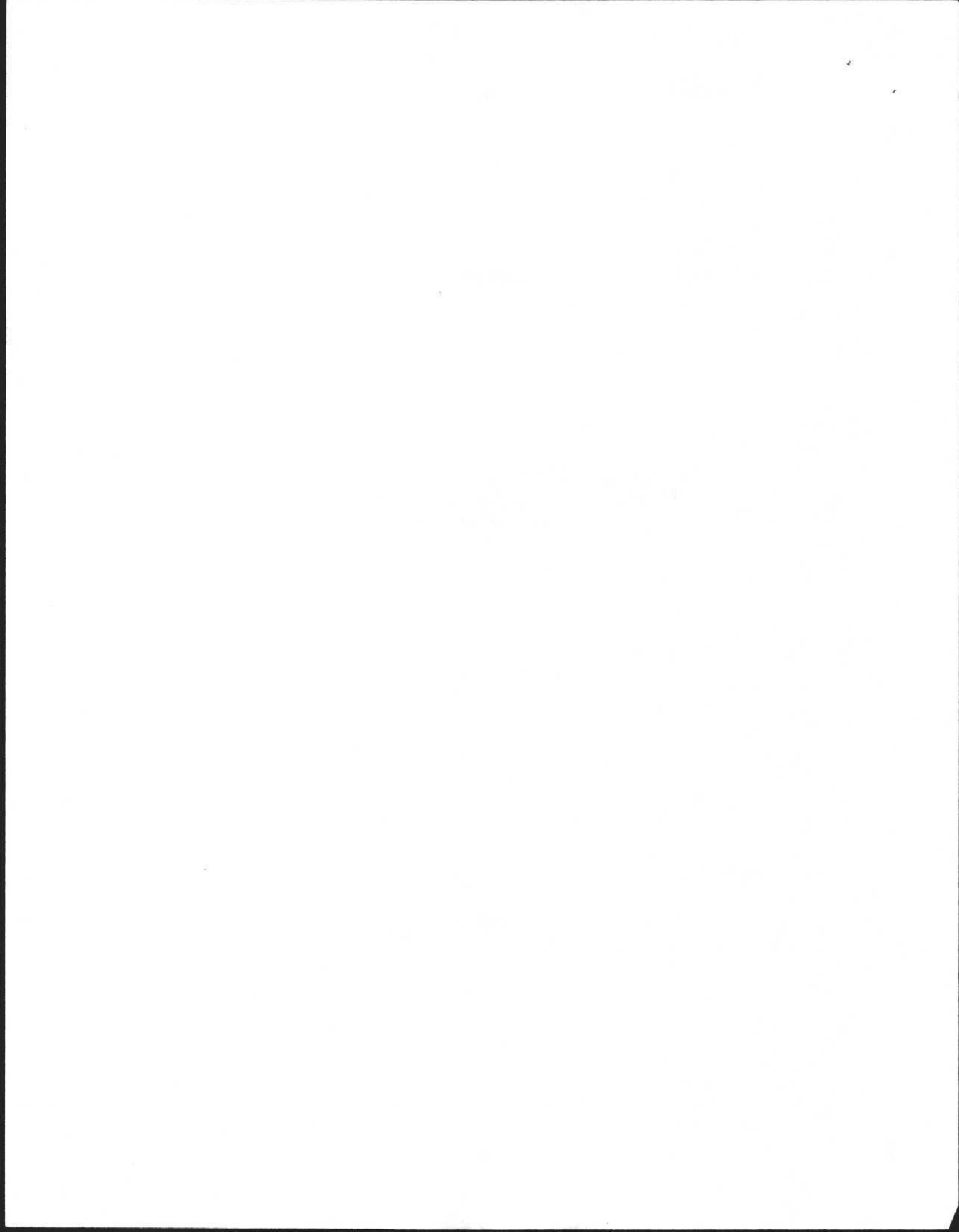
Ironwood Area Schools

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IRONWOOD EDUCATION SUPPORT PERSONNEL - WUPEA/MEA-NEA

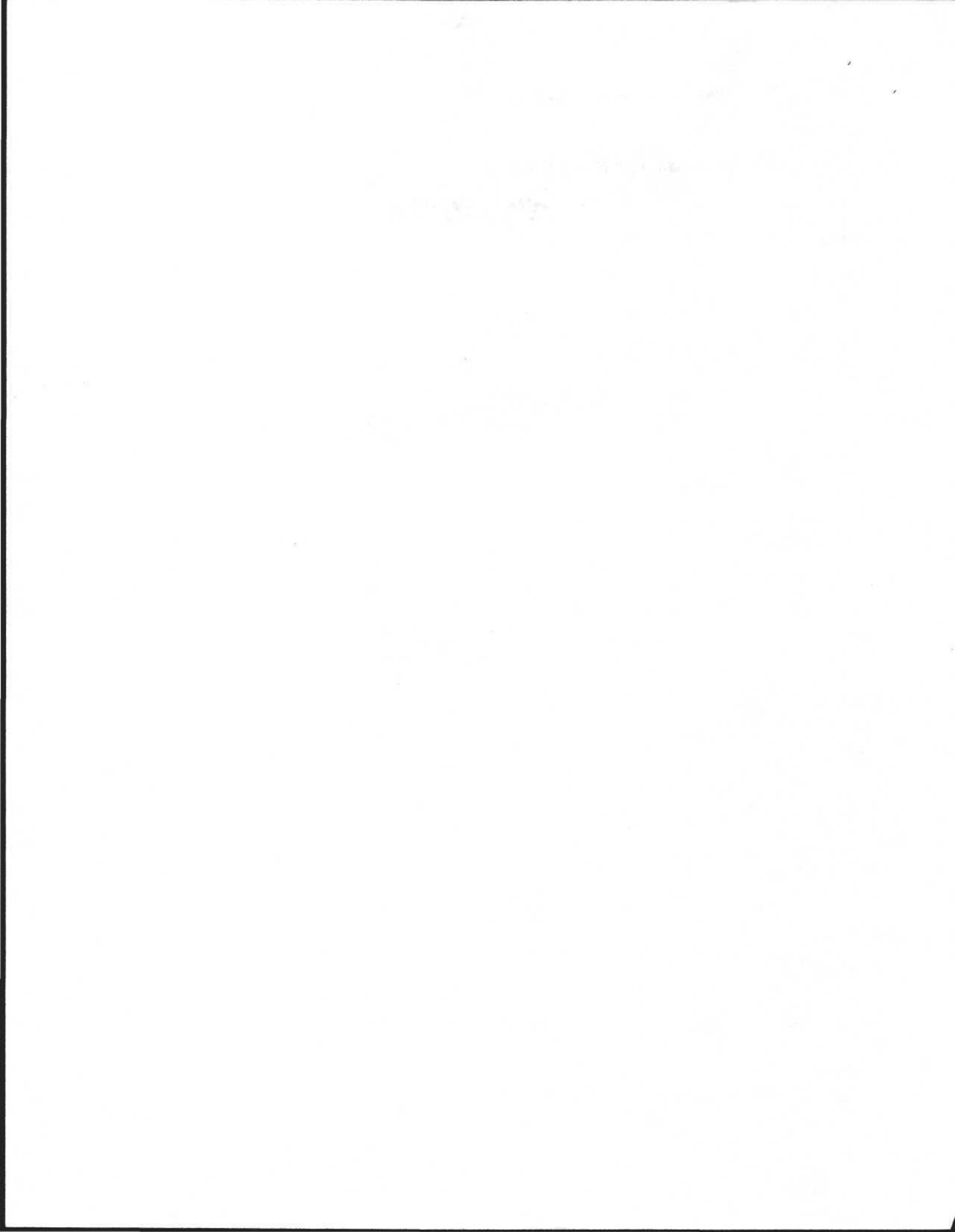
1992-94 CONTRACT

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ARTICLE 1

RECOGNITION

- A. Pursuant to and in accordance with the applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer hereby recognizes the Union as the exclusive representative for purposes of collective bargaining with respect to wages, hours and terms and conditions of employment as prescribed herein for the term of this agreement for all employees of the Employer including all part-time and full-time secretaries, clericals, teacher aides, transportation personnel, food service personnel, custodians, and monitors, excluding the secretary to the Superintendent and the Board of Education and supervisors.
- B. Such representation shall cover all personnel assigned to newly created positions which are not principally supervisory and administrative but fall within the purview of the Union. The Board agrees not to negotiate with or recognize any organization other than the Union for the duration of this Agreement.
- C. Workers accepted by the school district on state or federal programs doing work within the classification of the contract whose wages come mainly from special grants will not be considered school employees and therefore not eligible for Union membership. The District will not use such workers to reduce hours of, displace or replace regular employees. However, if such employees must be afforded all rights and benefits of the master contract, they must join the Union as provided herein.

ARTICLE 2

EMPLOYER RIGHTS

A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Employer, except those which are clearly and expressly relinquished herein by the Employer, shall continue to vest exclusively in and be exercised by the Employer without prior negotiations with the Union either, as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include by way of illustration and not by way of limitation the right to:

1. Manage and control the school's business, the equipment, the operation and to direct the working forces and affairs of the Employer.
2. Continue its rights of assignment and direction of work of all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement and the right to establish, modify or change any work or business hours or days.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees, determine the size of the work force and to lay off employees so long as such action does not conflict with the seniority and layoff and recall provisions of this Agreement.

4. Determine the services, supplies and equipment necessary to continue its operations and to determine the 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.
5. Adopt reasonable rules and regulations.
6. Determine the qualifications of employees.
7. Determine the number and location or relocations of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions, or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, building or other facilities.
8. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
10. Determine the size of the management organizations, its function, authority, amount of supervision and table or organization providing that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by 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 by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with provisions of P.A. 379 of 1965, the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE 3

EMPLOYEE STATUS

Employees shall be placed in one of the following categories:

- A. Full-time full year: Any employee who is scheduled to work thirty (30) hours or more per week for a full year.
- B. Full-time school year: Any employee who is scheduled to work thirty (30) hours or more per week during the school year.
 - 1. Full-time employees as defined in A and B above shall be entitled to all benefits and leaves as provided for under this contract.
- C. Part-time full year: Any employee who is scheduled to work less than thirty (30) hours per week for a full year.
- D. Part-time school year: Any employee who is scheduled to work less than thirty (30) hours per week during the school year.
 - 1. Part-time employees as defined in C and D above shall be entitled to benefits and leaves as provided for in this Agreement on a pro-rata basis.
- E. Interim: Any employee hired for a specified period of time to replace a regular employee who is on leave or extended absence.
 - 1. Interim employees shall be subject to the provisions of this Agreement.

F. Substitute: Any employee hired on a day to day basis who is performing the duties of a regular employee who is absent or unavailable to work for a short duration of less than thirty (30) calendar days. Prior to utilizing substitute employees, part-time employees within the affected classification shall be given first refusal of said work on a seniority basis.

1. Substitute employees shall not be subject to the provisions of this Agreement.

G. The Employer may from time to time employ temporary employees to supplement the regular work force. Employment of such employees shall not exceed ninety (90) work days in a twelve (12) month period and shall not be used to reduce hours of, displace or replace regular employees. However, regular part-time bargaining unit members shall first be given additional hours to make them full-time before temporary employees are hired. In the event a full-time employee becomes part-time, he/she shall be given the hours of a temporary employee to be made full-time and the employment of the temporary employee shall be reduced or terminated.

ARTICLE 4

MAINTENANCE OF STANDARDS

- A. All conditions of employment, including working hours, extra compensation for duties outside regular working hours, relief periods, leaves, and general working conditions shall be maintained at not less than the highest minimum standards in effect in the district at the time this Agreement is signed unless the affected Association member is first contacted and given an explanation for the changes. If the Association member disagrees with the need for the change, the grievance procedure may be used.

- B. The duties of any Union member or the responsibility of any position in the bargaining unit shall not be altered, increased, or transferred to persons not covered by this Agreement without the Association's full knowledge and consent.

ARTICLE 5

FINANCIAL RESPONSIBILITY

- A. Any bargaining unit member who is not a member of the Union in good standing, or who does not make application for membership within ninety (90) days from the date of commencement of duties shall, as a condition of employment, pay as a service fee to the Union an amount equivalent to the dues uniformly required to be paid by members of the Union; provided, however, that the bargaining unit members may authorize payroll deduction for such fee in the same manner as provided in Article 6. In the event that a bargaining unit member shall not pay such service fee directly to the Union or authorize payment through payroll deduction, as provided in this Agreement, the Board shall, at the request of the Union terminate the employment of such bargaining unit member. The parties expressly recognize that the failure of any bargaining unit member to comply with the provisions of this Article is just and reasonable cause for discharge.
- B. The procedure in all cases of discharge for violation of this Article shall be as follows:
1. The Union shall notify the bargaining unit member of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance, and shall further advise the bargaining unit member that a request for discharge may be filed with the Board in the event compliance is not affected.

2. If the bargaining unit member fails to comply, the Union may file charges, in writing, with the Board and shall request termination of the bargaining unit member's employment.

3. The Board, upon receipt of said charges and request for termination, shall immediately notify the bargaining unit member that his/her services shall be discontinued at the end of ten (10) days. In the event of compliance at any time prior to discharge, charges shall be withdrawn. The Union, in the process of charges, agrees not to discriminate between persons who may have refused to pay the Union dues and/or service fees.

ARTICLE 6

PAYROLL DEDUCTION

- A. The Board shall deduct from the pay of each bargaining unit member from whom it receives authorization to do so the required amount for the payment of dues or service fees. Such dues, or fees, accompanied by a list of bargaining unit members from whom they have been deducted, shall be forwarded to the Union no later than thirty (30) days after the deductions were made.
- B. A bargaining unit member who shall tender or authorize the deduction of membership dues, or service fees, uniformly required as a condition of acquiring or obtaining membership in the Union shall be deemed to meet the conditions of this Article so long as the bargaining unit member is not more than sixty (60) days in arrears of payment of such dues, or service fees.
- C. The Board shall be notified, in writing, by the Union of any bargaining unit member who is sixty (60) days in arrears in payment of membership dues, or service fees.
- D. The Union shall notify the Board thirty (30) days prior to any change in its dues or fees.
- E. The Employer shall deduct from the pay of each bargaining unit member from whom it receives authorization to do so, and make proper remittance for such plans or programs as are deemed mutually agreeable, to include annuities, charitable donations, etc.

F. The dues for all employees shall be deducted in ten (10) equal installments September through June. Deductions shall be in accordance with the following table:

<u>Avg. Hrs./Wk.</u>	<u>NEA</u>	<u>MEA</u>	<u>Local</u>
.1-10	50%	25%	100%
10.1-20	50%	50%	100%
20.1-30	100%	75%	100%
30.1-40	100%	100%	100%

ARTICLE 7

GRIEVANCE PROCEDURE

- A. The Union grievance committee shall consist of two (2) members from each classification of employees. The committee, during their working hours, without loss of time or pay, shall investigate and present grievances to the Employer provided it is so urgent that it cannot be done during off hours.
- B. A claim by a Union member, or the Union, that there has been a violation, misinterpretation or misapplication of any provision of this Agreement, or any rule, order, policy, or regulation of the Board, may be processed as a grievance as hereinafter provided.
- C. In the event that a Union member believes there is a basis for a grievance, the Union member shall first discuss the alleged grievance with his/her immediate administrator or designee, either personally or accompanied by his/her Union representative. The grievance shall be filed within ten (10) working days of the violation, misinterpretation, or misapplication, or within ten (10) working days of the discovery thereof.
- D. If, as a result of the informal discussion with the immediate administrator, a grievance still exists, the Union member may invoke the formal grievance procedure through the Union. A copy of the grievance shall be delivered to the immediate administrator. If the grievance involves more than one (1) work location, it may be filed with the Superintendent, or his/her designee.

- E. Within five (5) working days of receipt of the grievance, the immediate administrator or designee shall meet with the Union in an effort to resolve the grievance. The immediate administrator shall indicate, in writing, his/her disposition of the grievance within five (5) working days of such meeting, and shall furnish a copy thereof to the Union.
- F. If the Union is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such meeting, or ten (10) working days from date of filing, the grievance shall be transmitted to the Superintendent, or his/her designee. Within five (5) working days, the Superintendent, or his/her designee, shall meet with the Union on the grievance and shall indicate in writing, his/her disposition within five (5) working days of such meeting, and shall furnish a copy thereof to the Union.
- G. If the Union is not satisfied with the disposition of the grievance or if no disposition has been made within five (5) working days of such meeting, or twenty (20) working days from date of filing, the grievance shall be transmitted to the Board. Within thirty-one (31) calendar days, the Board shall hold a hearing on the grievance and shall indicate, in writing, its disposition within five (5) working days of such hearing, and shall furnish a copy thereof to the Union.
- H. If the Union is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period provided above, the grievance may be submitted to arbitration. The decision to submit the disagreement to arbitration must be made within five (5)

working days of the date of Board decision. If the parties cannot agree as to the arbitrator, within five (5) working days from the notification that arbitration will be pursued, he/she shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

- I. The fees and expenses of the arbitrator shall be shared equally by the parties.
- J. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties.
- K. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder, may be processed through the grievance procedure until resolution.

- L. For the purpose of assisting a Union member, or the Union in the prosecution or defense of any contractual, administrative, or legal proceeding, including, but not limited to, grievances, the Board shall permit a Union member and/or Union representative access to, and the right to inspect and acquire copies of, his/her personnel file and any other files or records of the Board which pertains to the bargaining unit member or any issue in the proceeding in question. Confidential letters of reference secured from sources outside the school system shall be excluded.
- M. A bargaining unit member, who must be involved in the grievance procedure during the work day, shall be excused with pay for that purpose.
- N. Any party in interest may be represented at all meetings and hearings at all steps and stages of the grievance procedure by another Union member or another person, provided, however, that any Union member may in no event be represented by an officer, agent or other representative of any organization other than the Union.
- O. Miscellaneous
1. During the pendency of any proceedings and until a final determination has been reached all proceedings shall be kept confidential between the parties directly involved and any preliminary disposition will not be made public without the agreement of all parties.

2. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

3. Forms for filing grievances, serving notices, taking appeals, making appeals, making reports and recommendations, and other necessary documents shall be given appropriate distribution by the Superintendent so as to facilitate operation of the procedure set forth herein.

ARTICLE 8

VACANCIES AND TRANSFERS

A. A vacancy shall be defined as a newly created position or a present position that is not filled that the Board decides to fill.

* B. All vacancies shall be posted in a conspicuous place in each building for a period of seven (7) calendar days (at least five working days). Said posting shall contain the following information:

1. Type of work
2. Location of work
3. Starting date
4. Rate of pay
5. Hours to be worked
6. Classification
7. Minimum qualifications

Interested employees may apply in writing to the Superintendent, or designee, within the seven (7) calendar days (at least five working days posting period). The Employer shall notify employees of vacancies occurring during the summer months (June, July, August) by sending notice of same to each employee by U.S. Mail or by phone if they are not working.

C. A temporary vacancy shall be defined as any pre-informed situation where an employee will be absent from his/her regular assignment for more than ten (10) consecutive work days or, in the case of an injury or accident, more than thirty (30) consecutive calendar days. Where possible, employees expecting to be absent shall provide the Superintendent reasonable notice (two (2) weeks).

Temporary vacancies shall be posted for three (3) work days and filled in accordance with Section D below.

* D. Vacancies shall be filled with the most senior, qualified applicant from within the classification. If no employee from the classification applies, the vacancy shall then be filled by the most senior, qualified bargaining unit member. Qualified shall be defined as specified in Article 10, Section C-4 of this Agreement.

1. For vacancies affecting the secretarial classification the parties agree to establish two (2) mutually agreed upon testing dates (January and May) for employees to demonstrate they have met the minimum requirements for a particular position. Said testing shall be performed by an outside agency at the school district's expense.
2. In the event a vacancy shall occur at a time when an employee has not yet had the opportunity to take the test, he/she shall be given the test at that time.
3. Once an employee has demonstrated a level of skill, he/she shall be considered to meet the minimum requirement for the duration of his/her employment with the district.

E. For the purposes of this agreement, all bargaining unit members shall be placed in one of the following classifications based on their current

- assignments:
1. Transportation Personnel
 2. Custodial/Maintenance
 3. Aide/Secretarial/Clerical
 4. Food Service Personnel
 5. Monitor

F. Within ten (10) work days after the Board makes a decision to fill the position, the Employer shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant shall be so notified in writing with a copy provided to the Union.

- G. In the event of a transfer from one position to another, the employee shall be given a four (4) week trial in which to show his/her ability to perform on the new job or determine his/her desire to remain on the job. The Employer shall give the transferred employee reasonable assistance to enable him/her to perform up to Employer standards on the new job. If the employee is unable to demonstrate ability to perform the work required during the trial period or at the option of the affected employee, the employee shall be returned to his/her previous assignment.
- H. Employees shall not be placed on a lower step on the wage scale due to transfers.
- I. The parties agree that involuntary transfers of employees are to be minimized and avoided whenever possible. In all cases, involuntary transfers will be affected only for reasonable and just cause.
- J. Where involuntary transfer is necessary, said transfer shall be on the basis of inverse seniority and the Employer shall confer with the employee being transferred giving him/her a complete explanation regarding need for such transfer.

ARTICLE 9

SENIORITY

- A. Seniority shall be defined as the length of service within the district as a member of the bargaining unit. Accumulation of seniority shall begin from the bargaining unit member's first working day in the district. In the event that more than one individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by drawing lots.
- * B. Part-time bargaining unit members shall accrue seniority on a pro-rata basis. For the purpose of this section, full-time shall be 1,080 hours. Probationary bargaining unit members shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work.
- * C. All employees shall hold dual seniority dates. The first shall reflect his/her most recent date of hire by the district. The second shall reflect his/her most recent date of district employment in one of its classifications. Prior seniority in a classification (1981) other than an employee's present assignment shall be grandfathered as of the effective date of this agreement. (See Article 8, Section D)
- D. Seniority shall not accrue, nor shall it be lost when an employee is on leave of absence or layoff.

- E. The Employer shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared and posted conspicuously in all buildings of the district within sixty (60) work days after the effective date of this Agreement with revisions and updates prepared and posted annually thereafter. A copy of the seniority list and subsequent revisions shall be furnished to the Union.

- F. State and federal statutes and regulations shall be observed where applicable for specially funded programs. Except where prohibited by law or regulation, all bargaining unit members shall receive seniority rights as provided in this Agreement.

- G. Seniority shall be lost by a bargaining unit member upon termination, resignation, retirement or transfer to a non-bargaining unit position or as exempted by contract.

H. In the event that this district shall be combined with one or more districts through consolidation or annexation, the Board will use its best efforts to assure the continued recognition of the Ironwood Education Support Personnel Association and the continued employment of its members. However, the Board will be governed by any state laws, court rulings, or decisions handed down by the Michigan Employment Relations Commission or any body that may have control by law. Such governing body has control over and above language entered in this contract.

If the Ironwood Area Schools of Gogebic County is the annexing district, the seniority list shall remain unchanged and the incoming employees from the annexed district will begin with zero (0) years of seniority on the list. However, the annexed district employees shall be placed on the salary schedule at Board discretion. Further, the Board agrees not to voluntarily negotiate any matter pertaining to support personnel staff with the annexed district's employees or their representatives. Such negotiations, if necessary, shall be through the recognized bargaining agent which is the Ironwood Education Support Personnel Association.

ARTICLE 10

REDUCTION IN PERSONNEL, LAYOFF AND RECALL

- A. It is specifically recognized that it is within the sole discretion of the Board to reduce its educational program, curriculum and/or staff and that the procedures set forth in this article shall be used in laying off personnel.
- B. Layoff shall be defined as a reduction in the work force beyond normal attrition due to a lack of funds or a change in program.
- * C. In the event of layoff involving the termination of positions, the following procedure shall be followed:
1. The employer shall identify the specific position(s) to be eliminated and shall notify, as soon as possible prior to the effective date of the layoff, but in no case less than two (2) weeks, the employee(s) in those position(s).
 2. The employee(s) in the affected position(s) shall have the right to:
 - a. The position of someone who is less senior holding a position in the same classification as the affected employee,
 - b. Bid on another posted position,
 - c. Become laid off.
 3. Any and all employees displaced by provision 2 above shall have the same rights as long as there are less senior employees within that classification.

4. An employee being affected by a layoff who finds no position remaining in the classification, has the right to displace a less senior employee in another classification providing the employee is qualified and has more seniority than the employee being displaced. An employee shall be deemed qualified if he/she meets the minimum posted requirements for the position.
 5. Any and all employees displaced by provision 4 above shall have the same rights as long as there are less senior employees within that classification.
 6. In no case shall a new employee be employed by the Employer while there are laid off bargaining unit members who are qualified for a vacant or newly created positions.
- D. In the event of a layoff, the Employer and the Union may mutually agree to allow individual bargaining unit members to waive their seniority rights for the purpose of the layoff providing the employee to be retained meets the qualification requirement. Such waiver, if authorized by the bargaining unit member, shall not be construed to be a waiver of seniority or any other right under the contract including the bargaining unit member's right to be recalled from such layoff.
- E. In the event of a reduction in the work hours in a classification, bargaining unit members with the greater seniority may use same to maintain his/her normal work schedule by utilizing the bumping procedure outlined in Section C above.

- F. Laid off employees may continue their insurance benefits by paying the regular monthly per subscriber group rate premium for such benefits to the Employer.
- G. Laid off employees shall be recalled in reverse order of layoff to any position for which they are qualified.
- H. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the Employer notified as to his/her current mailing address. A recalled employee shall be given at least seven (7) calendar days from receipt of notice to report to work. 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. Employees recalled to work for which they are qualified are obligated to take said work. An employee who declines recall to perform work for which he/she is qualified shall forfeit his/her seniority rights and be classified as resigned.
- I. Refusal or acceptance of a position that is not equivalent in time to the position previously held shall not affect an employee's recall rights.

J. The Board and the Union agree to the following with regard to the articles on Seniority, Vacancies, and Transfers, and Reduction in Personnel:

1. No employee in a part-time position shall bump into a full-time position because he/she has more seniority. He/she shall only be able to displace a less senior employee for the number of hours that the more senior employee had been assigned.
2. Any employee affected by layoff shall have three (3) days to exercise his/her right to bump.

ARTICLE 11

WORK LOAD AND ASSIGNMENTS

- A. Since efficient administration is promoted when employees are working within their area of competency without excessive or overburdening demands, bargaining unit members shall not under normal circumstances be assigned work which generally is done by others; however, in case of meeting dead-lines and emergencies work assignments may temporarily be changed as long as it is in the general area of such person's competence. An employee shall not be assigned above his/her classification except temporarily and for short duration.
- B. When an employee temporarily assumes another job, instead of his/her own, he/she shall get the higher rate of pay.
- C. The parties recognize that production can best be facilitated by close cooperation between bargaining unit members and the administrative staff. The individuals therefore, shall work together to:
1. Establish work priorities conducive to smooth and efficient operation.
 2. Maintain a climate, conducive to work production.
 3. Assign work on an equitable basis.
 4. Share concerns and listen to suggestions or problems which will provide improved working relationships within the entire school or department.
 5. Bargaining unit members will be free of blame in the event of break-in, fire, theft, or other damage to school property(s) when due precautions and care have been exercised by said members.

- D. In the event that extra maintenance-custodial needs arise, the Board will give first preference to utilizing existing custodial/maintenance staff in fulfillment of those needs.
- E. The District shall grandfather it's practice of hiring transportation personnel on a seniority basis for drivers employed as of 8-24-92 to do extra maintenance and custodial duties for which they are qualified during non-session days and during the summer as the need arises. Effective 7-1-92, and except as provided above, qualified bargaining unit employees needed to work during summers or non-session days shall be hired on the basis of seniority.
- F. The bus services rendered to the school community will be done by the District with transportation personnel as drivers. The following shall be exceptions where the District may provide bus services in the manner most advantageous to the Ironwood Area Schools:
1. Trips outside an Ironwood to Gladstone radius. (One way)
 2. One (1) trip per year for each of the eight (8) athletic teams listed: Football, volleyball, track (dual), cross country (dual), girls basketball, boys basketball, hockey, and skiing.
- G. When an employee is required to work with temporary specially employed, work study, career opportunity, or co-op personnel, the employee shall be responsible for observing and monitoring that person's work and reporting any problems to his/her supervisor.
- H. Each bargaining unit member shall have a designated supervisor to whom he/she is required to report. No bargaining unit member shall be responsible for supervising another bargaining unit member.

I. An employee who cannot continue to perform his/her duties due to a physical problem shall not, as a result of the problem, be reduced in daily work hours and shall continue to be assigned his/her normal work hours providing he/she is physically capable of performing other work. Reassignment shall be within the employee's classification to a position he/she is qualified for. A vacancy resulting from the Board's compliance with this position shall be posted and shall be filled within the bargaining unit in accordance with Article 8 of this Agreement. Where no vacancy exists the employer may involuntarily transfer employees in accordance with Article 8, Section I.

J. Job descriptions summarizing the duties and minimum requirements for each bargaining unit position shall be made available to each employee.

K. When the Food Service Supervisor is absent, employees shall be temporarily assigned to perform the Supervisor's duties on a rotating basis. A substitute will be called to perform the employee's duties.

Any such temporary assignment shall be continuous for the duration of the Supervisor's absence up to a maximum of one (1) week at which time the duties shall be rotated.

When an employee is absent, a substitute shall be called. All substitution shall be conducted in accordance with Article 12, Section D.4.

L. The ventilation hoods in the central kitchen shall be cleaned during the summer break. Employees working for Community Schools shall not be permitted to perform bargaining unit work.

ARTICLE 12

WORK HOURS

A. Transportation Personnel

1. A regular bus driver is one who drives morning, kindergarten and afternoon runs at the salary rate. In addition, regular bus drivers are credited with one half (1/2) hour coffee break and one (1) hour call time each day. These runs may vary on days of teacher inservice, parent-teacher conferences, etc. While the length of time to complete specific runs may vary, regular drivers shall be considered to have a work credit of six (6) hours per day.

In the event that the number of kindergarten runs is reduced, the seven (7) regular drivers employed on the ratification date of this contract shall be assigned other work and shall suffer no loss in wages or benefits. No employee in any classification shall have his/her hours reduced, displaced, or replaced as a result of compliance with this section.

2. The Transportation Director shall prepare a list of extra runs within the entire school district prior to the beginning of each school year. Drivers may choose two (2) extra runs based on seniority. No two (2) runs may be of the same type and if said extra run(s) are discontinued during the year, the affected driver may exercise his/her seniority and choose another comparable run from another driver of lesser seniority who in turn may choose another run to replace the one lost to the driver with greater

seniority on down the seniority order. In short, no driver of greater seniority shall lose a run before a driver of lesser seniority unless willing to waive his seniority rights for that particular instance.

3. In-district trips or runs shall be rotated amongst the drivers who do not have two (2) extra runs per day. Advance notice will be given whenever possible (72 hrs.) of additional runs or run changes as they become available. The eligible driver shall be notified by telephone, or by notice on the bulletin board. The half-time driver will not be awarded any "in-town special runs" except in the case of an emergency. In the event that all drivers have two (2) extra runs and additional runs come up, they will revert back to the top of the seniority list.
4. Substitute kindergarten drivers will be picked from the drivers who do not have kindergarten runs on a rotating basis. Each driver will learn one run and substitute for that kindergarten run for the year.
5. The transportation director shall poll the drivers each year at the beginning of the school year to determine which personnel are interested in accepting out-of-district trips.

The list of all regular drivers (not substitute, part-time, emergency, or half-time drivers) interested in out-of-district trips shall be compiled and requests from this list made on a rotating basis for driving assignments. Any driver refusing his turn will not be asked again until a full round is completed. If the first

driver on the list refuses a second time, the transportation director may ask a substitute driver. If the substitute driver is unavailable, it will revert back to the first driver who must accept unless there is just cause not to. A third refusal will result in removal from the out-of-town rotation for the remainder of the year.

6. Kindergarten runs will be reposted at the end of the first six (6) weeks, drivers may utilize their seniority to pick a different kindergarten run at that time.
7. Transportation personnel shall be allowed a thirty (30) minute coffee break at the bus mechanic garage on in-session days.

B. Secretarial Personnel

1. Working hours shall be forty (40) hours during the regular school year. During the summer months and on non-session days during the school year, there will be thirty-five (35) hours per work week or seven (7) hours per day, except as covered in subsection 5 of this section.
2. The Superintendent is empowered to set opening and closing time which shall not be earlier than 7:00 a.m. or later than 5:00 p.m. for day time positions. Afternoon positions shall not be scheduled later than 10:30 p.m.

3. Employees will be allowed a 15-minute daily relief period within each four (4) hour work schedule and a full hour duty-free uninterrupted lunch period without pay, but subject to variation with the approval of the Superintendent.
4. If an employee is detained for any reason, exclusive of Act of God closing and arrives on the job late, the employee will be required to make up the time or lose pay if it exceeds a half an hour.
5. Employees covered by this contract may leave one (1) hour early on Fridays or early holiday release days except in a deadline situation.
6. On non-session work days, office hours may be arranged with the administrator in charge of that office.

C. Custodial/Maintenance Personnel

1. Shifts will be set up by the administrator in charge of the building or the Superintendent in such a way that the school program and community services of the District are fulfilled adequately. Such shifts will be set up as far as possible to allow for daytime work consecutive hours.
2. Alternating shifts on a bi-weekly basis is required if the partner employee wishes to do so and arrangements are made with the administrator in charge. Shorter alternates to meet special needs are permissible if approved or ordered by the administrator in charge.

3. On non-session days, shifts may be changed to day or afternoon shift to suit the employee providing it is approved by the administrator in charge and it does not interfere with a school or community activity taking place in the building.
4. The regular full working day shall consist of eight (8) working hours per day, except those specified in Section 5 below or designated part-time employees.
5. Afternoon shift employees during the regular school year may use thirty (30) minutes off for lunch included in the work period but may not leave the premises if an activity is on and in either case the break must be taken near the middle of the shift. At the Luther L. Wright High School building the accumulation for weekend firing and checks is five (5) hours per week or a work day of seven (7) hours and at the elementary school buildings it is an accumulation of two and one-half (2 1/2) hours per week or a seven and one-half (7 1/2) hour daily shift. Building and boiler checks will be performed during the duration of the heating season.
6. Employees may take a coffee break not to exceed fifteen (15) minutes in the a.m. and also a coffee break in the p.m., on the premises.
7. An employee reporting for overtime on a special call-out will be allowed at least two (2) full hours of time and one half pay. Extended overtime of a shift shall be allowed to the nearest half hour.

8. The District reserves the right to alter shifts to meet the custodial needs of the school system.

9. Equalization of Overtime Hours

a. Overtime hours shall be divided as equally as possible among employees in the same classifications in their buildings. The present practice for offering overtime throughout the school district shall continue, except that overtime in the high school shall be equalized as follows:

1. The employee with the least total overtime shall be offered the work.
2. Refusal of overtime shall be credited against the employee on an hour-for-hour basis.
3. Once an employee's overtime has been equalized with other employees they will be offered overtime in rotation.
4. The above described procedure will be repeated until overtime is equalized for all the affected employees.
5. An employee may choose to remove himself or herself from the overtime list. If the employee later decides to work overtime he/she shall be credited as having worked the same number of hours overtime as the employee with the most overtime.
6. The overtime list shall be posted in the first floor lounge and updated each Monday.

b. Overtime hours shall be divided as equally as possible on a district-wide basis on maintenance work.

c. In the event nobody within the custodial classification elects to work overtime, the Superintendent will direct the Head of Maintenance to assign the first person on the list.

D. Food Service Employees

1. Work hours for food service employees shall be scheduled between 6:30 a.m. and 3:00 p.m. The normal work hours for any food service employees shall not be altered without prior negotiations with the union.
2. Employees may take three (3) coffee breaks not to exceed ten (10) minutes each.
3. Shift preference will be given to employees on the basis of seniority within a classification. If all shifts are not covered by employee preference, assignments will be made by the Employer on the basis of inverse seniority (least senior worker assigned first).
4. Extra bargaining unit work shall be offered to employees on a rotating schedule on a seniority basis before hiring from outside the bargaining unit. Substitutes are to be used only after all bargaining unit employees are given opportunity to work additional hours.

5. Overtime hours shall be divided as equally as possible among employees in the same classifications. An up-to-date list showing overtime hours will be posted weekly in a prominent place.

Whenever overtime is required, the person with the least number of overtime hours in that classification will be called first and so on down the list in an attempt to equalize the overtime hours.

For the purpose of this clause, time not worked because the employee was unavailable, or did not choose to work will be charged the average number of overtime hours of the employees working during the call-out period.

Overtime hours will be computed from July 1 through June 30 each year.

E. All Employees

1. Custodial/Maintenance and Food Service Employees shall be paid overtime for all hours in excess of forty (40) per week or in excess of eight (8) hours per day. Secretarial/Clerical and Transportation Personnel shall be paid overtime in accordance with the Fair Labor Standards Act.

This section shall not be interpreted to modify any existing practice related to overtime concerning the classifications.

2. When school has been officially closed, when a holiday falls during the work week, or when paid sick leave, vacation, bereavement leave or personal leave are taken, those hours absent shall be counted as hours worked when computing overtime.

3. In the event an employee is requested to work on a paid holiday, he/she shall receive their regular hourly rate plus holiday pay.
4. If compensatory time is requested by the employee in lieu of overtime, the employee shall receive one and one-half (1 1/2) hours for each hour worked. Compensatory time must be arranged at least one (1) day in advance with the Superintendent.
5. Snow days or any other days that school is not in session and it is not made up are also days off without loss of pay. Employees need not report on snow days or Act of God days except as follows:
 - a. Custodians assigned to furnace duties. Such custodians may leave after duties are performed.
 - b. In case of emergency, any employee may be called out to correct the situation and then leave after the corrections are made.
 - c. When the urgency of the work requires it. After the work is completed, the employee may leave.
 - d. If ordered by the Superintendent. The employee may leave after the assigned duties are completed.

The minimum call-out for any employee shall be two (2) hours. If it falls within the regular work hours, the employee shall receive his/her regular day's pay only.

6. An employee reporting for overtime on a special call-out will be allowed at least two (2) full hours of time and one-half pay.

ARTICLE 13

PROTECTION OF EMPLOYEES

- A. Since the employees authority and effectiveness is undermined when students discover that there is insufficient administrative backing and support, the Board recognizes its responsibility to give all reasonable support and assistance to employees with respect to the maintenance of control and discipline in his/her work area. The Board further recognizes that the employees may not fairly be expected to assume the roll of warden or custodian for emotionally disturbed students nor to be charged with responsibility for psychotherapy. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the employee of responsibilities with respect to such pupil.
- B. Any case of assault upon an employee shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the employee of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the employee in connection with handling of the incident by law enforcement and judicial authorities.
- C. If any employee is complained against or sued by reason of disciplinary action taken by the employee against a student when in proper pursuit of his/her duties, the Board will provide legal counsel and render all necessary assistance to the employee in his/her defense.

- D. Time lost by an employee in connection with any incident mentioned in this article shall not be charged against the employee.
- E. The Board will reimburse employees for any loss, damage or destruction of clothing or personal property of the employee while on duty and involved in proper disciplinary action.
- F. Any complaints by a parent of a student directed toward an employee shall be promptly called to the employees attention. If the complainant is known the employee will be informed who issued the complaint.

ARTICLE 14

EMPLOYEE DISCIPLINE

- A. Discharge, demotion, suspension, or any other disciplinary action applied to a bargaining unit member shall be made only for reasonable and just cause and in accordance with the policies and provisions of this Agreement. Transfer to a position of like job description and pay shall not constitute demotion.

- B. New employees shall be considered to be in a probationary period during their first ninety (90) days of employment. Upon completion of the probationary period the Board shall notify the employee and the Union. A probationary employee shall not be granted the use of the grievance procedure if he/she is discharged, demoted or suspended.

- C. When non-probationary employees are disciplined, they shall be notified in writing stating the reason for such action. In the event the discipline or discharge of a non-probationary employee is found to be without just cause, the arbitrator may order reinstatement and payment of lost wages.

- D. A bargaining unit member shall be notified, in advance, of the purpose of a meeting where an unsatisfactory rating and/or disciplinary action is contemplated and shall be entitled to have a Union representative present. A bargaining unit member may request said notification to be in writing.

E. The Board agrees that discipline should be appropriate to the offense and the offender. The disciplinary scale ranges from a minimum of oral reprimands to written reprimands to suspension with pay to loss of accumulated seniority up to one (1) year to suspension without pay to the maximum measure of discharge.

ARTICLE 15

UNION RIGHTS

- A. The Union shall have the right to use the school facilities and equipment at reasonable times when such facilities and equipment are not otherwise in use. The Union shall pay the cost of all materials and supplies. All arrangements shall be made through the Superintendent or his/her designee.

- B. The Board agrees to furnish to the Union in response to written requests available public information concerning the financial resources of the district, tentative budgetary requirements and allocation, and such other non-privileged information relevant to collective bargaining. The Union shall reimburse the Board for the expenses incurred in furnishing information or making records available.

- C. Bulletin boards and other established media of communication shall be made available to the Union and its members.

- D. The Union will be credited with five (5) days per year with pay for the purpose of conducting union business. An additional five (5) days per year shall be granted where the actual cost of replacement personnel will be borne by the Union where replacement personnel are needed. In the event such days are to be used for local bargaining, the Union will not pay the cost of replacement personnel.

E. Special conferences for important matters outside the scope of this Agreement and not covered by the grievance procedure will be arranged between the Union and the Employer or its designated representative upon request of either party. Such meeting shall be attended by at least two (2) representatives of the Union. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. Conferences shall be held between the hours of 9:00 a.m. and 9:00 p.m. by mutual agreement. The members of the Union shall not lose time or be paid overtime for time spent in such special conferences, nor shall time be paid if the conference falls after work hours. This meeting may be attended by a representative of the MEA.

ARTICLE 16

PERSONNEL FILES AND EMPLOYEE COMPETENCE

- A. A bargaining unit member shall have the right to review the contents of all records (excluding initial references) of the Board pertaining to said individuals, originating after the initial employment, and to have a Union representative present at such review. It is understood that this will be done only in case the employee has a valid reason for such a request. The bargaining unit member shall receive a copy of all material placed in his/her personnel file at the time the copies are placed therein.

- B. If the bargaining unit member believes the material placed, or to be placed in his/her file is inappropriate or in error, he/she may receive adjustment, provided cause is shown, through the grievance procedure, whereupon the material shall be corrected or expunged from the file. If a bargaining unit member is requested to sign material to be placed in his/her file, such signature shall not be interpreted to mean agreement with the material's content.

- C. A bargaining unit member whose performance is considered unsatisfactory shall be given written notice explaining the deficiency and the administrative assistance that will be provided to help correct the deficiency. The employee shall be given a reasonable period of time, but in no event less than four (4) months, to bring his/her job performance up to a satisfactory level.

ARTICLE 17

SICK AND PAID LEAVES

- A. 1. Each full-time, full year bargaining unit member, prorated for part-time, shall be credited with fourteen (14) days sick leave at the beginning of each contract year, and each full-time school year bargaining unit member, prorated for part-time, shall be credited with twelve (12) sick leave days at the beginning of each school year. Unused days shall accumulate to a maximum of one hundred seventy (170) days for 1992-93 and one hundred eighty (180) days for the 1993-94 school year.
- a. Sick leave will be taken at the employee's status classification rate. During in-session days, pay shall be at the employee's base rate including longevity. During non-session days, pay shall be at the employee's base rate including longevity times the number of hours worked.
2. Except in situations involving Workers Compensation, absences chargeable to sick leave shall be charged as one-half (1/2) day for any absence of one-half (1/2) day or less and as one (1) day for any absence greater than one-half (1/2) day.
3. A record of the bargaining unit member's cumulative days shall be included in the member's check each pay period.

4. A maximum of five (5) days per year of sick leave shall be allowed in case of emergency in the immediate family. For purposes of this section, immediate family is defined as spouse, parents, siblings, children, and any other person residing in the member's household. Emergency is defined as an unforeseen combination of circumstances which calls for immediate action. Once these five (5) emergency days are used, employees are required to use remaining personal days. If more days are required, the Superintendent may allow more days at his/her discretion. These days will be deducted from sick leave. The Superintendent's decision shall be final.
 5. In the event that a bargaining unit member shall be absent from work because of mumps, pinkeye, impetigo, scarlet fever, measles, chicken pox or head lice which have been verified by the school nurse or physician, the resulting absences shall be paid - not chargeable to sick leave.
- B. At the beginning of the school year each new bargaining unit member shall contribute an amount not to exceed three (3) days of the foregoing sick leave allowance to a common bank, which will carry a maximum of days equal to the number of employees multiplied by seven (7) and which will be administered by a committee of three (3) persons. The Union and the Board shall name a representative to the committee and the remaining one will be mutually agreed upon by the Union and the Board.

Employees who have exhausted their accumulated personal sick leave, critical illness allowance or emergency in the immediate family may petition this committee for additional sick leave days from the bank provided there are sufficient days remaining in the bank. This petition must be supported by a statement of a physician as to the reason for not being able to work. In no case will an employee be paid personal sick leave for more than a year. During the time the employee is drawing from the bank the person shall be considered on sick leave and all benefits allowed herein shall be in force. An additional year of leave may be granted by the Board of Education but after two (2) years the employee shall be terminated. There shall be no compensation or fringe benefits accrued during the second year if it is granted.

The bank will be replenished with one (1) day from each employee when the number of days remaining in the bank equals the number of employees in the joint units of the Union.

- C. An employee will receive from the Board of Education his/her regular pay provided he/she is eligible and is receiving Worker's Compensation benefits.

Any such employee may choose to award his/her Worker's Compensation check to the Board of Education. Upon doing so the Board of Education shall deduct from his sick leave accrual the sufficient number of days to cover the actual additional cost to the Board, or the difference between the Worker's Compensation payment and the amount of his/her weekly salary.

The above mentioned difference between Worker's Compensation and the employees regular weekly pay shall continue only so long as the employee has sick leave credits. When the sick leave credits are exhausted, employees shall receive only his/her Worker's Compensation benefits.

*D. Leaves of absence with pay not chargeable to sick leave allowance shall be granted for the following reasons:

1. Two (2) days annually for personal business, except that the number allowed on any given day cannot exceed ten percent (10%) plus one (1) of the total employees in a classification. Leave will be granted in order of request. Use of personal days shall be preceded by at least twenty-four (24) hours notice. Except in case of emergency, once a personal day is requested, it cannot be canceled unless notice is given by the close of office hours the day prior to the scheduled leave. Custodians shall not use personal leave during the two (2) weeks before the start of school, and no employee shall take a personal leave day during the first two (2) weeks when school is in session. Exceptions may be granted at the discretion of the Superintendent.
2. Employee personal days will be paid at the employee status classification rate.
3. Personal leave days may accumulate up to five (5).
4. Those individuals not using or accumulating personal leave days will be paid \$35 a day. Individuals will inform the Superintendent at the end of the school year that they wish to be paid.

E. An employee shall be allowed for a death in the immediate family up to three (3) working days as funeral days, only one (1) of which may follow the day of the funeral. None of the funeral leave days shall be deducted from sick leave. The immediate family is defined as spouse, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, grandparent-in-law, son-in-law, daughter-in-law, grandparents and grandchildren. One (1) day will be allowed for sister-in-law, brother-in-law, niece, nephew, aunt or uncle. In the event the employee is responsible for the arrangements for the emergency caused by the death, or in case of distant travel, the Superintendent may allow one (1) or two (2) additional days.

An employee who is asked to serve as a pall bearer shall be allowed to use emergency leave or his/her personal day.

F. Subpoena and Jury Duty

An employee will be excused with full salary when serving as a subpoenaed witness.

Any employee who serves on jury duty will be paid the difference between his/her pay for jury duty and his/her regular pay. In case of emergency, the employer may enter a formal request to the court to have the employee excused.

ARTICLE 18

UNPAID LEAVE

- A. Following one year of employment, a bargaining unit member may request and upon approval of the Board, may be granted a leave of absence without pay for a period of time not to exceed one (1) year. Extension of the leave may be granted if requested in writing thirty (30) days prior to the expiration of the leave.
- B. Maternity leave will be granted upon written request by the employee and supported by a statement by the employee's physician. The employee will notify the Board at their earliest opportunity.

The employee may elect the option of using accumulated sick leave and/or vacation credit upon commencement of the maternity leave (the balance of time on leave shall be without pay).

Leaves will be for a maximum of one year from the start of the approved leave. Vacation rights shall not be lost for leaves of six (6) months or less.

- C. Upon return from any approved leave the bargaining unit member shall be assigned to the same position he/she held prior to the leave. In the event the position has been eliminated, the bumping procedure in Article 10 shall be followed.

ARTICLE 19

VACATION

- A. Full-time (pro-rated for part-time) employees working in excess of two hundred twenty-five (225) days per contract year shall be eligible for paid vacation per Section D below. For purpose of this section, any paid day shall count as a work day.

- B. Employees may use their entire vacation on a one or several day basis during the school year providing it does not drastically interfere with the necessary operation of the school district. These vacations (one or several days only) must be arranged in advance with the Superintendent during the regular school year.

- C. Vacations will be granted at such times during the summer recess of the school year as are suitable, considering both the wishes of employees and efficient operation of the District.

- D. Vacation pay will be paid at the employee status classification rate.

Years of Service

Vacation Days

1 - 4

10

5 - 14

1 day a year

17

1 additional day

22

1 additional day

22 days maximum

Effective July 1, 1990, years of service shall equal seniority for this section (D). The eligibility year shall run from July 1 through June 30, inclusive. Employees hired after July 1 shall earn a proportionate prorata number of days during their first partial year of employment. During in session days, pay shall be at the employee's base rate including longevity. During non-session days, pay shall be at the employee's base rate including longevity times the number of hours being worked.

- E. When a legal holiday is observed by the Employer during a scheduled vacation, the vacation will be extended one day continuous with the vacation.
- F. If an employee becomes ill and is under the care of a duly licensed physician during his/her vacation, said day shall be considered as paid sick leave and shall not be charged against the employee's earned vacation time. If the incapacity continues through the year the employee shall receive payment in lieu of vacation.

- G. Vacation days shall not accumulate from year to year and days may not be waived in lieu of pay except as provided in Section F above or in the event the employee's request for vacation has been denied. An employee whose vacation request has been denied shall have the option of carrying said days over to the next year or to be paid for said days at his/her regular rate.
- H. If a regular pay day falls during an employee's vacation, he/she can request an advance for duration of the vacation and receive his/her check in advance of going on vacation. Such request must be made two (2) weeks in advance, but preferably at the time of setting the vacation.
- I. If any employee is laid off or retired, he/she will receive pay for any unused vacation for the current calendar year. A recalled employee who received credit at the time of layoff for the current calendar year will have such credit deducted from his/her vacation the following year.
- J. Except under extenuating circumstances as determined by the Superintendent, employees qualifying for vacation may not take unpaid leave unless they qualify under Article 18.

ARTICLE 20

HOLIDAYS

- A. Custodians, Secretaries, Food Service employees, and Transportation Personnel shall be paid for the following holidays:

Independence Day	Christmas Day
Labor Day	New Years Eve Day
Thanksgiving Day	New Years Day
Day following Thanksgiving Day	Good Friday
Christmas Eve Day	Easter Monday
	Memorial Day,

and one (1) day to be arranged, providing the holiday falls within the regular period of employment. One (1) more additional float day may be granted under the following conditions: No more than two (2) bargaining unit members may take the same float day. If more than two (2) members apply for the same float day, those with higher seniority will be given first preference. No substitutes are required.

- B. Should a holiday fall on a school session day, Saturday, or Sunday, a day off will be given before or after a holiday which is mutually agreeable to both parties, but it may not be taken on a school day.
- C. Make-up or alternate holidays shall be determined by a representative committee consisting of non-teaching school employees and the Superintendent.
- D. Employees working during the summer will get pay for July 4 if they work the day before and the day after said holiday.

ARTICLE 21

BARGAINING UNIT MEMBER SELF-IMPROVEMENT

- A. The parties support the principal of continuing education for bargaining unit members and participation in their professional organizations.

- B. Any bargaining unit member who is asked by the Board to complete a course of study related to his/her responsibilities at an accredited college, university or other institution, shall receive full reimbursement from the Board for tuition, books, supplies, meals, lodging and transportation expense.

ARTICLE 22

MISCELLANEOUS

- A. Nothing contained within this Agreement shall be construed to deny or restrict to any bargaining unit member rights he/she may have under applicable laws and regulations.
- B. In the event that any provision of this Agreement shall, at any time, be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree an appeal has been taken within the time provided for doing so, such provision shall be void and inoperative; however, all other provisions of this Agreement shall continue in effect.
- C. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after it is signed, and shall be presented to all bargaining unit members now employed, or hereafter employed by the Board. The Union shall be provided with twenty (20) copies at no charge.
- D. A Safety Committee of employees and the Employer representatives is hereby established. This committee will include the Union Executive Committee and shall meet at such time as problems appear at a time and place mutually agreeable to the committee, for the purpose of making recommendations to the Employer.

ARTICLE 23

INSURANCE

- A. The Board shall provide without cost to each full-time, full year and full-time, school year employee and his/her eligible dependents MESSA Super Care 2 health insurance for a full twelve (12) months. Health insurance benefits shall be pro-rated for part-time employees.

Effective October 1, 1992 the health insurance shall be MESSA Super Care 1. The Board shall pay the deductibles as follows: On the second pay period of each January, the Board shall pay bargaining unit members who have elected two person or family coverage one hundred (\$100) dollars less applicable taxes. Bargaining unit members who have elected single coverage shall receive fifty (\$50) dollars less applicable taxes.

In addition, upon proof of service, the District shall pay the difference in prescription costs under the SC-2 vs. SC-1 programs. Payment shall be once each month during the last week of the month upon presentation of receipts to the business office. Payment shall be in accordance with applicable IRS regulations.

- B. Employees shall have the option of not electing health insurance coverage and may instead apply the single subscriber rate towards the purchase of MESSA and/or MEFSA fixed and variable option programs. Any amount beyond the Board subsidy shall be subject to payroll deduction.

- C. Employees whose hours are increased through substituting for another employee shall, after thirty (30) consecutive calendar days, have his/her insurance coverages adjusted to reflect the additional hours. Such adjustment shall be retroactive to the first day worked.

- D. The Board shall provide without cost MESSA Delta Dental Plan (100/70-70-70) with orthodontic rider 005 (\$1,200 maximum) to the employee and his/her eligible dependents as determined by MESSA.

- E. The Board shall provide without cost MESSA Vision Service Plan 3 for each employee and his/her eligible dependents as determined by MESSA.

- F. In the event of the death of a bargaining unit member, a death benefit payment of five thousand dollars (\$5,000) shall be made to the bargaining unit member's designated beneficiary.

ARTICLE 24

EARLY RETIREMENT

A. Due to Staff Reduction - In the event that a reduction in staff becomes necessary, and in the interest of maintaining gainful employment of Association members, the Board will take the responsibility of approaching the most senior employee in the affected unit with the following:

1. For those not eligible for Michigan Public School Employees Retirement, the Board will provide fully paid school-sponsored hospitalization insurance for the employee and his/her eligible dependents for a total of forty-eight (48) months after retirement.
2. For those employees eligible for Michigan Public School Employees Retirement, the Board will provide \$2,000 per year for four (4) years to the retiree.

B. Retirement Allowance

An employee who has served the Ironwood Area School District for a minimum of ten (10) years shall receive upon termination of his/her services with the District sixty (\$60) dollars per day for one-half (1/2) of his/her accumulated sick days for 1992-93 not to exceed \$5,100, and sixty-five (\$65) dollars per day for one-half (1/2) of his/her accumulated sick days for 1993-94 not to exceed \$5,850. In the event of death of the employee such sums shall be paid to his/her beneficiary.

C. Employees leaving the school system under A or B above will be able to participate in school-sponsored group programs at the retiree's own cost where allowable until age seventy (70).

ARTICLE 25

COMPENSATION

Transportation Personnel

	<u>1992-93</u>	<u>1993-94</u>
1. Regular Driver	\$12,586	\$13,215
2. Local Run (Bring students to and from an activity. One-half pay for one way.)	\$11.04	\$11.59
3. Additional College Run (each way)	\$6.60	\$6.93
4. Special Education Run (round trip) (half trip)	\$10.05 \$6.77	\$10.55 \$7.11
5. Hourly Rate for Out-of-Town Trips		
a. Hourly rate shall be (session days) (non-session days)	\$7.71 \$8.94	\$8.10 \$9.39
b. Hourly wages for out-of-town trips will be determined from one-half (1/2) hour before the departure time from the pick-up site until arrival at the lodging site of the driver on the first day.		
c. Hourly wages will commence on the second day of the overnight trip starting with the first driving assignment of the driver for that day and ending with the arrival at the bus garage or lodging site.		

d. For trips longer than two (2) days in duration, the procedure described in section b of this article shall be used for the first day, and the procedure described in section c of this article shall be used on the last day of the trip. For every other non-session day of the trip, the driver shall receive a minimum of eight (8) hours layover time paid at a rate of \$6.17 per hour for 1992-93 and \$6.48 per hour for 1993-94 or the regular hourly rate for any driving done on these days as described in section c of this article, whichever is greater.

6. <u>Longevity Pay:</u>	<u>1992-93</u>	<u>1993-94</u>
5 years	\$205	\$215
7 years	\$234	\$246
10 years	\$263	\$276
15 years	\$292	\$307

7. Meals and lodging will be paid by the school district for out-of-district trips. Limits for allowances for meals shall be as follows:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
	\$6.00	\$6.00	\$8.00

8. Drivers shall receive the Custodian I hourly rate while attending driver education sessions and tests. This rate will be paid for the actual test or instruction time.

9. The District shall pay the cost for renewal of Michigan Chauffeur's Licenses for each driver during the term of this Agreement.

a. Transportation personnel will have one (1) road test paid for by the District. Any other road tests will be the driver's responsibility.

10. Bus runs made for inservice days shall be paid at 39% of their employee status classification.
11. Transportation personnel will receive one (1) pair of insulated coveralls during the length of this contract paid for by the District.
12. Transportation personnel shall be paid their normal day's rate of pay when they use a paid leave day.

ARTICLE 26

COMPENSATION

Secretarial/Clerical/Aides

Job classifications for the purpose of determining salary shall be as follows:

1. Head Accountant
2. Assistant Accountant
 - High School Principal's Secretary
 - Assistant High School Principal's Secretary
 - Transportation Secretary
 - Child Accounting and Testing Clerk
 - Community Schools Secretary
3. Bookstore Clerk/Superintendent's Office Secretary/Comm. Schools Secretary
 - Elementary Secretaries (See Section 7)
 - Guidance Secretary (See Section 7)
4. Library Technician
 - Library Aide
5. Paraprofessional

1992-93

By Classification

Years of Service	1	2	3	4	5
Base	22,613	18,711	18,202	17,693	17,219
1	22,918	19,017	18,508	17,999	17,525
2	23,224	19,323	18,815	18,304	17,831
3	23,529	19,629	19,119	18,611	18,134
4	23,836	19,935	19,426	18,916	18,442
5	24,141	20,240	19,731	19,222	18,747
6	24,448	20,546	20,037	19,528	19,053
8	24,752	20,853	20,344	19,835	19,359
10	25,058	21,157	20,648	20,139	19,665
15	25,363	21,465	20,954	20,447	19,970
20	25,491	21,592	21,081	20,574	20,097
25	25,619	21,718	21,209	20,700	20,224
30	25,746	21,846	21,336	20,828	20,352

1993-94
By Classification

Years of Service	1	2	3	4	5
Base	23,743	19,647	19,112	18,578	18,080
1	24,064	19,968	19,433	18,899	18,401
2	24,385	20,289	19,756	19,219	18,723
3	24,705	20,610	20,075	19,542	19,041
4	25,028	20,932	20,397	19,862	19,364
5	25,348	21,252	20,718	20,183	19,684
6	25,670	21,573	21,039	20,504	20,006
8	25,990	21,896	21,361	20,827	20,327
10	26,311	22,215	21,680	21,146	20,648
15	26,631	22,538	22,002	21,469	20,969
20	26,766	22,672	22,135	21,603	21,102
25	26,900	22,804	22,269	21,735	21,235
30	27,033	22,938	22,403	21,869	21,370

1. Salaries shall be based on 2,010 work hours. For employees working less than 2,010 hours the salary shall be prorated.
2. Outside experience shall count in full for the first year and one-half, plus half (1/2) year for each succeeding year to a maximum of three (3) years. Only full years of outside experience will count.
3. Employees shall progress on the salary schedule as of the actual anniversary date of initial hiring by the district or any district now a part of the Ironwood District through either annexation or consolidation.

4. Employees who take a class or are solely responsible for the supervision of students in the absence of a certified teacher shall receive an additional \$1.70 per hour for 1992-93 and \$1.80 per hour for 1993-94 payable to the nearest quarter hour.
5. The substitute teacher coordinator shall be compensated fifty-two (\$52.50) dollars per week for thirty-six (36) weeks during the 1992-93 school year. Said compensation shall increase to fifty-five (\$55) dollars per week for thirty-six (36) weeks for the 1993-94 school year. In the event a new person is hired, he/she shall receive the forty (\$40) dollars per week rate for the first year said duties are performed.
6. Child Accounting and Testing Clerk and Transportation Secretary shall continue to be separate positions assigned to Donna Wiemerl. For the add-on work for the Transportation Secretary, she shall receive an additional 25% of her Class II wage step.
7. The parties hereby agree that the elementary secretaries and the guidance secretary shall be upgraded to Classification II the first payroll following such time as they successfully pass a typing test at a minimum of sixty (60) words per minute.
8. In addition to the wages paid, the library aide in Classification 4, said employee shall receive an additional .25 per hour for 1992-93 and .50 per hour in 1993-94 for those actual hours she supervises students alone.

ARTICLE 27

COMPENSATION

Custodial/Maintenance (Hourly Rate)

<u>Classification</u>	<u>1992-93</u>	<u>1993-94</u>
1. Maintenance/District Wide Head Custodian	\$11.09	\$11.64
2. Mechanic	\$10.98	\$11.53
3. Head Custodian (High School)	\$10.16	\$10.67
4. Custodian I or Painter	\$9.99	\$10.49
5. Custodian-Bus Driver (40 Hour Week Basis)	\$9.99	\$10.49
6. <u>Longevity</u> : (Additional cents earned per hour)		
	<u>1992-93</u>	<u>1993-94</u>
After two (2) years of service	45 cents	45 cents
After five (5) years of service	50 cents	50 cents
After eight (8) years of service	25 cents	30 cents
After eleven (11) years of service	20 cents	20 cents
After fifteen (15) years of service	15 cents	15 cents
After twenty (20) years of service	10 cents	10 cents
After twenty-five (25) years of service	5 cents	5 cents

7. Custodial employees assigned to work a second or third floor and/or shift shall be compensated an additional fifteen (15) cents per hour above the employee's base rate.

8. Custodian-Bus Drivers shall receive the Custodian-Bus Driver hourly rate while attending driver education sessions and tests. This rate will be paid for the actual test or instruction time unless it occurs during their regular work schedule. If it occurs during their regular work schedule they will not lose any pay as a result of testing.

ARTICLE 28

COMPENSATION

Food Service Employees

	<u>1992-93</u>							<u>Meal</u>
<u>Classification</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>		<u>Allowance</u>
1. Central I	8.39	8.68	8.93	9.17	9.43	9.66		.05
2. Server II/ Dishwasher	8.13	8.44	8.68	8.93	9.17	9.43		.05
3.	An employee who is substituting for the Supervisor will be paid an additional \$14.00 per day based on the Supervisor's regular work day.							
4.	Longevity: After 10 years of service - Additional 12 cents/hour After 15 years of service - Additional 11 cents/hour After 20 years of service - Additional 11 cents/hour							

Food Service Employees

	<u>1993-94</u>							<u>Meal</u>
<u>Classification</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>		<u>Allowance</u>
1. Central I	8.81	9.11	9.38	9.63	9.90	10.14		.05
2. Server II/ Dishwasher	8.54	8.86	9.11	9.38	9.63	9.90		.05
3.	An employee who is substituting for the Supervisor will be paid an additional \$16.00 per day based on the Supervisor's regular work day.							
4.	Longevity: After 10 years of service - Additional 12 cents/hour After 15 years of service - Additional 12 cents/hour After 20 years of service - Additional 12 cents/hour							

ARTICLE 29

MONITORS COMPENSATION AND BENEFITS

- A. For 1992-93, 1993-94, and 1994-95, monitors shall receive an hourly wage of six (\$6.00) dollars per hour. Wages shall be subject to renegotiation for the 1995-96 school year.

- B. For 1993-94, each monitor shall receive up to one (1) hour of actual time worked of pro-rata benefit coverage to apply towards the benefit or annuity as provided for in Article 23 Section B.

- C. For 1994-95, each monitor shall receive up to one (1) additional hour of actual time worked of pro-rata benefit coverage to apply towards the benefit or annuity as provided for in Article 23 Section B. This process shall continue from year to year until monitors receive their full pro-rata share of benefits.

ARTICLE 30

COMPENSATION/GENERAL

- A. The wages agreed upon for this contract shall be retroactive to July 1, 1992.
- B. In the event that a school vehicle is not available for transportation purposes and an employee must use his/her personal vehicle on school business, the employee shall be reimbursed at the IRS rate.
- C. Transportation personnel, secretarial/clerical, and food service employees working in the custodial maintenance area during summers shall be compensated at the Custodian I hourly wage.
- D. School year employees shall have the option of taking their pay over twenty-six (26) equal pay periods, twenty-six (26) pays with a lump sum on the employee's last pay check in June, or in twenty (20) equal pay periods.
- E. Any employee working a second or third shift shall be compensated an additional fifteen (15) cents per hour above the employee's base rate.

ARTICLE 31

DURATION

This Agreement shall be in effect from July 1, 1992 through June 30, 1994. Negotiations between the parties shall begin sixty (60) days prior to the contract expiration date. If, pursuant to such negotiations, an agreement on the renewal or modifications is not reached prior to the expiration date, this agreement shall expire at such expiration date unless it is extended by mutual agreement of the parties.

FOR THE IRONWOOD AREA SCHOOLS BOARD
OF EDUCATION:

_____ Date

FOR THE IRONWOOD EDUCATION SUPPORT
PERSONNEL ASSOCIATION:

Karen J Thomas

11/6/92
_____ Date

February 22, 1989

To: Bruce Talo and William Tankka
From: William T. Hyry, Superintendent
Subject: Contract for Asbestos Abatement Work

At its meeting on Monday, February 20, 1989, the Ironwood Area Schools Board of Education endorsed the proposed contract for asbestos abatement and clean up work with one revision. They made a change in #7 below. They felt that the time to consider all options would be after we gained experience during the summer.

The following points constitute the contract:

1. Bruce Talo and William Tankka will attend the training to become asbestos abatement workers in Kalamazoo, MI on February 13-17, 1989.
2. The School District will provide all equipment and supplies needed to complete the required work on asbestos.
3. Bruce Talo and William Tankka will plan and do all of the work required by the Management Plan.
4. The work will be done on non-session days.
5. Bruce Talo and William Tankka will have the authority to adjust their working hours to meet the needs of the job. They will submit their work schedule to Robert Vaara, Asbestos Contact Person, for approval.
6. The remuneration for asbestos abatement and clean up will be \$18.46 per hour for 1992-93 and \$19.38 per hour for 1993-94.
7. This agreement will be in effect through the 1993-94 school year at which time all circumstances will be reviewed.

FOR IRONWOOD AREA SCHOOLS BOARD OF EDUCATION:

Date: _____

Percy Smith, Superintendent

ACCEPTED BY:

Date: _____

Bruce Talo or William Tankka

LETTER OF UNDERSTANDING
BETWEEN THE
IRONWOOD AREA SCHOOLS BOARD OF EDUCATION
AND THE
IRONWOOD EDUCATION SUPPORT PERSONNEL ASSOCIATION

In consideration of and resolution to the Union's concerns the parties hereby agree to the following:

1. Extend the work year of one (1) employee from the secretarial classification for an additional four (4) weeks.
2. This work shall be performed over a two (2) week period in June and July and the first two (2) weeks of August.
3. This employee shall be assigned to assist the summer work being completed in the Superintendent's office.
4. This position shall be offered within the secretarial classification to employees working less than full-time/full-year on the basis of seniority.
5. Pay shall be at the employee's normal hourly rate.

FOR THE IRONWOOD AREA SCHOOLS BOARD
OF EDUCATION:

FOR THE IRONWOOD EDUCATION SUPPORT
PERSONNEL ASSOCIATION:

Date

Date

LETTER OF UNDERSTANDING
BETWEEN THE
IRONWOOD AREA SCHOOLS BOARD OF EDUCATION
AND THE
IRONWOOD EDUCATION SUPPORT PERSONNEL ASSOCIATION

In consideration of and resolution to the Union's concerns the parties hereby agree to the following:

1. Establish a committee to review all existing support staff job descriptions and to modify them to accurately reflect the job responsibilities and duties of each employee.
2. Conduct a series of meetings between the elementary principals and secretaries to establish uniform guidelines and procedures throughout the system related to the secretaries' concerns as to their job responsibilities, including the role of the Head Teacher.
3. When vacancies occur in the transportation personnel unit the following shall apply to the bidding procedure:
 - a. An employee who is the successful bidder on a vacancy who then bids on a second vacancy and is successful shall waive all rights to the first vacancy unless he/she has actually worked in the position for at least one (1) full day.

FOR THE IRONWOOD AREA SCHOOLS BOARD
OF EDUCATION:

FOR THE IRONWOOD EDUCATION SUPPORT
PERSONNEL ASSOCIATION:

Date

Date

LETTER OF UNDERSTANDING
BETWEEN THE
IRONWOOD AREA SCHOOL DISTRICT
AND THE
IRONWOOD EDUCATION SUPPORT PERSONNEL

When necessary, for the purpose of computing hours worked for transportation personnel, in addition to the current time credited in Article 12, Section A.1. of the 1990-92 Master Agreement, the bus runs listed below shall be considered to be of the following duration:

1. College Short Run 15 minutes each way
2. College Long Run 20 minutes each way
3. Speech Run 10 minutes each way
4. Special Ed Run 40 minutes each way
5. Music Run 20 minutes
6. Seniors to School 15 minutes
7. Seniors Home 30 minutes
8. Swim Run 20 minutes
9. Ski Run 15 minutes

For all runs not covered above, transportation personnel, when necessary, shall submit a time sheet verifying the length of the run.

FOR THE IRONWOOD AREA SCHOOLS
BOARD OF EDUCATION:

FOR THE IRONWOOD EDUCATION SUPPORT
PERSONNEL - TRANSPORTATION:

Date

Date

LETTER OF UNDERSTANDING

BETWEEN THE

IRONWOOD AREA SCHOOLS BOARD OF EDUCATION

AND THE

IRONWOOD EDUCATION SUPPORT PERSONNEL - TRANSPORTATION

Due to the fact that the IEPC for special education student Tanya Sobolweski requires the District to provide individualized transportation for the student and since said transportation must be provided while all drivers are on scheduled runs, the above named parties hereby agree as follows:

1. The Ironwood Area School District may provide special transportation arrangements for Tanya, utilizing non-drivers to transport her.
2. Said waiver shall apply only to this specific situation and shall not set a precedent.

FOR THE IRONWOOD AREA SCHOOLS BOARD
OF EDUCATION:

FOR THE IRONWOOD EDUCATION SUPPORT
PERSONNEL - TRANSPORTATION:

Date

Date

LETTER OF UNDERSTANDING

BETWEEN THE

IRONWOOD AREA SCHOOLS BOARD OF EDUCATION

AND THE

IRONWOOD EDUCATION SUPPORT PERSONNEL ASSOCIATION

The above-named parties hereby agree to the following provision for custodial set-up time:

1. Custodial staff shall be provided a minimum of fifteen (15) minutes set-up time prior to scheduled events. Additional time will be provided when necessary.
2. The Athletic Director shall be charged with insuring coaches comply with this requirement.

FOR THE IRONWOOD AREA SCHOOLS BOARD
OF EDUCATION:

FOR THE IRONWOOD EDUCATION SUPPORT
PERSONNEL ASSOCIATION:

Date

Date

