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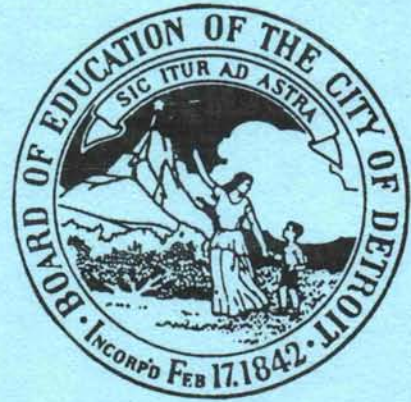
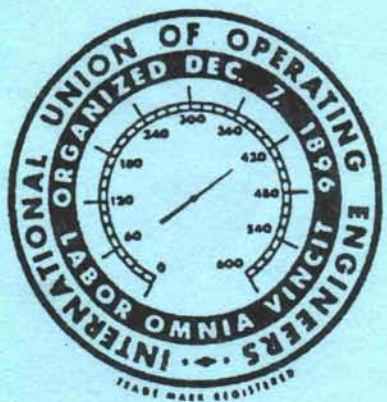
# AGREEMENT

between

**THE BOARD OF EDUCATION  
OF THE CITY OF DETROIT**

and

**THE INTERNATIONAL UNION OF OPERATING  
ENGINEERS  
LOCAL 547 - A, B, C, E, H - AFL-CIO**



**Non-Instructional Supervisory Personnel  
(N.I.S.P. Unit)**

**July 1, 1989 - June 30, 1992**

LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University

*Detroit Public Schools*

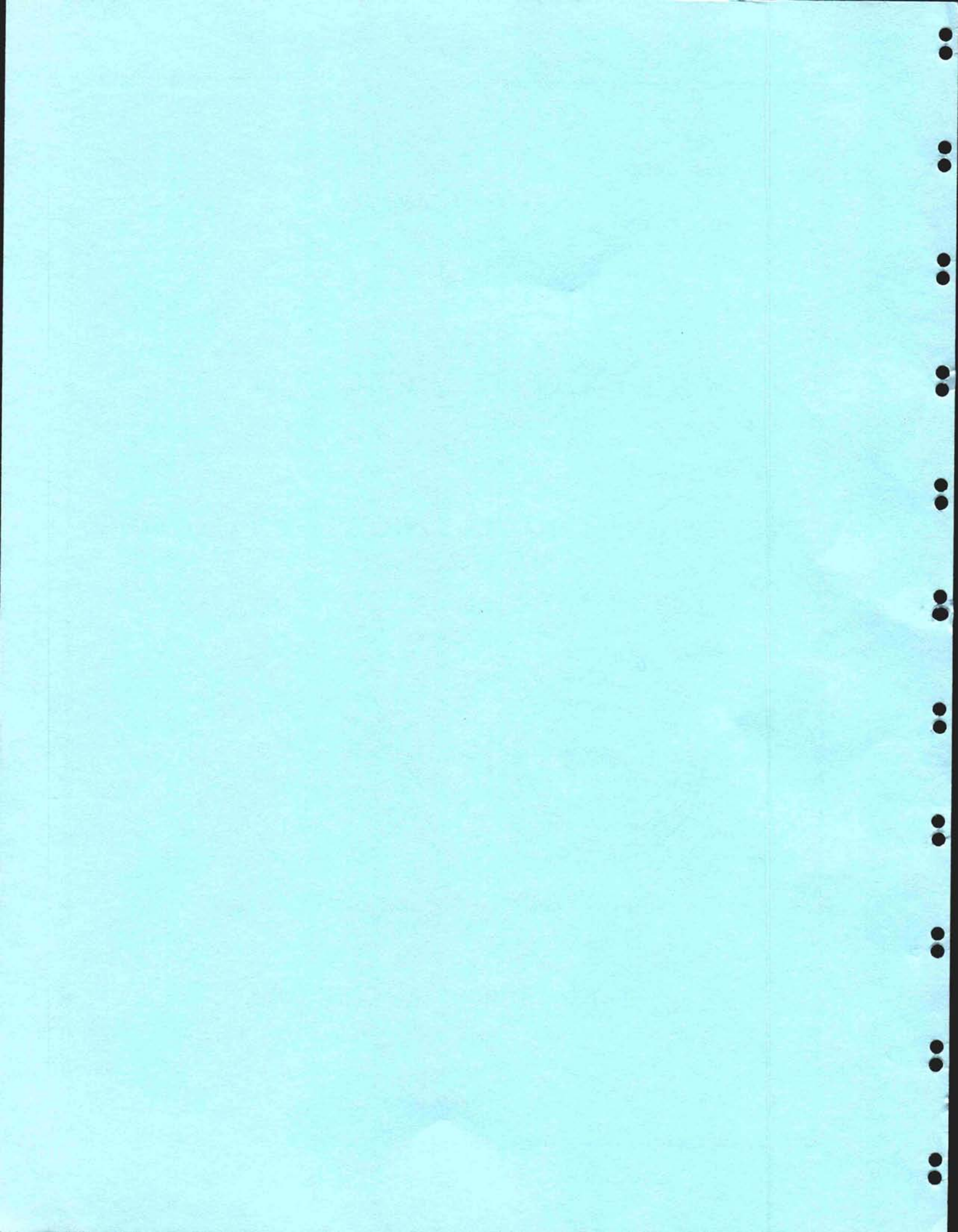


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## A G R E E M E N T

This Agreement, effective the first day of July, 1989, by and between the Board of Education of the City of Detroit, hereinafter called the "Board", and the International Union of Operating Engineers, Local 547, AFL-CIO, Non-Instructional Supervisory Personnel (N.I.S.P.), hereinafter called the "Union", supercedes the previous Agreement effective July 1, 1986, through June 30, 1989, in all terms that are precluded in the July 1, 1989 through June 30, 1992 Agreement.

### ARTICLE I -- RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Board does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of work, and other conditions of employment for the term of this Agreement of all employees of the Board classified as follows: Quality Control Follow-up Supervisor, Assistant Transportation Supervisor, Key Punch Supervisor, Transportation Supervisor, Head Technician, Community Use Supervisor, Terminal Manager, Senior Associate Landscape Architect, Bookbinder Assistant Foreperson, District Engineer, Construction Trade General Foreperson, Carpenter General Foreperson, Electrician General Foreperson, Heat Regular General Foreperson, Machine Repair Shop General Foreperson, Painter General Foreperson,

Pipefitter General Foreperson, Plumber General Foreperson, Assistant Food Service Manager Base Kitchen, Class B Food Service Manager, Class C Food Service Manager, Class A Food Service Manager, Quality Control Food Service Manager, Trainee Food Service Manager, Training Constellation Base Kitchen Manager, Training Food Service Manager, Personnel Records Supervisor, Inventory Supervisor, Housekeeping Supervisor, Teaching Substitute Office Supervisor, Housekeeping Superintendent, Teacher Certification Supervisor, Constellation Food Service Base Kitchen Manager, Warehouse Supervisor, Non-Instructional Personnel Supervisor, Payroll Department Supervisor, Routing and Scheduling Supervisor, Purchasing Department Supervisor, Federal, State and Special Projects Supervisor, Information Systems Supervisor, Data Processing Supervisor, Garage Sub-Foreperson, Garage Foreperson, School Technicians Supervisor, Inventory Control Supervisor, Assistant Terminal Manager, Senior Garage Foreperson and Sweep Team Supervisor.

**ARTICLE II -- RESIDENCY**

Effective February 10, 1981, all members new to the unit shall establish and maintain residency within the limits of the City of Detroit. Upon promotion into or entry into another bargaining unit, all members shall be governed by the Agreement of the applicable bargaining unit. The Board reserves the right to waive this provision.

An employee who enters the bargaining unit after the effective date of this provision may petition the Board for exception in the area of maintenance of residency upon presentation of evidence showing good and reasonable cause. The Board will respond in an appropriate manner.

**ARTICLE III -- NON-DISCRIMINATION**

**Section 1**

The Employer and the Union recognize their responsibilities under Federal, State and local laws pertaining to fair employment practices. Accordingly, both parties re-affirm by this Agreement the commitment not to discriminate against any person or persons because of race, sex, creed, color, religion or national origin. The parties will work together to assure equal employment opportunities to all.

**Section 2**

Whenever the words "he, his or him" are used in this Agreement, it is the intent of the parties to apply to females, when applicable, as well as males.

**ARTICLE IV -- WORKING RULES AND REGULATIONS**

The Board shall establish reasonable working rules pursuant to which all employees in the unit shall perform their assigned functions. The Union shall be notified in writing and consulted

regarding said working rules prior to their effective date and prior to any change therein.

There shall be no conflict between the work rules and the terms of this Agreement. Employees of the Employer, not covered by the terms of this Agreement, may temporarily perform work covered by this Agreement only for the purpose of instructional training, experimentation or in cases of emergency.

Members of this bargaining unit generally work within the scope of their classification. It is recognized that where conditions warrant, due to unavoidable circumstances, employees may temporarily perform tasks that traditionally have fallen outside of their classification.

The Board agrees that every reasonable effort will be made to correct the conditions as soon as practicable.

A Special Conference may be requested by the Board or by the Union.

#### ARTICLE V -- PROHIBITION AGAINST STRIKES

There shall not be any strike action or work stoppages of any type engaged in, or encouraged, by the Union against the Board. No employee covered by this contract will engage in any work stoppage including the voluntary honoring of any picket line or boycott against the Board. The Union will take all reasonable affirmative steps to discourage, prevent, and terminate any action by any employee covered by this contract which is or would be in violation of this Article.



ARTICLE VI -- MEMBERSHIP DUES OR AGENCY SHOP SERVICE FEE DEDUCTIONS

All employees employed in the bargaining unit, or who become employees in the bargaining unit, who are not already members of the Union, shall within sixty (60) days of the effective date of this provision or within sixty (60) days of the date of hire by the Board, whichever is later, become members, or in the alternative, shall within sixty (60) days of their date of hire by the Board, as a condition of employment, pay to the Union, each month, a service fee in an amount equal to the regular monthly Union membership dues uniformly required of employees of the Board who are members.

An employee who shall tender or authorize the deduction of membership dues (or service fee) 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 employee is not more than sixty (60) days in arrears of payment of such dues (or fees).

If any provision of this Article is 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 in the event of litigation against the Board, its agents or employees arising out of this provision, the Union will co-defend and indemnify and hold harmless the Board, its agents or employees for any monetary award arising out of such litigation.

The Board shall deduct from the pay of each employee from whom it receives an authorization to do so, the required amount for the payment of Union dues or Agency Shop Fees. Such dues or fees, accompanied by a list of employees from whom they have been deducted and the amount deducted from each, and by a list of employees who had authorized such deductions and from whom no deduction was made and the reason, therefore, shall be forwarded to the Union office no later than forty (40) days after such deductions were made.

**ARTICLE VII -- REPRESENTATION (STEWARDS)**

**Section 1**

It is mutually agreed that for the purpose of operating under this Agreement, employees shall be entitled to representation by designated stewards on an area basis.

**Section 2**

The number of stewards shall be as follows:

- A. Two (2) stewards and one (1) alternate shall be selected to aid in handling grievances and general representation of the members of the Union who are Food Service Managers employed and working on the east side of Woodward Avenue.
- B. Two (2) stewards and one (1) alternate shall be selected to aid in handling grievances and general representation of the members of the Union who are Food Service Managers employed and working on the west side of Woodward Avenue.
- C. One (1) steward and one (1) alternate shall be selected to aid in handling grievances and general representation of the

members of the Union employed in the warehouse and bus terminals.

- D. One (1) steward and one (1) alternate shall be selected to aid in handling grievances and general representation of the members of the Union employed and working in the Schools Center Building.

### Section 3

All stewards shall be full-time members of this bargaining unit and shall be selected by the Union. The Union shall keep an up-to-date list of the selected stewards and shall supply the Employer with a copy of same.

### Section 4

The steward's responsibilities include the reasonable attempt by the steward to insure that members of the unit are familiar with the responsibilities imposed by this Agreement and by the reasonable work rules established by the Board from time to time. Where necessary, in the interest of maintaining a continuously cooperative relationship between the Union and the Board, the steward shall be permitted a reasonable time to investigate and present grievances but shall not receive any extra pay from the Board because of the performance of such duties.

### Section 5

The steward shall, to the extent possible, perform his/her duties as steward without interference with his/her own job functions or the job functions of other employees. The steward

shall not leave his/her job to conduct his/her duties as steward without first securing the permission of his/her immediate supervisor or the supervisor's designee. Failure of the supervisor to grant reasonable time off may be the subject of grievance.

ARTICLE VIII -- GRIEVANCE PROCEDURE

Classifications

Procedure

Food Service Managers Series

1. Principal or Field Supervisor
2. Director of Food Service
- 3.
4. General Superintendent
5. Appeal and Review
6. Arbitration

Housekeeping/Operation of Building/Maintenance Series

1. Director
- 2.
3. Deputy Superintendent
4. General Superintendent
5. Appeal and Review
6. Arbitration

Transportation/Warehouse Series  
School Technicians

1. Director
- 2.
3. Deputy Superintendent
4. General Superintendent
5. Appeal and Review
6. Arbitration

Personnel/Payroll/Others Series

1. Director
2. Deputy Superintendent
- 3.
4. General Superintendent
5. Appeal and Review
6. Arbitration

A. A "grievance", for the purpose of this Agreement, shall mean a complaint by an employee, (1) that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement, or (2) that he/she has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees.

As used in this Article, the term "employee" shall mean any member of the bargaining unit and shall also mean a group of employees having the same grievance.

B. Any grievance, which is not appealed within the time periods herein specified, shall be considered settled on the basis of the last answer and not subject to further review unless the time period is extended in writing by the parties.

Grievances of employees shall be presented and adjusted in the following manner:

**STEP 1**

A. The employee with a grievance may first discuss the matter with his/her immediate administrative supervisor, directly or accompanied by his/her Union representative, with the objective of resolving the grievance informally.

B. In the event the grievance is not settled informally, and if it involves a claimed violation, misinterpretation or misapplication of the Agreement, then the employee may, within seven (7) working days from the date of the occurrence of the grievance or the date when the employee should have

known of its occurrence, submit the grievance in writing to his/her immediate administrative supervisor and the Union president. Said immediate administrative supervisor shall issue a written reply to said grievance within seven (7) working days after receipt of the grievance, with a copy to the Union president.

- C. The immediate administrative supervisor of the Food Service Manager is the principal of the school in which the Food Service Manager works. However, in the event that a grievance is filed which involves a matter which is directly under the administration of the Food Service Director, the grievance at Step 1 may be submitted to the Field Supervisor. Upon review, the Field Supervisor shall have discretion to refer such grievance to the principal for an answer.

### Step 2

In the event said grievance is not settled at Step 1, the employee, with the approval of the Union, may, within seven (7) working days of the receipt of the answer from his/her immediate superior, submit the grievance in writing to his/her Union Head\*, with copies to his/her immediate administrative supervisor and the Union president. Said Unit Head shall issue a written reply to said grievance within seven (7) working days after receipt of the grievance, with a copy to the Union president.

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\*For Food Service Managers, such person shall be the Departmental Director, who shall have discretion to refer such grievance to the Assistant Director of the Food Service Department.

If an answer of the Union Head or his/her designated representative is not acceptable to the Union, the Union may, at this step of the grievance procedure, request a meeting to discuss the grievance. Pursuant to such written request, a meeting shall take place within seven (7) working days from the date such a request is received from the Union by the Unit Head or his/her designated representative. This time may be mutually extended in writing by the parties.

The Union Head or his/her designated representative shall have seven (7) working days from the date of the meeting to reaffirm or modify his/her original answer to the grievance and to submit such disposition to the Union president.

Step 3

Within seven (7) working days after receiving the decision of the Unit Head, either pursuant to a requested meeting or on the basis of an original answer at Step 2, the Union may appeal from his/her decision to the Deputy Superintendent of that division or to the next administrative level for that specific classification. Official replies in writing shall be made to all such appeals within seven (7) working days of receipt of such appeal.

Step 4

If the grievance is not resolved at the previous step, the Union may, within seven (7) working days of receipt of the answer, appeal the grievance to the General Superintendent or his

designated representative who shall, within seven (7) working days of receipt of such grievance, submit a written answer to such grievance with a copy to the Union president. Where the administrative structure for a specific classification requires that the grievance be submitted to an administrative level directly below the General Superintendent, the person at such administrative level shall answer such grievance pursuant to Step 3 of the grievance procedure. Thereafter, appeals shall be made to the General Superintendent or his designated representative within seven (7) working days of the receipt of such grievance, and he/she shall answer the grievance with a copy to the Union president.

**Step 5**

In the event the above steps fail to resolve the grievance, the matter may be referred to an Appeal and Review Board within thirty (30) days of the decision rendered at Step 4. The Appeal and Review Board will consist of not more than five (5) and not less than three (3) Union members and not more than five (5) or less than three (3) Board representatives. The Appeal and Review Board will meet within fifteen (15) working days from the receipt of the grievance referred to this step.

**Step 6**

If a grievance is not satisfactorily settled at Step 5, the Union or the Board may within twenty (20) working days, in writing, submit to the other party a Demand For Arbitration of any grievance under this Agreement to final and binding



arbitration. If the parties are unable to agree upon an arbitrator within seven (7) working days of notice to arbitrate, the party demanding arbitration shall refer the matter to the Michigan Employment Relations Commission (MERC), which shall submit a list to the parties for the selection of an arbitrator. The arbitrator, the Union, or the Employer may call any person as a witness in any arbitration hearing. Each party shall be responsible for the expenses of the witnesses it may call. The arbitrator shall not have jurisdiction to add to, subtract from, 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 any of the parties hereto. The per diem fees and the expenses of the arbitrator shall be shared equally by the parties. The arbitrator shall render his/her decision, in writing, not later than thirty (30) calendar days from the date of the close of the arbitration hearing. The decision of the arbitrator shall be final, conclusive and binding upon all employees, the Employer and the Union.

ARTICLE IX -- DISCHARGE OR DISCIPLINE

No employee shall be discharged or disciplined unjustly.

ARTICLE X -- SPECIAL CONFERENCES

Special Conferences for important matters will be arranged between the Union and the appropriate representatives of the

Board of Education upon the request of either party. Unless otherwise agreed, such meetings shall be between two (2) representatives of the Board of Education and two (2) representatives of the Union. Unless otherwise agreed, arrangements for such special conferences shall be made at least twenty-four (24) hours in advance. An agenda of the matters to be taken up at the meeting, together with the names of the conferees representing the requesting party, shall be presented at the time the special conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. Such conferences shall, to the extent possible, be held during regular work hours.

**ARTICLE XI -- SENIORITY, LOSS OF SENIORITY AND SENIORITY ROSTER**

- A. The employer shall furnish the Union in January, of each year, a current list of employees in the bargaining unit together with their job locations and length of service.
- B. Bargaining unit classification seniority shall be defined as the length of continuous employment within the bargaining unit job classification.
- C. Seniority shall be lost if the employee resigns, is discharged permanently, and such discharge is not reversed, retires, if he/she fails to return within ten (10) days after his/her leave of absence expires, or if he/she is laid off for a continuous period equal to the seniority he/she had acquired at the time of such layoff.

ARTICLE XII -- LAYOFF AND RECALL PROCEDURE

Layoff shall be defined as the separation of a regular employee resulting from lack of work or for reasons caused by circumstances other than an act by an employee resulting in disciplinary suspension or dismissal.

In the event of a layoff, bargaining unit classification seniority shall apply. The employee shall have the right to exercise his/her seniority in the same classification series within the department.

In the event of a proposed layoff of a bargaining unit member, where subordinate persons are to continue working, the Board shall notify the Union of the proposed action and meet, if requested to do so by the Union, to review the matter prior to taking the action.

An employee placed on layoff shall be recalled in the inverse order of a layoff provided he/she can perform the required work.

Notice of recall shall be forwarded to the employee at his/her last known address by registered or certified mail. It shall be the responsibility of the employee to notify the Board and the Union of any change of address immediately after such change and the Union shall thereupon verify the new address with the Board. Failure by the employee to report for work within five (5) working days from the receipted date of delivery of the recall notice shall be considered as a voluntary quit.

Exceptions to this provision for failure to report may be made by the Board for good cause.

An employee who is scheduled to be laid off for an indefinite period of time shall be given a minimum of ten (10) working days written notice prior to the effective date of the layoff. The Union shall be sent a copy of the written notice of layoff from the employer on the same date the written notice is issued to the employee.

#### ARTICLE XIII -- GOALS AND OBJECTIVES

The purpose of the Goals and Objectives Review System is to improve the efficiency of the staff of the Detroit Public Schools. All members of the NISP (IUOE) bargaining unit shall participate in the review system.

1. The administrator responsible for direction and supervision of the bargaining unit members shall be responsible for the evaluation of these individuals. Each bargaining unit member shall be evaluated at least once a year by his/her immediate administrative supervisor. The administrative supervisor may designate another person to make the evaluation(s) provided written notification of the designee is given to the bargaining unit member by the fourth Friday of the fiscal year. In the event of emergency or re-assignment situations that prevent written notification

by the aforementioned date, such notification shall be given as soon as practicable.

2. At the beginning of the fiscal year, bargaining unit members shall develop a plan based upon the following elements:

- a. Goals and Objectives

Bargaining unit members shall write statements of intent based upon the following:

- (1) unit's goals, objectives and budget
- (2) his/her position description
- (3) identification of one or more self-growth areas

Each bargaining unit member with the assistance of his/her immediate administrative supervisor shall prioritize his/her objectives.

- b. Performance Standards

Each bargaining unit member shall determine performance standards for each of his/her objectives. The administrative supervisor shall present each bargaining unit member under their direction with written examples of measurable performance standards.

- c. Evidence

Each bargaining unit member will consider the evidence that will be collected and presented at the time of the annual performance review to

indicate whether the performance standards have been met for each objective.

3. The bargaining unit member to be evaluated will submit a written plan to his/her immediate administrative supervisor at the initial meeting. The immediate administrative supervisor may involve other administrative staff members in the review of the plan submitted prior to granting his/her approval.
4. Bargaining unit members transferred or newly assigned during the fiscal year shall be required to participate to the extent possible in the review system in the new assignment.
5. The immediate administrative supervisor shall recommend to the bargaining unit member modification of objectives, modification of performance standards, and additional ways to gather evidence. Revisions of the plan will be mutually agreed upon by the supervisor and the bargaining unit member. If mutual agreement cannot be reached, the matter may become the subject of a special conference.

The parties shall sign to indicate acceptance of the total plan.

6. A separate mid-year conference will be held for each bargaining unit member and his/her immediate administrative supervisor for the purpose of checking

on progress and alerting both the immediate administrative supervisor and the bargaining unit member to any specific problems. If a below-target rating of a bargaining unit member is being contemplated, the immediate administrative supervisor shall provide the bargaining unit member with written notice twenty (20) working days prior to filing of below-target rating. Such notice shall specify the areas of below-target performance in measurable terms. If the bargaining unit member corrects the specified problems within such twenty (20) working days, below-target rating shall not be filed in those specified areas.

7. The official Goals and Objectives Review shall be conducted at the end of the fiscal year for bargaining unit members. The bargaining unit member on this occasion shall present in written form evidence of attainment of the performance standards for the objectives, and/or why any of the performance standards could not be attained. The immediate administrative supervisor shall measure the bargaining unit member's achievement results against the written objectives formulated and agreed to earlier in the year according to the level of performance attained (on-target, over-target or below-target). The level of performance attained shall be based on the following:

- a. If the bargaining unit employee has met all of the specified performance standards, the performance attained shall be over-target.
- b. If the bargaining unit employee has met a majority of the specified performance standards, the performance attained shall be on-target.
- c. If the bargaining unit employee has met one-half or less of the specified performance standards, the performance attained shall be below-target.

Before the issuance of the performance rating, the immediate administrative supervisor shall take into consideration extenuating circumstances and changes in priority that may have occurred during the fiscal year.

The immediate administrative supervisor shall identify, in writing, strengths and areas needing improvement. Judgements relating to the quality of the overall performance will be made by the immediate supervisor and communicated to the bargaining unit member in writing. That report shall also include suggestions for training or special actions to improve the future performance of the bargaining unit member. A copy of the report will be placed in the bargaining unit member's personnel file.

In the event the immediate administrative supervisor determines that any bargaining unit member has performed at below-target levels, a conference shall be scheduled with the office or division head to determine if further action will be



taken. If such action results in re-assignment, probation, or disciplinary action, it may be subject to the grievance procedure.

**ARTICLE XIV -- ACTING ASSIGNMENTS**

Members of the bargaining unit who are requested by their administrator to work in a higher classification will be paid at the higher rate for such performance. The following procedure shall be used to identify and pay the above-mentioned individuals.

1. An individual is eligible for acting status after 25 consecutive work days for continued absence or in a position that has been vacated.
2. Upon expiration of the 25 consecutive work days, the administrator-in-charge shall write a memo to:  
Director, Non-Instructional Personnel, Room 714,  
Schools Center Building.

The memo should verify the following:

- a. The individual has served 25 consecutive work days in the higher classification at the administrator's request.
- b. Individual's present classification, social security number and employee file number.
- c. Name of the higher classification and name of employee who is absent or who has vacated the position.

- d. Date the individual was assigned the acting duties.
3. a. In a vacancy, the salary adjustment for employees assigned as provided above will be consistent with established promotional procedures.  
If a vacancy is not filled within 90 days, it shall be the subject of a Special Conference, upon the request of either party.
- b. In an absence, the salary adjustment for the employee assigned to fill the classification of the absent employee shall be the minimum of the absent employee's classification or an increment added, whichever is greater.
- c. Replacement of unit personnel shall be made within one year of the date of resignation, termination, retirement or promotion of the individual who is to be replaced. If there are positions the Board does not fill, the NISP office will be notified within 120 working days.
4. When the absent employee returns or the vacant position is filled, the employee assigned acting status will be re-assigned to prior classification and location.  
Upon notification that an absent employee plans to return or that a vacant position will be filled on a given date, the administrator-in-charge shall send a memo to the officer in Non-Instructional Personnel

indicating that the employee assigned acting status should be re-assigned to prior classification and location on a given date.

5. A person who fails to perform satisfactorily in the acting position, may be removed. If removed, paragraph #4 above applies.

#### ARTICLE XV -- TRANSFERS

At any time that a bargaining unit position is to be filled, the opportunity to be considered for a lateral transfer will be granted to those individuals, in order of seniority in the classification, who have written transfer requests on file before the position is offered as a promotion to an existing employee or to an individual on the eligibility register. A denial of the transfer request may be the subject of a Special Conference.

#### ARTICLE XVI -- HOLIDAYS

All regular 12-month employees covered by this Agreement shall be paid for the following holidays: Independence Day, Labor Day, Veteran's Day (afternoon only), Thanksgiving Day, the Day following Thanksgiving Day, Christmas Day, New Year's Day, Good Friday and Memorial Day. Regular 10-month employees shall receive the same holidays, except Independence Day.

If any of the above holidays falls on a Saturday, the preceding Friday shall be observed as the holiday; if the holiday falls on Sunday, Monday shall be observed as the holiday.

If during the life of this Agreement additional holidays are provided which are generally applicable to all Board employees, this day(s) shall also be provided to employees covered under this Agreement.

**ARTICLE XVII -- VACATION AND OFF DAYS**

A. All regular employees covered by this Agreement shall receive vacation or off days, whichever shall apply, with pay. Vacation or off days may not be taken until after sixteen (16) weeks of employment. Vacation must be taken during th year earned, or in the following year. Off days must be taken during the year earned.

Effective the first full pay period in July, 1977, all regular 12-month employees shall accrue vacation credit as follows:

<u>Length of Service</u>	<u>Vacation</u> <u>Not to Exceed</u>	<u>Formula</u>
0 - 1 year	One week	.19 Biweekly pay period
1 - 5 years	Two weeks	.38 Biweekly pay period
6 - 10 years	Three weeks	.57 Biweekly pay period
11- 19 years	Four weeks	.77 Biweekly pay period
20 or more years	Five weeks	.96 Biweekly pay period

As of the date this Agreement was signed, those employees receiving more than that called for in the above formula will not be adversely affected due to the change in the formula. Nothing in this new Agreement relative to

vacation or off days shall take away any rights to vacation as already accrued by the members of this bargaining unit.

- B. The Board will not be required to furnish substitutes or overtime service during the employee's vacation absences except in those instances where previous practice clearly provided.
- C. Food Service Employees' off-day hours will be consistent with the number of hours they regularly work.  
All 10-month employees shall accrue off-day credits at the rate of .65 days for each two weeks of service.
- D. Vacations will, as far as possible, be granted on the basis of the desires of the employee, seniority, and the efficient operation of the division, and in accordance with departmental rules, as applicable.
- E. Vacations will be taken in a period of consecutive days. Vacations may be split into one (1) or two (2) weeks, provided such scheduling does not unreasonably interfere with the operations of any department.
- F. When a holiday is observed by the Board during a scheduled vacation, the vacation will be extended one (1) day, continuous with the vacation period.
- G. If an employee becomes incapacitated due to illness and is under the care of a duly licensed physician during his/her vacation, his/her vacation will be rescheduled. Medical evidence of such incapacity will be provided by the employee.

- H. An employee shall not lose accrued vacation days, if he/she is not able to take a vacation during a fiscal year because of an extended illness of twenty-five (25) working days or more in the same fiscal year. During any such illness, the employee will have the right to request his/her absence be charged to his/her bank or to his/her accrued vacation.
- I. Employees in the bargaining unit shall be eligible for bonus vacation or off-days based upon sick leave in the following matter:
1. If, at the end of the fiscal year, said employee has fourteen (14) or more unused sick days for the fiscal year, he/she shall receive three (3) additional vacation or off-days with pay.
  2. If, at the end of the fiscal year, said employee has 12 or 13 unused sick days for the fiscal year, he/she shall receive two (2) additional vacation or off-days with pay.
  3. If, at the end of the fiscal year, said employee has 9, 10 or 11 unused sick days for the fiscal year, he/she shall receive one (1) additional vacation or off-day with pay.

All calculations shall be made on June 30 of any fiscal year. All days earned between July 1, and June 30, shall be used only after June 30 of that fiscal year.

ARTICLE XVIII -- LONGEVITY

In accordance with Board policy, the Board agrees to pay all employees, as longevity pay, \$250.00 annually after eleven years of service. This sum shall be paid on a prorated biweekly basis.

A late December bonus of \$150.00 per year shall be paid annually by the Board to all employees who have completed 30 years of service as of July 1 of that year and who are still on the payroll as of November 30 of the same year.

ARTICLE XIX -- RETIREMENT

Early retirement benefits shall be possible, pursuant to rules of the Employees Retirement System. All employees in this unit shall automatically become members of the Employees Retirement of the State of Michigan, and the Board shall continue to make the full contributions required to the State of Michigan Employees Retirement System for members of this bargaining unit.

Upon retirement with a retirement allowance in accordance with the qualifications established by the Michigan Public School Employees Retirement System -- School District of the City of Detroit, an employee will be paid an amount not to exceed one-half his/her unused sick leave days, with a maximum allowance of thirty-five (35) days pay.

ARTICLE XX -- HOSPITALIZATION, DENTAL, LIFE AND OPTICAL INSURANCE

A. Effective July 1, 1981, the Board shall pay for employees, in this bargaining unit, the full cost of hospitalization

insurance for employees and their dependents.

Effective February 6, 1984, bargaining unit members shall be provided a \$3.00 Co-pay Prescription Drug Rider to their health insurance benefits.

Effective October, 1987, a PREVENT Program or equivalent will be implemented.

B. Effective March 1, 1987, the Board shall provide full-family dental insurance for each employee in the bargaining unit.

C. The maximum life insurance subsidy for each employee in this bargaining unit is \$10,000.

Effective July 1, 1986, employees retiring from the Board shall be provided \$2,000 life insurance.

Effective July 1, 1984, the life insurance coverage for bargaining unit members (not retirees) shall be increased by \$5,000. Thus the maximum life insurance subsidy for each employee in the bargaining unit shall be \$15,000.

D. Effective March 1, 1987, the Board shall provide full-family optical coverage for all bargaining unit members. The Board shall select the carrier(s).

#### ARTICLE XXI - UNION BULLETIN BOARDS AND MEMBERSHIP COMMUNICATIONS

Where necessary, the Board will make available a bulletin board or bulletin board space for use by the Union to post meeting notices and related material. Because in most instances bulletin boards for members of this unit are not practical, the



Board agrees to allow the Union to use the Board of Education mail pick-up to notify its members of Union activity to the extent federal law and post office regulations so permit.

**ARTICLE XXII -- SICK LEAVE**

**A. Personal Business Leave Days**

Present provisions shall continue into effect, along with the provision permitting two of the five non-illness days to be used for personal business which does not fall into presently designated categories but which cannot be conducted at any time not in conflict with the normal work day.

**B. Sick Leave - Accrual Rate**

**12-month employees:** 12-month employees in this unit shall receive sick leave at the rate of 17 days a year, to be earned at the rate of .65 days for each biweekly pay period worked, with a limit of 200 days.

**10-month employees:** 10-month employees in this unit shall receive sick leave at the rate of 15 days a year, to be earned at the rate of .76 days for each biweekly pay period worked, with a limit of 200 days.

1. An employee who has used all his/her sick bank may, in case of extended illness, borrow up to ten (10) days with a promissory note. These days will be deducted from accrued sick days earned in the following year.

2. An employee terminating employment shall repay the school system the amount owed for sick leave days advanced under this policy.
3. Absences resulting from school-related physical assault, only, shall not be charged against sick leave although regular gross earnings shall be maintained.
4. The sick leave bank of employees employed in schools shall not be charged for necessary absences up to and including five (5) work days resulting from the following childhood diseases: chicken pox, measles, mumps, diphtheria and whooping cough. The statement of a licensed physician shall be required as proof of the cause of such absence.

C. **Catastrophe Bank:**

When an employee's sick leave bank has reached the current allowable maximum as set forth in this Agreement, there shall be established a "Catastrophe Bank" into which all days over the maximum earned commencing with the first pay period of the first month after this Agreement is approved by the Board, shall be placed. When an employee has used all days accumulated in his/her sick bank for an illness extending more than six (6) months may thereafter draw from his/her "Catastrophe Bank" to the extent he/she made contribution to said bank. The employer may require medical evidence of the illness/disability.

D. Absences Chargeable to Sick Leave:

1. Personal Illness - All absences due to illness of the employee may be charged to sick leave until the sick leave bank is exhausted.
2. Death Leave - Absence due to the death of a member of the immediate family may be charged to sick leave to the extent of one to five scheduled working days as necessary for each death.
  - a. Included in the immediate family membership: husband, wife, children, father, mother, grandfather, grandmother, brothers, sisters, father-in-law, mother-in-law, and any other relative or non-relative living and making his/her home in the household of the employee.
  - b. The working days allowed must be consecutive scheduled working days:
    - (1) if employee works on day of death: the days allowed do not include day of death but begin with the first scheduled working day immediately following the day of death.
    - (2) if day of death is a scheduled work day and employee does not work on that day: the days allowed begin with and include the day of death.
    - (3) if day of death is not a scheduled work day or occurs during vacation periods: the days

allowed are those scheduled working days (or actual working days following vacation period) which fall within seven consecutive calendar days including day of death.

3. Certain Emergencies - Certain non-illness absences may be charged to sick leave, but all such charges combined may not exceed a total of five (5) days in any one fiscal year. Two of these five (5) days may be used for personal business which does not fall into the designated categories, but which cannot be conducted at any other time because of conflict with the normal school working day; otherwise except as directed below, absence for personal business beyond two days means loss of pay. A letter must be submitted to the Chief Fiscal Officer requesting approval for any emergency absence in excess of two (2) days. Absences in excess of a total of five (5) days in any one fiscal year that do not fall in the categories below, will also result in loss of pay.

a. Absence to attend wedding of a member of the immediate family only:

(1) NOT chargeable to Sick Leave:

(a) Absence for weddings of members other than the immediate family.

(b) Absence to arrange for weddings.

- b. Absence for employee's own wedding:
  - (2) Chargeable to Sick Leave:
    - (a) Such working days as fall within seven (7) consecutive calendar days including and subsequent to wedding day. **Form 4043-REQUEST FOR PERSONAL BUSINESS LEAVE** must be filed with the Office of Personnel.
    - (b) Day of wedding is counted as one of seven (7) days but only charged to sick leave if it is a scheduled working day.
    - (c) Saturdays, Sundays, and holidays, if any, within a seven (7) day period are counted as part of this limit.
- c. Absence to attend funerals other than those of members of the immediate family:
  - (1) NOT chargeable to Sick Leave:  
Absence to make funeral arrangements.
  - (2) Chargeable to Sick Leave subject to prior approval:
    - (a) Time actually required to attend funeral and to return.
    - (b) Local funerals usually involve one-half or one day only.
- d. Absence caused by exposure to contagious disease in the immediate family where employee, though not

ill himself/herself, is required by the Board of Health to be absent from work.

- e. Absence to provide necessary care for a member of the immediate family where no other arrangements are possible.

- 1. NOT chargeable to Sick Leave:

Where other relatives are available to "provide necessary care", it is assumed that the employee's provision of care is not necessary since "other arrangements" are possible.

- 2. Chargeable to Sick Leave:

- (a) The "necessary care" must be such as would be prescribed by a physician or required by incompetency of relative requiring care.

- (b) In almost all cases, "other arrangements" are considered possible - certainly within one day of the emergency.

- f. Absence because of required court appearance.

- 1. NOT chargeable to Sick Leave:

- (a) Employees are expected to arrange legal meetings and conferences on non-work days. Absences because of "required appearances" on work days that could

have been scheduled for non-work days  
may not be charged to sick leave:

- (b) Probate hearings are generally set to accommodate those involved. Such hearings should be set on non-work days or during vacation periods.
- (c) Absence for "required court appearances" in cases initiated by the employee, especially where personal property gain is involved, is not chargeable to sick leave.
- (d) Absence to accompany a friend or relative to court is not considered as "required" and may not be charged to sick leave.

2. Chargeable to Sick Leave:

"Required appearance" as evidenced by subpoena or court summons, or a written request from the Accident Prevention Bureau.

- g. Absence because of transportation failure or breakdown where no other means of transportation is available.

1. NOT chargeable to Sick Leave:

- (a) Absence due to failure to allow sufficient travel time for weather

interference and other normal transportation hazards (includes grounded planes, snowbound buses, and failure to obtain travel reservations).

(b) Absence in cases where lack of transportation is due to the fact that employee resides outside city limits.

h. Absence due to catastrophes resulting from fire, floods, tornadoes, etc., which make it impossible for the employees to report for duty.

NOT chargeable to Sick Leave:

Subsequent to catastrophes, if it is possible to make necessary adjustments outside of working hours, the employee is expected to report for duty.

i. Absence because of required observance of a recognized religious denomination.

E. The decision of the Board Medical Examiner under this Article is binding except that if an employee is not satisfied with the decision of the Board Medical Examiner as to his/her ability or disability for work, the employee may appeal the decision under the following conditions:

The Board's Medical Office shall provide a list of three (3) appropriate specialists. The employee shall consult any one of those designated at his/her own expense. The determination of the specialist shall



be final and binding as to whether the employee is able or unable to work and shall not be subject to the grievance procedure of this Collective Bargaining Agreement.

If the employee fails to contact one of the specialists for purposes of examination within ten (10) working days after receipt of names of specialists from the Board Medical Examiner, the Board Medical Examiner's decision shall be deemed to have been sustained by the specialist. In such instance, the determination of the Board Medical Examiner shall be final and binding as to whether the employee is able or unable to work and shall not be subject to the grievance procedure of this Collective Bargaining Agreement.

- F. Employees who are in a branch of the Armed Forces Reserve or the National Guard will be paid the difference between their reserve pay and their regular pay with the School District when they are on full-time active duty in the Reserve or National Guard, provided proof of service and pay is submitted. A maximum of two (2) weeks per year is the normal limit. Consideration will be given for unusual circumstances.

ARTICLE XXIII -- MATERNITY LEAVE

Absences from work which are associated with pregnancy, childbirth, and childcare shall be subject to the respective regular Board provisions as applicable, for approved illness absence. Leave of absence for illness (without pay because sick bank is exhausted) approved absence without pay, or Leave of Absence for Personal Business (except as specifically otherwise provided in the State of Policy).

Since continuing to work, disability absence, and return to work are predicated on medical conditions. The failure of a pregnant employee to give required notice and submit the required medical evaluations and/or certifications from her physician shall be cause, at the discretion of the Board, after ten (10)days' notice, to place the employee on Leave of Absence for Personal Business.

A. Requirements for Continued Work

1. The employee who has become pregnant is expected to notify her principal or other administrator as soon as possible after her condition is confirmed, but shall so notify the administrator before the end of her fourth month of pregnancy.
2. In order to provide for maximum continuity of service, the employee is expected to inform her administrator in writing of the tentative dates of leaving and returning as soon as possible after her condition is

confirmed. Notification of tentative dates shall be given in writing no later than the end of the fourth month of pregnancy. Tentative dates may be revised.

3. An employee may continue to work in her current assignment provided that the employee shall submit a **Form 4306-MEDICAL OFFICE PHYSICIAN CERTIFICATE -- MATERNITY (ONLY)** from her personal physician which shall certify the anticipated date of delivery, and that she is able to work in her current assignment, and further provided that she is able to, and continues to fulfill all conditions and requirements of employment in her current assignment and demonstrates ability to conduct her regular duties and activities on the job.

B. Requirement for Approved Illness Absence for Disability (Illness) With Pay, or Leave of Absence for Illness (without pay because sick bank is exhausted).

1. The date of leaving work because of disability shall be determined by the employee and her physician provided that it is certified by the employee's personal physician and confirmed by the Board Medical Examiner that the employee is unable to work.
2. During the period of absence, because of disability associated with pregnancy and/or childbirth, the employee is entitled to approved illness absence with pay to the extent of her sick leave bank, subject to all provisions for illness absence, provided that

disability to work is certified by her personal physician and confirmed by the Board Medical Examiner.

3. An employee shall not move from any unpaid leave of absence status to paid disability absence status.
4. An employee shall not move from a paid disability absence to an approved absence without pay.

C. Requirements for Leave of Absence for Personal Business -- (Without Pay):

An employee shall, upon request, be granted a Leave of Absence for Personal Business for absences which are not disability absences but are related to the preparation for childbirth and/or the care of a newborn or newly adopted child. Such leave of absence is subject to the regular provisions for Leave of Absence for Personal Business.

D. Requirements for Return to Work:

1. After childbirth, the employee's return must be approved by the employee's personal physician and the Board Medical Examiner.
2. During the period of absence because of disability, or approved absence without pay of up to four (4) weeks, the employee's regular position will be held, subject to the regular procedures for approved absence without pay.
3. Regular conditions and provisions applicable to returns to active employment from illness absence, Leave of

Absence for Illness, Leave of Absence for Personal Business or resignation shall apply.

E. Related Conditions:

1. Regular conditions and provisions for continuation of insurance which apply to approved absences and/or leave of absence shall apply.
2. The decision of the Board Medical Examiner is binding except that if an employee is not satisfied with the decision of the Board Medical Examiner as to her ability or disability for work, the employee may appeal the decision under the following conditions:

The Board Medical Examiner shall provide a list of at least three (3) appropriate specialists. The employee shall consult any one of those designated at her own expense. The determination of the specialist shall be final and binding as to whether the employee is able or unable to work.

3. The Office of Personnel may require a medical examination by the Board of Education Medical Examiner for an employee at any time when the employee's ability or disability for work is questioned.

ARTICLE XXIV -- ILLNESS ABSENCE - MEDICAL EXAMINATIONS

An employee not able to return on Monday, following two weeks of absence for personal illness, must have a medical

examination by the Board Medical Examiner and present Form 431-  
Return to Employment: PHYSICIAN'S CERTIFICATE, completed by  
his/her own physician before returning to his/her assignment.  
This regulation also applies to illness absences in June,  
regardless of whether they extend into September.

After eleven (11) consecutive work days of sick leave, the  
employee must furnish a statement from his/her physician on Form  
432-RELEASE PAYCHECK: PHYSICIAN'S CERTIFICATE, in order to secure  
his/her next paycheck.

In cases involving surgery, bone fractures, heart, thyroid,  
and nervous disorders, the employee must have the approval of the  
Board of Education Medical Examiner before he/she may return to  
duty.

A further check is required on employees with continued  
illness absence extending beyond the second consecutive pay  
period. Information about the condition of the employee is  
obtained either from the principal (or in a non-school  
department, from the department head) or by a visit from the  
administrative nurse. Information may also be obtained on a Form  
432 completed by the employee's physician.

Employees who remain on extended sick leave may be asked to  
have a medical examination by the Board of Education Medical  
Examiner during the period they are absent after continued  
absence beyond two consecutive pay periods. Such examinations  
are required when sufficient evidence of continued illness is not  
obtainable by other means.

If convalescence outside of town is recommended by one's own physician and approved in advance by the Board Medical Examiner, such absence may be charge to sick leave.

In absences involving compensation under the State of Michigan Compensation Law, charges to sick leave allowances are made only to the extent necessary to maintain the employee's regular biweekly gross earnings.

The Office of Personnel may require a medical examination by the Board of Education Medical Examiner for an employee at any time when the maintenance of minimum health standards in a school or department is in question.

An employee returning from a leave of absence as provided for in **Form 4043-REQUEST FOR LEAVE OF ABSENCE OR EXTENSION OF LEAVE**, must have a medical examination by the Board of Education Medical Examiner. Form 431, for the employee's personal physician is required for return from leave of absence for illness or maternity.

An employee sustaining an injury requiring the use of a bandage, cane, crutch, cast, or similar type of support is required to have the approval of the Medical Department. Such cases must be referred by the principal through the usual channels to the Board of Education Medical Examiner for approval before the employee may return to duty.

An employee who has been ill with a communicable disease must have a medical examination by the Board of Education Medical Examiner.

If a regular 39-week employee is absent for illness on the first day of the work schedule in the school year, the illness must be confirmed by the Medical Office, or a written request for approval from the employee must be approved by the Chief Fiscal Officer. This applies to absence for one or more days. Approval by the Medical Office requires Form 432 from the employee's attending physician to the medical office.

ARTICLE XXV -- LEAVE FOR UNION BUSINESS

Two (2) members of the Union selected to attend a Local, State or National Union Convention shall be allowed time off to attend such convention. The Board of Education will be notified in writing by the local Union president, five (5) days prior to the event and the employee shall complete the necessary forms required for approved absence without pay.

ARTICLE XXVI -- JURY DUTY

- A. An employee, upon receipt of a questionnaire or summons for jury duty, shall immediately report that fact to the unit head or his/her designee.
- B. An employee who is absent for the performance of jury duty shall continue to be paid the difference, if any, between his/her regular salary and the fee for jury duty, excluding his/her mileage allowance, for a period not to exceed sixty (60) days in any calendar year.



ARTICLE XXVII -- WAGES

Agreement on economic improvements for 1989-90 shall be contingent upon the Board securing long-term deficit financing and sufficient additional general operating revenues to balance the 1989-90 budget.

A. 12-Month Employees

For the fiscal year 1989-90, a six percent (6%) increase shall be applied to the base salary, effective July 1, 1989.

B. 10-Month Employees

For the school year 1989-90, a six percent (6) increase shall be applied to the base salary.

For the periods of July 1, 1990 through June 30, 1991, and July 1, 1991 through June 30, 1992, the parties agree to meet and negotiate on economics and one (1) non-economic item from each party only.

Employees assigned to work afternoons shall receive an additional 30¢ per hour. Those assigned to midnights shall receive an additional 35¢ per hour.

ARTICLE XXVIII -- EMERGENCY CONDITIONS

Ten-Month Employees

oScheduled days of student attendance that are cancelled because of conditions not within the control of authorities, shall be rescheduled when the district is unable to meet the State mandatory requirements.

oWhen the cancelled days become less than the State requirement for student attendance, ten-month employees shall not be compensated for mentioned days. Such days will be rescheduled with employees being paid the pay period following.

oRescheduling of days shall not affect annual salary, compensation or other benefits provided within this Collective Bargaining Agreement.

#### ARTICLE XXIX -- OVERTIME AND CALL-IN TIME

##### A. Overtime

Overtime will be paid in the following manner:

1. One and one-half (1 1/2) times the employee's regular rate for all hours worked in excess of eight (8) hours per day or forty (40) hours per week.
2. Saturday work (6th day) will be paid at a rate of one and one-half (1 1/2) times the employee's regular rate.
3. Saturday work (6th day) for supervisors of employees who receive double time on this sixth day will also be paid at the double time rate.
4. Sunday work (7th day) and/or holidays, the rate will be two times the employee's regular rate of pay.

##### B. Call-In Time

When members of this bargaining unit are requested by their department head to report for work at times other than their regular work shift in order to meet emergency situations, the

called back employee shall receive as approved and authorized by the department head, the time and one-half (1 1/2) rate of pay for actual time worked or a minimum of four hours straight time, whichever is greater. The minimum of four hours straight time shall now, however, apply for continuous overtime hours worked prior to or after termination of the employee's regular work shift.

ARTICLE XXX -- MILEAGE AND TOOL ALLOWANCE

Effective February 1983, employees who are required to carry tools in their private cars in order to perform their work duties shall receive \$25 per month in addition to their regular wages.

Effective February 1983, employees who are required to drive their own motor vehicle shall receive 21¢ per mile for gas allowance not to exceed 600 miles per calendar month.

ARTICLE XXXI -- SAFETY PRACTICES

The Board shall maintain safety standards and practices in accordance with the provisions of federal, state and local safety regulations.

ARTICLE XXXII -- PERSONAL PROPERTY LOSS

The Board will pay up to \$100 annually toward personal property damage actually incurred by an employee. Theft and damage reports with documentation must be provided. Personal

property is defined as anything a person would normally wear or carry into the building or location, but does not include cash, automobiles or motorized vehicles of any sort.

In the event the employee also collects money for the same loss from his/her own insurance carrier, the employee is obligated to reimburse the employer. Settlement for any loss claimed under this article shall be made at the end of the semester in which the loss is verified through the presentation of receipts or bills by the employee.

ARTICLE XXXIII -- GENERAL

- A. This Agreement is subject in all respects to the laws of the United States and the State of Michigan with respect to the powers, rights, duties and obligations of the Board, the Union, and employees in the bargaining unit, and 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 no 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.
- B. The Board reserves the rights and powers conferred upon it by the Constitution and laws of the State of Michigan and of the United States, except as limited by the terms and conditions of this Agreement.

**ARTICLE XXXIV -- UNION RATIFICATION AND BOARD OF EDUCATION APPROVAL**

This Agreement shall become effective upon ratification by the Union and approval thereafter by the Board.

**ARTICLE XXXV -- TERMINATION, CHANGE OR AMENDMENT**

This Agreement shall become effective on July 1, 1989, and remain in full force and effect until June 30, 1992. It shall be automatically renewed from year to year thereafter, unless either party shall give the other party written notice of the desire to terminate, modify or amend this Agreement. Such notice shall be given the other party, in writing, by registered mail ninety (90) days prior to its anniversary date.

FOR: THE BOARD OF EDUCATION  
OF THE SCHOOL DISTRICT  
OF THE CITY OF DETROIT

*Edward J. ...*  
\_\_\_\_\_  
*Lawrence Patrick*  
\_\_\_\_\_  
\_\_\_\_\_

FOR: THE INTERNATIONAL UNION OF  
OPERATING ENGINEERS, LOCAL  
547, AFL-CIO (N.I.S.P.)

*Robert J. ...*  
\_\_\_\_\_  
*Robert J. ...*  
\_\_\_\_\_  
*Jennifer De ...*  
\_\_\_\_\_

DATE: \_\_\_\_\_

Approved and adopted by action of the Board of Education on:  
October 10, 1989.

BY: *Lawrence Patrick*  
\_\_\_\_\_  
LAWRENCE PATRICK  
PRESIDENT  
BOARD OF EDUCATION

BY: *Lydia M.G. Barlow*  
\_\_\_\_\_  
LYDIA BARLOW  
SECRETARY OF THE BOARD



APPENDIX "A"

DETROIT PUBLIC SCHOOLS  
1989-90 Salary Schedule M  
Non-Instructional Supervisory Personnel  
Group 1 - Food Service Managers (41 Weeks)

+6%  
Rates Effective 7/1/89

Pay Class Code	Position Code	Description	Daily Rates			Biweekly Rates			Annual Rates			
			Minimum	Maximum	Increment	Minimum	Maximum	Increment	Minimum	Maximum	Increment	
Degree												
6290 D	318	Manager, Constellation (Base Kitchen)	\$98,5940	\$161,9816	\$6,7036	\$985.94	\$1,619.82	\$67.04	\$20,212	\$33,206	\$1,374	
(2)	318	Manager, Constellation (Base Kitchen) Alt. Pos.										
8740 H												
5950 D	275	Manager, Quality Control		12,3242	Hourly							
5960 D	326	Trainee, Manager	112,0056	167,8239	6,7036	1,120.06	1,678.24	67.04	22,961	34,404	1,374	
6580 D	317	Training Manager		88,7369	Daily							\$18,191
6570 D	316	Training Manager, Const. (Base Kitchen)	See Manager, Quality Control									
(1)												
8710 H	316	Training Manager, Const. (Base Kitchen) Alt. Pos.	103,5237	170,0808	6,7036	1,035.24	1,700.81	67.04	21,222	34,867	1,374	
(2)												
Non-Degree												
5910 D	315	Manager, Asst. (Base Kitchen)		12,9404	Hourly							
(2)												
8730 H	315	Manager, Asst. (Base Kitchen) Alt. Pos.	See Manager, Class A									
5900 D	327	Manager, Class A	91,5563	119,7309	5,3627	915.56	1,197.31	53.63	18,769	24,545	1,099	
(2)												
8700 H	327	Manager, Class A Alt. Pos.										
				11,4445	Hourly							

DETROIT PUBLIC SCHOOLS  
 1989-90 Salary Schedule N  
 Non-Instructional Supervisory Personnel  
 Group 1 - Food Service Managers (41 Weeks)  
 (Continued)

+6%  
 Rates Effective 7/1/89

Pay Class Code	Position Code	Description	Daily Rates			Biweekly Rates			Annual Rates			
			Minimum	Maximum	Increment	Minimum	Maximum	Increment	Minimum	Maximum	Increment	
Non-Degree	(Continued)											
5920 D (2)	319	Manager, Class B	\$74,6563	\$95,7810	\$4,0219	746.56	957.81	40.22	15,305	19,635	824	
8750 H	319	Manager, Class B Alt. Pos.			Hourly							
5930 D (2)	324	Manager, Class C	63,3874	84,5121	4,0219	633.87	845.12	40.22	12,994	17,325	824	
8760 H	324	Manager, Class C Alt. Pos.			Hourly							

Notes

Salary Credit For Advanced Preparation - Degree classifications are entitled to a salary differential of \$14.63 biweekly, or \$300 annually for the Master's degree in subject area.

Longevity - Regular and ESRP employee are eligible for salary adjustment (\$12.20 biweekly or \$250 annually) in biweekly payments effective with the payroll service period following completion of eleven (11) years of Board service.

(1) Training Manager, Constellation (Base Kitchen) rates are 5% above those of the regular Constellation Manager classification.

(2) Alternate Food Service Manager hourly rates are the minimum daily base rate of the regular classification divided by 8 hours.



DETROIT PUBLIC SCHOOLS  
 1989-90 Salary Schedule N  
 Non-Instructional Supervisory Personnel  
 Group 2 - General Forepersons (52 Weeks)

Pay Class Code	Position Code	Description	Rates Effective 7/1/89		
			Daily Rates	Biweekly Rates	Annual Rates
+6%					
General Forepersons					
4020 D	264	Carpenter	\$163.3533	\$1,633.53	\$42,588
4010 D	266	Construction Trades	164.7892	1,647.89	42,963
4030 D	454	Electrician	172.9812	1,729.81	45,099
4060 D	269	Heat Regulator	159.2962	1,592.96	41,531
4070 D	256	Machine Repair Shop	150.4875	1,504.88	39,234
4080 D	267	Painter	156.2621	1,562.62	40,740
4090 D	455	Pipe Fitter	164.1255	1,641.26	42,790
4100 D	456	Plumber	169.7567	1,697.57	44,258

Notes

Longevity - See Group 1 Notes.

DETROIT PUBLIC SCHOOLS  
 1989-90 Salary Schedule N  
 Non-Instructional Supervisory Personnel  
 Group 3 - Other Regular Classifications (52 Weeks)

+6%  
 Rates Effective 7/1/89

Pay Class Code	Position Code	Description	Daily Rates			Biweekly Rates			Annual Rates		
			Minimum	Maximum	Increment	Minimum	Maximum	Increment	Minimum	Maximum	
3290 D	606	Bookbinder Foreperson, Asst.	\$11.0607	Hourly	\$88.4856	Daily					
2660 D	585	Community Use of Schools, Supv.	110.7062	124.2905	1.6554	1,107.06	1,242.91	16.55	28,863	32,404	432
6560 D	535	Data Processing Supervisor	See Payroll Dept. Supervisor								
3570 D	218	District Engineer	175.4899				1,754.90			45,753	
6520 D	579	Fed., State, and Spec. Proj. Supv.	See Payroll Dept. Supervisor								
4050 D	426	Garage Foreperson									
		Step 1		112.7296			1,127.30			29,390	
		2		113.5296			1,135.30			29,599	
		3		114.3296			1,143.30			29,807	
		4		115.1296			1,151.30			30,016	
		5		115.9296			1,159.30			30,224	
		6		116.7296			1,167.30			30,433	
		7		117.5296			1,175.30			30,642	
		8		118.3296			1,183.30			30,850	
		9		119.1296			1,191.30			31,059	
		10		119.9296			1,199.30			31,267	
		11		120.7296			1,207.30			31,476	
(1)(3)											
4040 D	427	Garage Foreperson, Sr.									
		Step 1		115.5121			1,155.12			30,116	
		2		121.5185			1,215.19			31,682	
		3		127.5247			1,275.25			33,247	

DETROIT PUBLIC SCHOOLS  
 1989-90 Salary Schedule N  
 Non-Instructional Supervisory Personnel  
 Group 3 - Other Regular Classifications (52 Weeks)  
 (Continued)

+6%  
 Rates Effective 7/1/89

Pay Class Code	Position Code	Description	Daily Rates			Biweekly Rates			Annual Rates			
			Minimum	Maximum	Increment	Minimum	Maximum	Increment	Minimum	Maximum		
4680 D (1)	784	Garage Sub-Foreperson										
		Step 1	\$13.6887	Hourly	\$109.5096	Daily						
		2	13.7887		110.3096							
		3	13.8887		111.1096							
		4	13.9887		111.9096							
		5	14.0887		112.7096							
		6	14.1887		113.5096							
		7	14.2887		114.3096							
		8	14.3887		115.1096							
		9	14.4887		115.9096							
		10	14.5887		116.7096							
11	14.6887		117.5096									
8680 H (1)	784	Garage Sub-Foreperson										
		Alt. Pos.										
		Step 1	13.6887	Hourly								
		2	13.7887									
		3	13.8887									
		4	13.9887									
		5	14.0887									
		6	14.1887									
		7	14.2887									
		8	14.3887									
		9	14.4887									
10	14.5887											
11	14.6887											
6180 D	599	Housekeeping Supt.		152.4769				1,524.77			39,753	
6130 D (2)	584	Housekeeping Supv.	117.1164	133.9950	1.8913	1,171.16	1,339.95	18.91	30,534	34,934	493	
		Information Systems Supv.										
6540 D	516	Information Systems Supv.										

See Payroll Dept. Supervisor

DETROIT PUBLIC SCHOOLS  
 1989-90 Salary Schedule N  
 Non-Instructional Supervisory Personnel  
 Group 3 - Other Regular Classifications (52 Weeks)  
 (Continued)

+6%  
 Rates Effective 7/1/89

Pay Class Code	Position Code	Description	Daily Rates			Biweekly Rates			Annual Rates		
			Minimum	Maximum	Increment	Minimum	Maximum	Increment	Minimum	Maximum	Increment
6150 D	397	Inventory Supervisor	\$85.3045	\$92.4011	\$1.1044	\$853.05	\$924.01	\$11.04	\$22,240	\$24,090	\$288
6140 D	569	Inventory Control Supv.	See Payroll Dept. Supervisor								
2430 D	597	Keypunch Supv.	100.7487	106.6573	1.1044	1,007.49	1,066.57	11.04	26,267	27,807	288
3110 D	009	Landscape Architect, Sr. Assoc.	156.3843								
1130 D	367	Military Prop. Cust. Asst.	98.3673	110.2007	1.3062	983.67	1,102.01	13.06	25,646	28,731	341
6480 D	536	Non-Instr. Pers. Supv.	See Payroll Dept. Supervisor								
6490 D	544	Payroll Dept. Supv.	119.5901	133.1718	1.6554	1,195.90	1,331.72	16.55	31,179	34,720	432
6120 D	577	Pers. Records Supv.	See Payroll Dept. Supervisor								
6510 D	598	Purchasing Dept. Supv.	See Payroll Dept. Supervisor								
2320 D	249	Quality Control/ Follow-up Supv.	95.5129	107.3866	1.6554	955.13	1,073.87	16.55	24,902	27,997	432
6500 D	595	Routing & Sched. Supv.	93.3102	106.6079	1.1044	933.10	1,066.08	11.04	24,327	27,794	288
6160 D	588	School Techn. Supv.	95.8422	113.3121	1.1044	958.42	1,133.12	11.04	24,987	29,542	288
4000 D	549	Sweep Team Supv.	149.8615								
E030 H	549	Sweep Team Supv. Alt. Pos.	18.7326 Hourly								
6220 D	576	Teacher Certif. Supv.	See Payroll Dept. Supervisor								
6170 D	586	Tchg. Sub-Office Supv.	See Payroll Dept. Supervisor								

DETROIT PUBLIC SCHOOLS  
1989-90 Salary Schedule N  
Non-Instructional Supervisory Personnel  
Group 3 - Other Regular Classifications (52 Weeks)  
(Continued)

+6%  
Rates Effective 7/1/89

Pay Class Code	Position Code	Description	Daily Rates			Biweekly Rates			Annual Rates				
			Minimum	Maximum	Increment	Minimum	Maximum	Increment	Minimum	Maximum	Increment		
2620 D	395	Technician, Head	See Payroll Dept. Supervisor										
2800 D	539	Terminal Manager	\$131,3404	\$143,9917	\$1,6554	\$1,313.40	\$1,439.92	\$16.55	\$34,242	\$37,541	\$432		
2810 D	546	Terminal Mgr., Asst.	101.3959	114.6939	1.1044	1,013.96	1,146.94	11.04	26,435	29,902	288		
2440 D	386	Transportation Supv.	119.5776	130.5881	1.6554	1,195.78	1,305.88	16.55	31,176	34,046	432		
2420 D	387	Transportation Supv. Asst.	See Routing & Sched. Supv.										
6340 D	437	Warehouse Supv.	114.9564	125.9679	1.6554	1,149.56	1,259.68	16.55	29,971	32,842	432		

Notes

Longevity - See Group 1 Notes.

(1) Mechanical Certification Salary Credit - These classifications are eligible for a differential equivalent of 10 cents per hour for each certification (maximum of 10) under the Michigan Mechanical Certification Law.

(2) Shift Differentials - Above regular rates for actual time worked on afternoon and/or midnight shift:

Pay Class	Position Code	Classification	Hourly Rate
E040	3425	Garage Foreperson	
E050	3785	Garage Sub-Foreperson	
8090	3528	Housekeeping Supervisor	

(3) Senior Garage Foreperson rates are scheduled in three equal steps.

(4) Alternate hourly rates are the minimum daily base rate of the regular classification divided by 8 hours.

DETROIT PUBLIC SCHOOLS  
 1989-90 Salary Schedule N  
 Non-Instructional Supervisory Personnel  
 Group 4 - Summer School

Pay Class Code	Position Code	Description	+6% Rate Eff. 7/1/89	
			Rate	
(1) 7290 H	538	Food Service Manager - Summer	\$10.5640	Hourly
(2) 7270 D	318	Food Service Manager, Base Kit. Summer - Minimum	98.5940	Daily
		- Maximum	161.9816	Daily

(1) Food Service Manager - Summer program hourly rate is the maximum daily rate of the Manager, Class C divided by 8 hours.

(2) Food Service Manager, Base Kitchen - Summer daily rates are the same as the daily minimum and maximum base rates of the regular classification of Food Service Manager, Constellation (Base Kitchen).

Group 5 - Rates Which Do Not Require Personnel Action Assignment

Community Use of Schools

Hourly	Minimum	Hourly	Minimum	Saturday PM Sundays & Holidays	
				Hourly	Minimum
\$15.8460	\$47.5380	\$15.8460	\$71.3070		

(1)  
Food Service Manager

(1) The Community Use of Schools hourly rate is 1.5 times the hourly rate for the maximum of the Food Service Manager, Class C. Weekday minimum - 3 hours; Saturday PM, Sunday and Holiday minimum - 4.5 hours.

