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**AGREEMENT**

**between**

**FOREST PARK SCHOOL DISTRICT**

**and**

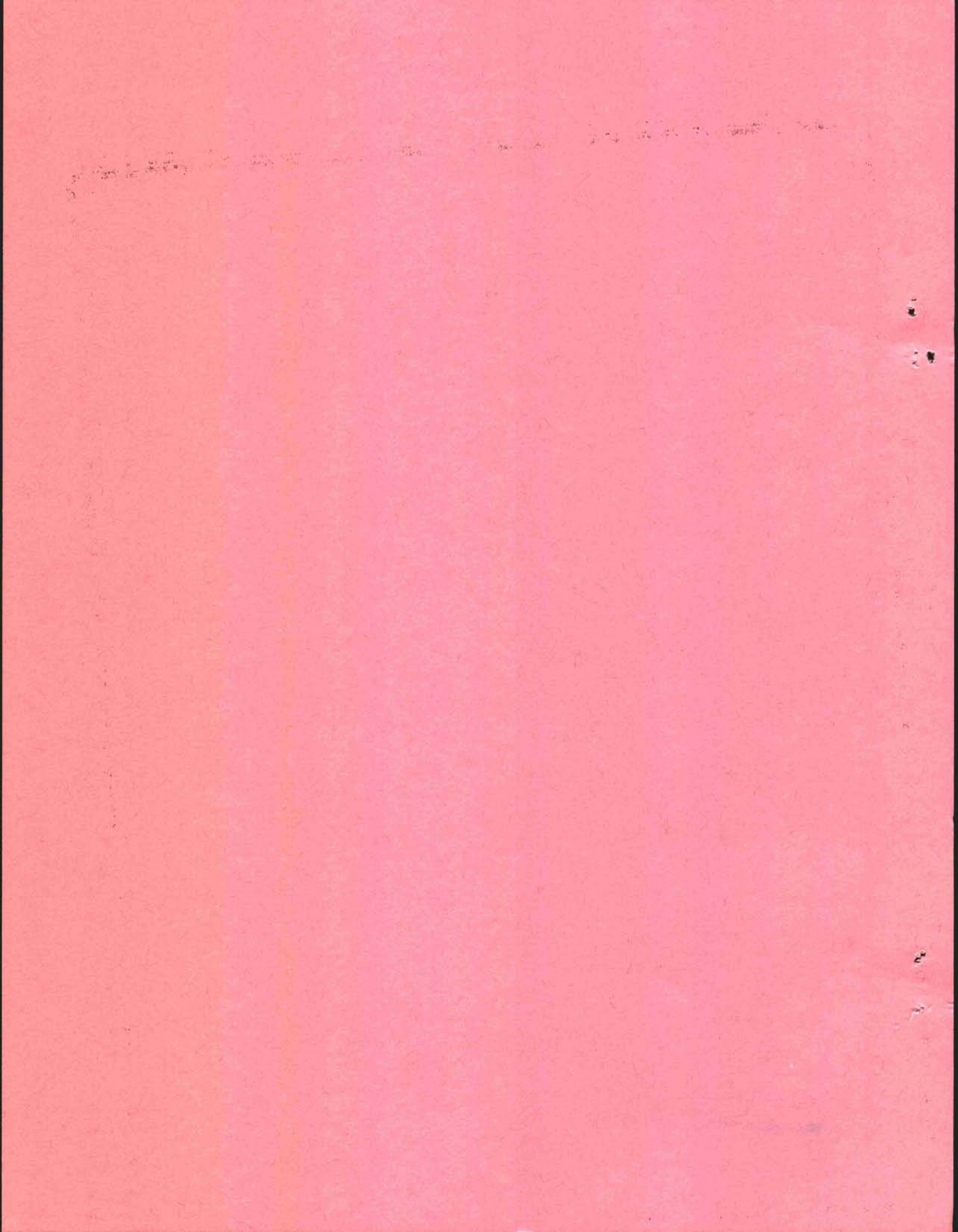
**FOREST PARK SCHOOL DISTRICT EMPLOYEES  
CHAPTER OF LOCAL #1424  
affiliated with**

**MICHIGAN COUNCIL #25, AFSCME, AFL-CIO**

*Forest Park School District*

**Effective: July 1, 1994 to June 30, 1997**

**LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University**



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## AGREEMENT

This Agreement entered into on this \_\_\_ day of \_\_\_\_\_, 1994 between the FOREST PARK SCHOOL DISTRICT (hereinafter referred to as the "EMPLOYER") and FOREST PARK SCHOOL DISTRICT EMPLOYEES Chapter of Local #1424 affiliated with Council #25, AFSCME, AFL-CIO (hereinafter referred to as the "UNION").

### **PURPOSE AND INTENT**

The general purpose of the Agreement is to set forth terms of conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees and the Union.

The parties recognize that the interest of the community and the job security of the employees depends upon the Employer's success in establishing a proper service to the community.

To these ends the Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all employees.

### **RECOGNITION**

Section 1.0. Recognition. Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement of all of the employees of the Employer included in the bargaining unit described below:

All full-time and regular part-time non-teaching personnel; excluding supervisors as defined in Act 379 and confidential employees (bookkeeper/accountant and secretary to the superintendent).

In addition, the Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

Section 1.1. Definitions and Employee Coverage. For purposes of the recognition granted the Union and for purposes of this Agreement, the following definitions shall be applicable:

Full-time employee: A full-time employee is an employee who is working at least thirty-five (35) hours per week on a regular schedule in a position classified as permanent, which

position is normally scheduled to work twelve (12) months per year.

Full-time school year employee: A full-time school year employee is an employee who is working at least thirty-five (35) hours per week on a regular schedule in a position classified as permanent, which position is normally scheduled to work the school year as set by the school calendar.

Regular part-time employee: A regular part-time employee is an employee who is working less than thirty-five (35) hours per week on a regular schedule in a position classified as permanent, which position is normally scheduled to work twelve (12) months per year.

Regular part-time school year employee: A regular part-time school year employee is an employee who is working less than thirty-five (35) hours per week on a regular schedule in a position classified as permanent, which position is normally scheduled to work the school year as set by the school calendar.

Irregular employee: An irregular employee is an individual not included within the above definitions of full time, full-time school year, regular part-time, or regular part-time school year employee who is working on any other basis, including temporary, casual or seasonal.

Section 1.2. Irregular Employees. The Employer reserves the right to hire and utilize irregular employees and volunteers from time to time. These employees and volunteers are not within the recognition granted the Union and are not covered by the terms of this Agreement, but the performance of work for the Employer by such individuals shall be permitted and not constitute a violation of this Agreement even if they are performing work that is normally performed by members of this bargaining unit; provided, however, that such individuals shall not be hired or utilized so as to cause a current employee covered by this Agreement to be laid off or lose time from their regularly scheduled hours.

#### UNION SECURITY

##### Section 2.0. Union Membership.

(a) Upon signing of the Agreement by non-teaching employees and for thirty days thereafter, employees may sign and deliver to the Board or to the Union, an assignment authorizing deduction of membership dues or service fee of the Union (including the International Union and the Michigan Council #25.) Such authorization will continue in effect through the duration of this Agreement as well as subsequent agreements unless they notify the Union and Management in writing of

their intention to resign from membership status or cancel service fee deduction during the 30 day calendar period of the month of June in any year.

(b) Following the 30 day period any new employee in the School District or other employees who did not sign during the 30 day period may do so and membership or service fee with deductions will follow through the duration of this Agreement and subsequent agreements as stated in (a) above.

(c) Deductions in wages will be made by the School District accountant only upon receipt of signed authorization by the employee (authorization forms included in this Agreement), or a court order obtained by the Union in lieu of a signed authorization.

(d) Any employee covered by this Agreement who is not a member of the Union in good standing or who does not make application for membership within thirty calendar days from commencement of their employment with the school shall pay a service fee in an amount equal to the membership dues payable to the Union, provided however, that the employee may authorize payroll deductions for said amount in the same manner as provided in paragraph (a) of this article. Paragraph (c) will apply for those who do not sign a service fee deduction form.

(e) In the event that an employee does not pay service fees directly to the Union or authorize payment through payroll deductions provided in the preceding article, the Board recognizes the right of the Union to pursue legal remedies for those employees who are in non-compliance with regards to the dues and/or service fee provisions of the Agreement with the Union.

#### Section 2.1. Union Dues and Initiation Fees.

(a) Payment by Check-off.

Employees desiring membership shall tender the Union fee and monthly membership dues by signing the Authorization for Check-off of Dues form.

Check-Off Forms: During the life of this Agreement and in accordance with the terms of the Form of Authorization of Check-Off of dues hereinafter set forth, the Employer agrees to deduct union membership dues levied in accordance with the Constitution and By-Laws of the Union from the pay of each employee who executes or has executed the attached Authorization for Check-Off of Dues form.



(b) When Deductions Begin.

Check-off deductions under all properly executed Authorization for Check-Off of Dues forms shall become effective at the time the application is signed by the employee and shall be deducted from the first pay of the month and each month thereafter.

(c) Remittance of Dues To Financial Officer.

Deductions for any calendar month shall be remitted to such address designated to the designated financial officer of Michigan Council 25, AFSCME, AFL-CIO, with an alphabetical list of names and addresses of all employees from whom deductions have been made no later than the fifth (5th) day of the month following the month in which they were deducted.

The Employer shall additionally indicate the amount deducted and notify the financial officer of the Council of the names and addresses of employees who, through a change in their employment status, are no longer subject to deductions and further advise said financial officer by submission of an alphabetical list of all new hires since the date of submission of the previous month's remittance of dues.

(d) Termination of Check-Off.

An employee shall cease to be subject to the check-off deductions beginning with the month immediately following the month in which he is no longer a member of the bargaining unit. The local union will be notified by the Employer of the names of such employees following the end of each month in which the termination took place.

(e) Disputes Concerning Membership.

Any dispute arising as to an employee's membership in the Union shall be reviewed by the designated representative of the Employer and a representative of the local union, and if not resolved may be decided at the final step of the grievance procedure.

#### REPRESENTATION

Section 3.0. Union Representation. It is mutually recognized that the principle of proportional representation which reflects the increase and decrease in the work force is a sound and sensible basis for determining proper representation.

Section 3.1. Stewards and Alternate Stewards.

- (1) Day Shift.
- (1) Evening Shift.
- (1) Chief Steward.

The stewards, during their working hours, without loss of time or pay, shall investigate and present grievances to the Employer.

Section 3.2. Special Conferences. Special conferences for important matters will be arranged between the Chapter Chairman and the Employer or its designated representative upon the request of either party. Such meetings shall be between at least two representatives of the Union and two representatives of Management. 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 conference is requested. Matters taken up in special conference shall be confined to those included in the agenda. Conferences shall be held between the hours of 9:00 a.m. and 4:00 p.m. The members of the Union shall not lose time or pay for time spent in such special conferences. This meeting may be attended by a representative of the Council and/or a representative of the International Union.

The Union representative may meet at a place designed by the employee on the Employer's property for at least one-half hour immediately preceding the conference with the representatives of the Employer for which a written request has been made.

**MANAGEMENT RIGHTS**

Section 4.0. Rights of the Employer (Board of Education). It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Employer, except those which have been clearly and expressly relinquished herein by the Employer, shall continue to vest exclusively by the Employer without prior negotiations with the Union either as to taking action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by the way of illustration and not by way of limitation, the right:

Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the Forest Park School District.

Continue its rights, policies, and practices of assignment and direction of personnel and scheduling of all the foregoing, but not in conflict with the specific provision of the Agreement, and the right to establish, modify or change any work or business or school hours or days.

The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force and to lay off employees, but not conflict with the provisions of this Agreement.

Determine the services, supplies, and equipment necessary to continue its operations and to determine all methods and processes of carrying on the work.

Determine the qualifications of employees.

Determine the number and location or relocation of its facilities, including the establishment or relocations, of buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.

Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.

Determine the financial polices, including all accounting procedures.

Determine the size of the management organization, its functions, authority and amount of supervision providing that the Employer shall not abridge any rights of the employees as specifically provided for in this Agreement.

Determine the policy affecting the selection, testing or training of employees providing that such selection shall be upon lawful criteria.

The above statements are not to be interpreted as abridging or conflicting with any specific provision in this Agreement. The matters contained in this Agreement and/or the exercise of any such rights of the Employer are not subject to further negotiations between the parties during the term of this Agreement.

Section 4.1. Rules and Regulations. The Employer has the right to establish reasonable rules and regulations consistent with the provisions of this Agreement. All new or revised rules and regulations shall be made available to the Union for inspection and review if such rules and regulations concern working conditions. If the Union believes that any rule or regulation that concerns working conditions is inconsistent with the terms of this Agreement, a grievance may be filed within thirty (30) working days after the establishment or revision of such rule or regulation and thereafter considered in accordance with the grievance procedure.

Section 4.2. Discharge and Discipline. The Employer agrees that discipline and discharge shall be for just cause. In the event of the discharge or discipline of an employee, the Employer shall notify in writing the steward in the District of the discharge or discipline. The discharged or disciplined employee will be allowed to discuss his discharge or discipline with the steward of the District and the Employer will make available an area where he may do so before he is required to leave the property of the Employer. Upon request, the discharged or disciplined employee, along with a fellow employee and/or the steward, will discuss the discharge or discipline with the Employer. In imposing any discipline on a current charge, the Employer will not take into account any prior infractions which occurred more than two (2) years previously nor impose discipline on an employee for falsification of his employment application after a period of two (2) years from his date of hire, unless they are related to the current charge.

#### **WORK STOPPAGES AND ILLEGAL ACTIVITY**

Section 5.0. Continued Work Pledge. The Union agrees that during the term of this Agreement neither it nor its officers, representatives, committeepersons, stewards, members, nor the employees covered by this Agreement will for any reason, directly or indirectly, call, sanction, support, counsel, encourage, or engage in any strike, walk-out, slow-down, sit-in, stay-away, concerted failure to report for duty, or any other activities that may result in any curtailment of work or the restriction or interference with the Employer's operation. It is expressly recognized, and the Union agrees, that the scope of activity prohibited in this paragraph is intended to include, but not be limited to, such activities as sympathy strikes, unfair labor practice strikes, and a refusal of an employee or employees to cross any type of picket line at the Employer's premises.

#### **GRIEVANCE AND ARBITRATION PROCEDURE**

Section 6.0. Definition of Grievance. For purposes of this Agreement, a grievance shall be defined as a complaint arising during the term of this Agreement filed by an employee covered by this Agreement or the Union concerning the application and interpretation of a provision or provisions of this Agreement.

Section 6.1. Grievance Procedure. All grievances shall be handled in the following manner:

Step 1. Oral Procedure. An employee with a complaint shall discuss the matter with their immediate supervisor, or designated representative, within fifteen (15) working days from the time of the occurrence of the events giving rise to the complaint or within fifteen (15) working days from the time the employee involved first knew or could have known of the facts giving rise to the complaint. A steward may be

present at this meeting, if requested by the employee. A request for a steward to participate in the discussion of a grievance shall be made by the employee to the immediate supervisor, or designated representative, who shall make proper arrangements as soon as convenient. The immediate supervisor, or designated representative, will endeavor to give an oral answer to the complaint within five (5) working days of the discussion with the employee concerned. Every effort shall be made to settle the complaint in this manner.

Step 2. Written Procedure. If the complaint is not satisfactorily settled in the Step 1, Oral Procedure, the complaint shall be reduced to a written grievance within seven (7) working days from the time of the giving of the supervisor's oral answer in Step 1. The grievance shall be signed by the employee or the steward and shall indicate the section or sections of this Agreement in dispute and shall set forth the facts giving rise to the complaint. The grievance shall be submitted to the employee's immediate supervisor or designated representative. The immediate supervisor, or designated representative, the employee involved, and the steward, may discuss the grievance. The immediate supervisor, or designated representative, shall place a written disposition upon the grievance within five (5) working days following the date the grievance was submitted at this step and return it to the steward. A copy of the written disposition shall also be provided to the employee.

Step 3. Written Procedure - Superintendent. If a grievance is not resolved in the Step 2, Written Procedure, the grievance may be submitted to the Superintendent within five (5) working days after receipt of the immediate supervisor's written disposition in Step 2. The Superintendent, the employee involved, and the Chapter Chairperson or designated representative shall meet to discuss the grievance. The Superintendent shall place a written disposition on the grievance within ten (10) working days following the date the grievance was submitted at this Step, and return it to the Chief Steward.

Section 6.2. Non-Employee Representatives. With the exception of Step 1, either party may have non-employee representatives present at any step in the grievance procedure.

Section 6.3. Arbitration. The Union may request arbitration of any unresolved grievance which is arbitrable by filing the Arbitration Request Form with the Federal Mediation and Conciliation Service and delivering a copy of this Form to the Employer through the Superintendent's Office within thirty (30) working days following the receipt of the Employer's written disposition in Step 3 of the grievance procedure. If the Employer fails to answer a grievance within the time limits set forth in

Step 3 of the grievance procedure, the Union may request arbitration by filing the Arbitration Request Form with the Federal Mediation and Conciliation Service and delivering a copy of this Form to the Employer through the Superintendent's Office not later than thirty (30) working days following the date the Employer's written Step 3 disposition was due. The grievance may thereafter be submitted to arbitration. If the Union does not request arbitration in the manner or within the time limits established herein, the grievance shall be considered settled on the basis of the Employer's last disposition.

Section 6.4. Selection of Arbitrator. If a grievance is to be submitted to arbitration, the arbitrator shall be selected from a panel of seven (7) arbitrators submitted by the Federal Mediation and Conciliation Service by each party alternately striking the name of an arbitrator from the panel. The Union shall strike the first name from the list of arbitrators. After six arbitrators have been struck, the remaining individual shall serve as the arbitrator. Should the parties mutually determine that any panel of arbitrators is unsatisfactory, the panel may be rejected and another panel requested. The fees and expenses of the arbitrator and all hearing location costs shall be shared equally by the Union and the Employer. Each party shall pay the fees, expenses, wages, and any other compensation of its own representatives and legal counsel.

Section 6.5. Arbitrator's Powers and Jurisdiction. The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. The arbitrator shall at all times be governed wholly by the terms of this Agreement and shall have no power or authority to amend, alter or modify this Agreement either directly or indirectly, to rule on the discipline, layoff, recall or termination of any probationary employee, or to rule upon a specific grievance considered settled. If the issue of arbitrability is raised, the arbitrator shall not determine the merits of any grievance unless arbitrability has been affirmatively decided, and the Employer may request a bifurcated hearing in any proceeding in which the arbitrability of the grievance is at issue. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation.

Section 6.6. Arbitrator's Decision. The arbitrator's decision shall be final and binding upon the Union, the Employer and employees in the bargaining unit; provided, however, that each party may have its legal remedies if the arbitrator exceeds the jurisdiction provided in this Agreement.

Section 6.7. Grievance Form. The grievance form shall be prepared by the Union in a form which coincides with the grievance procedure established in this Agreement.

Section 6.8. Time Limits. The time limits established in the grievance procedure shall be followed by the parties hereto. If the time procedure is not followed by the Union or the employees represented by the Union, the grievance shall be considered settled on the basis of the Employer's last disposition. Grievances which are considered settled shall not be arbitrable and no arbitrator shall have the power to issue any award or fashion any remedy concerning such grievances. If the time procedure is not followed by the Employer, the grievance shall automatically advance to the next step, excluding arbitration. The time limits established in the grievance procedure may only be extended by mutual written agreement and the period of extension must be specified in the agreement.

Section 6.9. Time Computation. A working day under the time procedures established in the grievance procedure shall mean calendar days excluding Saturdays, Sundays and other days that school is not in session; provided, however, that weekdays during scheduled summer vacation periods shall be considered to be working days.

Section 6.10. Pay for Processing Grievances. Stewards and employees necessary for the resolution of grievances shall be paid at their regular straight time rate of pay for all reasonable time lost from their regularly scheduled hours required to process grievances or participate in grievance meetings or arbitrations. It is understood that this provision should not be subject to abuse by the employee.

Section 6.11. Discharge or Suspension of Grievances. All grievances concerning discharge or suspension shall be initiated at Step 3 of the grievance procedure. A written grievance signed by the discharged or suspended employee shall be filed within three (3) working days of the employee's discharge or suspension in order to invoke the grievance procedure in such situations.

Section 6.12. General Application Grievances. All grievances of a general nature that affect more than one employee shall be initiated by filing a written grievance within fifteen (15) working days from the time of the occurrence of the events giving rise to the complaint or within fifteen (15) working days from the time the Union first knew or could have known of the facts giving rise to the complaint. The grievance shall be signed by the Chapter Chairperson and shall indicate the section or sections of this Agreement in dispute and shall set forth the facts giving rise to the complaint.

Section 6.13. Arbitration After Termination of Agreement. Notwithstanding any other provision of this Agreement, the Employer shall have no obligation to arbitrate any grievance after the expiration of this Agreement; provided, however, that the Employer shall continue to be obligated to arbitrate grievances arising

during the term of this Agreement which were timely filed prior to the expiration of this Agreement.

## SENIORITY

Section 7.0. Definition of Seniority. Seniority shall be defined as the length of an employee's continuous service with the Employer as a member of the bargaining unit since the employee's last date of hire. An employee's "last date of hire" shall be the date upon which the employee commenced work with the Employer. Classification seniority shall be defined as the length of an employee's continuous service within a job classification covered by this Agreement. Seniority and classification seniority shall commence only after the employee completes the probationary period hereinafter provided and shall be retroactive to the last date of hire. Employees who commence work on the same date shall be placed on the seniority list in order of preference determined by drawing of lots. This drawing of lots shall be conducted by the Superintendent, in the presence of the Union and the individuals concerned.

Section 7.1. Probationary Period. All new employees shall be considered to be on probation and shall have no seniority or classification seniority for the first ninety (90) days of actual work following their first day of work for the Employer, after which time the employee's seniority and classification seniority shall be retroactive to their last date of hire. If the Employer wishes to extend the probationary period in the case of any employee whose performance has not been entirely satisfactory to the Employer, the Employer may extend the probationary period for a period not to exceed an additional thirty (30) days of actual work with the prior written approval of the Union. Employees who have not completed their probationary period may be disciplined, laid off, recalled, terminated or discharged at the Employer's discretion without regard to the provisions of this Agreement and without recourse to the Grievance Procedure. The Union shall represent probationary employees for the purposes of collective bargaining as to all other conditions of employment set forth in this Agreement. There shall be no seniority or classification seniority among probationary employees.

Section 7.2. Seniority Lists. The seniority list on the date of the Agreement will show the names, job titles and employee status of all employees of the unit entitled to seniority. The employer will keep the seniority list up-to-date at all times and will provide the Chapter Chairperson with up-to-date copies upon request.

Section 7.3. Loss of Seniority. An employee shall lose his seniority for the following reasons only:

- (a) He quits.



(b) He is discharged and the discharge is not reversed through the procedure set forth in this Agreement.

(c) He is absent for three (3) consecutive working days without notifying the Employer. In proper cases, exceptions shall be made. After such absence, the Employer will send written notification to the employee at his last-known address that he has lost his seniority, and his employment has been terminated. If the disposition made of any such case is not satisfactory, the matter may be referred to the grievance procedure.

(d) If he does not return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made.

(e) Return from sick leave and leaves of absence will be treated the same as (c) above.

Section 7.4. Seniority While on Leave of Absence. Employees shall accrue seniority for one year while on any leave of absence granted by the provisions of this Agreement.

Section 7.5. Transfer to Non-Bargaining Unit Position. An employee who is transferred to a position within the District not covered by this Agreement shall retain all accrued seniority, but shall not accumulate any further seniority during the time the employee holds the non-bargaining unit position. An employee who returns to the bargaining unit after having been transferred to a position not covered by this Agreement may be placed in any job classification with a current vacancy or within the first ninety (90) calendar days after the initial transfer may displace another employee with less seniority in a job classification to which the returned employee has the necessary qualifications, skill, ability and experience to perform. In the event that the Employer returns an employee to the bargaining unit, the employee's frozen seniority shall recommence as of the date the employee returns to the bargaining unit. The employee's former classification seniority shall not be restored unless the employee returns within the first ninety (90) days of the transfer.

#### LAYOFF AND RECALL

Section 8.0. Layoff. A layoff shall be a reduction in the work force.

Section 8.1. Layoff Procedure. When it is determined by the Employer that the work force is to be reduced, the Employer shall lay off employees in the following order:

(a) The first employee or employees to be laid off shall be volunteers (if any) in the particular job classifications affected by the layoff.

(b) The next employee or employees to be laid off shall be probationary employees (if any) in the particular job classification affected by the layoff.

(c) The next employee or employees to be laid off shall be regular part-time employees (if any) in the particular job classification affected by the layoff in reverse order of classification seniority.

(d) Further layoffs from the affected classification shall be accomplished by inverse order of classification seniority.

Employees to be laid off an indefinite period of time will have at least seven (7) calendar days notice of layoff. The local union secretary shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees. In unforeseen emergency situations, beyond the control of the Board of Education, the Union agrees to waive the seven (7) calendar days notice of layoff.

Section 8.2. Displacement Rights After Layoff. Employees with seniority who are laid off shall be entitled to displace an employee in another equally paid or lower paid job classification under the following conditions:

(a) The laid off employee has greater seniority than the employee to be displaced; provided, however that a school year employee cannot displace a full-time employee.

(b) The laid off employee presently has the necessary qualifications, skill, and ability to perform the work in the other job classification.

(c) The laid off employee elects to exercise their displacement rights within five (5) working days of notification of their layoff; provided, however that an employee who does not possess a required license or certificate shall be allowed a period of thirty (30) days to secure that license or certificate. In the event that it is not reasonably possible to secure the license or certification in the thirty (30) day period, the Employer and the Union shall meet to discuss whether it is appropriate to grant an extension of this period.

An employee displaced under this section shall be laid off unless that employee is also entitled to exercise displacement rights under this section. An employee exercising displacement rights under this section retains the right of recall to their former

classification. An employee who receives a new job under this section will be required to serve a new job probationary period under Section 9.1, but has no right to return to their former classification if disqualified.

Section 8.3. Reduction in Work Hours. The Employer will endeavor to implement any reduction in the hours to be worked by a particular classification through the layoff of employees, but reserves the right to implement the reduction in hours by a reduction in the normal workday or workweek. If the District finds it necessary to reduce the work hours of an employee, the Board will consult with the Union to explore alternative courses and/or explain to the Union why a reduction is necessary. If the Board reduces a position, the employee holding that position has the right to displace the least senior employee with the same number of hours or the greatest portion thereof in order to maintain their original hours. In the event no position exists in the classification whereby the employee can maintain their work hours, the employee may either accept the reduced hours or take a voluntary layoff.

Section 8.4. Recall. When it is determined by the Employer to increase the work force after a layoff or to fill a vacancy, employees with seniority previously laid off from that classification will be recalled in order of seniority, provided that the recalled employee presently has the necessary qualifications, skill and ability to perform the required work. An employee eligible for recall who does not possess a required license or certificate shall be allowed a period of thirty (30) days to secure that license or certificate. In the event that it is not reasonably possible to secure the license or certification in the thirty (30) day period, the Employer and the Union shall meet to discuss whether it is appropriate to grant an extension of this period. The recall procedure shall be utilized prior to posting a vacancy for bid by individuals working in other classifications. The Employer may fill the position on a temporary basis without regard to seniority pending completion of the recall procedure, but will endeavor to allow employees to request temporary assignment by seniority to the vacant position if it is anticipated to last more than one (1) week. An employee recalled to a classification different from the classification they were assigned at the time of their layoff retains the right of recall to their former classification.

Section 8.5. Recall Procedure. When employees are to be recalled from layoff, the following procedures shall be followed:

- (a) The Employer may attempt to telephone the employee first in an effort to give the employee notification of recall. If the employee could not be contacted by telephone, or if the Employer determines not to use telephone contact, the Employer shall attempt to give the

employee notification of recall together with the required return to work date by certified mail, sent to the employee's last known address.

(b) Employees have the obligation to advise the Employer of their intent to accept or decline the recall to work within seventy-two (72) hours of notification of recall by telephone or delivery of notice of recall by certified mail. Employees who decline recall to a position offering the same number or greater hours than their previous position shall be considered to have voluntarily quit. Employees who decline recall to a position offering less hours than their previous position shall retain all recall rights. Employees who fail to respond within the seventy-two (72) hour period shall be considered to have voluntarily quit, unless the employee's failure to respond by the required date is for a satisfactory reason.

(c) Recalled employees are required to report for work on the required return to work date or within five (5) working days following notification of recall, whichever is later. Employees who fail to report for work by the required date shall be considered to have voluntarily quit, unless the employee's failure to report on the required date is for a satisfactory reason.

Section 8.6. Layoff of Chapter Chairperson. The Union's Chapter Chairperson shall be subject to the layoff provisions of this Agreement in accordance with their actual seniority and classification seniority; provided, however, that to assist in the administration of this Agreement, the Chapter Chairperson shall be deemed to have sufficient seniority to allow retention of a job within a classification covered by this Agreement, though not necessarily a job in his present classification. In order to be eligible for this special seniority, the Chapter Chairperson must first exercise displacement rights in accordance with their actual seniority, since such special seniority may only be used in instances where the Chapter Chairperson lacks sufficient actual seniority to continue in a job classification covered by this Agreement.

#### PROMOTIONS, JOB POSTINGS AND BIDDING PROCEDURE

Section 9.0. Permanent Vacancies. All vacancies or newly-created positions within the bargaining unit shall be posted within seven (7) working days of the date the vacancy occurs. All vacancies or newly-created positions within the bargaining unit shall be filled on the basis of seniority and qualifications. When a vacancy occurs, employees within the job division in which the vacancy exists may apply for it. If it is not filled from within the division, then other employees on an employer-wide basis can apply

for the vacancy. All vacancies shall be posted for a period of seven (7) working days setting forth the minimum requirements for the position in a conspicuous place on bulletin boards in each building. Employees interested shall apply in writing, in triplicate, when applying for a job within the seven (7) working days posting period. The senior employee applying for the position who meets the minimum requirements shall be granted the position. The name of the employee awarded the job shall be posted within seventy-two (72) hours. In the event the senior applicant is denied the promotion, reasons for denial shall be given in writing to such employee's Chief Steward; in the event the senior applicant disagrees with the reasons for denial it shall be a proper subject for the grievance procedure.

Section 9.1. New Job Probationary Period. Employees who receive an award of a job under the permanent job transfer provisions of this Agreement shall be required to serve a new job probationary period of sixty (60) working days in the new position to prove that they have the skill and ability to perform all the requirements of the position. If the employee fails to meet all the requirements of the position to the satisfaction of the Employer, the employee will be transferred back to the employee's prior classification; provided, however, that the Employer reserves the right to disqualify an employee and return the employee to the employee's prior classification at any time during the new job probationary period. An employee will also be returned to his former classification during this period upon the employee's request.

Section 9.2. Summer Work Opportunities. The District has need from time to time to hire individuals to perform temporary work assignments during the summer months. These temporary work assignments are paid at a rate determined by the District and normally do not include any entitlement to fringe benefit payment. In the event that such extra work assignments are available, the District agrees to notify the Union of the positions, and to offer these temporary work assignments to bargaining unit personnel by seniority prior to hiring outside personnel to perform the work.

Section 9.3. Temporary Transfers. The Employer reserves the right to temporarily transfer employees between classifications in order to meet its operational needs, but shall endeavor to keep transfers to a minimum and for a minimum period of time. In the event that there are no volunteers, the Employer shall assign the least senior employee who is qualified for the temporary transfer, but reserves the right to temporarily assign a more senior employee in instances where it is necessary for the least senior employee to remain at their assigned work. An employee temporarily transferred for a period of more than one (1) day shall receive the minimum rate of pay for the classification to which they are transferred or the rate of pay for the classification to which they are regularly assigned, whichever is higher.

Section 9.4. Custodial Job Assignments. At the beginning of each school year, the employer will advise custodial employees of the job assignments for that school year. After receipt of this information, employees may submit requests for particular assignments. The Employer will endeavor to make the job assignments for that year in order of classification seniority. In the event that an employee is anticipated to be absent for a period of more than one full week due to vacation or leaves of absence, the Employer agrees to allow custodial employees to be reassigned to that temporarily vacant position in order of classification seniority, and to assign the substitute employee to the remaining position.

#### LEAVES OF ABSENCE

Section 10.0. Purpose of Leaves. It is understood by the parties that leaves of absence are to be used for the purpose intended, and employees shall make their intent known when applying for such leaves. An employee's leave of absence shall end if they secure other employment.

Section 10.1. Paid Sick Leave. Employees covered by this Agreement shall earn and be granted sick leave of absence with pay under the following conditions and qualifications.

(a) Paid sick leave will be earned by calendar year employees at the rate of 104 hours (13 days) per year. Calendar year employees regularly scheduled to work less than forty (40) hours per week shall receive a pro-rated sick leave accrual based upon the ratio of their regularly scheduled hours to forty (40) times thirteen days. Paid sick leave will be earned by school year employees at the rate of 80 hours (10 days) per year. School year employees regularly scheduled to work less than forty (40) hours per week shall receive a pro-rated sick leave accrual based upon the ratio of their regularly scheduled hours to forty (40) times ten days. For purposes of this section, a "day" equals the number of hours in an employee's regular schedule for that year. Paid sick leave will be credited to the use of employees on the first day of work each school year for employees who report for work on that date, and on the first day of actual work for employees who are unable to report for work on the first day of school or for new employees who commence work after the first day of school.

(b) Employees may utilize accrued paid sick leave when they are unable to work due to illness, injury, or other disability. Disability associated with pregnancy, miscarriage, abortion or childbirth shall be treated as any other disability. Employees may also use accrued paid sick leave for the following purposes:

1. Personal physical or mental examination and dental appointments scheduled with a physician when it is not possible to schedule these appointments or laboratory tests outside of the school day or outside the workweek. An employee has an obligation to schedule these appointments outside of the workday whenever it is possible to do so.

2. When a serious illness emergency exists in the employee's immediate family (spouse or children) an employee is excused the number of days necessary to handle the emergency.

3. When a physician prescribes a physical or mental examination or there is need for an emergency dental appointment or lab tests for the employee's spouse or children that can be scheduled only during the workday and the nature of the emergency requires the need for the employee to accompany their spouse or child during the duration of the appointment. An employee has an obligation to schedule these appointments outside of the workday whenever it is possible to do so.

4. In situations of serious illness involving a father, mother, sister, brother, grandparents or grandchildren of the employee or his spouse, the number of days necessary to handle the emergency is granted. It is assumed that the employee will resume work as early as the emergency situation can be remedied with the cooperation and aid of other family members, or in long term illness, with assistance from an outside agency.

In instances where the reason for the use of the paid sick leave is because of a serious health condition that makes the employee unable to perform the functions of their job or to care for the employee's spouse, son, daughter, or parent with a serious health condition, the absence will also be considered to be a family and medical leave. For purposes of this section, parents and children include step-parents and step-children.

(c) An employee shall notify the Employer of the need to utilize paid sick leave as far in advance as possible. If the Employer has reason to believe that an employee is abusing paid sick leave or is on sick leave for more than five (5) consecutive sick leave days, the Employer may require as a condition of the paid sick leave a physician's certificate setting forth the reasons for the sick leave. Falsely setting forth the reasons for the absence may subject the employee to discipline.

(d) Unused paid sick leave days may accumulate up to a maximum of one thousand four hundred forty (1440) hours. Employees whose employment status with the Employer ends shall not be paid for accrued but unused sick leave benefits; provided, however, that upon retirement employees with at least twelve (12) years of service shall be paid the sum of \$15.00 per eight hours of unused sick leave to a maximum of eight hundred (800) hours.

(e) The Board shall furnish each member with a written statement at the beginning of each school year setting forth the total sick leave credit.

Section 10.2. Family and Medical Leave. Employees who have been employed for a least 12 months and have been employed for at least 1,250 hours of service during the immediately preceding 12 month period are eligible for leaves of absence for any one, or more, of the following reasons:

(a) The birth of a son or daughter, and to care for the newborn child;

(b) The placement with the employee of a son or daughter for adoption or foster care;

(c) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and

(d) Because of a serious health condition that makes the employee unable to perform the functions of his or her job.

An eligible employee is entitled to a total of 12 workweeks of leave during a school year defined as the period from July 1 through June 30.

Employees desiring leaves of absence under this section shall provide written notice to the Employer setting forth the reasons for the requested leave, the anticipated start date of the leave, and its anticipated duration. A request for leave to care for the employee's spouse, son, daughter, or parent with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, must be supported by a certification issued by the health care provider of the employee or the employee's ill family member. If the Employer has reason to doubt the validity of a medical certification, it may require the employee to obtain a second opinion at the Employer's expense from a health care provider of its choice. If the opinions of the employee's and the Employer's designated health care providers differ, the Employer may require the employee at the Employer's expense to obtain certification from a third health care provider designated or



approved jointly by the Employer and the employee. The Employer may request recertification at any reasonable interval.

Employees on leaves of absence under this section shall be paid in accordance with the following:

(a) In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:

1. Paid sick leave
2. Paid vacation

(b) In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:

1. Paid sick leave
2. Paid vacation

As a condition of the leave, employees must utilize available paid leave in the order set forth above and cannot elect to have unpaid leave in order to retain paid leave for use at other times. Upon the exhaustion of accrued paid leave days, the remainder of the leave shall be without pay. While on leave, an employee's coverage under any group health plan shall be continued on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.

Employees whose leave was occasioned by a serious health condition that made the employee unable to perform their job are required to obtain and present certification from the health care provider that they are fit for duty and able to return to their work. This certification must be provided at the time the employee seeks reinstatement at the end of the leave, and the Employer may deny restoration until satisfactory certification is provided.

The provisions of this section are supplemented by the District's Family and Medical Leave policy, and are further explained by the Family and Medical Leave Act of 1993 (FMLA) and the regulations promulgated under that act.

Section 10.3. Disability Leave. After completion of the twelve (12) week family and medical leave requested because of a serious health condition that made the employee unable to perform the functions of their job, a supplemental disability leave of absence will be granted to employees who are unable to continue to work for the Employer because of a non-work related injury, illness,

pregnancy or other disability, subject to the right of the Employer to require a physician's certificate establishing to the satisfaction of the Employer that the employee is incapacitated from the safe performance of work due to illness, injury, or other disability. A disability leave shall be with pay and benefits until such time as the employee has exhausted all accrued paid sick leave benefits and thereafter shall be without pay or benefits. This disability leave will continue for the period of the employee's disability or the end of the school year, whichever is earlier. At the completion of this initial school year, the Employer may grant an extension of the leave for up to an additional twelve (12) months if the employee can present evidence from their treating physician that there is a substantial likelihood that the employee will be able to return to work during the period of extended leave. An employee whose leave ends prior to their being able to return to work will be considered to be on layoff with rights to return in accordance with the recall procedure. The Employer may request at any time, as a condition of continuance of a disability leave of absence, proof of a continuing disability. In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the job, the Employer may require a medical examination by a physician chosen by the Employer at the Employer's expense and, if appropriate, require the employee to take a leave of absence under this section. In the event that the physician selected by the Employer is considered by the Union to be inappropriate for the particular employee, the parties shall meet to select an alternative physician. Employees who are anticipating a leave of absence under this section may be required to present a physician's certificate recommending that the employee continue at work and in all cases the employee's attendance and job responsibilities must be satisfactorily maintained. Employees are required to notify the Employer of any condition which will require a leave of absence under this section together with the anticipated date for commencement of such leave. This notice shall be given to the Employer by the employee as far in advance as possible. All employees returning to work from a disability leave of absence must present a satisfactory physician's certificate indicating the employee is medically able to return to work.

Section 10.4. Workers' Compensation Leave. After completion of the twelve (12) week family and medical leave requested because of a serious health condition that made the employee unable to perform the functions of their job, a supplemental worker's compensation leave of absence for the remainder of the school year will be granted to employees who are unable to continue to work for the Employer because of a work related injury or disease for which the employee is entitled to receive benefits under the Worker's Compensation laws of the State of Michigan and is receiving payments from the Employer, subject to the Employer's right to require medical proof. At the completion of the initial period of the leave, the Employer may grant an extension of the leave for up

to an additional twelve (12) months if the employee can present evidence from their treating physician that there is a substantial likelihood that the employee will be able to return to work during the period of extended leave. An employee whose leave ends prior to their being able to return to work will be considered to be on layoff with rights to return in accordance with the recall procedure. The Employer may require at any time, as a condition of continuance of a worker's compensation leave of absence, proof of a continuing inability to perform work for the Employer.

Employees who incur a work-related injury or disease for which they are receiving worker's compensation benefits may utilize accrued paid sick leave days, charged to the employee's sick leave account on a pro rata basis, to maintain the difference between the employee's net take-home pay based upon their regular salary and the worker's compensation benefits received. It is agreed between the parties that this use of paid sick leave is not a wage continuation program as that term is utilized in the Worker's Compensation Act. In the event that this use is claimed to be a wage continuation program by the Board's worker's compensation carrier, the parties agree to renegotiate this subsection. As a condition of receipt of such supplemental payments, the employee agrees to reimburse the Employer for any duplicate amounts received in instances where paid sick leave is utilized and worker's compensation later provides payment for the same days.

Section 10.5. Unpaid Personal Leave of Absence. The Employer may in its discretion grant an employee an unpaid personal leave of absence. Requests for an unpaid personal leave of absence for purposes not covered by family and medical leave shall be submitted in writing to the employee's immediate supervisor at least five (5) working days in advance of the date of the requested leave of absence. All requests shall state the reason for the leave and must be signed by the employee. With the exception of leaves of absence to allow the employee to serve in any elected or appointed position, public or union, for child care purposes, or to allow for educational purposes, unpaid personal leaves of absence will not normally be granted for periods in excess of thirty (30) calendar days. Leaves of absence under this section will not normally be granted beyond the end of the school year during which the leave commenced, but the Board in its discretion may grant extensions of a leave for periods of up to one year. The commencement date and return date shall be specified in the grant of the leave of absence. All such leaves shall be without salary or benefits.

Section 10.6. Funeral Leave. An employee shall be granted up to three (3) consecutive days leave to attend the funeral when death occurs in the employee's immediate family. "Immediate family" shall mean the children, sister, brother, mother, father, grandparents, grandchildren of the employee or the employee's spouse, the employee's spouse or other person residing in the employee's household at the time of death. An employee shall

notify their immediate supervisor of the length of the funeral leave, up to three (3) days, and the actual dates of the leave. Employees who lose work from their regularly scheduled hours shall receive pay at their straight time regular rate of pay for up to eight (8) hours per day.

Section 10.7. Jury Duty Leave. Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as juror when the employee otherwise would have worked, the employee shall receive the employee's straight time regular rate of pay for the number of hours that the employer would have been scheduled to work but for the jury duty leave, and the amount the employee received from the court shall be turned over to the Superintendent's Office. In order to be eligible to receive jury duty pay from the Employer, an employee must:

- (a) Give the Employer reasonable advanced notice of the time that the employee is required to report for jury duty;
- (b) Give satisfactory evidence that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay;
- (c) Return to work promptly after being excused from jury duty service; provided, however, that employees working second shift may be excused from some or all of their scheduled shift at the discretion of the Superintendent.

Section 10.8. Military Training or Emergency Duty Leave. Employees required to perform active duty for training or to perform emergency duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence without pay or benefits for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's Commanding Officer. The provisions of this section do not apply to an employee's initial period of active duty for training.

Section 10.9. Educational Leave of Absence for Veterans. Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed a period equal to their seniority in order to attend school full time under applicable federal laws in effect on the date of this Agreement.

Section 10.10. Paid Personal Leave. There may be personal conditions or circumstances which may require absenteeism for other reasons than heretofore mentioned. Such leave, amounting to a maximum of two (2) days per work year, deductible from paid sick

leave, may be used as in the following instances when substitute employees are available to replace the absentee.

(a) This leave shall be used only in situations of urgency for the purpose of conducting personal business which is impossible to transact on the weekend, after work hours, or during vacation periods.

(b) Such leave shall not be used for the purpose of seeking other employment, rendering services, or working with or without remuneration for themselves or anyone else, or religious purposes, for hunting, fishing or other recreational activities.

(c) Employees desiring to use such leave shall submit their request on the application for at least one working day in advance of the anticipated absence except in cases of emergency. The form must be filed with the Superintendent of Schools.

(d) Other uses for which the two (2) days special leave of absence may be used during the work year include:

1. Funerals of relatives who are not members of the employee's immediate family and for close personal friends.

2. Attendance at graduation and marriage ceremonies of the employee's children or the marriage ceremony of the brothers and sisters of the employee or their spouse, or the employee's own marriage.

Section 10.11. Return to Work After Leave of Absence. Employees returning from leaves of absence will be reinstated as soon as possible to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, unless the employee is no longer qualified for the position because of their physical or mental condition or the failure to maintain a necessary license or certification. An employee who does not possess a required license or certificate shall be allowed a period of thirty (30) days to secure that license or certificate. In the event that it is not reasonably possible to secure the license or certification in the thirty (30) day period, the Employer and the Union shall meet to discuss whether it is appropriate to grant an extension of this period. In the event that the employee returning from a leave of absence does not qualify nor has the skills and ability to perform the work in an effective and efficient manner, they will be considered to be on layoff with rights to return in accordance with the recall procedure.

## HOURS OF WORK

Section 11.0. Workweek. The workweek for all classified employees begins on Mondays and extends through Sunday. This is the seven day week of employment for record keeping procedures in the Forest Park School District.

Section 11.1. Pay Days. When pay days fall on a holiday, the day previous to the holiday will be payday.

Section 11.2. Working Hours. Employees are either full or part-time personnel depending upon their job assignment and the needs of the School District. The number of hours of a work shift varies with the maximum being eight (8) hours a day.

Most employees are scheduled to work during the school calendar year which extends for approximately nine (9) months. Any nine (9) month employee working during summer vacation shall receive all benefits during that period of time they are working. A small number are scheduled for the full work year of twelve (12) months.

At the beginning of the work year each employee receives a calendar of the workdays and non-workdays and a daily shift schedule. Employees are expected to be found at their work stations during their work shift hours. They will not leave the job without reporting to their supervisor.

When changes occur in the financial situation, enrollments, bus routes, school programs and other factors affecting the work schedule of employees by shortening or lengthening the duty day or duty year, the Union will be notified in writing as well as the employee.

Section 11.3. Lunch Periods. Eight hour a day custodial-maintenance employees scheduled to work on the evening shift are permitted a thirty (30) minute duty free lunch period as a shift premium.

Section 11.4. Break Periods. Employees working a continuous shift of four (4) hours or more have a fifteen (15) minute rest period once during the shift.

Section 11.5. School Hour Modification. On days when an emergency such as hazardous road conditions on bus routes results in a decision to cancel classes, employees will be notified by telephone and WIKB Radio. In the event that the Employer determines to cancel or modify the normal hours of school due to inclement weather or other circumstances, the following payment and reporting provisions shall apply:

- (a) School canceled prior to the normal reporting time on days that do not need to be made up to receive full state aid.

Secretaries and day shift custodial employees are to report to work at their normal reporting time, but afternoon shift custodial employees are to report for work at noon. Other employees need not normally report, but the Employer also reserves the right to require individuals to report to work to perform necessary functions. All employees will be paid for their regularly scheduled hours on that day or for their hours actually worked, whichever is greater.

(b) School canceled prior to the normal reporting time on days that need to be made up to receive full state aid. Secretaries and day shift custodial employees are to report to work at their normal reporting time, but afternoon shift custodial employees are to report for work at noon. Other employees need not normally report, but the Employer reserves the right to require individuals to report to work to perform necessary functions. Employees required to report for work will be paid for all hours actually worked on that day. Employees not required to report for work shall not be paid for hours lost on days that must be rescheduled in order to avoid a loss of state aid.

(c) School dismissal after the employee's regular reporting time but prior to normal end of school. On days that do not need to be rescheduled in order to avoid a loss of state aid, day shift employees will be released from work as soon as practicable and will be paid for their regularly scheduled hours on that day or for their hours actually worked, whichever is greater. Afternoon shift custodial employees will report at their normal reporting time, will be released from work as soon as practicable and will be paid for their regularly scheduled hours on that day or for their hours actually worked, whichever is greater.

(d) School delayed prior to normal reporting time. Employees other than drivers will endeavor to report for work at their normal starting time. Drivers will delay their report for work for a time corresponding to the period of the delay in the start of school.

Employees required to work on days when school is canceled who are unable to report may use accrued paid sick days to receive payment for the hours set forth above.

Section 11.6. Equalization of Hours. Overtime hours shall be divided as equally as possible among employees in the same classifications in their building. An up-to-date list showing overtime hours will be kept current by supervisors and the School District accountant and available for employee perusal and shall be posted on the bulletin boards. Whenever overtime is required, the person with the least number of overtime hours in that

classification within their building 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 that call out period (two (2) hour minimum).

Regular bus drivers will be given twenty-four (24) hours of notice of any special trips or they will not be charged as provided in this section.

All out-of-town trips to be made by regular bus driver unless such trip or any part would be at the rate of time and one-half.

Should the above method prove to be unsatisfactory, the parties agree to meet thirty (30) days from the effective date of this Agreement and work out a solution.

Overtime hours will be computed from July 1 through June 30 each year. Excess overtime hours will be carried over each year and is subject to review at the end of each period.

#### **WAGES AND PREMIUM PAY**

Section 12.0. Wages. During the term of this Agreement, wages shall be as set forth in Appendix A attached hereto and made a part hereof. The straight time regular rate of pay for employees shall be the hourly rate set forth in Appendix A. Employees shall begin at the "start" rate and shall progress from step to step in the wage classification upon completion of the specified period of time in that classification. Employees who transfer to a different classification shall be placed at the same step that they were on in their prior classification.

Section 12.1. Job Classifications. The Employer maintains job descriptions for all job classifications covered by this Agreement. These job descriptions contain a summary of duties to be performed and the qualifications for the position. If the Employer establishes a new classification covered by this Agreement, the Union shall be provided prior to the implementation of the classification with the title of the new classification, a description of the job to be performed and the proposed wage rate. If the Union believes the proposed wage rate is inappropriate or if the Union believes that a substantial change in the duties of an existing classification has occurred, the Union shall, within thirty (30) calendar days after notification of the proposed wage rate or after the institution of the changed duties, advise the Employer in writing of its intention to request bargaining over this wage rate or its claim that a new classification has been created. In the event that the Union does not request bargaining within the thirty (30) calendar day limit, the proposed wage rate



shall be considered to be the agreed upon wage rate for that classification or the changed duties shall be considered not to have created a new classification.

Section 12.2. Overtime Pay. In any workweek of Monday through Sunday in which an employee works beyond forty (40) hours he will be compensated at time and one-half for all hours beyond forty (40). When an employee works in a single workweek at two (2) different types of work for which different rates of pay have been established, his overtime, if any, is computed on the wage rate for the work done in the overtime period.

Example: An employee has a combination job of bus driver and custodian. Each job has a separate rate of pay for the daily hours worked. This employee has a regular forty (40) hour workweek. During the week he is called upon to drive a bus beyond his regular workweek hours. The time and one-half for that time beyond his regular forty (40) hour week will be computed at the bus driver wages and not the custodial wages.

Each paycheck shall include a statement of all extra hours the employee worked, if any. Paid holidays shall be considered as time worked for the purpose of determining time and one-half.

Section 12.3. Call-Back Pay. An employee called back for emergencies beyond his regular work shift, and after he has left the premises, will be provided a minimum of one hour work credit at time and one-half pay.

Section 12.4. Computation of Benefits. All hours paid to an employee shall be considered as hours worked for the purpose of computing any of the benefits under this Agreement, with the exception that hours not actually worked (sick leave, vacation with pay hours, etc.), will not be considered as hours worked when time and one half overtime is calculated.

Section 12.5. Longevity Pay. Employees are eligible for longevity pay in accordance with the following:

After five (5) years of service - .05 to top step rate  
After ten (10) years of service - .10 to top step rate  
Fifteen (15) years of service and over - .20 to top step rate

#### HOLIDAYS

Section 13.0. Recognized Holidays. Paid holidays for employees scheduled to work twelve (12) months of the year include July 4, Labor Day, Thanksgiving Day and the Friday following Thanksgiving Day, Christmas Day, New Year's Day, Good Friday and Memorial Day. The day before Christmas shall also be a holiday when it falls on Monday, Tuesday, Wednesday, or Thursday.

Paid holidays for school year employees are Labor Day, Thanksgiving Day and the Friday following Thanksgiving Day, Christmas Day, New Year's Day, Good Friday and Memorial Day. School year employees working over Christmas vacation shall receive extra holiday pay.

Section 13.1. Holiday Celebration. When any of the above holidays falls on Saturday; Friday shall be considered as the holiday. Should a holiday fall on Sunday, Monday shall be considered as the holiday.

Section 13.2. Holiday Eligibility. In order to be eligible for holiday pay, an employee must satisfy all of the following conditions and qualifications:

(a) The employee must work on their last scheduled workday before the holiday and on their first scheduled workday after the holiday, or be on approved paid leave on those days.

(b) The employee must be on the active payroll as of the date of the holiday. For purposes of this section a person is not on the active payroll of the Employer during unpaid leaves of absences, layoffs, when receiving worker's compensation or on a disciplinary suspension without pay.

Section 13.3. Holiday Pay. Eligible employees shall receive holiday pay for each recognized holiday in an amount equal to the number of hours worked per day in their regular schedule. All holiday pay shall be at the employee's straight time regular rate of pay. Eligible employees required to work on a recognized holiday shall receive holiday pay in addition to pay at time and one half (1 1/2) their straight time regular rate of pay for all work performed on the holiday.

#### VACATIONS

Section 14.0. Vacation Leave. All full-time employees shall be granted vacation leave with pay based upon their length of continuous service with the Employer in accordance with the following schedule:

<u>Years of Continuous Service</u>	<u>Time Off</u>
At least one (1) year but less than three (3) years	5 Days
At least three (3) years but less than eight (8) years	10 Days
At least eight (8) years but less than fourteen (14) years	15 Days

At least fourteen (14) years but less than twenty (20) years 20 Days

At least twenty (20) years 25 Days

Vacation leave is credited to eligible employees on their anniversary date of each year.

Section 14.1. Pay in Lieu of Vacation. School year employees are not eligible for vacations with pay in recognition that they have sufficient vacation time during summer recess and scheduled vacation periods. In lieu of vacation, these employees will receive vacation pay at the end of the school year under the schedule of vacation leave for 12 month employees.

Section 14.2. Vacation Eligibility. In order to be eligible for full vacation leave benefits on their anniversary date, an employee must have worked a total of at least two thousand eighty (2080) hours during the preceding twelve (12) months. Employees who fail to work the required number of hours shall be entitled to prorated vacation leave based upon the ratio of the hours they actually worked to two thousand eighty (2080), rounded to the nearest full day. For purposes of this section, hours worked shall include paid leave and all hours actually worked.

Section 14.3. Anniversary Date. An employee's anniversary date is the most recent date upon which the employee commenced work for the Employer, and the same date thereafter in succeeding years.

Section 14.4. Vacation Scheduling. Full-time employees may schedule time off for their vacation during the twelve (12) months following its crediting upon proper notice as determined by the Employer, provided that, in the opinion of the Employer, such time off does not unreasonably interfere with the fundamental operation of the Employer. Vacation requests should normally be submitted in writing by the employee thirty (30) days in advance of the period requested. In the event that more than one (1) employee within a particular classification desires to take vacation during the same period, approval of the vacation requests shall be guided by the seniority of the employees concerned. Employees are required to take their vacation leave during the twelve (12) months following its crediting and all vacation leave not used during that period shall be forfeited; provided, however, that up to five (5) days vacation may be carried over to the next year if the employee was unable to schedule all of their vacation due to the Employer's schedule.

Section 14.5. Vacation Pay. Employees will be paid their current rate based on their regular scheduled day while on vacation and will receive credit for any benefits provided for in this Agreement. A vacation may not be waived by an employee and extra

pay received for work during that period. If an employee becomes ill while on vacation leave, sick leave time is not used during the vacation period. It resumes following the vacation period providing there is no termination of employment with the close of the vacation period.

Section 14.6. Benefits on Termination. Employees who leave the employ of the Employer for reasons other than discharge for just cause may receive pay for accrued but unused vacation leave in any of the following circumstances:

(a) If an employee retires in accordance with the retirement plan currently in effect.

(b) If an employee resigns from employment and a minimum of two weeks advance notice is given to the Employer.

(c) If an employee is laid off and requests payment of vacation pay, provided, however, that such vacation pay shall be designated to the period of the layoff.

Section 14.7. Vacations for School Year Employees. School year employees are not eligible for vacations with pay in recognition that they have sufficient vacation time during summer recess and scheduled vacation periods.

#### INSURANCE

Section 15.0. Health Care Insurance. The Employer will make available a group insurance program covering certain hospitalization, surgical, and medical expenses for employees and their eligible dependents. This insurance program shall be on a voluntary basis for all employees who elect to participate in the insurance program. The insurance program currently provides the coverage set forth in Appendix "B". The specific terms and conditions governing the group insurance program are set forth in detail in the Master Policy or Policies governing the program as issued by the carrier or carriers. Employees electing to participate in the group insurance plan shall advise the Employer in writing of this intent and shall make arrangements satisfactory to the Employer for payment of the required monthly premium, if any.

Section 15.1. Dental Care Insurance. The Employer will make available a group insurance program covering certain dental expenses for employees and their eligible dependents. This insurance program shall be on a voluntary basis for all employees who elect to participate in the insurance program. The insurance program currently provides coverage as set forth in Appendix "B". The specific terms and conditions governing the group insurance program are set forth in detail in the Master Policy or Policies governing this program as listed by the carrier or carriers.

Employees electing to participate in the group dental insurance plan shall advise the Employer in writing of this intent and shall make arrangements satisfactory to the Employer for the payment of the required monthly premium, if any.

Section 15.2. Vision Care Insurance. The Employer will make available a group insurance program covering certain optical and vision care expenses for employees and their eligible dependents. This insurance program shall be on a voluntary basis for all employees who elect to participate in the insurance program. The insurance program currently provides coverage as set forth in Appendix "B". The specific terms and conditions governing the group insurance program are set forth in detail in the Master Policy or Policies governing this program as listed by the carrier or carriers. Employees electing to participate in the group dental insurance plan shall advise the Employer in writing of this intent and shall make arrangements satisfactory to the Employer for the payment of the required monthly premium, if any.

Section 15.3. Payment of Insurance Premiums. During the term of this Agreement, the Employer agrees to pay up to the following amounts for full time and full time school year employees who elect to participate in the group health insurance plan:

Medical	\$431.91
Dental	\$ 63.33
Vision	\$ 11.50

These amounts will be increased by the amount of premium increase effective through June 30, 1997.

Regular part-time and regular part-time school year employees will receive prorated benefit payments based upon the hours in their regular schedule as follows:

Four (4) hours a day and twenty (20) hours a week but less than five (5) hours a day and twenty-five (25) hours a week - a payment of 4/8ths.

Five (5) hours a day and twenty-five (25) hours a week but less than six (6) hours a day and thirty (30) hours a week - a payment of 5/8ths.

Six (6) hours a day and thirty (30) hours a week but less than seven (7) hours a day and thirty-five (35) hours a week - a payment of 6/8ths.

All premium costs in excess of these stated amounts and all costs for family continuation and sponsored dependent coverage shall be paid by the employee electing to have the insurance coverage.

Section 15.4. Obligation to Make Insurance Payments. The Employer's obligation to make these monthly insurance premium payments shall only occur during months when the employee is actually performing work for the Employer or on paid leaves of absence; provided, however, that the Employer shall continue to make such payments during the months of July and August for employees who worked for the Employer during at least eight (8) of the months from September through June of the preceding school year. For purposes of this section, a workers compensation leave is not considered a paid leave of absence, but the Employer will continue to make insurance payments for individuals on a worker's compensation leave for a period of six (6) consecutive months. At the completion of this six (6) month period, the employee may use the value of accrued sick leave, if any, to pay for continued health insurance premiums. The Employer's liability under this section shall be limited to these payments.

Section 15.5. Reimbursement of Deductible. Under the health insurance plan employees are required to pay a \$50 per person or \$100 family calendar year deductible. The Employer agrees to reimburse employees for expenses paid as a result of this deductible.

Section 15.6. Insurance Carrier. The Employer reserves the right to select the insurance carrier or carriers, or to become a self-insurer, either wholly or partially, and to select the administrator of such self-insurance programs; provided, however, that the benefits remain substantially equivalent. Prior to changing carriers a special conference shall be called to discuss the changes.

#### MISCELLANEOUS

Section 16.0. Union Bulletin Boards. The Employer will provide bulletin boards in each building which may be used by the Union for posting notices of the following type:

- (a) Notices of Recreational and Social Events.
- (b) Notices of Elections.
- (c) Notices of Results of Elections.
- (d) Notices of Meetings.

Section 16.1. Physical Examinations. Physical examinations shall be arranged for and paid for by the Employer for all employees prior to employment and every five (5) years thereafter. The examination is to include but not be limited to chest and back exam, urinalysis, blood Kahn and blood pressure.

Section 16.2. Residency. All support staff employees shall be domiciled within the School District. Newly hired employees shall establish residency within the School District within two (2) months of the commencement of their employment with the District. Upon written request by the employee, the Board of Education may consider an extension of the two (2) month grace period for extraordinary circumstances.

Section 16.3. Safety Committee. A safety committee of employees and the employer representatives is hereby established. This committee will include the steward of each district and shall meet as needed during regular daytime working hours for the purpose of making recommendations to the Employer.

Section 16.4. Address and Telephone Changes. It is the responsibility of the employee to keep the Employer advised of their current name, address and telephone number. Employees shall notify the Employer, in writing, of any change in their name, address, and telephone number as soon as possible after such change has been made. The Employer shall be entitled to rely upon the employee's name, address and telephone number as reflected in the Employer's files for all purposes involving the employee's employment.

Section 16.5. Reemployment Following Active Military Service. Employees who leave the employment of the Employer to enter active military service in any branch of the Armed Forces of the United States or the National Guard shall be entitled to reemployment rights in accordance with the Federal and State statutes governing such reemployment rights in effect at the time the individual seeks reemployment with the Employer. Notice of intent to enter into such active service and the scheduled date of departure shall be given to the Employer in writing as soon as the employee is notified of acceptance and departure dates. Individuals reemployed in accordance with such Federal and State statutes shall be entitled to the benefits set forth in this Agreement, provided they satisfy the eligibility requirements established under this Agreement.

Section 16.6. Disputes over Medical Condition. Any dispute over the physical condition of an employee will be subject to the following procedure:

- (a) At the request of the affected employee, the Employer will arrange for a physical examination of the employee at management's expense. If the physician's opinion supports the view of management the employee will accept the opinion, or the employee will be given a physical examination with a physician of the employee's choice and at the employee's expense.

(b) If the second physician's opinion agrees with that of the previous physician, the determination shall stand. If the second physician's opinion differs, a third physician mutually selected by the parties may be called in to render the opinion. The cost will be paid by the Employer.

Section 16.7. Personnel File. The Employer shall maintain a personnel file for each employee in the district office. A copy of all official correspondence from the Employer to an employee shall be placed in the personnel file. All complaints against the employee placed in the personnel file shall identify the person or person(s) bringing the complaint. Employees will be required to sign any material of a disciplinary nature or involving complaints against the employee that are to be placed in their personnel file; provided, however, that the refusal of an employee to sign any material shall not prevent its inclusion in the personnel file. An employee's signature on disciplinary material or complaints shall not be interpreted as agreement with the disciplinary action or the complaint. A statement to this effect shall precede the employee's signature.

Employees shall have the right to review the contents of their personnel file upon request. This review will take place at a time mutually agreeable to the employee and the Employer, and will be conducted in the presence of an administrator or designated representative. A representative of the Union may, at the employee's request, accompany the employee in such review. In the event there is disagreement over the content of any material in an employee's personnel file, the employee may submit a written statement for inclusion in their personnel file to explain his position concerning material in dispute. In addition, an employee who believes that material placed in his file is inappropriate or in error may seek to have the material changed and/or removed from the personnel file through the grievance procedure.

Section 16.8. Driver Safety Schools. When in attendance at driver safety schools, drivers will receive their regular straight time rate of pay for the 12 hour credit course for any other education, tests, and sessions designed to educate bus drivers for their jobs. When instruction sessions take drivers a considerable distance from Crystal Falls (Marquette is the usual center of considerable distance) overnight lodging and meals will be provided by the School District. Transportation in a school supplied vehicle or an allowance of twenty-eight (28¢) cents per mile for personal vehicle will be provided employees. Car pooling up to five (5) adults per vehicle will be expected. The \$20.00 tuition fee for each driver enrollee payable to Northern Michigan University will be the obligation of the School District.



## TERMINATION AND MODIFICATION

Section 17.0. Effective Date. This Agreement shall become effective as of its date of execution and shall continue in full force and effect until midnight June 30, 1997.

### Section 17.1. Termination and Modification.

(a) If either party desires to amend and/or terminate this Agreement, it shall, sixty (60) days prior to the above termination date, give written notification of same.

(b) If neither party shall give such notice, this Agreement shall continue in effect from year to year thereafter, subject to notice of amendment or termination by either party, on sixty (60) days written notice prior to the current year's termination date.

(c) If notice of amendment of the Agreement has been given in accordance with the above paragraphs, this Agreement may be terminated by either party on ten (10) days written notice of termination.

(d) Any amendments that may be agreed upon shall become and be a part of this Agreement, without modifying or changing any of the other terms of the Agreement.

(e) Notice of Termination or Modification. Notice shall be in writing and shall be sufficient if sent by certified mail, addressed, if to the Union, to Michigan Council #25, AFSCME, AFL-CIO, 710 Chippewa Square, Marquette, Michigan, 49855; and if the Employer, addressed, Superintendent of Schools, 801 Forest Parkway, Crystal Falls, Michigan, 49920, or to any such address as the Union or Employer may make available to each other.

Section 17.2. Supplemental Agreements. All proposed supplemental agreements shall be subject to Good-Faith negotiations between the Employer and the Union. They shall be approved or rejected within a period of ten (10) days following the conclusion of negotiations.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

FOR THE UNION:

FOR THE EMPLOYER:

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Council #25, AFSCME,  
AFL-CIO

\_\_\_\_\_

\_\_\_\_\_  
Superintendent

**APPENDIX A**

Effective the first full pay period on or after July 1, 1994, the following wages shall be in effect:

<u>OFFICE DIVISION</u>	<u>START</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>
Secretary-Clerk Secondary School	9.56	10.31	10.63	
Secretary-Clerk Elem. School	9.56	10.31	10.63	
Secretary-Clerk Utility Duties	9.31	10.06	10.38	
<u>CUSTODIAL/MAINTENANCE DIVISION*</u>				
Supervisor-Head Custodian	10.06	10.81	11.13	
Heating, Custodian-Maintenance	9.56	10.31	10.63	
Custodial Maintenance	9.36	10.11	10.43	
<u>FOOD SERVICES DIVISION</u>				
Supervisor-Head Cook	10.06	10.81	11.13	
Assistant Cooks-Bakers	8.51	9.26	9.58	
Kitchen-Dining Room Aides	8.26	9.01	9.33	
Ticket Sales & Accounting	8.91	9.66	9.98	
<u>TRANSPORTATION DIVISION</u>				
Head Driver-Maintenance	9.56	10.31	10.63	
Bus Maintenance	9.41	10.16	10.48	
Bus Driver-Regular Routes	9.50	10.31	10.63	
Bus Drivers-Special Trips with one Hour or More Waiting Time	9.62	9.62	9.94	
<u>OTHER DIVISIONS</u>				
Library Aide	8.26	9.01	9.33	
Teacher Aide	8.26	9.01	9.33	
Recess Aide	8.26	9.01	9.33	
Special Aide	8.26	9.01	9.33	

\*Maintenance employees assigned to perform asbestos containment/removal work shall be paid \$2.00 over their regular straight time rate during the time that such work is being performed.

**APPENDIX A**

Effective the first full pay period on or after July 1, 1995, the following wages shall be in effect:

<u>OFFICE DIVISION</u>	<u>START</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>
Secretary-Clerk Secondary School	9.56	10.31	10.63	10.96
Secretary-Clerk Elem. School	9.56	10.31	10.63	10.96
Secretary-Clerk Utility Duties	9.31	10.06	10.38	10.71
<u>CUSTODIAL/MAINTENANCE DIVISION*</u>				
Supervisor-Head Custodian	10.06	10.81	11.13	11.46
Heating, Custodian-Maintenance	9.56	10.31	10.63	10.96
Custodial Maintenance	9.36	10.11	10.43	10.76
<u>FOOD SERVICES DIVISION</u>				
Supervisor-Head Cook	10.06	10.81	11.13	11.46
Assistant Cooks-Bakers	8.51	9.26	9.58	9.91
Kitchen-Dining Room Aides	8.26	9.01	9.33	9.66
Ticket Sales & Accounting	8.91	9.66	9.98	10.31
<u>TRANSPORTATION DIVISION</u>				
Head Driver-Maintenance	9.56	10.31	10.63	10.96
Bus Maintenance	9.41	10.16	10.48	10.81
Bus Driver-Regular Routes	9.50	10.31	10.63	10.96
Bus Drivers-Special Trips with one Hour or More Waiting Time	9.62	9.62	9.94	10.27
<u>OTHER DIVISIONS</u>				
Library Aide	8.26	9.01	9.33	9.66
Teacher Aide	8.26	9.01	9.33	9.66
Recess Aide	8.26	9.01	9.33	9.66
Special Aide	8.26	9.01	9.33	9.66

\*Maintenance employees assigned to perform asbestos containment/removal work shall be paid \$2.00 over their regular straight time rate during the time that such work is being performed.

**APPENDIX A**

Effective the first full pay period on or after July 1, 1996, the following wages shall be in effect:

<u>OFFICE DIVISION</u>	<u>START</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>
Secretary-Clerk Secondary School	9.91	10.66	10.98	11.31
Secretary-Clerk Elem. School	9.91	10.66	10.98	11.31
Secretary-Clerk Utility Duties	9.66	10.41	10.73	11.06
<u>CUSTODIAL/MAINTENANCE DIVISION*</u>				
Supervisor-Head Custodian	10.41	11.16	11.48	11.81
Heating, Custodian-Maintenance	9.91	10.66	10.98	11.31
Custodial Maintenance	9.71	10.46	10.78	11.11
<u>FOOD SERVICES DIVISION</u>				
Supervisor-Head Cook	10.41	11.16	11.48	11.81
Assistant Cooks-Bakers	8.86	9.61	9.93	10.26
Kitchen-Dining Room Aides	8.61	9.36	9.68	10.01
Ticket Sales & Accounting	9.26	10.01	10.33	10.66
<u>TRANSPORTATION DIVISION</u>				
Head Driver-Maintenance	9.91	10.66	10.98	11.31
Bus Maintenance	9.76	10.51	10.83	11.16
Bus Driver-Regular Routes	9.85	10.66	10.98	11.31
Bus Drivers-Special Trips with one Hour or More Waiting Time	9.97	9.97	10.29	10.62
<u>OTHER DIVISIONS</u>				
Library Aide	8.61	9.36	9.68	10.01
Teacher Aide	8.61	9.36	9.68	10.01
Recess Aide	8.61	9.36	9.68	10.01
Special Aide	8.61	9.36	9.68	10.01

\*Maintenance employees assigned to perform asbestos containment/removal work shall be paid \$2.00 over their regular straight time rate during the time that such work is being performed.

**APPENDIX B  
INSURANCE COVERAGE**

A. The hospitalization insurance program provides the following coverages:

Inpatient Hospital Care: 100% up to a maximum of \$2,000,000 per family member. Includes coverage for semi-private room, and necessary medical services.

Emergency Room: 100% for accidental injuries and medical emergencies threatening life or bodily function.

Mental Health Care: 100% of first 45 days for inpatient psychiatric, with all days reinstated following 60 consecutive days out of hospital. 90% for outpatient psychiatric for individual visits, 50% for family counseling to a maximum of 30, with an overall maximum of 50 visits per year.

Medical Attention in hospital: 100% for physician charges.

Surgery: 100% for surgeon and assistant surgeon charges.

Anesthesia: 100% for physician or nurse anesthetist charges.

Diagnostic x-ray and laboratory: 100% for x-ray and laboratory services ordered by physician.

Physical Therapy: Outpatient hospital, 100% for 60 consecutive days per condition; out of hospital, 90%

Home health care: 100% of charges by approved home health care agency.

Hospice: 100% of charges up to a maximum of \$5,000.

Selected organ transplants: Covered with \$1,000,000 maximum

Miscellaneous: 90% after satisfaction of \$50 individual or \$100 family calendar year deductible.

Prescription drugs: 100% after a \$2.00 co-payment per prescription or authorized refill.

Family stop-loss: When the total co-payment liability of covered charges in a calendar year reaches \$1,000, reimbursement will be made at 100% for the rest of the calendar year.

Reasonable and customary: All payments are limited to reasonable and customary. The benefit year is January 1 through December 31.

B. The dental insurance program provides the following benefit levels:

Class I Benefits - Basic Dental Services

100% (Visits and Examinations; Space retainers)

85% (X-ray and pathology; Oral surgery; Anesthesia;  
Periodontics; Endodontics; Restorative dentistry)

Class II Benefits - Major Dental Services

50% (Prosthodontics)

Class III - Orthodontic Dental Services (to age 19)

50% (\$1,500 maximum lifetime benefit per eligible person)

\$1,500 Maximum yearly per person per contract year on Class I and Class II benefits. External co-ordination of benefits. The benefit year is January 1 through December 31.

C. The vision care insurance program provides the following benefit levels:

Vision Coverage:

Complete vision examination	\$ 32.00
Single vision prescription lens (pr)	\$ 42.00
Bifocal prescription lens (pr)	\$ 48.00
Trifocal prescription lens (pr)	\$ 60.00
Lenticular prescription lens (pr)	\$ 72.00
Prescription contact lens (pr)	\$100.00
Standard-type frames	\$ 36.00

Service Frequency:

Vision examination	once every 12 months
Lenses	once every 12 months
Frames	once every 12 months

The benefit year is July 1 through June 30.

FOREST PARK SCHOOL DISTRICT

-and-

FOREST PARK SCHOOL DISTRICT EMPLOYEES  
CHAPTER OF LOCAL #1424  
affiliated with

MICHIGAN COUNCIL #25, AFSCME, AFL-CIO

Letter of Understanding Regarding Irregular Employees

During the period of this Agreement the District agrees not to fill bargaining unit positions that become vacant with irregular employees.

FOR THE UNION:

FOR THE EMPLOYER:

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\_\_\_\_\_  
Council #25, AFSCME,  
AFL-CIO

\_\_\_\_\_  
Superintendent



FOREST PARK SCHOOL DISTRICT

-and-

FOREST PARK SCHOOL DISTRICT EMPLOYEES  
CHAPTER OF LOCAL #1424  
affiliated with

MICHIGAN COUNCIL #25, AFSCME, AFL-CIO

Letter of Understanding Regarding Health, Dental and Vision Care

The coverage parameters of the health, dental and vision care insurance are set forth on Appendix B. The parties agree that purchase of SET Ultra Med with a \$2.00 prescription rider and a \$50/100 deductible, SET Ultradent and SET Vision satisfied the Employer's obligation to provide this insurance coverage.

FOR THE UNION:

FOR THE EMPLOYER:

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\_\_\_\_\_  
Council #25, AFSCME,  
AFL-CIO

\_\_\_\_\_  
Superintendent

FOREST PARK SCHOOL DISTRICT

-and-

FOREST PARK SCHOOL DISTRICT EMPLOYEES  
CHAPTER OF LOCAL #1424  
affiliated with

MICHIGAN COUNCIL #25, AFSCME, AFL-CIO

Letter of Understanding Regarding Vacations

As part of the bargaining that lead up to the 1994-97 collective bargaining agreement, it was determined to eliminate vacations with pay for all school year employees. School year employees hired before July 1, 1994 will continue to be eligible for paid vacations in accordance with the following schedule:

<u>Years of Continuous Service</u>	<u>Hours pay</u>
At least one (1) year but less than three (3) years	40 hours
At least three (3) years but less than eight (8) years	80 hours
At least eight (8) years but less than fourteen (14) years	120 hours
At least fourteen (14) years	160 hours

Part time and school year employees will receive prorated vacation based upon the ratio of their regular hours during the school year divided by 2080 hours. These amounts will be paid at the end of the school year.

FOR THE UNION:

FOR THE EMPLOYER:

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\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Council #25, AFSCME,  
AFL-CIO

\_\_\_\_\_  
Superintendent

TO: \_\_\_\_\_

EMPLOYER

I hereby request and authorize you to deduct from my earnings, one of the following:

- ( ) An amount established by the Union as monthly dues.  
or
- ( ) An amount equivalent to monthly Union dues, which is established as a service fee.

The amount deducted shall be paid to Michigan Council 25, AFSCME, AFL/CIO in behalf of Local \_\_\_\_\_.

By: PLEASE PRINT

NAME \_\_\_\_\_  
FIRST I. LAST

ADDRESS \_\_\_\_\_  
NUMBER STREET CITY ZIP CODE

PHONE \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE EMPLOYER'S COPY DATE

