

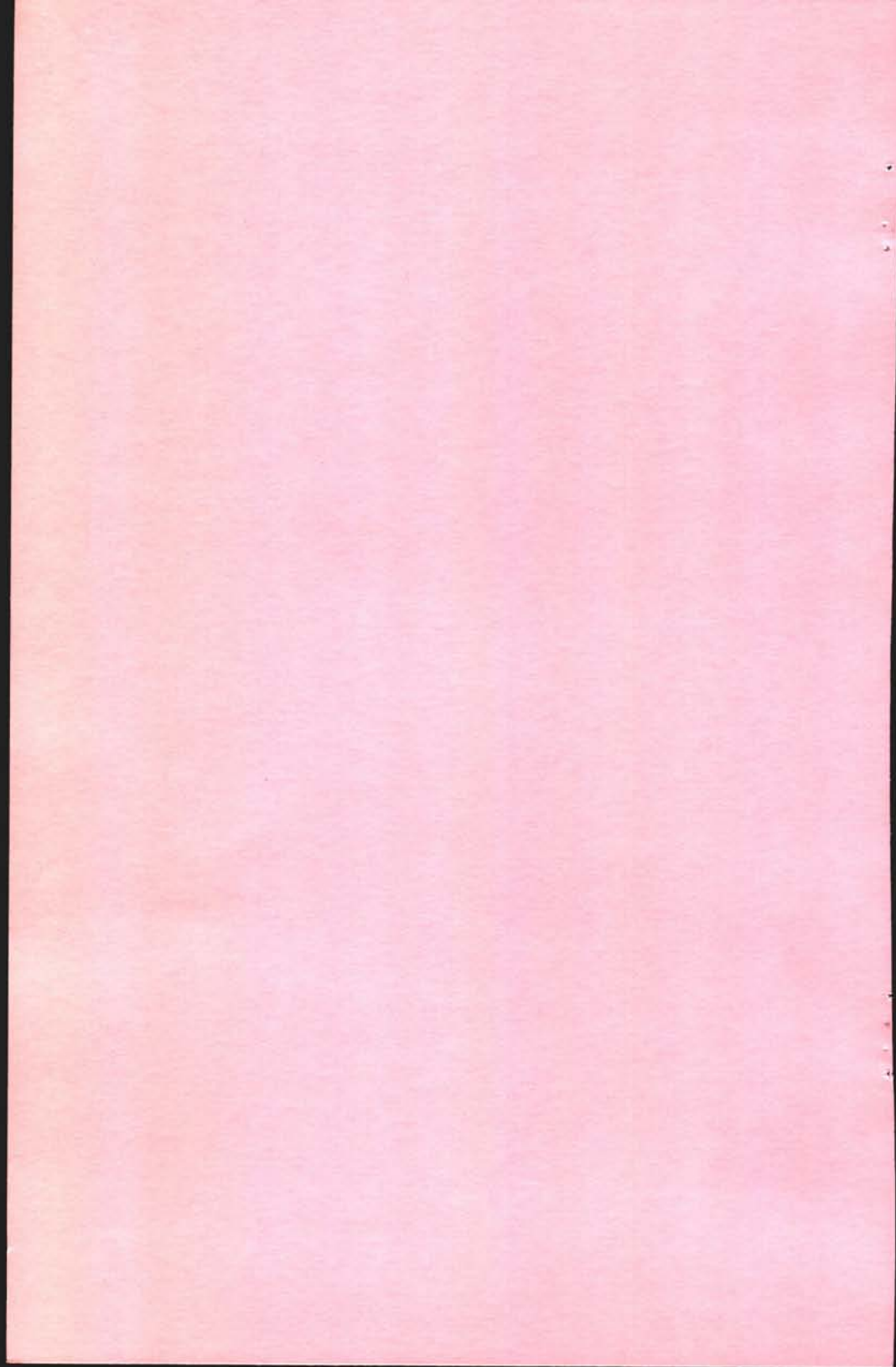
6/30/94



*Otsego Public Schools*

**Otsego Public Schools  
Board of Education  
1991 - 1994**

Michigan State University  
LABOR AND INDUSTRIAL  
RELATIONS LIBRARY



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## **AGREEMENT**

This Agreement is entered into this 23rd day of August 1991 by and between the Board of Education of Otsego Public Schools, Otsego, Michigan (hereinafter referred to as the "Employer") and Local 586 Service Employees International Union, AFL-CIO, CLS (hereinafter referred to as the "Union")

## **PREAMBLE**

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

WHEREAS, the general purpose of this agreement is to set forth the terms and conditions of employment to promote orderly and peaceful working relations for the mutual interest of the Employer, the employees and the Union; and

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

The Employer and the Union do hereby set forth and memorialize this, their full agreement.

## ARTICLE I

### Recognition

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

All regularly scheduled full-time and part-time aides and tutors, excluding supervisors, substitutes and all other employees.

- B. The term "employee", singular or plural, when used hereinafter in this Agreement shall mean a member of the bargaining unit as defined hereinabove.

- C. All bargaining unit employees who are members of the Union as of the effective date of this Agreement or who become members of the Union after the effective date of this Agreement and all bargaining unit employees who are hired following the effective date of this Agreement shall as a condition of continued employment either maintain membership in the Union and pay Union dues or, if not a member of the Union, pay a representation fee instead. The Union shall certify to the Employer the amount of the dues and the amount of the representation service fee. Employees may authorize deduction of either amount from his/her pay.

For those employees who sign payroll deduction authorization, the Employer agrees to deduct from the first pay check of each month the amount of dues and initiation fees, as certified by the Secretary-Treasurer of the Union, and within fifteen (15) days of the deduction forward such amount with a dues check-off list to Local 586. Employees have the right to withdraw payroll deduction authorization for dues at any time with thirty (30) days written notice to the Employer and the Union. Any contested fees shall be placed in escrow by the Employer until the dispute is resolved. The Union agrees to indemnify and hold harmless the claims, demands, costs, suits, judgments or other forms of liability including back pay and court or administrative agency costs that may arise out of or by reason of compliance with the provisions of this section of the Agreement.

**ARTICLE II**  
Reservation of Rights

It is expressly agreed by and between the Employer and the Union that the Employer hereby reserves and retains unto itself to exercise, without prior negotiation, all authority, rights, powers and prerogatives vested in it as a public employer of the State of Michigan, including but not limited to:

- A. The management of the school district and the direction of the employees, including but not limited to the establishment and enforcement of work rules, the assignment of work to employees, the right to hire, assign, transfer, promote, discharge, discipline, evaluate, lay off and recall employees, maintain discipline and efficiency, the scheduling of work days, hours and shifts, the determination of the number and kinds of classifications and positions to be established, continued, or discontinued, the number of employees in such classifications, the work to be performed within the classifications and the qualifications needed by employees.
  
- B. Determine the amount and size of the management organization, determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distribution or disseminating, methods and standards of operation, the means, methods and processes of accomplishing the work, and the institution of new and/or improved methods of changes therein; determine the number and location or relation of its facilities and schools, including the establishment and closing of such schools and facilities; determine the place where work is to be performed and the distribution of work; and the source of materials and supplies; determine the policy affecting the selection and training of employees.

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

**ARTICLE III**  
**Union Rights & Responsibilities**

- A. A written list of unit officers, committeemen and stewards shall be furnished to the Employer within fifteen (15) days after signing of this Agreement. Any changes in such membership shall be transmitted in writing to the Employer within fifteen (15) days of such change.
  
- B. Employees shall exercise reasonable care with respect to the safety of students and school property and shall discharge their duties and responsibilities to said students and property according to Michigan school laws and administrative policies and directives of the Employer. Such policies and directives shall not conflict with any provision of this Agreement nor any law of the State of Michigan nor the United States.
  
- C. Union may use school facilities for meetings, providing it has secured the approval of the Employer one (1) week in advance. The Union agrees that any additional or unusual expenses incurred as a result of such use shall be reimbursed to the Employer by the Union.
  
- D. Bulletin board space shall be provided in the employee lounge area in each building, upon which the Union may post announcements, notices of meetings, results of Union elections and notices pertaining to nominations and elections. The bulletin board shall not be used for political campaign purposes nor for purposes other than above.
  
- E. Duly authorized representatives of the Union, international, local or unit, shall be permitted to transact official Union business on school property, provided that they do not interfere with or interrupt work activities or normal school operation. The Union agrees to advise the Employer of such meetings, discussions or other activities that it may wish to transact pertinent to the employees and shall transact such business on the employees' own time and in private.

**ARTICLE IV**  
Seniority and Classifications

- A. All new employees hired into the bargaining unit shall be probationary employees for the first ninety (90) work days of employment. When an employee completes the probationary period, he/she will be entered on the seniority list.
- B. Seniority shall be the length of continuous service with the Employer from the employee's most recent date of hire in the bargaining unit. Seniority earned in any one classification is not transferable to another. Seniority earned in any one classification shall be preserved and may be exercised in the classification in the future by an employee who transfers to a different classification. Seniority shall not accrue on unpaid leaves of absence, but such absences shall not constitute a break in continuous service for accrual. Employees having equal seniority accrued shall be ranked in order of the last four digits of their respective social security numbers, with the lowest four-digit number being the most senior.
- C. Seniority shall be lost when an employee quits, resigns, retires, abandons his/her employment or is discharged. Failure to respond to a notice of recall within one (1) week after delivery to the employee's last known address on file with the school district, failure to call in and notify their supervisor of the reason for an absence, unauthorized absence or failure to return from an authorized leave of absence without a showing of extenuating circumstances preventing return by the employee shall be deemed abandonment of employment with the school district and shall result in loss of their position. Seniority may be reduced as a disciplinary measure.
- D. Each September the Employer shall prepare a seniority list, a copy of which shall be furnished to the Union. The names of all employees in the bargaining unit at the time of preparation shall be listed in order of seniority, beginning with the employee having the most seniority in the bargaining unit. It shall specify the seniority of each employee in each classification worked.
- E. Classifications with the attendant duties and qualifications shall be established by the Employer at its discretion. Classifications, as established, may be revised or modified by the Employer at any time, notwithstanding the designation of a classification and wage rate as specified elsewhere in this Agree-



ment. Should new classifications be created or established classifications be modified or revised, the Employer shall notify the Union at least thirty (30) days in advance except in the case of an emergency precluding such notice, and provide the Union upon its request an opportunity to negotiate regarding the wages for the classification.

#### **ARTICLE V**

##### **Vacancies, Assignments, Transfers & Reduction of Personnel**

- A. A vacancy is defined as an opening for an employee to be added or hired into a classification as determined by the Employer.
- B. Employees in the bargaining unit shall be notified of vacancies for which they may apply by posting a notice of such vacancy on the employee bulletin board for a period of not less than five (5) work days. The notice shall set forth a deadline for application.
- C. Employees may submit applications for the vacancy during the posting period. Selection shall be made from all applicants for the vacancy both internal and external. The most senior employee applicant with qualifications equal to or better than the other applicants shall be awarded to the vacancy. Otherwise the Employer reserves the right to choose the applicant who, in its judgment, is best qualified for the vacancy.

Any employee reclassified will receive no less than prior classification wage unless employee bids on lower wage classification.

- D. At the beginning of each year employees shall receive written notice of their assignments within the classification.
- E. When the Employer determines that a reduction of personnel must be effected, it shall provide notice in writing to the affected employees within the classification being reduced. Reduction shall be by reverse seniority within the classification being reduced provided there are more senior employees remaining in the classification who are available and qualified to perform all the duties of the position available. An employee reduced from a classification may exercise his/her seniority in a previous classification to displace the least senior employee in a classification in which the employee has previously worked, provided he/she is qualified to perform all the duties of the position. An employee reduced from a classification and unable to exercise any seniority in a previous classification to maintain a position

shall be allowed to displace the least senior employee in another classification and position for which, in the judgment of the Employer, the employee is qualified.

- F. Employees who have been reduced from a classification shall be recalled in reverse order of reduction when a vacancy arises in the classification from which the employee was reduced. The obligation to recall to the next available vacancy within the classification from which the employee was reduced shall terminate fifteen (15) months after the effective date of layoff.

It shall be the responsibility of the employee to notify the Employer of any change of address or telephone number. The employee's address and telephone number, as they appear in the employee's personnel record, shall be conclusive for the purpose of providing notice of recall.

#### **ARTICLE VI**

##### **Work Schedules, Compensation & Benefits**

- A. Employees shall be compensated for authorized work within their assignment classifications at the respective hourly wage rates set forth in the wage schedule attached to and incorporated into this Agreement as Appendix A which may be revised consistent with the process for creating new classifications or modifying established classifications set forth in Article IV, E.
- B. At the beginning of each year employees shall receive notice from the Employer of their scheduled work days and hours. Employees shall receive pay only for the time actually worked on a scheduled work day. Scheduled work days may be cancelled by the Employer when it is determined that the scheduled student instruction for that day is cancelled. Employees will not receive pay for previously scheduled hours which are cancelled.
- C. Employees will earn one (1) paid leave day for each month of actual work completed to a maximum of ten (10) days each school year. Unused paid leave shall accumulate to a maximum of 40 days. Each employee will be provided a statement of his/her accumulation at the beginning of each school year. These paid leave days may be used only for personal illness or accidental injury of the employee unless otherwise expressly provided by the terms of this Agreement. The employee must call in each day and report the illness or injury justifying the use of the day. In cases of consecutive use or chronic use, the employer

may require the employee to submit a statement from a physician verifying the illness or injury preventing attendance of the employee.

- D. Up to three (3) days of accumulated paid leave may be used by the employee each school year for the purpose of attending to the illness or injury of a member of the employee's immediate family which is defined as spouse, child or parents (inclusive of in-laws), when such attendance is necessary. A medical certificate from the attending physician may be required before such leave is authorized. Additional days may be authorized by the Superintendent. Paid leave days may be used for doctor or dental appointments at the discretion of the supervisor.
- E. Up to three (3) days of accumulated paid leave allowance may be used for a death in the immediate family. The immediate family shall include father, mother, spouse, children, brothers, sisters, grandchild(ren), mother-in-law, father-in-law, brother-in-law, and sister-in-law. Unpaid leave in the same amount will be granted in the event of the death of other in-laws or in the event the employee has used all sick leave. Upon request, an unpaid extension of two (2) days may be added to bereavement leave when the employee must travel more than 200 miles one way to attend the funeral.
- F. Any employee who is absent because of an injury or illness incurred in this place of employment for which he is receiving Worker's Compensation, shall receive from the Employer the difference between the Worker's Compensation payment and his/her regular pay to the extent and until such time as employee shall have used up his/her accumulated paid leave and provided such payment does not reduce the amount of the Worker's Compensation benefits received by the employee.
- G. One (1) day of accumulated paid leave a year may be approved for personal business leave. Personal business means an activity that requires an employee's presence during working time and is of such nature that it cannot be attended to at a time other than working time.

A request for personal business leave, including the reason for such leave, must be submitted in writing at least one (1) week in advance. In an emergency, a shorter notice may be accepted. Personal business leave will not normally be granted for the day preceding or following holidays or vacations.

- H. An employee who exhausts his/her paid leave due to a continuous long term illness or disability shall be granted an unpaid leave of absence not to exceed 120 days. However, one year (180) days may be granted with approval from the Superintendent.
- I. Upon written request an employee shall be allowed to take an unpaid leave of absence for the purpose of parental care of his/her newborn or newly adopted infant child for a period not to exceed a duration of six (6) months. The leave may be extended to a duration of one year at the discretion of the Employer.
- J. An employee may be granted an unpaid leave of absence for a period not to exceed thirty (30) days. Such leave shall be requested in writing as far in advance as possible, but not later than twenty (20) days prior to the requested beginning date of the leave except in the event of an emergency. If two or more employees request leave during the same period, the employee with the most seniority shall be granted such leave. No more than one (1) employee shall be allowed leave at one time under the provisions of this Section.

Employer retains the right to grant such leaves based upon the availability of sufficient employees to perform the required work. Leave of absence requests will be answered within seven (7) school days. Upon completion of the leave an employee granted an unpaid leave of absence shall be reinstated to his/her former position if available and not held by a more senior employee.

- K. An employee who is called for jury duty or subpoenaed to give testimony before any legal, judicial or administrative tribunal and providing that it will not apply to any cause in which the employee is the party to the action shall be compensated for the difference between their normal salary and that which they received for performance of such duty, less reimbursed expenses and travel allowances.
- L. Aides shall receive holiday pay for Thanksgiving Day, Christmas Day, and New Years Day, which shall be paid at the aide's straight time hourly rate for the number of hours regularly scheduled to work on a daily basis. In 1992-93 the day after Thanksgiving will be added; and in 1993-94 Labor Day will be added. To be eligible for holiday pay the aide must have worked the last scheduled work day prior to the holiday and the first scheduled work day following the holiday unless excused.

- M. One paid (15) minute rest period will be scheduled by the aide's supervisor during the second or third hour of work for aides working at the least three (3) hours per day. A second fifteen (15) minute rest period will be scheduled by the aide's supervisor during the fourth or fifth hour of work for aides working at least six (6) hours per day. It is understood that demands of the job may arise which could necessitate the aide working through the scheduled rest period.
- N. Aides working four (4) or more hours per day shall receive an unpaid lunch period of thirty (30) minutes to be scheduled by the supervisor.
- O. The scheduled work year for aides shall provide a minimum of one hundred eighty (180) days of work.
- P. The Unit President shall be given a job description for all employees. However, job descriptions may be changed by the employer. Advance notice is requested.
- Q. On a day when school is closed and which cannot be counted as a day of student instruction, employees need not report and shall receive no pay. If the day can be counted as a day of student instruction, the employees who need not report shall receive not less than one-half day's wage. If school is halted due to inclement weather, the employee shall receive their regular day's pay.

#### **ARTICLE VII**

##### **Union Representation & Grievance Procedure**

- A. Employees are reserved the right to communicate all complaints to the appropriate supervisor or administrator at such time as they shall occur. It being the intent of the parties to encourage the free flow of ideas and comments outside the scope of the Grievance Procedure hereinafter set forth.
- B. Failure to reach a mutually satisfactory adjustment pursuant to the principle of communications hereinabove set fourth shall be considered by a grievance committee of the Union, and the complaint will be either processed as a grievance or dropped, based upon the findings of the grievance committee.

A Grievance shall be an alleged violation of the expressed terms of this Agreement. The following matters shall not be the basis for any grievance filed under the procedure outlined in this

Article:

1. The termination of services or failure to re-employ any probationary employee(s).
- C. The Union shall designate a steward and a grievance committee not to exceed three (3) members of the Union. During the processing of a grievance through Level One (1) of the formal procedure hereinafter defined, the Union shall limit its members as parties to a grievance proceeding to the grievants and the steward or other member of the grievance committee as requested by the grievants, and at Level Two (2) the Union representative shall be called into the Grievance Procedure. The Employer may at its discretion, appoint a representative for it in the Grievance Procedure so long as that appointee has the authority to make final settlement of the grievance at the step of the procedure where such appointee is exercising his appointed authority.
- D. For the purpose of this Article, days shall mean calendar days, exclusive of Saturdays, Sundays and legal holidays.
- E. **Level One:** An employee believing himself/herself wronged by an alleged violation of his/her rights as an employee whether under the provisions of this Contract or not shall within five (5) days of its alleged occurrence or five (5) days of the employee's knowledge of its alleged occurrence, orally discuss the complaint with his immediate supervisor. The supervisor shall give his/her reply to the complainant as soon as possible, but not later than five (5) days from the date that the complaint is made to him/her.

If the complainant is not satisfied with the answer received from the supervisor or if the supervisor fails to reply, he/she may request a meeting of the grievance committee within five (5) days from the date of the answer or the deadline whichever occurs first.

The grievance committee shall meet within a period of five (5) days from the date of the request of the complainant. The grievance committee shall consider the complaint and the supervisor's response or lack of response to the complaint, and within five (5) days of the meeting, the complainant and the supervisor shall be advised of the committee's decision with regard to the complaint. If the committee's decision is to process the complaint as a formal grievance, the time limits for the

formal grievance procedure shall begin on the date of the committee's notification to the supervisor of its intent to process the complaint as a grievance as hereinafter provided.

- F. **Level Two:** The grievance committee shall reduce the complaint to writing on forms furnished by the Union and file it with the Superintendent within two (2) days of the date of notification to the supervisor of its intent to process the complaint as a formal grievance. The written grievance shall be filed with the Superintendent, with the grievance committee's notation attached as to its findings as a result of the action taken at Level One.

Within five (5) days of receipt of the grievance, the Superintendent or his designated representative shall have contacted the grievant and the Union's representative. The union's representative shall be given a minimum of two (2) days' notice of the date set for the meeting between the grievant, the grievance committee members, and the Superintendent or his designated representative. Within ten (10) days of the meeting with the Superintendent, the Superintendent shall render his decision in writing to the grievant(s) and the Union representative, placing one (1) copy of the grievance and his response in a permanent file in the office of the Superintendent.

- G. **Level Three:** If no decision is rendered within ten (10) days of the discussion, or the decision is unsatisfactory to the grievant, the Union may request a mediation meeting within five (5) days of the answer or the deadline whichever occurs first. The Union will notify the Superintendent of its intent to submit the grievance to mediation and the mediation meeting will be scheduled as soon as possible. The grievance shall be presented at the mediation meeting which shall normally consist of:
1. State Appointed Mediator
  2. Grievant(s)
  3. Representatives of the Employer
  4. Representatives of the Union

\* Note: Either party may include additional representatives who are witnesses to or actual parties to the occurrences which gave rise to the original complaint.

Nothing herein contained shall require either party to agree to the recommendation of the mediator.

Should a resolution for this specific grievance be arrived at,

which is mutually acceptable to both parties, then such recommendation shall be final and binding on both parties as a corrective measure for the specific grievance or grievances which were the cause of the mediation meeting.

Should a resolution of the grievance not be acceptable to the Union, the Union will notify the Superintendent of Schools of its intention to submit the grievance to the Board of Education. Such notification shall be made in writing within fourteen (14) days of the completion of the mediation meeting. Upon receipt of the notification it shall be the responsibility of the Superintendent to place the grievance on the agenda of the next regularly scheduled Board meeting, and to notify the Union of the date, time and place of that meeting.

- H. **Level Four:** Upon proper notification as specified in Level Three, the Board shall allow the grievant and his/her Union representative an opportunity to be heard at the meeting for which the grievance was scheduled and shall also hear statements from the appropriate school administrators concerning the grievance. A disciplined employee can request said hearing before the Board to be held in a Closed session. Either party may include additional representatives who are witnesses to or actual parties to the occurrence which gave rise to the original complaint.

Within one (1) month from the hearing of the grievance, the Board shall render its decision in writing. The Board may hold future hearings therein, may designate one or more of its members to hold future meetings therein or otherwise investigate the grievance, provided, however, that in no event except with express written consent of the Union shall final determination of the grievance be made by the Board more than one (1) month after the initial meeting.

- I. **Time Limits:** number of days indicated at each level may be waived by mutual consent of the Employer representative and the Union.
- J. All grievance procedures and investigations by the Union will normally be processed during times which do not interfere with the employees' assigned duties. It is understood and agreed that if at any time, and by mutual agreement, such procedures are handled within the normal time of the normal assigned duties, the employees involved shall suffer no loss of pay.



- K. The Union recognizes the right of each employee to process his/her own grievance and have the grievance adjusted without intervention of the bargaining representative. The adjustment shall not be inconsistent with the terms of this Agreement, and the Union shall have the right to be present during to processing of the grievance and at the adjustment of the grievance.
- L. Back pay adjustments where applicable will be limited to the date of the occurrence of the incident which gave rise to the original complaint and to the amount actually lost, with deduction, of all sums earned during the period of discharge if applicable. The Board will have no liability for any special compensation claims except as provided by State or Federal law or the provisions of this Agreement as applicable.
- M. The remedy available to any employee for any alleged breach of this Agreement or any alleged violation of his/her rights hereunder will be pursuant to the grievance procedure; provided, however, that nothing contained herein will deprive the employee of any legal right which he/she presently has, provided that if an employee elects to pursue any legal or statutory remedy, such election will bar any further or subsequent proceedings for relief under the provisions of this Article.
- N. The written grievance shall be on a form prepared and supplied by the Union, which will provide the following:
1. It shall be signed and dated by the grievant or grievants.
  2. It shall contain a synopsis of the facts giving rise to the alleged violation.
  3. It shall be specific and indicate the Article, Section or subsections of the Contract alleged to have been violated.
  4. It shall contain the date of the alleged violation.
  5. It shall specify the relief requested.
- O. In the event that the Union fails to file a specific grievance as specified in the time limits provided herein, the specific grievance shall be deemed to be withdrawn by the Union. Should the Employer fail to respond to or answer a grievance in the specified time limits provided herein, the grievance shall be automatically moved to the next level of the grievance procedure, notwithstanding the right of either party to a grievance to request an extension of the time limits.
- P. Any employee who is disciplined and who feels that such discipl-

pline is unwarranted shall within five (5) days of the date of the incident file a grievance at Level Two (2) of the grievance procedure.

9. Any employee, upon request, shall be entitled to have present a Union representative when there is sufficient cause to believe that the discussion with the Employer may result in disciplinary action against him/her. The Employer may discipline employees for reasonable cause.

#### **ARTICLE VIII**

##### **Duration of Agreement**

- A. **Entire Agreement:** This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations imposed upon the Employer and the Union. This Agreement is subject to amendment, alterations or additions only by a subsequent written Agreement between and executed by the Employer and the Union. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.
- B. **Separability:** If any specific provision of the Agreement or any specific application of this Agreement to any employee or group of employees shall be found contrary to law, then such specified provision or specific application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect. The Employer and the Union will meet upon request of either party to renegotiate the provision nullified.
- C. **Terms of Agreement:** This Agreement shall become effective upon ratification by the Employer and the membership of the Union and shall continue in effect through the 30th day of June, 1994, at which time it shall terminate, unless extended by written agreement of the parties.
- D. **Successor Negotiations:** At any time within ninety (90) days prior to the termination date of this Agreement, either party may serve written notice to the other of its desire to begin negotiations upon a successor collective bargaining agreement, and negotiations shall begin within thirty (30) days from the receipt of the notice.

E. Strike Prohibition: The Union agrees that during the term of this Agreement and in negotiations for the renewal of this Agreement, neither the Union, its agents nor its members will authorize, instigate, aide, condone, or engage in a strike, slowdown or any other concerted interference (including but not limited to "blue flu") with the operation of the Employer. The employer shall have the right to discipline up to and including discharge, any employee who participates in, or gives leadership to, any activity prohibited by this Section.

IN WITNESS WHEREOF the undersigned have affixed their signatures.

LOCAL 586, SEIU, AFL-CIO, CLC-BOARD OF EDUCATION

By James Shelton  
President

By Warren D. Brooke  
President

By Sandra Pomeroy  
Unit President

By Fany E. Collins  
Vice President

By Kathleen A. Juss  
Unit Vice-President

By Linda L. McLessem  
Secretary

By Joseph A. Gilliland  
Unit Secretary/Treasurer

By Bernard E. Springston  
Treasurer

Ratified 8-28-91

Ratified 9-16-91

**Appendix A**  
**Otsego Public Schools**  
**Tutors & Aides Salary Agreement**

**1991-92 - Implement New Wage Scale**

		STEP I 91 Days	STEP II	STEP III	STEP IV
	90 Days <u>Prob.</u>	-4 <u>Years</u>	5-8 <u>Years</u>	9-14 <u>Years</u>	15+ <u>Years</u>
Bldg. & Elem. Classroom Aides	\$5.70	\$5.85	\$6.20	\$6.55	\$6.91/hr
Library Aides & Tutors	6.07	6.22	6.47	6.79	7.12
Corridor Mon./In-House Suspen. Aides	6.26	6.41	6.67	6.98	7.31
Special Ed./Alt. Ed. Aides *	6.38	6.53	6.83	7.13	7.43

Special Adjustments Off Scale:  
Patty Chapman \$6.12/hr.  
Joyce Gilliland \$6.92/hr.  
Lavonne Henckel \$6.71/hr.

\* If teacher certified by Michigan Department of Education an additional \$1.00/hr. for Alternative Ed. Aide only.

185 school days + 3 holidays

**1992-93 -- + \$.25/hr.**

		STEP I 91 Days	STEP II	STEP III	STEP IV
	90 Days <u>Prob.</u>	-4 <u>Years</u>	5-8 <u>Years</u>	9-14 <u>Years</u>	15+ <u>Years</u>
Bldg. & Elem. Classroom Aides	\$5.95	\$6.10	\$6.45	\$6.80	\$7.16/hr
Library Aides & Tutors	6.32	6.47	6.72	7.04	7.37
Corridor Mon./In-House Suspen. Aides	6.51	6.66	6.92	7.23	7.56
Special Ed./Alt. Ed. Aides *	6.63	6.78	7.08	7.38	7.68

Special Adjustment Off Scale:  
Patty Chapman \$6.42/hr.

\* If teacher certified by Michigan Department of Education an additional \$1.00/hr. for Alternative Ed. Aide only.

185 school days + 4 holidays

**1993-94 -- + \$.28/hr.**

		STEP I 91 Days	STEP II	STEP III	STEP IV
	90 Days <u>Prob.</u>	-4 <u>Years</u>	5-8 <u>Years</u>	9-14 <u>Years</u>	15+ <u>Years</u>
Bldg. & Elem. Classroom Aides	\$6.23	\$6.38	\$6.73	\$7.08	\$7.44/hr
Library Aides & Tutors	6.60	6.75	7.00	7.32	7.65
Corridor Mon./In-House Suspen. Aides	6.79	6.94	7.20	7.51	7.84
Special Ed./Alt. Ed. Aides *	6.91	7.06	7.36	7.66	7.96

Special Adjustment Off Scale:  
Patty Chapman to Step II

\* If teacher certified by Michigan Department of Education an additional \$1.00/hr. for Alternative Ed. Aide only.

185 school days + 5 holidays

1991-92

**JULY 1991**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**AUGUST 1991**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**SEPTEMBER 1991**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER 1991**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**NOVEMBER 1991**

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**DECEMBER 1991**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AUGUST**

26	Students Half Day
	Teacher Work Day

**SEPTEMBER**

2	Labor Day
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**OCTOBER**

25	Marking Period Ends
----	---------------------

**NOVEMBER**

6	Half Day - Elem. Students
	Whole Day- H.S. & M.S.
	P/T Conf. (Evening)
7	No Students
	P/T Conf. (AM/PM/Evening)
8	No Students or Teachers
28-29	Thanksgiving Break

**DECEMBER**----->**JANUARY**

23	Christmas Break	3
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**JANUARY**

6	Return to School
15-17	H.S. Exams
16	Half Day - H.S. & M.S.
	Whole Day Elem. Students
17	Half Day - H.S. & M.S.
	No Elem. Students

**FEBRUARY**

24	Snow Day Make Up
----	------------------

**MARCH**

9	Students Half Day & Teacher Inservice Day
20	Marking Period Ends
26	P/T Conf. (Evening)
27	No Students
	P/T Conf. (AM)
30	Spring Break to April 3

**APRIL**

6	Return to School
19	Easter

**MAY**

25	Memorial Day
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**JUNE**

3-4	H.S. Exams
4	Students Half Day
	Teacher Work Day
5	Students Half Day
	Teacher Work Day

**JANUARY 1992**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FEBRUARY 1992**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**MARCH 1992**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**APRIL 1992**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MAY 1992**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JUNE 1992**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Snow Day Make Up Schedule**

\* If the last day of school is a snow day make up, it will be a full work day with students attending a half day.

Make up days for 1991-92 and 1992-93 will be determined annually.

1992-93

**JULY 1992**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**AUGUST 1992**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**SEPTEMBER 1992**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**OCTOBER 1992**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**NOVEMBER 1992**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DECEMBER 1992**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**AUGUST**

31	Students Half Day
	Teacher Work Day

**SEPTEMBER**

7	Labor Day
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**OCTOBER**

30	Marking Period Ends
----	---------------------

**NOVEMBER**

11	Half Day - Elem. Students
	Whole Day- H.S. & M.S.
	P/T Conf. (Evening)
12	No Students
	P/T Conf. (AM/PM/Evening)
13	No Students or Teachers
25-26	Thanksgiving Break

**DECEMBER<----->JANUARY**

21	Christmas Break
1	

**JANUARY**

4	Return to School
20-22	H.S. Exams
21	Half Day - H.S. & M.S.
	Whole Day Elem. Students
22	Half Day - H.S. & M.S.
	No Elem. Students

**FEBRUARY**

22	Snow Day Make Up
----	------------------

**MARCH**

15	Students Half Day & Teacher Inservice Day
26	Marking Period Ends

**APRIL**

1	P/T Conf. (Evening)
2	No Students
	P/T Conf. (AM)
5-9	Spring Break

**MAY**

31	Memorial Day
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**JUNE**

9-11	H.S. Exams
10	Students Half Day
	Teacher Work Day
11	Students Half Day
	Teacher Work Day

**JANUARY 1993**

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**FEBRUARY 1993**

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**MARCH 1993**

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**APRIL 1993**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**MAY 1993**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JUNE 1993**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

The 1993-94 Calendar is not available at this time.

