

8/20/95

1994-95 AGREEMENT
between the
PAW PAW PUBLIC SCHOOLS
and the
ADULT HIGH SCHOOL TEACHERS & ADULT BASIC EDUCATION TEACHERS
ALTERNATIVE EDUCATION TEACHERS
CHILD CARE COORDINATOR & WORKERS

I. Teachers

- A. Wages: 15.92/hr: beginning rate
- 16.71/hr: after one year with bachelors degree
- 16.97/hr: after one year with masters degree
- 16.97/hr: after five years continuous employment
- 11.56/hr: teacher assistants & teacher office hours

(Rate increases will become effective on the teacher's anniversary date.)

B. Prep. time: One sixth (10 minutes) per class hour for each teacher who prepares lesson plans. This provision also applies if prep. time is done in advance by the teacher when they are absent.

C. Sick leave: One (1) hour of sick leave to be available for each AHS or ABE hour of assigned teaching or counseling each semester. The hours will be computed within one week after First Friday and the second week after the second semester begins. Sick leave will be accumulative to 250 hours. Notice of accumulated sick leave balance available will be given to teachers at the beginning of each semester.

Sick leave may be used for personal illness and illness in the immediate family to include spouse and children. The use of sick leave shall not exceed a 24 hour period to attend to illness in the immediate family unless an extreme emergency occurs.

D. Funeral Leave: Funeral leave may be granted without loss of pay, up to a maximum of three (3) days at the discretion of the Community Education Director. Funeral leave shall not be deducted from sick leave.

Paw Paw Public Schools

E. **Personal Bus.:** One (1) day per year (non-accumulative) may be used only for personal business that must be conducted during the employee's work hours. The day shall not be used for recreational purposes, shopping or job interviews, nor shall it be used the day prior to or the day following a vacation period or holiday.

The personal business day will equal one fifth (1/5th) of classroom hours taught per week. Personal business time may be used by the hour and half hour; and shall not be deducted from sick leave. Notice of personal business hours available will be given to teachers at the beginning of each semester.

F. **Canceled Classes:** If a teacher's class is canceled and the teacher is not notified in a timely manner, the teacher will receive one (1) hour of pay.

G. **Insurance:** Employees will have the opportunity to purchase health insurance and/or other option benefits at a group rate.

H. **Teaching Positions:** Vacant or new AHS and ABE teaching/counseling positions will be offered to the current faculty members on a seniority basis as certified and qualified. Current AHS and ABE faculty members will be considered before hiring new faculty members. The determination will be made by the School District.

I. **Grievance Procedure:** A grievance shall be defined as an alleged violation, misinterpretation, or misapplication of the expressed terms of this Agreement.

STEP ONE. An employee having a grievance shall discuss it orally with the immediate supervisor within five (5) working days of said infraction.

STEP TWO. If the decision of the immediate supervisor is not acceptable, the employee may appeal the decision in writing to the Superintendent/designee within five (5) working days after discussion with the immediate supervisor. The Superintendent/designee will schedule a meeting with the immediate supervisor and the employee, and will render a decision within five (5) working days of such meeting.

J. Discipline: The Board of Education can administer discipline for just cause only. When such action becomes necessary the immediate supervisor will explain to the employee the infraction that was committed and the steps the Board can take to prevent such actions in the future.

K. General: The employee may request an appointment with the immediate supervisor to review his/her personnel file.

II. Child Care Workers

A. Wages: Child Care Coordinator 6.42/hr.
Child Care Workers
Start 5.01/hr.
End of prob. (60 working days) 5.06/hr.
One (1) year 5.28/hr.
Three (3) years 5.55/hr.
Five (5) years 5.81/hr.

B. Sick Leave: Two sick leave days will be granted per year. Any unused days/hours may be carried over to the next year.

III. Duration

This Agreement shall be effective August 22, 1994 and shall expire on August 20, 1995.

ADULT EDUCATION

BOARD OF EDUCATION

Representative Date

President Date

Representative Date

Chief Negotiator Date