

6/30/90

PLYMOUTH-CANTON COMMUNITY SCHOOLS  
CUSTODIAL AND MAINTENANCE EMPLOYEES  
MEA-NEA LOCAL #1

1988 - 1990

TWO YEAR AGREEMENT

*Plymouth-Canton Community Schools*

LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University

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RELATIONS COLLECTION  
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## TABLE OF CONTENTS

ARTICLE		PAGE
I.	Purpose	2
II.	Union Recognition, Deduction of Dues and Union Security	2
III.	Association Dues, Fees, Payroll Deductions	3
IV.	Management Rights	4
V.	Jurisdiction	5
VI.	Discipline and Discharge	5
VII.	Grievance Procedure	6
VIII.	Non-Discrimination	10
IX.	Seniority	11
X.	Holidays	15
XI.	Vacation and Bonus Vacation	16
XII.	Sick Leave (Personal Business Days)	18
XIII.	Leave of Absence	20
XIV.	Jury Duty            Subpoena as Witness	22
XV.	Hours of Work (Building Check, Shift Differential, Uniforms, Retirement Allowance, Longevity)	23
XVI.	Distribution of Overtime	25
XVII.	Insurance Protection	25
XVIII.	Health, Safety and Training	26
XIX.	Strikes and Lockouts	27
XX.	Subcontracting and Technological Changes	27
XXI.	New Jobs	27
XXII.	Work Rules or Regulations	28
XXIII.	Visitation (Stewards)	28
XXIV.	Scope, Waiver and Alteration of Agreement	29
XXV.	Classification and Compensation	29
XXVI.	Termination and Modification	30
	APPENDIX A-1    1988-89 Wage Scale	33
	APPENDIX A-2    1989-90 Wage Scale	34
	APPENDIX B       Promotional Series	35

AGREEMENT

between

PLYMOUTH-CANTON COMMUNITY SCHOOLS, hereinafter referred to as the Employer,  
and

PLYMOUTH-CANTON CUSTODIAL AND MAINTENANCE EMPLOYEES, MEA-NEA LOCAL #1  
hereinafter referred to as the "Union".

ARTICLE I

Purpose

It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the Plymouth-Canton Board of Education and the employees covered hereby, to insure true collective bargaining and to establish standards of wages, hours, working conditions and other conditions of employment.

ARTICLE II

Union Recognition, Deduction of Dues and Union Security

Section 1. Union Recognition

- a. The Employer hereby recognizes the Union as sole and exclusive collective bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.
- b. The term "employees" as used herein shall include all full time and regular part-time custodial and maintenance staff employees employed or to be employed excluding supervisors, licensed technicians, substitutes and all other employees. The language above is drafted from M.E.R.C. Case No. R79 C128, dated March 28, 1979.

Section 2. Union Security

- a. It shall be a condition of employment that all employees of the Board covered by this Agreement:
  - (1) Become members of the Union on or before the thirty-first (31) working day following the effective date of this Agreement or on or before the thirty-first (31) working day following the beginning of their employment with the Board, or

(2) Execute an authorization for the payment of an agency shop fee for the deduction of a sum equivalent to the dues of the Union on or before the thirty-first (31) working day following the effective date of this Agreement, or on or before the thirty-first (31) working day following the beginning of their employment with the Board. Employees shall be given a copy of the form authorizing check off for the Association dues and service fees at date of hire. The representation - service fee, shall be the amount determined by the Association to be the employee's prorata share of the Association's cost of negotiating and administering the collective bargaining Agreement.

- b. The Union agrees that it will treat all employees in the same manner with respect to the provisions contained within Paragraph a. of this section.
- c. In the event that the Union refuses to accept any employee of the Employer as a member, said employee may continue employment for the School District.
- d. Either party to this Agreement shall have the right to reopen negotiations pertaining to the provisions of this Article if provisions of this Article are deemed illegal under applicable laws by sending written notification to the other party thirty (30) days from the date of such legal determination.

### ARTICLE III

#### Association Dues, Fees, Payroll Deductions

Section 1. Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of dues, and voluntary political action funds as established by the Association. Such authorization shall continue in effect from year to year unless revoked according to the procedures outlined in the MEA-NEA Constitution and Bylaws. Pursuant to such authorization, the Board shall deduct one-tenth of such dues, and voluntary political action funds from the regular salary check of the employee each month for ten (10) months, beginning in September and ending in June of each year. Such dues, and voluntary political action funds shall be forwarded to the union forthwith. Any employee who shall not perform services for any entire month of the school year shall have his/her dues reduced by one-tenth of the yearly dues for each entire month he/she did not work, except where the failure to perform services during any month was the result of the employee taking any paid leave of absence or sick leave provided for in this contract. The dues shall be deducted in equal installments, and the association shall be responsible

for refunding overpayments and collecting underpayments, where the individual's dues deductions don't cover his/her total dues obligation. The Association shall also be responsible for informing the payroll department of any increase or decrease in yearly dues liability.

- Section 2. Any dispute arising as to an employee's membership in the Association shall be reviewed by a designated representative of the Board and a representative of the Association, and if not resolved may be referred to the Grievance Procedure, however the employee may be retained at work while the dispute is being resolved.
- Section 3. The Association will furnish the Board or its designated representative with a copy of the membership form of all employees paying dues.
- Section 4. The Association shall save harmless the employer from any liability it may incur to an employee as a result of the illegality of the amount of the representation-service fee as certified by the Union.
- Section 5. Upon appropriate written authorization from the employee, the Employer shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or other plans or programs approved by the Employer.

#### ARTICLE IV

##### Management Rights

Subject to the provisions of this Agreement, and except as modified by the specific terms of this Agreement, the Employer retains all rights and powers to manage the Plymouth-Canton Community Schools and to direct its employees. The Union recognizes these management rights and responsibilities as conferred by the Laws and Constitution of the State of Michigan and as are inherent in the rights and responsibilities to manage the Public School System, including, but not limited to, the right:

- A. To the exclusive management and administrative control of the school system and its properties and facilities, and the activities of its employees during the employee working hours;
- B. To hire all employees and, subject to the provision of law, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
- C. To determine the hours of work and the duties, responsibilities and assignments of employees, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoption and equal application of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof and in conformance with the Laws and Constitution of the State of Michigan and the Laws and Constitution of the United States.

## ARTICLE V

### Jurisdiction

Employees of the Employer not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for purposes of instructional training, experimentation or in cases of emergency when regular employees are not readily available. This clause shall not apply to special projects where employees perform work on a voluntary basis.

No provision of this Agreement shall be construed to restrict the Board from the use of federally funded youth programs, cooperative education programs or person hours worked without pay in lieu of incarceration, provided said use does not result in the elimination of any employees covered by this Agreement. The above said person will not be used outside of regularly scheduled hours to avoid paying overtime to employees covered by this Agreement.

## ARTICLE VI

### Discipline and Discharge

- Section 1. Employees shall be disciplined or discharged only for just cause and the employee shall be advised of the cause of such action in writing. Just cause shall include but not be limited to:
- a. Refusal or failure to accept or perform work assigned, in accordance with the provisions of this Agreement.
  - b. Refusal or continued failure to perform work properly and efficiently.
  - c. Intoxication or use of illegal drugs on the job or while in uniform or drinking intoxicants while on duty.
  - d. Excessive tardiness or absenteeism.
  - e. Insubordination, or improper or immoral language or conduct.
  - f. Interference with the performance of assigned work of another employee of the Employer.

- Section 2. Any cause for discipline or discharge known to the Employer and on which action or notification has not been initiated by the Employer within fifteen (15) days shall be void.
- Section 3. A bargaining unit member shall be entitled to have present a steward of the Union during any meeting which leads to disciplinary action.
- Section 4. When a request for such steward is made no action shall be taken with respect to the employee until such steward is present.
- Section 5. There shall be a yearly evaluation which shall be conducted by the the immediate supervisor. This shall be done in accordance with the Board of Education's Policy on Evaluation. The employee has a right to receive a copy of the evaluation, review, submit his/her response, and the right to disagree with the evaluation.
- Section 6. All probationary employees shall be observed by the Plant Engineer or the Assistant Head Maintenance Custodian respectively, and be given at least two written evaluations prior to the end of the probationary period. The evaluations are to be submitted to the Personnel Office.
- Section 7. After one year of the issuance of a disciplinary action, the administration and the association will review the personnel file.

## ARTICLE VII

### Grievance Procedure

- Section 1. A grievance is a written complaint by an employee in the bargaining unit submitted as a grievance concerning:
- a. An alleged violation of this Agreement.
  - b. Any alleged violation of Board of Education policies related to working conditions not specifically covered by this Agreement.
- Section 2.
- a. Working day shall be Monday through Friday excluding holidays.
  - b. Time limits may be extended by mutual agreement.
  - c. Any grievance not processed to the next step of the grievance procedure within the specified time limit shall be deemed settled on the basis of the last decision rendered.
  - d. A grievance not answered within the specified time limit may be processed to the next step of the grievance procedure.



- e. No grievance shall be processed based on the occurrence of a condition prior to the execution of this Agreement.

### Section 3. Informal Conference

The employee shall within five (5) working days of the alleged occurrence discuss his/her problem with his/her immediate administrative supervisor.

Any employee not satisfied with a personal conference with his/her immediate administrative supervisor may take his/her problem to the Steward for consultation. The Steward may visit that supervisor in a further effort to resolve the grievance, which visit shall occur within five (5) working days after the event giving rise to the problem. That supervisor shall give his/her decision within three (3) working days.

The Association Executive Committee, through the Steward and/or the Executive Committee, shall approve of, and process, all grievances to be pursued beyond the Informal Conference level of the Grievance Procedure.

### Section 4.

All grievances must be handled by the following procedure:

Step 1. If the problem is not resolved in the informal conference it shall be reduced to writing, clearly stating the claimed basis for the grievance and shall be signed by the employee and presented to the supervisor by the Steward within five (5) working days following the decision reached in Section 3 of this procedure. The written grievance may be presented to and discussed with the supervisor by no more than two (2) union representatives accompanied by the employee at the discretion of the Union. Within five (5) working days after receiving the written grievance, the supervisor shall communicate his/her decision in writing, together with the supporting reasons, to the Union.

Step 2. Within five (5) working days after delivery of the supervisor's decision the grievance may be appealed to the Assistant Superintendent for Employee Relations or his designated representative by the Union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step 1. Within five (5) working

days after delivery of the appeal, the Assistant Superintendent for Employee Relations or his/her designee shall investigate the grievance and shall communicate his/her decision in writing together with the supporting reasons to the Union and to the supervisor.

- Step 3. Within five (5) working days after delivery of the Assistant Superintendent for Employee Relation's decision the grievance may be appealed to the Superintendent by the Union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by copies of previous decisions. Within ten (10) working days after delivery of the appeal the Superintendent shall investigate the grievance and shall communicate his/her decision in writing together with the supporting reasons to the Union, the Assistant Superintendent for Employee Relations and to the supervisor. As part of his/her investigation the Superintendent may give an opportunity to be heard to the aggrieved employee and also to the Union.
- Step 4. Within five (5) working days after delivery of the Superintendent's decision the grievance may be appealed to the Board of Education by the Union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based, and shall be accompanied by copies of previous decisions. Within fifteen (15) working days after delivery of the appeal the Board shall give the Union opportunity to be heard. The Board shall render its decision in writing together with the supporting reasons within twenty (20) working days after the delivery of the appeal.
- Step 5. Arbitration: Any unresolved grievance which relates to the interpretation, application or enforcement of a provision of this Agreement or any written supplementary agreement and which has been fully processed through the last step of the grievance procedure may be submitted to binding arbitration by either party in strict accordance with the following:

a. Arbitration shall be invoked within ten (10) working days of the decision in Step 4 by written notice to the other party of intention to arbitrate. If the parties are unable to agree upon an arbitrator within seven (7) working days of such notice, the party desiring arbitration shall refer the matter to the American Arbitration Association for the selection of an impartial arbitrator and determination of the dispute in accordance with all applicable rules of the American Arbitration Association except where expressly provided otherwise in this Agreement.

- 1) The Arbitrator, the Union or the Employer may call any employee as a witness in any arbitration hearing.
- 2) Each party shall be responsible for the expenses of the witnesses that they may call.
- 3) The Arbitrator shall have no power to rule on any matter not involving an alleged violation of specific provisions of this Agreement, or any matter not involving an alleged violation of a rule or policy of the Board.
- 4) The Arbitrator shall not have jurisdiction to subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to specify the terms of a new agreement, or to substitute his/her discretion for that of any of the parties hereto.
- 5) The decision of the Arbitrator shall be final, conclusive and binding upon the Employer, the employees and the Union.

The expenses of the arbitration shall be borne equally by the parties, subject to the written provisions of this Article.

ARTICLE VIII

Non-Discrimination

The Plymouth-Canton Board of Education will not interfere with or discriminate in any respect to any term or condition of employment against any employee covered by this Agreement because of membership in, or legitimate activity as described in this Agreement on behalf of the Union, nor will the Plymouth-Canton Board of Education encourage membership in another Union.

The Employer and the Union recognize their responsibilities under Federal, State and Local laws pertaining to fair employment practices as well as the moral principles involved in the area of Civil Rights. Accordingly, both parties reaffirm by this Agreement the commitment not to discriminate against any person or persons because of race, age, sex, creed, color, religion or national origin. The parties will work together to assure equal employment opportunities to all.

## ARTICLE IX

### Seniority

- Section 1. Seniority standing shall be granted to all employees covered by this Agreement. The standing is to be determined on the basis of actual length of continuous service from the latest date of permanent employment in the bargaining unit with the Plymouth-Canton Board of Education. All new employees shall be placed on the seniority list as of the first day of employment, upon the completion of a probationary period of ninety (90) working days of employment, which shall include at least thirty (30) days while school is in session. Probationary employees may be discharged or disciplined by the Employer without the same causing a breach of this Agreement or constituting a grievance.
- Section 2. Seniority shall be broken for the following reasons.
- a. If the employee quits.
  - b. If the employee is discharged.
  - c. If the employee is absent without properly notifying the management, unless a satisfactory reason is given.
  - d. If the employee fails to return to work within three (3) working days after being notified to report to work, and does not give a satisfactory reason.
  - e. If the employee is laid off for a continuous period equal to seniority he/she had acquired at the time of such layoff period.
  - f. If the employee retires.
  - g. If an employee overstays a leave (as referred to in Article XIII).
  - h. If an employee gives a false reason for such a leave, and/or engages in other employment during such a leave as referred to in Article XIII, Leave of Absence.
- Section 3. Employees are expected to give advance notice of termination. Employees failing to give five (5) days notice without reasonable cause for failing to give such notice shall forfeit one-fifth (1/5) of all prorated benefits due for each day less than the above five (5) working days.

Section 4. Employees shall be laid off and recalled according to their seniority in their classifications. An employee on scheduled layoff shall have the right to displace a lesser seniority employee who is in a lower classification provided the senior employee is qualified to hold the position held by the employee.

- Section 5.
- a. The Employer may make temporary transfers of employees to other locations in order to meet the requirements of the operation of the department. The Employer shall give full consideration to seniority.
  - b. Temporary transfers shall be for a period of no longer than thirty (30) working days, extensions may be given by mutual agreement between the Employer and the Union.
  - c. A position that requires more than thirty (30) days of temporary transfer (except extensions by agreement) shall be considered an open position to be posted.

- Section 6.
- a. Notice of all vacancies to be filled as shown in Appendix A and newly created positions shall be posted on employee bulletin boards within five (5) working days and the employee shall be given five (5) working days time in which to make application to fill the vacancy or new position, and the Union Steward will be advised within five (5) working days of who has received the vacancy or new position. Custodial positions will be posted three (3) working days.
  - b. Employees desiring a voluntary demotion, pursuant to Appendix B, may request the demotion on a "Request for Change of Assignment" form from the Director of Buildings and Grounds, who shall have the authority to approve or disapprove. A voluntary demotion shall be defined as changing the employee's classification and salary to one in a lower classification. The union steward shall be provided with a copy of all change of assignment requests.
  - c. An employee who applies for a vacancy of the same classification as he/she currently holds, shall be granted the job based on his/her classification seniority, before any promotions shall be considered. If an employee successfully opts for a change of assignment, pursuant to the sentence above, he/she shall not be eligible for a change of assignment for a

period of one (1) year from placement on the job. The only exception to this one year rule shall be where there is mutual agreement between the administration, the association, and the employee involved. Exceptions shall not be unreasonably withheld. Promotions shall be made on the basis of classification seniority of the next lower classification in the series (Appendix B), or to the next succeeding lower classification if there are no applicants. The senior employee making application, in accordance with the above, shall be promoted to fill the vacancy or new position provided he/she has the necessary qualifications to perform the duties of the job involved. If the administrator feels the senior employee making application should not be promoted, he/she shall be reviewed by the joint review committee in accordance with the review committee procedures below. Joint Review Committee Criteria for evaluation of promoted employees: The Committee shall, when reviewing the application of an individual who desires a promotion under Article IX, Section 6c, consider the following qualifications:

1. Previous work record
2. Previous disciplinary record
3. Previous training in work area
4. General work attitude as evidenced by previous evaluations and recommendations
5. Ability to get along with fellow workers and supervisors as evidenced by previous evaluations and recommendations
6. Length of service with the Plymouth-Canton Community School District.

Where these factors are deemed equal, said promotions shall be awarded to the employee with the highest classification seniority. For just cause and by majority vote of the review committee an applicant may be denied a promotion. If the review committee vote is evenly divided, the employee shall be promoted. When more than one position is open and posted, the employee must bid jobs in order of their preferred preference; first choice, second choice, etc.

- d. Promoted employees shall be given up to thirty (30) working days trial period to demonstrate their qualifications on the new job. If during this trial period a question arises as to the employee's qualifications, he/she shall be evaluated by a joint review committee. The review committee shall be composed of two Association representatives and two

Employer representatives. The committee may consult administrative personnel during the evaluation. The employee shall be affirmed to the new job or returned to his/her previous position by a majority decision of the committee. If the committee feels it is necessary, the trial period may be extended an additional thirty (30) working days. The intent in promotion is that when a vacancy occurs in any given sub-classification in the General Maintenance classification, that the skills and experience of an applicant in the sub-classification shall be given consideration in addition to seniority. An employee who has successfully accepted a promotion will not be eligible for another promotion for a period of sixty (60) calendar days except by mutual agreement of the parties.

- e. Newly created positions or vacancies to be filled shall be filled within ten (10) working days of the known vacancy, and within thirty (30) working days if a new hire fills the vacancy or a newly created position. These positions shall be posted in the following manner:

The type of work, the place of work, the starting date, the rate of pay, the hours to be worked and the classification.

The Association will be notified in writing within ten (10) calendar days of positions or vacancies not to be filled.

- f. A probationary employee is not eligible for a custodial posting.
- g. Custodial vacancies under a posting shall not be considered a promotion, and the filling of a custodial vacancy shall not require a new probationary period.
- h. When an employee is promoted, he/she shall be paid the 60 working day rate if the beginning rate is less than his/her hourly rate prior to promotion. (Effective upon ratification)

Section 7. An employee who is required to work in a higher classification for two (2) consecutive working days or more, shall be paid the rate of pay of the person he or she replaces, and will be paid retroactively to the first day if two (2) days or more.

It is further understood that this applies when the respective work shifts are in effect (days, afternoons, midnights).



An employee who replaces the plant engineer at a traditional school during the summer months will receive the wage rate of the plant engineer. It is also agreed that this only applies to the plant engineer position, and that other positions (example: custodian receiving wage rate of an afternoon supervisor) would not be applicable to this section.

Section 8. An agreed to seniority list shall be made available to the Union and to each employee covered by this Agreement on or about July 1 of each year. Such list shall contain date of hire with the District, date of entry into bargaining unit, date of entry into classification, and employee's location. Seniority in classification shall be as of date of entry into the classification.

Section 9. Any employee who has successfully accepted a custodial vacancy posting shall not be eligible for a custodial posting for a period of one (1) year from placement on the job. The only exception to this one year rule shall be where there is mutual agreement between the administration, association, and the employee involved. Exceptions shall not be unreasonably withheld.

Section 10. Any employee who takes another position within the Plymouth-Canton Community Schools shall not continue to earn seniority in this bargaining group while in such position. If this person returns to this bargaining unit, he/she will receive only the seniority he/she accumulated up to the time of leaving this bargaining unit.

## ARTICLE X

### Holidays

Section 1. The Employer will pay eight (8) hours pay for the following holidays, even though no work is performed by the employee:

- a. Independence Day
- b. Labor Day
- c. Thanksgiving Day
- d. Day after Thanksgiving
- e. December 24
- f. December 25
- g. December 31
- h. January 1
- i. Good Friday
- j. Memorial Day
- k. Two personal holidays

- Section 2. Employees required to work on any of the above named holidays shall receive double time for hours worked in addition to the regular holiday pay.
- Section 3. If an employee is on vacation on any of the above named holidays the Employer shall give an additional day off with pay for the holiday or eight (8) hours pay for the holiday.
- Section 4. Employees off sick on the day before or after the holiday may be required to submit medical proof of illness to receive holiday pay, except when they work on the holiday.
- Section 5. Application for use of personal holidays or snow day must be submitted and approved five (5) working days in advance of the day requested. Personal holidays cannot be taken in conjunction with vacation days or regularly scheduled holidays unless by specific arrangement with the approval from the Department of Maintenance and Custodial Operations.
- Section 6. Holiday Eligibility: During the first month of employment, employees shall not be eligible for any paid holidays. During the second month of employment employees shall be eligible for one paid holiday. Upon completion of the second month of employment, employees shall be eligible for all paid holidays.

## ARTICLE XI

### Vacation and Bonus Vacation

- Section 1. Vacation for employees covered by this Agreement shall be computed as follows:
- Less than two years on June 30 -One day per month to maximum of 10 days.
- More than two years but less than five years on June 30 - 12 days
- More than five years but less than ten years on June 30- 15 days.
- More than ten years but less than fifteen years on June 30 - 17 days
- More than fifteen years on June 30- 20 days
- Section 2. a. Vacations will, insofar as possible, be granted at times most desired by employees according to their seniority as follows: The Employer will designate

how many people in each classification in each building shall be allowed off during one given period. Vacation requests shall be submitted during the last two weeks of February. The annual vacation schedule shall be posted prior to March 31. Choice of vacation shall be honored on a basis of seniority within a building classification unless otherwise agreed to by the Union. Unposted vacation time may be taken provided the Employer approves and there is no conflict with posted vacation time, except that only posted vacation time may be taken on the days preceding or following a paid holiday unless otherwise agreed to between the Board and the Union. Posted vacation time of an employee temporarily transferred for purpose of relief shall be honored.

- b. Vacations may be taken in a period of consecutive days or split into one or more weeks.
- c. Vacation earned in one fiscal year must be taken prior to the end of the following fiscal year. If a vacation is deferred at the request of the Board, the employee shall have the option of rescheduling the vacation or receiving payment in lieu of vacation time off.

Section 3. An employee who is separated from employment is entitled to a lump sum payment for the unused vacation standing to his/her credit on the date of separation.

Section 4. Employees having 23 days of accumulative sick leave on December 31 may earn additional vacation days annually according to the following schedule:

<u>Days Absent</u>	<u>During Fiscal Year</u>	<u>Number of Days Bonus Vacation</u>
0		5
1		5
2		4
3		3
4		2
5		1

Section 5. Inasmuch as the number of days absent during the fiscal year for any reason affects bonus vacation, the number of days off for workers' compensation or a death in the family (Article XII, Sec. 4) upon request of the Maintenance-Custodial employees affected, will be reviewed by the Union Steward and the Director of Maintenance and Custodial Operations. A reasonable number of days to be granted, will be deducted from accumulated sick leave but will not be charged against days absent in the fiscal year for determining bonus

vacation days. Sick days and personal business days will be charged against bonus vacation days.

Section 6. All vacation and holiday pay will be paid at the rate that the employee is currently making with the exception of summer months when normal afternoon and midnight shift employees working days for the summer will receive their shift premium for holiday and vacations occurring during the summer months.

## ARTICLE XII

### Sick Leave

Section 1. Each employee covered by this Agreement will be entitled to sick leave of one (1) work day with pay for each month of service, beginning with the first completed full calendar month and cumulative to 200 work days. Days earned beyond 200 will be held in a catastrophe bank.

Section 2. Sick leave shall be granted to employees when they are incapacitated from the performance of their duties by sickness, pregnancy, injury or for medical, dental or optical examination or treatment. (Medical proof of illness may be required). Sick leave shall also be granted when, through exposure to contagious disease, the presence of the employee at his/her employment position would jeopardize the health of others. To receive sick pay for medical, dental or optical examination or treatment, three days notice of the appointment must be given except in the case of emergency.

Section 3. a. Absence of less than seven (7) days resulting from a minor personal injury out of and in the course of employment with the Plymouth-Canton Community Schools shall not be deducted from accumulated allowable days of absence provided the employee files at the Central Administration Office, prior to returning to regular employment, a statement from his/her doctor stating the number of days he/she will be unable to work.

b. Absence caused by a major personal injury arising out of and in the course of employment with the Plymouth-Canton Community Schools which entitles the injured employee to compensation under the provisions of the Workers' Compensation Act, shall not be charged against allowable sick leave until the eighth (8) day, allowable days of absence shall be charged only for that portion in excess of the

compensation payment until employee's sick leave bank is exhausted.

- Section 4. All employees covered by this Agreement may take up to five (5) working days off with pay for a death in the employee's immediate family. The immediate family shall be construed to mean one (1) of the following: husband, wife, children, parents, brother, sister, grandparents, mother-in-law, father-in-law, grandchildren and any other relative or non-relative living and making their home in the household of the employee. Additional time off will be granted for necessary time to travel to distant states for funeral services providing said time is arranged for with the Department of Maintenance and Custodial Operations at least forty-eight (48) hours prior to the time taken. (One day off for brother-in-law, sister-in-law, spouses grandparents).
- Section 5. Records of sick leave accumulated and taken shall be available to the employee or the Union upon request.
- Section 6. All new employees after successfully completing the probationary period and upon working their first day as a permanent employee shall have placed in their sick leave bank one (1) sick leave day for each month between that month and June of that fiscal year. All permanent employees, at the beginning of the fiscal year after working one (1) day, will have placed in their sick leave bank twelve (12) sick leave days. Time taken off during the probationary period will be deducted from the employee's pay.
- Section 7. Personal Business Days
- a. The following statements will act as guidelines for the local administrator in giving approval to the applicant for Personal Business Days.
  - b. A personal business day can be granted but is not mandatory when there is:
    - (1) A religious holiday not identified in the Agreement.
    - (2) An appointment at a Federal, State or Local governmental office after normal channels have been exhausted.
    - (3) An involvement in a court of law.
    - (4) A convocation of honors assembly involving a member of the immediate family.
    - (5) An appointment to arrange a final settlement or financing the purchasing of a home.
    - (6) A need for being involved in moving from one home to another.

- (7) A need to leave early to attend a conference or convention to which he/she is a delegate.
- (8) An involvement in a wedding of a member of the immediate family.
- (9) A desire to attend a funeral when it is not covered under the sick leave policy.
- (10) A desire to be with a person who is ill and which is not covered under the sick leave policy.

The above is not an exhaustive list and items may be added during the school year by the consent of both parties.

- c. When there is a request for a personal business day or days as indicated in Article XII (7b), the administrator may grant any portion of the time under personal business which shall be charged against sick leave with the remaining portion being assumed by the applicant with loss of pay.
- d. Personal business days cannot be used for time immediately before or after an established holiday for additional vacation.
- e. The administrator may, in unusual circumstances, grant personal business time to a person when the applicant's request is not specifically covered by the listing. The administrator, using his/her best judgment will take into consideration such items as length of service, attendance, involvement in school activities and other factors which are pertinent to the case.
- f. Personal business days shall be requested at least one week in advance except in cases of emergency. Approval must be received before the employee takes the time off.
- g. Requests shall be made through the Department of Maintenance and Custodial Operations.

### ARTICLE XIII

#### Leaves of Absence

- Section 1. "Armed Forces" are defined to include the Army, Navy, Marine Corps, Air Force and Coast Guard. "Reserve components" are defined to include the federally recognized National Guard, Air Corps, the Regular Army Reserve, the Air Force Reserve, the Enlisted Reserve Corps, the Naval Reserve, the Marine Corps Reserve and the Coast Guard Reserve.
- Section 2. a. Any employee of the Plymouth-Canton Board of Education covered by this Agreement who is a member of the National Guard or any reserve component of the Armed Forces of the United States will be entitled to a leave of absence without loss of time, vacation or sick or seniority time

during which he/she is engaged in the performance of official duty or training in this State, or in the United States under competent orders. While on such leave he/she shall be paid an amount which when combined with his/her military pay would equal his/her regular salary not to exceed a total of ten (10) working days in any one calendar year.

- b. To receive payment of salary, an employee must, prior to his/her leave, file with the Personnel Department a copy of official orders and upon return a certification from his/her commanding officer of performance of duty and a statement of service earnings.
- c. The reinstatement rights of an employee who enters the military service of the United States by reason of an Act or law enacted by the Congress of the United States or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the Provisions of the law granting such rights.

Section 3. The Union shall be granted the use of ten (10) Union days per year for its use for attendance at the Representative Assemblies, conferences, conventions, workshops, and other functions mutually agreed to between the Union and the Employer.

Section 4. Seniority shall accumulate during all leaves of absence. At the end of a leave of absence the employee will return to the former job and at his/her former rate of pay including any changes. Employees will be required to pay the premium on his/her life insurance during any leaves. Employees have the option to pay hospitalization premiums or to terminate coverage during any leaves.

Section 5. Notwithstanding other provisions of this Agreement any employee elected or appointed as an employee of the Union shall be granted a leave of absence without pay for the term of the election or appointment of his/her office or any extension thereof.

Section 6. A seniority employee who, because of illness or accident which is non-compensable under the Michigan Workers' Compensation Law, if physically unable to report to work, shall be given a leave of absence without pay of benefits or loss of seniority for the duration of such disability; but not to exceed the length of his/her seniority or two years, whichever is the least. Applications for leave must be submitted one (1) week prior to the exhaustion of the employee's sick bank. Return to work shall be conditional upon a medical or osteopathic doctor's written notice that the employee is capable of performing his/her regular work assignment.

- Section 7. Leave of absence without pay or benefits or loss of seniority shall be granted seniority employees for reasonable periods not to exceed the length of seniority or one (1) year of time whichever is the least for physical or mental illness, in the immediate family which includes husband, wife, children or parents living in the same house, provided the employee properly notifies the Board of the necessity and provided further that he/she supplies the Board with a certificate as often as requested from the medical or osteopathic doctor of the necessity for such absence and for the continuation of such absence when requested by the Board.
- Section 8. Leaves of absence without pay or benefits or loss of seniority may be granted seniority employees after one (1) year of employment, for reasonable periods not to exceed one (1) year of time for training related to the employee's regular duties in an employer approved educational institution.
- Section 9. A seniority employee shall be granted a pregnancy leave of absence without loss of seniority which shall not exceed twelve (12) months and provided, the employee shall immediately notify the Board of the pregnancy. The Board then may request periodic verification of the health of the employee in relation to the performance of the employee's normal job duties. When the medical verification of the physician on a form provided by the Board will not allow the employee to continue her normal job function because of such pregnancy, the employee shall then be granted a leave of absence for the duration of the pregnancy leave with all job and recall rights, and/or the employee may use all or any portion of her leave to recover from her own illness or disability, which shall include, in part, all disabilities caused by or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery.
- Section 10. All requests for leaves of absence shall be in writing, stating the reason for request giving the approximate length of leave requested and a copy shall be sent to the Union. Leaves may be granted at the discretion of the Board for reasons other than those listed above when they are deemed beneficial to the Board.

#### ARTICLE XIV

##### Jury Duty - Subpoena as Witness

Recognizing it is the obligation of every citizen to serve as a juror when called upon to do so, an employee called for jury service or subpoenaed as a witness will be granted leave with full pay. However, the money earned as a juror, except the money received for mileage, shall be deducted from the pay which would normally be earned while serving as a juror. This provision applying in the event the Employer was unable to obtain a waiver.



ARTICLE XV

Hours of Work

The regular work week for the employees covered by this Agreement shall consist of forty (40) hours, Monday through Friday, of eight (8) hours each. The eight (8) hour day for all personnel will include a thirty minute lunch period at a time convenient to the Employer. Employees will not leave the building without notifying the building principal.

Section 1. Shifts will be scheduled as conditions warrant, one (1) week prior notice shall be given before changes are made except in emergency. Seniority in classification will be considered in determining shift assignment in each building or department.

- Section 2.
- a. Time and one-half (1-1/2) will be paid for all time worked in excess of eight (8) hours in a twenty-four (24) hour period which begins with the start of the employee's regular or normally scheduled shift; all time worked in excess of forty (40) hours in one work week, for which overtime has not already been earned.
  - b. Double time will be paid for all overtime hours worked on Sunday.

Section 3. Whenever an employee is required to return to work after the completion of his/her regularly scheduled working hours, or is called on Saturday or Sunday, he/she shall receive pay for the actual time worked at his/her appropriate rate for a minimum of two (2) hours.

Time worked under this clause is not to be construed with hours worked prior to or after the termination of the shift when such hours are continuous. No employee shall be compensated for any time worked by being granted time off in place thereof.

- a. The School Plant Engineer, or his/her employee designee, of each building of the School District where regular operational personnel are not assigned for regular Saturday, Sunday and holiday work will be paid time and one half of the employees rate for the following times:

Class C (Elementary) Schools	40 minutes
Class B (Middle) Schools	50 minutes
Class A (Central Middle & High School) Schools	1 hour 15 minutes

for each complete building check when assigned. Building checks shall be made between the hours of 6:00 A.M. and 8:00 P.M. on Saturdays, Sundays and holidays.

- b. If during the building checks, it is found that emergency work must be performed which requires more than the time specified above, Article XV, Section 3 will apply. Accurate work time indicating the date, beginning time after the time specified above, the ending time, and the description of the work performed will be submitted in writing to the building principal for consideration by the building principal and the director of maintenance and custodial operations. (Emergency work is defined as work that cannot be left until the next regular work day.)
- c. Work assignments for split days off may be made in writing by mutual agreement between the employee and the employer.

#### Section 4. SHIFT DIFFERENTIAL

Employees, except for persons working as Assistant Head Maintenance Custodian (afternoons), who are regularly scheduled for four (4) or more hours of work between the hours of 3:00 p.m. and 11:00 p.m., will receive a shift differential of fifteen cents (\$.15) per hour for all hours worked that day. Employees, who are regularly scheduled for work between 11:00 p.m. and 7:00 a.m. shall receive a shift differential of twenty-five cents (\$.25) per hour for eight (8) hours worked that day.

#### Section 5. UNIFORMS

- a. All regular members of the bargaining unit are required to wear uniforms approved by the Board.
- b. Each employee will be furnished three (3) uniforms (pants and shirt or dress) at inception of the contract or within ninety (90) days of hiring.
- c. Thereafter each employee will receive an annual allowance for replacement and maintaining of uniforms and shall be required to wear a clean uniform when working.
- d. Payment of the annual allowance for the school year shall be \$190 and payable on or before June 30. This allowance shall be prorated on hiring or termination.
- e. All employees of the Maintenance-Custodial staff will wear the uniforms provided during working hours only and at no other time.
- f. Part-time employees shall receive a prorated amount of this benefit. Regular employees who are placed on Workmen's Compensation for a period of time in excess of thirty (30) calendar days shall receive a prorated amount of this benefit.

Section 6. RETIREMENT ALLOWANCE

In appreciation for services to the School District a retirement payment of \$100 per year of continuous service (as defined in Article IX), up to thirty (30) years shall be paid upon retirement provided the Maintenance-Custodial employee shall have been employed in the School District for at least ten (10) years, is eligible, and has made application for Michigan Employee Retirement Fund benefits.

Section 7. LONGEVITY

Continued service in this unit with the School District will be acknowledged by the payment of the following lump sum longevity bonus as an adjustment to hourly wage on the employee's anniversary date:

5	to	9 years	\$155	15	to	19 years	- \$355
10	to	14 years	\$255	20	years and up		- \$455

ARTICLE XVI

Distribution of Overtime

Overtime shall be divided and rotated as equally as possible within the building according to seniority and among those employees who regularly perform such work.

ARTICLE XVII

Insurance Protection

Section 1. The Plymouth-Canton Community Schools agrees to pay 100% of the subsidy payments for the Blue Cross Hospital-Surgical Master Medical Full Family Insurance MVFII plus Prescription (\$2.00 co-pay), FAE/RC and VST riders, for all regular full-time Maintenance-Custodial personnel. The District maintains the right to change insurance carriers if same benefits are provided.

Section 2. The School District agrees to provide \$25,000 term life insurance for all regular full-time Maintenance-Custodial employees during their employment with the Plymouth-Canton Community Schools. The program is effective for all regular full-time Maintenance-Custodial employees who have completed their probationary period. (Effective 1/1/87).

- Section 3. MESSA Delta Dental Insurance (Internal & External COB) - for all regular full-time Maintenance-Custodial employees who have completed their probationary period - 80/80/80 plan.
- Section 4. The Employer agrees to pay 100% of the cost of providing Vision Care Insurance (Basic Plan, Internal and External Coordination of Benefits) to all regular full-time employees who have completed their probationary period.
- Section 5. The Employer agrees to pay 100% of the cost of providing long-term disability benefits to all regular full-time employees who have completed their probationary period. The LTD plan shall provide for a ninety (90) calendar day waiting period and shall pay 50% of salary to a maximum of \$1,200 per month.

### ARTICLE XVIII

#### Health, Safety and Training

The Board will continue to take all reasonable precautions to safeguard the health and safety of its employees during their regular hours of work.

Section 1. a. It is recognized:

1. That periodic training sessions, on a released time basis, will be conducted during the school work day.
2. Attendance will be mandatory for those designated employees.
3. Does not govern contract language pertaining to promotions and transfers.

- Section 2. a. The Employer agrees to provide Boiler Operator classes through Community Education for all employees required to attend.
- b. Wages will be paid to all those attending the classes at the hourly rate; or by released time, if the classes are run during the work shift.
- c. The Employer will reimburse those employees who are required to secure a boiler operator license for the test fee and necessary mileage at the IRS rate.

During the term of this contract, a committee composed of two (2) members of the Union and two members of Administration will meet for the purpose of exploring the feasibility of establishing an upgrader program.

## ARTICLE XIX

### Strikes and Lockouts

- Section 1. The Union agrees that during the entire life of this Agreement that there shall be no sanctioned or condoned strike, sitdown, stay-in, slowdown or work interference or curtailment of any kind for any reason.
- Section 2. The Union further agrees it will take action to prevent or stop unauthorized strikes, sitdowns, stay-ins, slowdowns, picketing or work interference curtailments of any kind by notifying the employees.
- Section 3. All shop stewards and officers of the Union shall take action to try to prevent any wildcat strikes, sit-downs, stay-ins, slowdowns, picketing or work interferences or curtailment of any kind.
- Section 4. The District shall have the right to discipline (including discharge) any or all employees who violate this Article, providing the Union reserves the right to file a grievance as to whether the employee was involved in said action.
- Section 5. The Board agrees that during the life of this Agreement there shall be no lockouts and insofar as may be permitted by law the Board hereby waives any right that it may have to sue the Local Union or MEA-NEA with which it is affiliated for damage resulting from unauthorized work stoppages.

## ARTICLE XX

### Subcontracting and Technological Changes

No work which is normally or customarily performed by employees in job classifications covered by this Agreement shall be subcontracted by the Board to any outside source or agency for the purpose of eliminating present employees. However, it is agreed that the Board shall be free to use all labor saving devices and labor saving equipment that will be to the best interest of the Board.

## ARTICLE XXI

### New Jobs

The Employer shall have the right to establish, evaluate, change and obsolete jobs, providing such action on the part of the Employer shall not be directed toward reducing the rate of a job in which no substantial change in the job itself has occurred. When a new or revised operation involves duties which are not adequately or specifically described or properly evaluated in an existing job description, specification and classification,

the Employer has the right to develop and establish such new or revised job descriptions, specifications and classifications, rates of pay and to place them into effect. Whenever a new job is made operational, the Employer shall establish the job description.

The Employer will notify the Union of such new or changed jobs.

## ARTICLE XXII

### Work Rules or Regulations

The Plymouth-Canton Board of Education may establish necessary work rules and regulations, however, should the Union object to any rule or regulation, it may resort to the grievance procedure outlined in this Agreement.

## ARTICLE XXIII

### Visitation

Section 1. After presentation of proper credentials, to the principal's office, officers or accredited representatives of the Union shall (upon request by the Union), be admitted into the buildings of the school District during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties or for assisting in the adjusting of grievances.

### Section 2. Stewards

- a. Employees may be represented by one steward and a designated alternate steward or both, whose identity shall be made known to the Department of Maintenance and Custodial Operations.
- b. The Steward, during his working hours, without loss of time or pay, may investigate and present grievances to the Employer, after arrangements have been made with his supervisors. This privilege shall not be abused.
- c. Any new employee shall be introduced to the Steward and added to the Steward's record or the Steward shall be supplied the following information within the employee's first week of employment: name, address, Social Security number, classification and assignment.

## ARTICLE XXIV

### Scope, Waiver and Alteration of Agreement

- Section 1. No agreement, alteration, understanding, variation waiver of modification of any terms or conditions or covenants contained herein shall be made by any employee or group of employees with the Plymouth-Canton Board of Education and in no case shall it be binding upon the parties hereto unless agreement is made and executed in writing between the parties hereto and the same has been ratified by the Union.
- Section 2. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.
- Section 3. It is understood and agreed that if any part of this Agreement is in conflict with mandatory Federal or State laws, that such part shall be suspended and the appropriate mandatory provision shall prevail and the remainder of this Agreement shall not be affected hereby.
- Section 4. Nothing contained within this contract shall be construed to deny or restrict an employee in any rights he/she may have under state law, Federal law, or other applicable regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

## ARTICLE XXV

### Classification

- Section 1. The parties hereto agree that the employees covered by this Agreement shall be considered engaged in the type of work and classification as set forth in Appendix A attached hereto and made a part hereof by reference.
- Section 2. For interpretation of Appendix A, schools shall be classified as follows as regards to Plant Engineer, Head Maintenance Assistant and Assistant Head Maintenance Custodian (Afternoons):
- Class A - Schools with square footage over 180,000 sq. ft.
  - Class B - Schools with more than 75,000 but less than 180,000 sq. ft.
  - Class C - Schools with more than 10,000 but less than 75,000 sq. ft.
- Section 3. EMPLOYEE STATUS DEFINITIONS
- a. Substitute - An employee, regardless of age, who works on an as-needed basis with no specific or projected schedule and receives substitute rate with no fringe benefits.

- b. Temporary - An employee, regardless of age, who, is hired for a specific duration not to exceed sixty (60) days and works on a regular schedule and receives substitute rate with no fringe benefits. If temporary is continued without break into regular employment, seniority shall begin as of date of hire as temporary, fringes and rate shall begin as of date of regular employment.

## ARTICLE XXVI

### Termination and Modification

- Section 1. This Agreement shall continue in full force and effect until June 30, 1990.
- Section 2. If either party desires to terminate this Agreement, it shall, sixty (60) days prior to the termination date, give written notice of termination. If neither party shall give notice of termination or withdraws the same, prior to the termination date, this Agreement shall continue in full force and effect from year to year thereafter subject to notice of termination by either party on sixty (60) days written notice prior to the current year of termination.
- Section 3. If either party desires to modify or change this Agreement it shall, sixty (60) days prior to the termination date or any subsequent termination date, give written notice of amendment in which event the notice of amendment shall set forth the nature of the amendment or amendments desired. If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. 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 this Agreement.
- Section 4. Notice of termination or modification shall be in writing and shall be sufficient if sent by certified mail addressed to the Union, Plymouth-Canton Custodial and Maintenance Employees, MEA/NEA Local #1, 29520 Munger, Suite 2, Livonia, Michigan 48154 and if to the Employer, addressed to Plymouth-Canton Community Schools Board of Education, 454 South Harvey Street, Plymouth, Michigan 48170, or to any other such address the Union or the Employer may make available to each other.
- Section 5. The effective date of this Agreement is July 1, 1988.




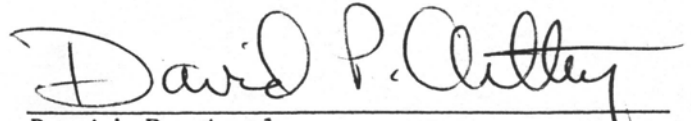
Section 6. Copies of this Agreement entitled "Contractual Agreement Between Plymouth-Canton Community School District and the Plymouth-Canton Custodial and Maintenance Employees, MEA-NEA Local #1", shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all employees now employed or hereinafter employed.

IN WITNESS WHEREOF: The parties hereto have caused this instrument to be executed.


PLYMOUTH-CANTON CUSTODIAL/  
MAINTENANCE MEA-NEA LOCAL #1

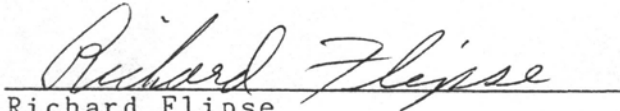
PLYMOUTH-CANTON COMMUNITY SCHOOLS  
BOARD OF EDUCATION

  
John Somes  
President - MEA/NEA Local #1

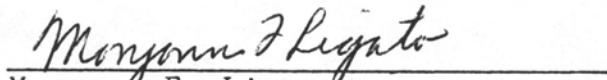
  
David P. Artley  
President, Board of Education

  
Barbara Bartel  
Negotiator

  
Dean Swartzwelter  
Secretary, Board of Education

  
Richard Flipse  
Negotiator

  
Charles Sweeney  
Negotiator

  
Maryann F. Ligato  
Chief Negotiator

APPENDIX A - 1

1988/1989 WAGE SCALE - HOURLY RATES - EFFECTIVE 7/1/88

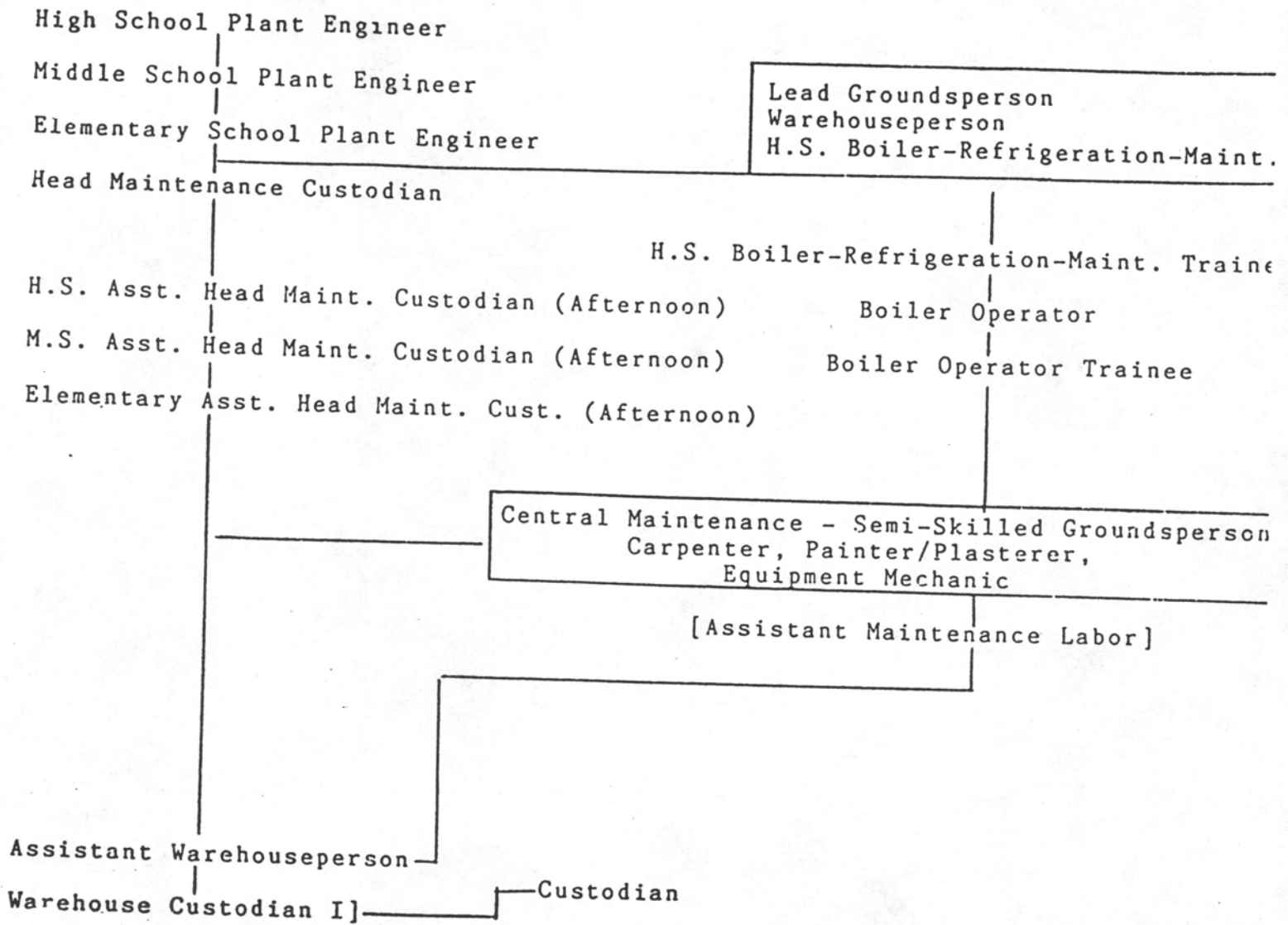
	<u>Begin</u>	<u>60 Working Days</u>
<u>PLANT ENGINEER</u>		
(formerly Head Maintenance Custodian)		
Class A - High School	\$ 12.15	\$ 13.07
Class B - Middle School	11.20	12.12
Class C - Elementary School	10.60	11.70
<u>HEAD MAINTENANCE CUSTODIAN</u>		
(formerly Asst. Head Maint. Cust. - Class A)		
Class A	\$ 10.60	\$ 11.70
Class B	10.60	11.70
<u>ASSISTANT HEAD MAINTENANCE CUSTODIAN - AFTERNOON</u>		
(formerly Afternoon Supervisor)		
<u>(Shift Premium Included in Hourly Rate)</u>		
Class A - High School	\$ 10.26	\$ 11.51
Class B - Middle School	10.05	11.24
Class C - Elementary School	9.76	10.78
Boiler Refrigeration Maintenance Operator	\$ 12.00	\$ 12.76
Journeyman - Skilled Maintenance	12.00	12.76
Lead Groundsperson	12.00	12.76
Maintenance Equipment Repair	10.77	11.68
Boiler Refrigeration Maintenance Operator Trainee	10.70	11.79
Boiler Operator	9.96	10.81
Boiler Operator Trainee	9.78	10.70
Central Maintenance-Semi-skilled-Groundsperson	\$ 9.78	10.70
Assistant Maintenance Labor	9.45	10.35
Custodian	\$ 8.59	\$ 9.87 (90 work days)
Utility - Custodial/Maintenance	\$ 9.76	\$ 11.15
Warehouseperson	9.78	11.70
Assistant Warehouseperson	9.45	10.70
Warehouse Custodian	8.59	9.87 (90 work days)

APPENDIX A - 2

<u>1989/1990 WAGE SCALE</u>	<u>HOURLY RATES</u>	<u>EFFECTIVE 7/1/89</u>
		<u>Begin</u> <u>60 Working Days</u>
<u>PLANT ENGINEER</u> (formerly Head Maintenance Custodian)		
Class A - High School	\$ 13.04	\$ 14.03
Class B - Middle School	12.03	13.01
Class C - Elementary School	11.38	12.56
<u>HEAD MAINTENANCE CUSTODIAN</u> (formerly Asst. Head Maint. Custodian Class A)		
Class A	\$ 11.38	\$ 12.56
Class B	11.38	12.56
<u>ASSISTANT HEAD MAINTENANCE CUSTODIAN - AFTERNOON</u> (formerly Afternoon Supervisor)		
<u>(Shift Premium Included in Hourly Rate)</u>		
Class A - High School	\$ 11.02	\$ 12.36
Class B - Middle School	10.80	12.07
Class C - Elementary School	10.49	11.58
Boiler Refrigeration Maintenance Operator	\$ 12.88	\$ 13.70
Journeyman - Skilled Maintenance	12.88	13.70
Lead Groundsperson	12.88	13.70
Maintenance Equipment Repair	11.59	12.54
Boiler Refrigeration Maintenance Operator Trainee	11.49	12.66
Boiler Operator	10.70	11.61
Boiler Operator Trainee	10.51	11.49
Central Maintenance-Semi-skilled-Groundsperson	\$ 10.51	11.49
Assistant Maintenance Labor	10.15	11.12
Custodian	9.23	10.60 (90 work days)
Utility- Custodial/Maintenance	\$ 10.49	11.97
Warehouseperson	10.51	12.56
Assistant Warehouseperson	10.15	11.49
Warehouse Custodian	9.23	10.60 (90 work days)

APPENDIX B

Promotional Series



APPENDIX B  
Promotional Series

INSERT  
Replace Appendix B

