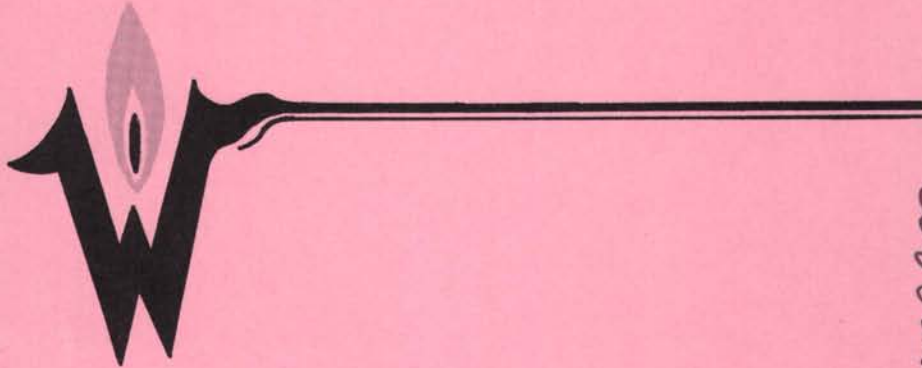


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6/30/91



*Woodhaven School District*

**1988 - 1991  
AGREEMENT  
between the  
Woodhaven School District  
and the  
Woodhaven Association of  
Support Personnel MEA/NEA**

LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University

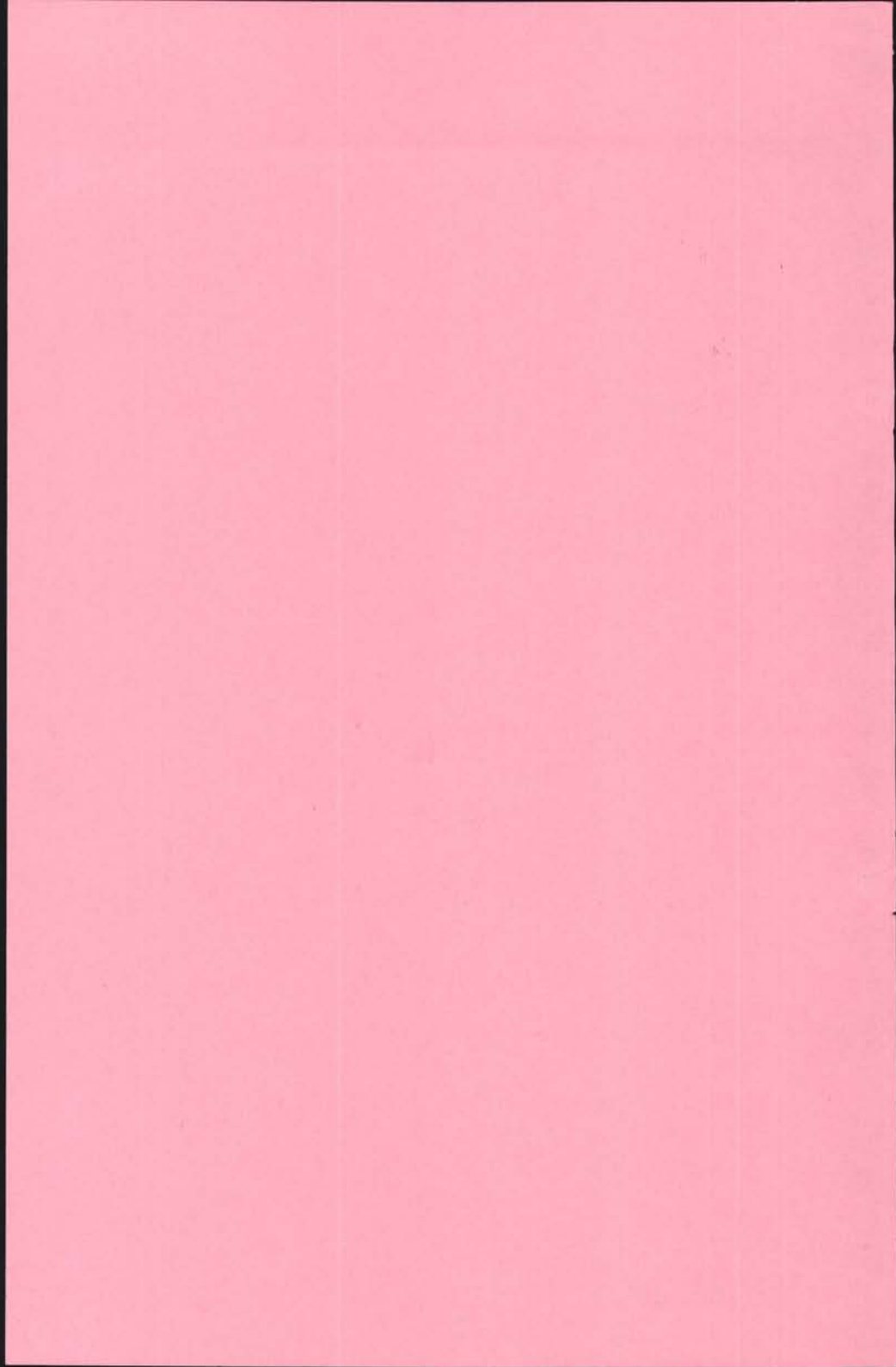


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PREAMBLE

This Agreement entered into by the Woodhaven School District, hereinafter referred to as the Employer, and Michigan Education Association/NEA, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment. The terms "Woodhaven Association of Support Personnel" and "Michigan Education Association/NEA" shall be interchangeable for the purpose of this Agreement.

ARTICLE I  
RECOGNITION

The Board recognizes the Union as the exclusive bargaining representative pursuant to and in accordance with all applicable provisions of Act 379 of the Public Act of 1965 for all non-instructional employees excluding:

Superintendent's Secretary  
Executive Director of Finance's Secretary  
Assistant Superintendent's Secretary  
Personnel Director's Secretary  
Supervisors  
Paraprofessionals

ARTICLE II

RIGHTS OF THE EMPLOYER

SECTION 1 - SOURCE OF RIGHTS

It is agreed that the Employer hereby retains and reserves unto itself, without limitation and without prior negotiations with the Union, all the powers, rights, authority, duties and responsibilities enumerated in the School Code of 1976 and conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and the United States, including, and without limiting the generality of the foregoing, the rights to:

1. The executive management and administrative control of the School District, its properties, equipment, facilities, and operations and to direct the activities and affairs of its employees.
2. Hire all employees and determine their qualifications.
3. Promote, transfer and assign all employees.
4. Determine the size of the work force and to expand or reduce the work force.
5. Establish, continue or revise policies and adopt reasonable work rules and regulations.
6. Dismiss, demote and discipline employees.
7. Establish, modify or change any work, school hours or days.
8. Determine the services, supplies and equipment for its operations and to determine all methods and means of distributing, disseminating and/or delivering its services and methods, schedules and standards of operation, the means, methods and processes of carrying on the work, including automation or subcontracting thereof or changes therein, and the institution of new and/or improved methods.
9. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
10. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations and determine the size of its administrative organization, its functions, authority, amount of supervision and table of organization.



ARTICLE 11 (continued)

SECTION 2 - LIMITED BY AGREEMENT

The exercise of foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoption 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 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 SECURITY

SECTION 1 - MODIFIED UNION SHOP

Each employee who, on the effective date of this Agreement, is a member of the Union shall, as a condition of employment maintain his membership in the Union. Each employee hired on or after the execution of the Agreement shall, as a condition of employment, become a member of the Union thirty (30) calendar days after his hiring date or the effective date of the Agreement, whichever is later, and maintain membership in the Union or shall fulfill the requirements of Section 2 of this Article.

SECTION 2 - AGENCY PROVISION

The parties recognize that all employees covered by the Agreement should pay their fair share of the cost of negotiating and administering the Agreement.

It shall be a continuing condition of employment that all employees covered by this Agreement shall either maintain membership in the Union by paying the Union's uniform dues, fees and assessments, or shall pay a collective bargaining service fee for cost of negotiating and administering this and succeeding agreements.

Any employee who has failed to either maintain membership or pay the requisite collective bargaining service fee shall not be retained in the bargaining unit covered by this Agreement provided, however, no employee shall be terminated under this Article unless:

1. The Union has notified him by letter addressed to his address last known to the Union spelling out that he is delinquent in payment of dues or fees, specifying the current amount of delinquency, and warning the employee that unless such amount is tendered within ten (10) calendar days, he will be reported to the Board for termination from employment as provided for herein; and,
2. The Union has furnished the Board with written proof that the foregoing procedure has been followed or has supplied the Board with a copy of the notice to the employee and notice that the

ARTICLE III (continued)

employee has not complied with such request. The Union must further provide the Board with written demand that the employee be discharged in accordance with this Article and provided to the Board, in affidavit form signed by the Union treasurer, a certification that the amount of delinquency does not exceed the collective bargaining service fee including, but not limited to, the cost of administering and negotiating this and succeeding agreements.

The Board agrees to deduct from the pay of each employee from whom it receives an authorization to do so, the amount specified on the authorization.

Such sums deducted from an employee's pay, accompanied by a list of employees from whose pay they have been deducted and the amount deducted from each, and by a list of employees who had authorized such deductions and from whom no deductions were made and the reasons therefore shall be forwarded to the Union Treasurer.

In the event that a refund is due any employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain appropriate refund from the Union.

The Union shall indemnify and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of the Article.

SECTION 3 - DISPUTES

If an employee disputes the legitimacy of such a deduction, the amounts deducted shall be held in escrow until the employee has exhausted internal appeal procedures, and/or judicial remedies. An employee shall not be subject to termination for nonpayment of dues/service fee during the pendency of such appeal.

ARTICLE IV

CHECK OFF

SECTION 1 - DEDUCTIONS

During the life of this Agreement, the Board will deduct current uniform and periodic Union dues or service fee from the pay of each employee who voluntarily executes and delivers to the Board either of the Authorization Forms attached to the Agreement as Appendix D and Appendix E.

SECTION 2 - DEDUCTION CALENDAR

Payroll deductions shall be made only from the pay due employees on the first payday of each calendar month provided, however, the initial deduction for any employee shall not begin unless properly executed "Voluntary Authorization for Deduction of Union Dues" or "Voluntary Authorization for Deduction of Service Fee" has been delivered to the Board at least fifteen (15) calendar days prior to the first payday of the calendar month. Changes in the amount of the Union dues or service fee also must be delivered to the Board at least fifteen (15) calendar days prior to the last payday of the calendar month in which the change is to become effective.

SECTION 3 - DEDUCTION REMITTANCE

All sums deducted by the Board shall be remitted to the Treasurer of the Union and the aggregate deductions of all employees shall be remitted together with an itemized statement by the fifteenth (15th) calendar day of the current month after such deductions are made.

SECTION 4 - WAIVER OF LIABILITY

The Board shall not be liable to the Union by reason of this Article for the remittance or payment of any sum other than that constituting actual deductions made from the pay of the employee. In addition, the Union shall indemnify and save the Board harmless from any and all claims, demands, suits and other forms of liability by reason of any action taken or omitted by the Board for the purpose of complying with the provisions of this Article.

ARTICLE V  
REPRESENTATION

SECTION 1 - BARGAINING COMMITTEE

The employees, for the purpose of collective bargaining, shall be represented by a bargaining committee of not more than seven (7) employees including the President of the Local and a representative of the MEA. Employees on this committee shall be seniority employees of the Board and their selection as committee members can be in any manner determined by the Union. An alternate may be appointed to serve on the committee during the absence of a committee member. Committee members may be permitted during regularly scheduled working hours, without loss of pay, to attend negotiating sessions.

SECTION 2 - BUILDING STEWARDS

The employees in all buildings shall be represented by one (1) building steward who shall be a regular employee within that building, if possible. In the event that there is no building steward, the Chief Steward or Local President shall serve in that capacity. The high school and middle school shall have two (2) stewards. The Union will furnish the Board of Education a list of all stewards and Union representatives upon their election or selection ten (10) days after their appointment.

SECTION 3 - UNION PRESIDENT RESPONSIBILITIES

The President may review and prepare grievances not settled for further review in the steps of the grievance procedure. The President of the Union may be permitted to leave his work to attend grievance meetings within the School District, but he shall first request and secure the approval of his supervisor before he leaves his job to attend the meeting.

ARTICLE V (continued)

SECTION 4 - COMMITTEE RESPONSIBILITIES

Stewards, Local President, or Local President's designee may be permitted during regularly scheduled working hours, without loss of pay, to:

1. Investigate and present grievances within the area of their jurisdiction.
2. Transmit communications, authorized by the local Union or its officers, to the Employer or his representative.
3. Consult with the Employer or his representative concerning the enforcement of any provisions of this Agreement.

They shall first request and secure approval of their supervisor. The supervisor may grant sufficient time to the stewards, Local President, or Local President's designee to leave their work for these purposes. The privilege of leaving their work during scheduled working hours is subject to the understanding that the time will be devoted to the prompt handling of grievances and will not be abused.

SECTION 5 - REPRESENTATIVE LIMITATIONS

In no event shall any Union representative leave a job where the health, safety or general welfare of the schools, teachers, students, or property shall be in danger or jeopardy, nor shall any such leaving occur when damage to school property or equipment might occur.

SECTION 6 - M.E.A. RECOGNITION

Duly authorized representatives of the MEA and its respective affiliates shall be permitted to transact official Union business on Employer property at all reasonable times, provided that this shall not interfere with or interrupt normal operations, and provided that the representative shall first notify the supervisor.

ARTICLE VI

LABOR-MANAGEMENT RELATIONS CONFERENCES

Special conferences for important matters will be arranged between the Local Union and the Director of Personnel Affairs upon the request of either party. Unless otherwise agreed, such meetings shall be between two (2) representatives of the Board and two (2) representatives of the Union. Arrangements for such special conferences shall be made at least twenty-four (24) hours in advance and shall be held within ten (10) working days after the request is made. An agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences.

The foregoing shall not restrict the Employer's right to meet and confer with the employees to discuss means to improve the working environment and other matters of concern which are non-contract related and/or non-disciplinary in nature.

ARTICLE VII

GRIEVANCE AND ARBITRATION PROCEDURE

DEFINITION OF A GRIEVANCE

A grievance is a complaint by a bargaining unit employee or the Union, involving the meaning, interpretation, application or alleged violation of any provision of this Agreement.

SECTION 1 - GRIEVANCE FILING

A grievance may be filed and presented by a member of the bargaining unit or by the Union acting through its representatives. Any individual employee may present his grievance and have the grievance adjusted without intervention of the Union if the adjustment of the grievance is not inconsistent with the terms of this Agreement and the Union has been given an opportunity to have a Union representative present at such adjustment.

SECTION 2 - RESOLVING COMPLAINTS

The grievance procedure provided in this Agreement shall be the sole and exclusive means of presenting and resolving complaints involving the application or interpretation of this Agreement.

SECTION 3 - PROCEDURE

All grievances shall be presented in accordance with the following procedure:

**STEP ONE:**

An employee claiming a grievance shall discuss the matter with his immediate supervisor within ten (10) working days of the event upon which the grievance is based. The immediate supervisor shall have ten (10) working days after the presentation of the grievance to give his answer orally to the employee.



ARTICLE VII (continued)

**STEP TWO:**

If the matter is not disposed of in oral discussion with the supervisor, the complaint shall then be put in writing on a grievance form within five (5) working days. On this form it will give the statement of the grievant and be signed by him or her and the Union Steward unless the grievant submits a waiver of Union representation for that specific grievance. The supervisor's decision shall be made upon proper investigation and inquiry in no more than five (5) working days. Such decision shall be made known to the Union Steward. Such decisions shall be in writing with signature and presented to the Union Steward. If the supervisor's statement of disposition is not returned during the specified time allowed, or if not to the satisfaction of the aggrieved, it may then go directly to Step Three.

**STEP THREE:**

If a satisfactory disposition is not returned by the supervisor, the Union Grievance Committee shall, within five (5) working days of the date the disposition was due, present the grievance in writing to the Superintendent or his delegated authority for consideration and disposition. The grievance shall specify in writing, when possible, the precise sections of the Agreement claimed to have been violated. The Superintendent or his delegated authority shall give his decision in writing to the Union President concerning the grievance no later than five (5) working days after the presentation of said grievance.

**STEP FOUR:**

- A. If the disposition of the Superintendent or his designee is not satisfactory, the Union may then refer the grievance to the MEA/NEA representative.

ARTICLE VII (continued)

- B. If the Union wishes to carry the matter further, they shall, within thirty (30) calendar days of the Employer's answer, refer the matter to arbitration by filing a written demand with a copy to the Employer.
- C. The grievance may be appealed to the binding arbitration by the Union. The arbitrator shall be selected and arbitration shall be conducted under the rules of the American Arbitration Association.

SECTION 4 - PROCESSING EXTENSION

The number of days provided for the presentation and processing of grievances in each step of the grievance procedure establish the maximum time limits and any grievance not presented within the time limits provided at each respective step of the grievance procedure shall be deemed withdrawn, provided, however, the time limits set forth herein may be extended by mutual agreement between the Board or its representative and the employee or the Union.

SECTION 5 - MANAGEMENT RIGHTS

The filing of the grievance shall in no way interfere with the right of the Board to proceed in carrying out its management responsibilities, subject to the final decision of the grievance.

SECTION 6 - GRIEVANT'S RESPONSIBILITY

In the event the alleged grievance involves an order or requirement, the grievant shall fulfill or carry out such order or requirement, except as provided by law, pending the final decision of the grievance.

ARTICLE VII (continued)

SECTION 7 - ARBITRATOR'S FUNCTION AND LIMITATIONS

It shall be the function of the arbitrator and he shall be empowered, except as his powers are limited by this Agreement, after due investigation, to make a decision in cases of alleged violation or interpretation of the specific articles and sections of this Agreement:

1. He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
2. He shall have no power to establish salary structure or change any salary.
3. If the Board disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall have to decide if the grievance is arbitrable. In the event that a case is appealed to an arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
4. There shall be no appeal from an arbitrator's decision if within the scope of his authority as set forth above. The Union shall discourage any attempt of its members and shall not encourage or cooperate with any of its members in any appeal to any court or labor board from a decision of an arbitrator, provided the question is solely within the scope of his authority.
5. The fees and expenses of the arbitrator shall be shared equally by the Board and the Union. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expense of witnesses called by the other.
6. The Board shall not be required to pay back wages more than ten (10) working days prior to the date a written grievance is filed.
  - (a) All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned.
  - (b) No decision in any case shall require a retroactive wage adjustment in any other case unless, by mutual agreement, the other case was held pending the outcome of the representative case.

SECTION 8 - UNION GROUP FILING AT STEP THREE

If a grievance affects a group of employees or the bargaining unit as a whole, the Union may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Step Three.

ARTICLE VIII

DISCIPLINE AND DISCHARGE

SECTION 1 - DISCIPLINE

- A. The Employer shall not discipline any employee without just cause. Disciplinary action or measures shall be corrective in nature and consist of the following:
1. Oral reprimand (documented in writing with a copy to the employee and Union Steward)
  2. Written reprimand
  3. Suspension - not to exceed three (3) days
  4. Suspension - not to exceed ten (10) days
  5. More severe discipline - could result in discharge
- B. Nothing herein shall prevent the Board from appropriately disciplining an employee should circumstance warrant. Any disciplinary action or measure imposed upon an employee may be appealed through the regular grievance procedure.
- C. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

SECTION 2 - DISCHARGE

- A. The Employer shall not discharge any employee without just cause. If, in any case, the Employer feels there is just cause for discharge, the employee involved will be suspended for five (5) days. The employee and his steward will be notified, in writing, that the employee has been suspended and is subject to discharge after five (5) days suspension period.

ARTICLE VIII (continued)

- B. The Union shall have the right to take up the suspension and/or discharge grievance at the fourth step of the grievance procedure within the five (5) day suspension period and the matter shall be handled in accordance with this procedure through the final step of the grievance procedure if deemed necessary by either party.
- C. Use of Past Record: In imposing any discipline and/or discharge, the Employer will not take into account any prior conduct which occurred more than two (2) years previously, nor impose discipline on any employee for errors or mistakes on his employment application after a period of two (2) years from his date of hire.

ARTICLE IX

SENIORITY

SECTION 1 - SENIORITY DATES

Employees shall be entered on the seniority list of the District upon completion of their probationary period in accordance with their last date of continuous employment.

Persons hired on the same date shall be ranked on the seniority list by alphabetical sequence of their last name.

For seniority purposes only, all employees in the bargaining unit who are scheduled to work four (4) hours or less shall have their seniority figured on a prorated basis according to actual hours worked divided by 1020, beginning in the 1988-89 school year.

SECTION 2 - PROBATIONARY PERIOD

- A. New employees hired in the District shall be considered as probationary employees for the first ninety (90) calendar days of their employment. When an employee finishes the probationary period, he shall be entered on the seniority list of the District and shall rank from the day ninety (90) calendar days prior to the probationary period. Days of absenteeism shall not be counted towards the fulfillment of the ninety (90) calendar days.
- B. The Union shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment as set forth in Article I of this Agreement. The Employer shall have the right to discharge and discipline probationary employees. The Union will not represent the probationary employee for matters of discharge or discipline during the probationary period.

ARTICLE IX (continued)

C. No benefits for new employees will start until employee completes his probationary period, except health insurance and life insurance as hereinafter provided.

SECTION 3 - SENIORITY LIST

The Board shall keep the seniority list up-to-date at all times and shall provide the Local Union President with up-to-date copies in October of each year. The Board shall provide sufficient copies to permit posting such list on all Union bulletin boards.

SECTION 4 - LOSS OF SENIORITY

An employee shall lose his seniority for the following reasons:

1. Quits or retires.
2. Is discharged for cause.
3. Is absent for five (5) consecutive work days without justifiable reason or without notifying the Board, unless such failure to provide notice was the result of circumstances beyond the control of the employee.
4. Give a false reason to obtain a leave or if the employee fails to return to work within five (5) days of the termination of any leave of absence without justifiable reason.
5. If the employee is laid off for a period equal to the employee's seniority at the time of layoff, or three (3) years, whichever is lesser.
6. Separation upon settlement covering total disability.

SECTION 5 - SUPER SENIORITY

In the event of lack of work or layoff, regardless of their position on the seniority list, the President, Secretary, Vice-President, Treasurer, and Chief Steward of the Union shall be continued as long as there is work available in the District and they can satisfactorily perform the work available.

ARTICLE IX (continued)

SECTION 6 - FROZEN SENIORITY

In regard to transfers or promotions out of the bargaining unit, an employee who is transferred or promoted to a position under the Employer not included in the bargaining unit shall be given a trial period of up to ninety (90) calendar days, during which time he shall be entitled to transfer back to his former job and location. His seniority will continue to accumulate during this time, and a substitute employee may be utilized to fill the vacated position during the trial period.

In the event the employee remains on the job beyond the trial period, his accumulated seniority on his former job will be frozen as of the date of completion of his trial period.



ARTICLE X

FILLING OF VACANCIES

SECTION 1 - LATERAL TRANSFER

Employees wishing to transfer to a position in the same classification, with the same number of posted hours, shall submit their names to the Employer, with a copy to the Union, no later than July 1st of each school year. Employees shall indicate shift and job locations acceptable.

In the event of a job opening, an employee may only request transfer in accordance with this Section. The Employer shall not award the position to other than the senior interested party without cause. No more than three (3) lateral moves, including such transfer on the basis of seniority, shall be made to fill a position in a job classification. All lateral transfers shall be made within five (5) working days. Any employee who transfers under this provision shall, on acceptance of a transfer, be ineligible to request any further lateral transfer for a period of one (1) year from the date of his transfer. No employee will be involuntarily transferred without cause.

The Board shall have the right to fill any vacancy in a job classification temporarily until the provisions of this Article have been completed; however, the Board agrees to make every reasonable effort to fill the final vacancy in accordance with Article X, Section 2 - Job Posting. Lateral transfer forms will be made available at the Personnel Office.

SECTION 2 - JOB POSTING

A. Definition of Vacancy

1. Permanent Vacancy is any vacancy in the bargaining unit resulting from leaves of absence of known duration for six (6) months or more, or termination, retirement, newly created position or reinstated position. Permanent vacancies that the Board intends to fill shall be immediately posted and filled in accordance with the procedure described in this Article.
2. Temporary Vacancy is any vacancy in the bargaining unit resulting from any medical leaves of other approved leaves of less than six

ARTICLE X (continued)

(6) months. Temporary vacancies may be posted and temporarily awarded in accordance with the contract. When an employee returns to work within six (6) months, he shall be returned to his former position. Employees working temporarily will revert to their former position.

- B. Job vacancies will then be posted on the Union bulletin board in each building for a period of seven (7) working days setting forth the minimum requirements for the position and shall include hours and shifts. Vacancies and new positions shall be filled from the ranks of employees, except in cases where specific skills are needed and employees do not meet the position's requirements. Interested employees within the bargaining unit shall apply within the seven (7) working day posting period. The job will be awarded to the senior qualified employee applying within seven (7) working days after the posting period, subject to approval at the next regular Board meeting.
- C. During summer months, notice of job openings will be mailed to the Union President.

SECTION 3 - PROMOTIONS

- A. Promotions within the bargaining unit shall be made on the basis of qualifications and seniority. When the Employer requires testing to establish an employee's qualifications for a job, such testing shall be uniform for all applicants or candidates for a position.
- B. The senior employee applying for a promotion, who meets the qualifications, shall be granted a sixty (60) working day trial period to determine:
1. His desire to remain on the job.
  2. His ability to perform the job satisfactorily.

During the trial period, the Employer may fill the vacated position with a substitute employee. In the event the senior applicant is denied the promotion, reason for denial shall be given the employee, in writing.

ARTICLE X (continued)

During the sixty (60) working day trial period, the employee shall have the opportunity to revert back to his former job and location whereupon the employee shall sign a statement to acknowledge his ineligibility for the next similar promotion and his eligibility for the second similar promotion. The procedure will be repetitive.

If the employee is deemed unsatisfactory by the Employer any time during the trial period, notice and reasons shall be submitted to the employee, in writing, by the Board of Education or its representative.

- C. When an employee changes jobs and a higher pay schedule results from the change in new classification, the employee will move to the appropriate step of the pay schedule.

ARTICLE XI

SUBSTITUTE EMPLOYEES

A substitute is any person hired by the Board to work in place of a regular employee who is absent in compliance with the leave policies established within this Contract, as well as during the trial periods enumerated in Article X, Section 3 and Article IX, Section 6 of this contract.

ARTICLE XII

LAYOFF AND RECALL

SECTION 1 - LAYOFF PROCEDURE

The word "layoff" shall mean a reduction in the employee work force due to a decrease in work, lack of funds, or abolishment of jobs. Reduction in the work force shall be affected through the following procedure:

1. Probationary employees within the classification being affected shall be laid off before a seniority employee.
2. The necessary number of least seniority employees shall be removed from the affected classification.
3. An employee who is laid off will have three (3) working days to exercise his right to bump into another job of equivalent or lower hours, provided they have the qualifications to perform that function.
4. Employees shall be given notice of layoff seven (7) calendar days before layoff is in effect.
5. In the event an employee is disqualified, notice will be given to the employee and the Local President, in writing, from the Board as to why the employee does not qualify.

SECTION 2 - RECALL PROCEDURE

- A. When the working force is increased after a layoff, employees will be recalled according to their seniority, provided the greater seniority employees possess the necessary qualifications to perform the available work.
- B. Employees who have been forced to bump from a preferred classification shall retain their right to be recalled to a vacant position in that classification.
- C. A job is considered open if no employee has recall rights to it.
- D. Notice of recall shall be sent to the employee at his last known address by registered or certified mail. It is the responsibility of the employee to keep the Board informed of his correct address. If an employee fails to report for work within ten (10) working days from the date of mailing of the

ARTICLE XII (continued)

notice of recall, he shall be considered a "quit". Extensions shall be granted in proper cases. Laid off employees shall have recall rights for a period up to their total accumulated seniority. Laid off employees will be called first when substitutes are needed in classifications when qualified. Employees who are laid off and are called back to work on a temporary basis will be paid at the rate of pay commensurate with their seniority.

ARTICLE XIII

WORKING SCHEDULES AND CONDITIONS

SECTION 1 - REGULAR HOURS

All regular full-time employees shall be scheduled to work on a regular work shift and each work shift shall have a regular starting and quitting time.

Management shall determine the work schedules which include the building(s) and shift (hours) to be worked.

At least two (2) weeks prior to the beginning of the school year, the Director of Support Services and the Food Services Director will call a meeting of all support services and cafeteria staff. At this time, schedules will be assigned according to seniority and any changes in rules, regulations and assignments will be explained. Custodial employees will be able to select shifts by seniority at this time. Initial assignments will be for the school year.

Work schedules showing the employee's shifts, work days and hours shall be posted on all departmental bulletin boards at all times.

Work schedules shall not be arbitrarily changed. Any change of more than one-half (1/2) hour in present work schedules shall be negotiated with the Union.

SECTION 2 - WORK DAY

Eight (8) consecutive hours of work, except for interruption by lunch period, within a twenty-four (24) hour period shall constitute a regular work shift, except where a work schedule has been established for fewer hours or due to unusual job requirements.

Summer schedules that reflect a four (4) day work week equal to the employee's scheduled weekly hours shall be paid according to the regular rate of pay as listed in the pay scale in this Agreement. Any employee working beyond the scheduled summer hours shall be paid time and one-half.

ARTICLE XIII (continued)

SECTION 3 - WORK WEEK

The work week shall consist of five (5) consecutive work days, Monday through Friday inclusive, except as stated in Section 4 - Summer Work Schedules.

SECTION 4 - SUMMER WORK SCHEDULES

During the summer and vacation schedule, all employees will be scheduled to work the day shift. During the summer, 12-month employees may be allowed to work a flex-schedule, Monday through Friday, on a four (4) day work week, working scheduled hours. In the event where an activity is scheduled in a normal work week, employees may be rescheduled to work the second (2nd) shift. Employees who are to be rescheduled shall be given at least two (2) days advance notice of rescheduling.

SECTION 5 - REST PERIODS

- A. Seven-eight (7-8) consecutive hour employees will be permitted to take one (1) fifteen (15) minute break during each one-half (1/2) of the work shift. Four-five-six (4-5-6) consecutive hour employees will be permitted one (1) fifteen (15) minute break.
- B. Seven (7) to eight (8) consecutive hour employees who for any reason work two (2) or more hours beyond their regular quitting time, into the next shift, shall receive a fifteen (15) minute rest period before they start to work on the next shift. In addition, they shall be granted the regular rest periods that occur during the shift.

SECTION 6 - MEAL PERIODS

- A. All full-time employees shall be granted a minimum of one-half (1/2) hour uninterrupted, unpaid lunch period during each work shift. Whenever possible, the lunch period shall be scheduled at the middle of each shift.



ARTICLE XIII (continued)

B. Any employee who is requested to work four (4) hours beyond their normal eight (8) hour shift shall receive a paid one-half (1/2) hour lunch period.

SECTION 7 - HOURLY SCHEDULES

Any job that has been reduced in hours may be increased to its original hours without being posted. Prior to hiring additional personnel within an affected classification in a specific building, consideration will be given to restoration of original hours for existing personnel as long as it does not interfere with plant operations.

Original is defined as those hours worked prior to the reduction in hours in the school year 1978-79, inclusive of those jobs restructured to form Maintenance Crew.

ARTICLE XIV

SCHOOL CLOSING

- A. School year employees (i.e., cooks and bus drivers) whose work schedule basically coincides with scheduled days of student instruction will not be paid when the Woodhaven Schools are closed due to an "Act of God" in those instances where the District is required to make-up the lost instructional day(s). If the day(s) of lost instruction are not required to be made up, the employees will be paid for the day(s) at the end of the school year.
- B. Other employees (i.e., Section 53 bus drivers, clerical, custodians) who are not required to report when the Woodhaven Schools are closed due to an "Act of God" will be paid for such days.
- C. Employees required to report to work on "Act of God" days will be paid double time in lieu of regular payment for the day.
- D. In those cases where a single building must be closed due to mechanical failure, fire, vandalism, etc., management has the right to temporarily reassign employees within their classifications who are scheduled to work.

ARTICLE XV  
OVERTIME PAY AND HOURS

SECTION 1 - OVERTIME PAY AND HOURS

A. Regular employees

1. Daily - all work except eight (8) hours shall be paid at time and one-half the employee's regular hourly rate, except as stated in Article XIII, Section 2 - Work Day - as it pertains to flex-schedule.
2. Weekly - all work over forty (40) hours per week shall be paid at time and one-half the employee's regular hourly rate. There shall be no pyramiding of overtime.
3. Saturday - all work performed on Saturday shall be paid at time and one-half the employee's regular hourly rate.
4. Sunday - all work performed on Sunday will paid at twice the employee's regular hourly rate.
5. Holidays - all employees working on holidays will be paid at twice the employee's regular hourly rate plus holiday pay.
6. Eight (8) hour employees, called to work early, before their regular starting time, shall be paid time and one-half for time worked.

SECTION 2 - DISTRIBUTION OF OVERTIME

- A. Overtime work shall be distributed equally to employees working within the same job classification in the same building. The following procedure shall be followed until the required employees have been selected for the overtime work.
- B. On each occasion, the opportunity to work overtime shall be offered to the employee within the job classification and building who has the least number of overtime hours to his credit at that time. If this employee does not accept the assignment, the employee with the next fewest number of overtime hours to his credit shall be offered the assignment.

ARTICLE XV (continued)

- C. If the required employees have not accepted the overtime, the employee with the lowest seniority will be forced to accept the assignment within his individual classification in his building.
- D. When an employee does not accept overtime, such time shall be charged the same as hours worked and shall be considered in determining his fair share of overtime opportunities.
- E. If, as provided above, no employee within the building, in the classification, accepts the overtime, other employees in the classification, who work in other buildings, who have expressed in writing their interest to work overtime, will be offered the opportunity to work overtime on a rotational basis.
- F. Emergency overtime work may be performed by any available qualified employee when the Employer is unable to properly schedule such overtime work because of unforeseen circumstances.
- G. Overtime hours shall be posted on a monthly basis.

SECTION 3 - CALL BACK TIME

The following provisions are provided for employees called back to work on weekends, holidays, and for emergencies:

Full-time employees - Minimum of four (4) hours shall be paid at the time and one-half rate and if called to work on a holiday, an employee shall be paid double time, in addition to his regular holiday pay. The Employer has the prerogative to work the employee for the four (4) hour call back time.

ARTICLE XVI

EXTRA HOURS

SECTION 1 - EXTRA HOURS

- A. Employees, excluding bus drivers, who work less than eight (8) hours and are interested in working extra hours during the school year may state their interest in writing to the Personnel Office only from June 1st to June 15th and January 1st to January 15th of each year.
  - 1. If on leave, put in writing fifteen (15) days after returning to work
  - 2. If probationary, put in writing fifteen (15) days after end of ninety (90) day probationary period
- B. Employees who work less than eight (8) hours shall be given the opportunity to work extra hours in their classification and in the same building before substitute employees are called. This only applies to regularly scheduled employees who work six (6) hours or less.
- C. Employees working extra hours in their classification shall be paid at their regular rate of pay.
- D. Employees who are qualified to work in higher classifications will be paid at a rate of pay commensurate with their seniority date when assigned.

SECTION 2 - ADDITIONAL HELP

- A. If additional help is needed, bargaining unit employees who work less than twelve (12) months and/or less than eight (8) hours per day will be given the first opportunity to work provided they have the proper qualifications and skills. Any additional help projects during the school year will be posted as temporary positions within the bargaining unit.
  - 1. From April 1st to November 1st, qualified outside additional help may be utilized to perform work for sports activities and grounds.
  - 2. Additional help also includes any temporary project, not on an ongoing basis, such as painting, building renovation, etc.

ARTICLE XVI (continued)

- B. Employees wishing to be considered for additional help positions as they become available during the year may state their interest in writing to the Personnel Office only from June 1st to June 15th and from January 1st to January 15th of each year.
- C. Additional help, who are bargaining unit employees, will be paid on a straight hourly basis according to the established salary schedule and the individual's seniority.
- D. Additional help employees, who are bargaining unit members, shall accrue additional sick leave days beyond those earned through the employee's regularly scheduled employment if they work fourteen (14) or more days in any given month and shall be required to meet the requirements for holiday pay in accordance with Article XXIII - Paid Holidays.
- E. When additional help is required by the School District, the most senior employee on the additional help list will be given the assignment.
- F. Employees shall not be credited with personal business days for the period of time they work as additional help.
- G. Prorated insurance will not be increased during the period of time employees are assigned as additional help.
- H. When an employee is on vacation, the employee will not be considered for additional help assignments.

SECTION 3 - ELIGIBILITY

If an employee, who has expressed his interest to work extra hours and/or additional help, declines assignments two (2) times during the school year, the employee will be ineligible for extra assignments until the next open enrollment period.

ARTICLE XVI (continued)

SECTION 4 - SUMMER WORK

- A. During summer work, seniority employees shall be entitled to work in any bargaining unit position, regardless of classification, based on qualifications to perform the work.
- B. Employees wishing to be considered for summer work shall state their interest in writing to the Personnel Office from June 1st to June 15th of each year.

ARTICLE XVII  
BUILDING INSPECTIONS

When weekend or holiday building inspections are required, personnel shall be assigned by the Support Services Department.

The employee assigned will be credited with one and one-half (1-1/2) hours work time for middle and high schools. All other buildings will be credited at one (1) hour. The rate of pay will be in conformance with Article XV - Overtime Pay.

The building check form (see Appendix F) must be completed for each building check and submitted to the Director of Support Services on the next regular work day scheduled after the building inspection. Building check payments will be included in the regular bi-weekly paycheck.



ARTICLE XVIII

SPECIAL PROVISIONS - BUS DRIVERS

Employees who are assigned to work in the bus driving classification will be subject to the following specific conditions:

1. Field trips and other extra trips will be assigned at least one (1) week in advance, whenever possible.
2. One (1) week prior to the school starting time structured routes and established hours will be posted in the Support Services Department. Drivers, by seniority, may select routes and hours using the School District bid form which will contain 1st and 2nd choice of schedule. When a route increases by one (1) hour or more during the school year, including cumulative increases, such route will be posted for rebid in accordance with seniority. When a route decreases by one (1) hour or more during the school year, including cumulative decreases, this driver may bump in accordance with seniority for beginning scheduled hours prior to the decrease in hours.
3. Layover time up to forty-five (45) minutes will include the following:
  - a. Early a.m. dismissal from high school and middle school.
  - b. Field trips - such as, a driver arrives back at 1:00 p.m. and starts afternoon run at 2:30 p.m.
  - c. Sport runs and/or activity runs - if a run starts within forty-five (45) minutes of p.m. run.
4. Only certified Woodhaven School District bus drivers shall be allowed to drive School District vehicles for the purpose of transporting children on all approved field trips.
5. An assigned driver, not previously notified one (1) hour in advance of a cancellation of his scheduled activity run, will be guaranteed a minimum of two (2) hours pay. Scheduled activity runs of less than one (1) hour will be paid for at least one (1) hour.

ARTICLE XVIII (continued)

6. a. When more than one field trip is scheduled for the same day, the seniority rotational driver will select trip until all trips are covered. If an unscheduled trip becomes available, all scheduled drivers, by rotational seniority, may request a change to the trip, with the most senior driver requesting change be assigned.
- b. To be considered, drivers, at the beginning of August and January, may submit to the Support Service Director their request for overtime/extra hours. If a driver declines six (6) times during the sign up time, they will be ineligible for extra assignments until the next enrollment period.
- c. Drivers will only be charged in rotation for purposes of field trips, activities, and/or athletic events.
7. At the successful completion of the probationary employment period, a driver will be placed at the bottom of the rotational field trip list.
8. a. In the event a driver is absent for one (1) day, a substitute will be used for the entire run.
- b. In the event a driver is absent for more than one (1) day, a substitute will be used for the a.m./p.m. run and any noon runs will be offered to other available regular drivers on a rotation basis. The noon run will be added to the driver's regularly scheduled run for the duration of the absence.
- c. Noon runs are not chargeable in the rotational process.
- d. Noon runs are defined to be kindergarten, vocational education, or special education runs during the middle of the day.
9. Bus drivers who fail to pass the driver road test will be offered the first position available for which they qualify. Should no opening exist, they will be laid off.
10. Bus drivers shall be paid at regular hourly rates for time washing buses, warm up time, fueling time, driving buses to and from garage to be repaired and other transportation-related school business called for and directed by the Director of Support Services.
11. Bus drivers shall be paid fifteen (15) minutes prior to their a.m. run and fifteen (15) minutes prior to their p.m. run to pre-check and clean their bus (i.e., warm-up, fueling) exclusive of their established route times.

ARTICLE XIX

CAFETERIA ASSIGNMENTS

The group of classification known as:

Head Cook  
Assistant Cook  
Kitchen Helper  
Cashier  
Lunchroom/Playground Aide

shall be called for move-up from one classification to another when an absence appears within the respective buildings of the affected employees before substitute employees are called. Move-up shall be limited to one (1) level of classification at any one time. Opportunities for move-up shall be based upon seniority and as provided in the following provisions of this Agreement (see provisions for):

Article XV, Section 2 - Overtime  
Article XVI, Section 1 - Extra Hours  
Article XVI, Section 2 - Additional Help

ARTICLE XX

JOB DESCRIPTION - WAGE SCHEDULE

- A. The Employer shall describe and define all job classifications and responsibilities. A copy of the current job descriptions covered by this Agreement shall be provided to the Union upon the signing of this Agreement.
- B. Employees shall be compensated in accordance with the wage schedules attached to this Agreement. The attached wage schedules shall be considered part of this Agreement.
- C. When any position not listed on the wage schedules is established by the Employer, the Employer shall designate a job classification. Rate structure and working conditions for the position are subject to negotiation.

ARTICLE XXI

WORKER'S COMPENSATION - INJURY - MEDICAL DISPUTE

SECTION 1 - BOARD COMMITMENT

The Board of Education agrees to pay up to one hundred percent (100%) together with worker's compensation and the employee's salary not to exceed a period of one (1) year. Seniority shall accrue for entire period of the leave.

SECTION 2 - DOCTOR'S STATEMENT

Before returning to work after an operation, injury or serious illness, an employee shall present to the Central Office a statement from the doctor stating that the employee has satisfactorily recovered and is able to return to work.

SECTION 3 - REINSTATEMENT

When an employee is ready and/or able to return to work, he shall be reinstated to his former position so long as such position continues to exist. Should a position no longer exist, the employee shall return to his same classification or be allowed to bump in accordance with Article XII.

SECTION 4 - LOST TIME

Where an employee, who suffers a work related injury or contracts an occupational disease in the course of employment, leaves work with permission of the supervisor and is given medical treatment by the medical clinic designated by the Employer, the employee shall be compensated for the working time lost on the day in question.

ARTICLE XXII

LEAVE OF ABSENCE

When a non-compensatory leave of absence is granted, all pay and benefits stop as of the leave of absence, except as indicated. If an employee is on a compensatory leave or a non-compensatory leave and their requested vacation falls within the same time period, the employee, at their option, will be permitted to change their vacation to a later date.

Seniority shall accrue up to only one (1) year during all compensatory and non-compensatory leaves of absence.

When an employee is ready and/or able to return to work within a period of six (6) months, he shall be reinstated to the position from which he requested the leave so long as such position continues to exist. Should the position no longer exist, the employee shall go to the layoff language, Article XII, Section 1(3).

Requests for a leave of absence should be made to the Board of Education, in writing.

NON-COMPENSATORY LEAVES

SECTION 1 - PERSONAL LEAVE OF ABSENCE

Upon application to the Board, a personal leave of absence may be granted to employees for a period of up to thirty (30) days. If necessary, this absence may be extended for an additional thirty (30) days. This leave is restricted to sixty (60) total days.

Seniority shall accumulate for employees granted a personal leave of absence. Hospital and group life insurance premiums shall continue to be paid by the Board, but the employee will not accrue sick leave days or holiday benefits.

ARTICLE XXII (continued)

SECTION 2 - MEDICAL LEAVE OF ABSENCE

An employee who is unable to work and who furnishes satisfactory evidence thereof, after exhaustion of sick leave, may be granted a medical leave of absence without pay covering the period of such illness. During said leave, the employee shall accrue his seniority. Hospital and group life insurance premiums shall continue to be paid by the Board of Education to cover the extended illness of an employee for a period not to exceed one (1) year following the total use of accumulated sick leave days, but the employee will not accrue sick leave days or holiday benefits. Return from the stated leave shall be conditioned upon medical proof of fitness and ability to perform all necessary duties and functions of the job assignment.

Third Party Decision - In the event of a dispute involving an employee's physical ability to perform his job on his return to work at the School District from layoff or leave of absence of any kind and the employee is not satisfied with the determination of the School Board's medical clinic, he may submit a report to the School Board from a medical doctor of his own choosing and at his own expense.

If the dispute still exists, at the request of the employee or Employer, a medical third party decision shall be made. Third party medical reports shall be accepted from the Henry Ford Hospital, Lynn Industrial Clinic or the Wyandotte General Hospital. The decision of such a third party will be binding on both parties. The expense of the third party shall be paid by the requesting party.

SECTION 3 - CHILD CARE LEAVE OF ABSENCE

A request for a child care leave must be submitted to the Administration for approval. If granted, the leave shall be granted for up to six (6) months. Extensions may be granted in six (6) month increments if the employee has

ARTICLE XXII (continued)

notified the Administration, in writing, at least thirty (30) days prior to the original return date. No seniority shall accrue during such leave.

SECTION 4 - MILITARY DUTY LEAVE OF ABSENCE

An employee of the School District who is called/recalled to participate in any defense or government emergency program shall be reinstated to his classification upon expiration of said emergency program provided he reports to work within three (3) months after discharge. Seniority shall accumulate and increments accrue according to the salary schedule. This Article shall be in compliance with the law.

SECTION 5 - UNION LEAVE OF ABSENCE

Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall, at the written request of the Union, be granted a leave of absence. The leave of absence shall be one (1) year, subject to renewal upon request of the Union.

A member of the Union selected by the Union to participate in any other activity shall be granted a leave of absence at the request of the Union. A leave of absence for such Union activity shall not exceed six (6) months but it may be renewed or extended for a similar period upon the request of the Union.

This provision shall be limited to one (1) employee at a time. Seniority shall accumulate up to one (1) year and any extension thereof. Upon returning he shall be reemployed at work at the same classification left. Sick days will not accumulate during this period and insurance will not be paid by the Board of Education.



ARTICLE XXII (continued)

COMPENSATORY LEAVES

SECTION 6 - PROFESSIONAL BUSINESS DAYS

Any work day an employee is engaged in meetings, activities or business under the direction of the Board of Education shall not be regarded as an absence even though such activity might require the person's presence in a place other than that of his regular assignment and shall receive a regular full day's pay in classification.

SECTION 7 - PERSONAL BUSINESS DAYS

Each non-instructional employee shall be credited with three (3) days per school year, without loss of pay, to take care of matters of a personal nature which cannot be taken care of at a time other than school time. Such business days shall be in addition to sick leave and shall not be accumulative. Employees shall be required to give advance notice to their immediate supervisor as far in advance as possible. Employees will be paid for any unused personal business days at the end of the school year.

A personal business leave day shall not be granted for the day preceding or the day following holidays or vacations, the first and last days of the work year, except for matters of an emergency nature allowable at the discretion of the Superintendent.

SECTION 8 - SICK LEAVE DAYS

- A. Sick days for personal illness of non-instructional employees shall be earned at the rate of 1.2 days per month.
- B. No sick leave benefits for new employees will start until the employee completes his probationary period (except health insurance).
- C. An annual statement of remaining sick leave days shall be issued to each employee as of July 1st of each year.

ARTICLE XXII (continued)

- D. One half (1/2) of an employee's annual sick leave will be credited at the beginning of the work year. The remainder of an employee's sick leave shall be accumulated at 1.2 days per month. Sick days shall be prorated upon retirement, termination, or resignation to reflect days used over 1.2 days per month. This shall be deducted from the employee's final pay check. Employees who are eligible to receive sick days shall have the option to either:
1. Be paid at the end of the school year at a per diem rate for all unused sick days credited for that school year only, or
  2. Accumulate sick days to a maximum of thirty (30) days, not payable upon demand (must be used as sick leave days)
- E. Hospitalization and group life insurance premiums shall continue to be paid by the Board of Education to cover the extended illness of an employee for a period not to exceed one (1) year following the total use of accumulative sick leave days.
- F. Absence occasioned by an emergency illness in the immediate household shall be allowed at full pay as in the case of personal illness and will be deducted from normal sick days.
- G. If the Employer has reason to believe that sick days are being abused, with prior written notice, employees may be requested by the Personnel Office to produce a doctor's statement or substantial evidence that illness was the cause of absence.
- H. Twelve (12) month employees may accumulate a total of fourteen (14) sick leave days per year. Ten (10) and ten and one-half (10-1/2) month employees may accumulate a total of twelve (12) sick leave days per year.

ARTICLE XXII (continued)

SECTION 9 - FUNERAL LEAVE DAYS

Employees shall be granted, with pay, three (3) days to attend a funeral of the immediate family within two hundred (200) miles and five (5) days if the funeral is held beyond a two hundred (200) mile radius of the Board of Education office. At the employee's option, less than the allocated time may be taken. If a death in the immediate family occurs while an employee is on vacation, the days will revert to funeral leave.

Definition of a Family - The immediate family includes wife, husband, children, father, mother, father-in-law, mother-in-law, grandchildren, grandfather, grandmother, brothers, sisters, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, stepchildren, stepfather, stepmother, stepbrothers, and stepsisters.

SECTION 10 - JURY DUTY DAYS

Upon notice of jury duty, an employee shall notify their immediate supervisor. Any employee called upon for jury duty shall be paid the difference between what he received as a juror and the salary he would normally receive from the Board of Education, if compelled to serve. Seniority shall accumulate and increments accrue according to the salary schedule.

SECTION 11 - NECESSARY PROCEDURES

All leaves, compensable leaves and leaves without pay, shall be granted only upon fulfillment of necessary procedures.

SECTION 12 - TEMPORARY JOB PLACEMENT

Any approved leave as stated in the contract for a six (6) month period or less may be posted and temporarily awarded in accordance with the contract. When an employee is ready and able to return to work up to or within the six (6) month leave, they shall be returned to their former position. Employees working temporarily will revert to their former position.

After a six (6) month period, any leave shall be considered as a vacancy and that position will be posted in accordance with Article X, Section 2 - Job Postings. Employees returning after a six (6) month period shall return under the provisions of Article XII, Section 1(3).

ARTICLE XXIII

PAID HOLIDAYS

SECTION 1 - PAID HOLIDAYS FOR TWELVE (12) MONTH EMPLOYEES

There shall be twelve (12) paid holidays for all permanent twelve (12) month employees regardless on which day of the week they fall.

Independence Day	New Year's Eve
Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Friday following Thanksgiving	Easter Monday
Christmas Eve	Memorial Day
Christmas Day	Birthday*

Twelve (12) month employees will be paid for holidays during the work week only if working the day before and the day after the legal holidays within the work week.

SECTION 2 - PAID HOLIDAYS FOR LESS THAN TWELVE (12) MONTH EMPLOYEES

There shall be eleven (11) paid holidays for all less than twelve (12) month employees, if requirements are met under Article XXXVI, regardless on which day of the week they fall.

Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Friday following Thanksgiving	Easter Monday
Christmas Eve	Memorial Day
Christmas Day	Birthday*
New Year's Eve	

Less than twelve (12) month employees will be paid for holidays during the work week only if working the day before and the day after the legal holidays in accordance with the Leave of Absence clause in Article XXII.

\*Birthdays will be paid at regularly scheduled rate of pay and may be taken as a floating holiday, with Supervisor's approval, or may be taken on the date of birth, or may be worked and receive one (1) extra day's pay with the approval of the Supervisor.

SECTION 3 - HOLIDAY PAY

All employees who are regularly scheduled to work less than eight (8) hours per day will be paid on a prorated basis.

ARTICLE XXIV

VACATIONS

- A. Employees shall receive an annual vacation with pay based upon the following schedule:

After 1 year	1 week
After 2 years through 4 years	2 weeks
After 5 years through 9 years	3 weeks
After 10 years or more	4 weeks

Employees working less than four (4) hours will be prorated in accordance with seniority and Article XXXVI.

- B. Employees hired after July 1st of the previous year will only receive prorated vacation days up to July 1st. Vacation days shall be taken only in the year following the year in which they were earned.
- C. Employee requested days taken as vacation shall be mutually agreeable to the employees and to the immediate supervisor. Upon mutual agreement, vacation time shall be permissible anytime during the year according to seniority but shall not interfere with school plant operations.
- D. Vacation requests for twelve (12) month employees shall be submitted prior to May 1st of each year.
- E. Vacation requests for less than twelve (12) month employees shall be submitted prior to August 1st of each year.
- F. Vacation schedules shall be confirmed in writing and posted no later than one (1) month following the required date of submission.
- G. Vacation schedules may be changed for demonstrable reasons on the part of the employee. Such changes shall be determined on the basis of staffing levels required and shall not interfere with school plant operations.

ARTICLE XXIV (continued)

- H. In the event there is a dispute concerning vacation requests, such disputes shall be processed to a special conference between the parties to resolve the problem. Such conference to be held no later than five (5) working days after a denial is received by the employee.
- I. Vacation accumulation shall be prorated to reflect unpaid days absent during the accrual year.
- J. Employees working less than ten and one-half (10-1/2) months will receive five (5) paid individual leave days, non-accumulative, pursuant to Article XXXVI.

ARTICLE XXV

INSURANCE

SECTION 1 - HOSPITALIZATION INSURANCE

- A. 1. Pursuant to the authority set forth in Section 340.617 of the School Code of 1955, as amended, the Board of Education agrees to furnish all full-time employees Blue Cross/Blue Shield Four Point Plus insurance, including organ transplant rider SOT-PE.
2. In the event that an employee does not choose and/or will not receive benefits from the above stated coverage (medical payments not duplicated if spouse has similar coverage), the employee may waive the health insurance coverage and choose up to \$25.00 in optional insurance provisions.
- B. Employees who have had insurance through the provisions of this Agreement and lost them shall be permitted to stay on the insurance plan through payroll deductions. Employees will be covered in accordance with Article XXXVI.
- C. No changes in plans, plan specifications, insurance underwriters, or insurance administrators will be made absent mutual agreement between the parties. Pre-existing conditions shall be covered in the transition from Super Med 2 to the Blue Cross/Blue Shield Four Point Plus Plan.
- D. The Board and Administration agree not to seek information concerning an employee's medical records or the specifics of claims history from Blue Cross/Blue Shield.

ARTICLE XXV (continued)

SECTION 2 - GROUP LIFE INSURANCE

Non-instructional employees who qualify pursuant to Article XXXVI will be covered by the Board of Education for \$15,000 Group Life Insurance and Accidental Death and Dismemberment. This insurance is fully paid for by the School District.

All new permanent employees will be covered as of the first of the month following the date eligible. A beneficiary form is to be completed and signed prior to the effective date of the coverage.

SECTION 3 - DENTAL INSURANCE

The Board agrees to provide M.E.S.S.A. Dental Plan "A" for qualified employees.

SECTION 4 - CO-OP OPTICAL INSURANCE PLAN

The employer shall pay the full premium for a basic optical program for full family coverage, including bifocal section - Kryptok or D-Seq 22 mm or equivalent - for qualified employees.



ARTICLE XXVI

MILEAGE ALLOWANCES

The current lks mileage reimbursement shall be granted to employees who are required to use their car for school business. Where possible, a payment is to be made once a month.

ARTICLE XXVII

UNIFORMS AND PROTECTIVE CLOTHING

If any employee (including bus mechanic) is required to wear a uniform, protective clothing, or any type of protective device as a condition of employment, such uniform, protective clothing or protective device shall be furnished to the employee by the Employer. The cost of maintaining the uniform or protective clothing in proper working condition is the responsibility of the Employer, including tailoring, dry cleaning, and laundering (cafeteria apparel exclusive). All employees are to wear the approved uniform. The Board of Education agrees to furnish all cafeteria employees with five (5) uniforms (number prorated on date of hire and hours) when they are hired and pay them \$50.00 every year thereafter to maintain and replace said uniforms. Reimbursement to be issued by separate check on the second pay of September.

The uniform allowance for cafeteria personnel shall be provided as follows:

- |                       |         |
|-----------------------|---------|
| 1. 7-8 hour employees | \$50.00 |
| 2. 4-6 hour employees | \$40.00 |
| 3. Less than 4 hours  | \$25.00 |

ARTICLE XXVIII

CONTRACTING AND SUBCONTRACTING OF PUBLIC WORK

During the term of the Agreement, the Employer shall not contract out or subcontract any public work with the express intent to affect an employee's job. If any changes are contemplated, the Union will have an opportunity to discuss the matter before final action is taken.

ARTICLE XXIX

WORK RULES

SECTION 1 - ESTABLISHING

The Employer agrees to meet and confer with the Union over changes in existing work rules or the establishment of new work rules. (Emergency matters are not covered by this provision.)

SECTION 2 - CHANGES

When existing rules are changed or new rules are established, they shall be posted prominently on all bulletin boards for a reasonable period before becoming effective.

SECTION 3 - INFORMING EMPLOYEES

The Employer further agrees to furnish the Union with a copy of all existing work rules after they become effective. New employees shall be provided with a copy of the rules and Union agreement at the time of hire.

SECTION 4 - ENFORCING

The Employer and employees shall comply with all existing reasonable rules that are not in conflict with terms of the Agreement, provided the rules are uniformly applied and uniformly enforced.

All unresolved complaints as to the reasonableness of any new or existing rules, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the grievance procedure.

ARTICLE XXX

USE OF BUILDING

The Union shall be permitted the use of a building after school hours in accordance with established School Board Policy.

1. Regular monthly meetings may be scheduled for the full year.
2. Building use for special business meetings of the Union, committee meetings of the Union, and regular monthly meetings which must be rescheduled, will be permitted provided that such use is requested through the Superintendent of the School District or a designated representative and can be arranged in advance. This provision shall not require the disruption of previously scheduled use of the premises and shall not incur additional costs to the School District. Employees may attend such meetings only on their own time.

ARTICLE XXXI

UNION BULLETIN BOARDS

The Employer agrees to furnish bulletin boards in convenient places, in all buildings, to be used by the Union.

The Union shall limit its posting of notices and bulletins to such bulletin boards. A copy of materials posted on bulletin boards shall be submitted to Central Office.

ARTICLE XXXII  
GENERAL PROVISIONS

SECTION 1 - TRANSPORTING CHILDREN

All non-instructional personnel transporting children to and from school shall be protected by the liability insurance carried by the School Board.

SECTION 2 - SAFETY COMMITTEE

There shall be two (2) members from the Union and two (2) members from Management composing a Safety Committee to study general working conditions, procedures and habits with respect to safety conditions.

SECTION 3 - MEDICAL REQUIREMENT

All employees will be required to receive a T.B. tine test as established by the Board policy which shall be paid for by the School District. The School District shall have the right to provide a qualified physician. All bus drivers will be required to pass a complete annual physical examination by a physician designated by the School District.

SECTION 4 - PERSONAL PROPERTY LOSS OR DAMAGE

During the term of this Agreement, a fund of \$1,500 shall be established from which individual employees may be reimbursed for approved claims for property loss due to theft, burning, or willful or malicious damage provided such damage or destruction occurs within the school building or designated employee parking area, while the employee is on duty and is connected with the execution of the employee's assigned responsibilities. Said loss or damage shall not be occasioned by the negligence of the affected employee.

Personal property is defined as anything normally worn or carried into the building by the employee, but shall not include cash.

ARTICLE XXXII (continued)

\$500 will be allocated per year to cover claims. If an unused balance is available at the end of any year, then previous claims which have been denied will be reconsidered. Claims on individual items must have a replacement value of \$10.00 or more to be eligible for reimbursement. Items of over \$200 in value, other than clothing, that an employee may wish to bring into the building to be used in the employee's assigned responsibilities must have building administrative approval to be eligible for reimbursement claims. Item brought into the building that are not described in this Article will not be eligible for reimbursement claims. Claims filed due to damage done to personal cars shall be compensated in the following manner:

Personal cars must be parked in parking areas designated as employee parking lots to be eligible for coverage. Bargaining unit members must report to the immediate supervisor's office as soon as knowledge of said damage occurs. A police report shall be filed on the day of the incident and submitted to the Board for review. Compensation for auto claims shall be made at 100% of the individual's deductible fee for personal auto insurance coverage, capped at \$250.

All claims will be reviewed by a committee whose membership will include W.A.S.P. President and Executive Director of Finance. Claims made under a homeowner's insurance policy will not be eligible for reimbursement.

SECTION 5 - APPENDICES

A schedule of classifications, a non-instructional employee's calendar, and a copy of the salary schedule shall be attached to this contract when completed.



ARTICLE XXXIII  
NON-DISCRIMINATION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin or political affiliation. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement.

All references to employees in this Agreement designate both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

The Employer agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint or coercion by the Employer or any Employer representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union.

The Union recognizes its responsibility as bargaining unit and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion. Harassment of employees shall not be tolerated.

An employee may elect to pursue remedy through the grievance procedure as set forth in Article VII or the courts. It is expressly understood that an employee may not elect to pursue a remedy through both the courts and Article VII.

ARTICLE XXXIV

WAIVER CLAUSE

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE XXXV

NO STRIKE - NO LOCKOUT

SECTION 1 - NO STRIKE

Under no circumstances will the Union cause or authorize or permit its members to cause, nor will any member of the bargaining unit take part in any strike, sit-down, stay-in or slow-down, in or on any property of the Board or in any curtailment of work or interference with the operation of the Board during the term of this Agreement, or during any period of time while negotiations are in progress between the Union and the Board for the continuance or renewal of this Agreement.

SECTION 2 - UNION RESPONSIBILITY

In the event of a work stoppage or other curtailment, the Union shall immediately instruct the involved employees that their conduct is in violation of this Contract and that they may be disciplined up to and including discharge.

SECTION 3 - NO LOCKOUT

The Board will not lockout any employees during the term of this Agreement.

ARTICLE XXXVI

EMPLOYEE BENEFITS

- A. Employees hired subsequent to June 4, 1984 but prior to July 1, 1986, working four (4) hours or more shall qualify for the following benefits:

Vacation  
Sick Days  
Personal Business Days  
Holidays  
Health Insurance  
Optical Insurance  
Dental Insurance  
Life Insurance

Employees hired prior to June 4, 1984, who work less than four (4) hours, presently covered under this provision, shall be grandfathered.

- B. Employees hired subsequent to July 1, 1986, working six (6) hours or more, shall qualify for the following benefits:

\*Vacation  
Sick Days  
Personal Business Days  
Holidays  
Health Insurance  
Optical Insurance  
Dental Insurance  
Life Insurance

\*Provided the employee also works 10-1/2 months. Employees working less than 10-1/2 months will receive five (5) paid individual leave days, non-accumulative.

- C. Employees reducing hours will receive the level of benefits in place on the last day (June 3, 1984 or June 30, 1986) for the tier in which they were hired for the new level of hours.
- D. Employees receiving benefits pursuant to part A of this Article, who work less than six (6) hours, must accept assignment to any vacant position in their classification for which they are qualified and which is of at least six (6) hours to retain benefits. Such a vacancy would be filled outside the normal posting/bid process.

ARTICLE XXXVI (continued)

- E. Employees receiving benefits pursuant to part A of this Article waive their right to continue receiving benefits if they voluntarily reduce their hours.
- F. An employee whose regular work assignment, excluding field trips, consistently exceeds thirty (30) hours per week for at least four (4) weeks, and who has been disqualified for benefits due to insufficient scheduled hours, shall have their position re-evaluated for qualification for benefits.

TERMINATION

This Agreement shall be effective July 1, 1988 and shall terminate June 30, 1991 if notice of either parties intent to terminate this Agreement is submitted, in writing, not less than ninety (90) days prior to the expiration date.

This Agreement shall continue in full force and effect each year absent any termination notice and for each year thereafter any subsequent termination date and until notice of either parties intent to terminate, modify or amend this Agreement ninety (90) days prior to any subsequent termination date.

This Agreement may be modified or amended if notice of either parties intent to modify or amend this Agreement is submitted, in writing, not less than ninety (90) days prior to the expiration date. The then existing Agreement shall continue in full force and effect during negotiations for modifications or amending this Agreement.

Notice of intention to terminate, modify or amend this Agreement and request for negotiations will be sent, by certified mail, to the following:

W.A.S.P. - Local President  
MEA/NEA - Designated Representative  
Woodhaven Board of Education - Designated Representative

Should any provisions of this Agreement become invalid because of existing or future Federal or State legislation or court decision, the remainder of the Agreement shall not be affected thereby.

This Agreement and each of the terms and conditions hereof are subject to the laws of the State of Michigan in all respects and in the event that any provision hereof is at any time held to be invalid by a court of competent jurisdiction, the Attorney General, or by any other administrative agency of the State of Michigan, including but not limited to the Michigan State Labor Mediation Board, such determination shall not invalidate the remaining provisions of this Agreement and the parties hereby agree that insofar as possible each of the terms and provisions hereof are severable.

IN WITNESS WHEREOF, the parties hereto agree that all terms, benefits and conditions of this Agreement are to become effective July 1, 1988, unless otherwise noted, and have duly executed this Agreement on the 28th day of November, 1988.

BOARD OF EDUCATION  
WOODHAVEN SCHOOL DISTRICT

Robert J. Walicki  
PRESIDENT

Alvin W. Paul  
SECRETARY

WOODHAVEN ASSOCIATION OF  
SUPPORT PERSONNEL - MEA/NEA

Bucky Loggins  
UNION PRESIDENT

Patricia Harshok

Carol Martin

Debbie Small

Broddy Stanger

Virginia Coffey

Sharon Fullins

APPROVED BY  
MICHIGAN EDUCATION ASSOCIATION/NEA

J. Helen Brisk

APPENDIX A  
1988-91 SALARY SCHEDULE  
CLERICAL STAFF CLASSIFICATION

- CLASS A:** 1. High School Principal's Secretary
- CLASS B:** 1. High School Assistant Principal's Secretary  
2. Middle School Principal's Secretary  
3. Data Processing Operator  
4. High School Secretary
- CLASS C:** 1. Middle School Assistant Principal's Secretary  
2. Elementary School Secretary  
3. Special Education Secretary
- CLASS D:** 1. Attendance Clerk  
2. Transportation/Dispatcher
- CLASS E:** 1. Clerk/Typist
5. Support Services Clerk  
6. Warehouse/Purchasing Clerk  
7. County/State/Federal Programs Secretary
4. Community Education Secretary  
5. Central Media Clerk  
6. Receptionist

CLASSIFICATION	BEGINNING RATE			AFTER 60 DAYS			AFTER 90 DAYS			
	88-89	89-90	90-91	88-89	89-90	90-91	88-89	89-90	90-91	
A	6.60	6.60	6.60	7.01	7.01	7.01	10.11	10.82	11.58	
B	6.44	6.44	6.44	6.86	6.86	6.86	9.85	10.54	11.28	
C	6.22	6.22	6.22	6.65	6.65	6.65	9.64	10.31	11.03	
D	6.10	6.10	6.10	6.46	6.46	6.46	9.09	9.73	10.41	
E	5.33	5.33	5.33	5.65	5.65	5.65	7.85	8.40	8.99	
BOOKKEEPER	7.79	7.79	7.79	8.14	8.14	8.14	11.49	12.29	13.15	
PAYROLL	7.15	7.15	7.15	7.47	7.47	7.47	10.63	11.37	12.17	
ACCOUNTS PAYABLE	7.00	7.00	7.00	7.29	7.29	7.29	10.24	10.96	11.73	
SUBSTITUTE CALLER							(Daily)	15.14	16.20	17.33



APPENDIX B  
1988-91 SALARY SCHEDULE  
MAINTENANCE/CUSTODIAL

POSITION	BEGINNING RATE		AFTER 90 DAYS		AFTER 1 YEAR		AFTER 2 YEARS					
	88-89	89-90	88-89	89-90	88-89	89-90	88-89	89-90				
Maintenance Engineer	6.84	7.03	7.34	8.22	8.67	9.15	10.23	10.95	11.72	12.30	13.16	14.08

CUSTODIAL CLASSIFICATIONS

POSITION	BEGINNING RATE		AFTER 60 DAYS		AFTER 90 DAYS	
	88-89	89-90	88-89	89-90	88-89	89-90
Maintenance Crew Chief	9.10	9.10	9.10	9.23	9.23	9.23
Maintenance Crew "A"	8.30	8.30	8.30	8.71	8.71	8.71
Maintenance Crew "B"	8.08	8.08	8.08	8.49	8.49	8.49
Maintenance Crew "C"	7.24	7.24	7.24	7.65	7.65	7.65
Maintenance Crew "D"	7.03	7.03	7.03	7.44	7.44	7.44
Skilled Craftsperson	8.08	8.08	8.08	8.49	8.49	8.49
Utility	7.03	7.03	7.03	7.30	7.30	7.30
Custodian	6.69	6.69	6.69	6.97	6.97	6.97
High School Security Person	6.18	6.18	6.18	6.62	6.62	6.62

Custodian Shift Premium: Second Shift - 15¢ per hour  
Third Shift - 20¢ per hour

APPENDIX C  
1988-91 SALARY SCHEDULE  
CAFETERIA/TRANSPORTATION CLASSIFICATIONS

CAFETERIA CLASSIFICATIONS

POSITION	BEGINNING RATE		AFTER 60 DAYS		AFTER 90 DAYS	
	88-89	89-90	88-89	89-90	88-89	89-90
Head Cook*	5.95	5.95	6.10	6.10	8.49	9.08
Assistant Cook	5.42	5.42	5.86	5.86	8.15	8.72
Kitchen Helper	5.17	5.17	5.63	5.63	7.85	8.40
Cashier	4.00	4.00	4.13	4.13	5.63	6.02
Lunchroom/Playground Aide	4.50	4.50	4.75	4.75	5.63	6.02
Hall/Lavatory Monitor	4.00	4.00	4.13	4.13	5.63	6.02

\*Head Cook shall receive an additional \$.05 per hour for each school satellited from their school.

TRANSPORTATION CLASSIFICATIONS

POSITION	BEGINNING RATE		AFTER 60 DAYS		AFTER 90 DAYS	
	88-89	89-90	88-89	89-90	88-89	89-90
Bus Mechanic (Certified)	8.09	8.09	8.39	8.39	14.17	15.16
Bus Driver	6.18	6.18	6.62	6.62	9.49	10.15
Bus Aide	4.30	4.30	4.60	4.60	6.47	6.92
Delivery Service Person	6.50	6.50	6.50	6.50	9.49	10.15

APPENDIX D

LOCAL-MEA-NEA

P.O. BOX 2580 • EAST LANSING, MI 48826-2580

CONTINUING MEMBERSHIP APPLICATION •  
MICHIGAN NEA-R MEMBERSHIP APPLICATION •

MEA-PAC • MEA-PAC PLUS and NEA-PAC VOLUNTARY CONTRIBUTION AUTHORIZATION •

MEMBERSHIP INFORMATION									
PLEASE: READ INSTRUCTIONS BEFORE COMPLETING FORM. TYPE OR PRINT FIRMLY WITH A BALL POINT PEN.									
1. SOCIAL SECURITY NO.		2. TITLE			3. NAME (LAST, FIRST, MIDDLE INITIAL)				
		<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> DR.							
4. ADDRESS NO. STREET CITY STATE ZIP CODE									
5. LOCAL MEMBER		6. ENROLLMENT DATE		7. MEA MEMBERSHIP CODE		8. MEA MEMBERSHIP CODE		9. CHECK YES IF YOU WISH	
<input type="checkbox"/> YES <input type="checkbox"/> NO		MONTHS (YEAR)		(SEE INSTRUCTIONS)		(SEE INSTRUCTIONS)		VOLUNTARY MICHIGAN NEA-R MEMBERSHIP (SEE INSTRUCTIONS)	
10. EMPLOYING DISTRICT/INSTITUTION		11. ANTICIPATED DATE OF RETIREMENT		12. BUILDING/DEPARTMENT		13. HOME PHONE NO.		14. WORK PHONE NO.	
15. PRESENT POSITION		16. TEACHING LEVEL IF APPLICABLE		17. HIGHEST LEVEL OF EDUCATION HELD		18. ETHNIC GROUP			
		(SEE INSTRUCTIONS)		<input type="checkbox"/> K-8 <input type="checkbox"/> H.S. & EQUIV. <input type="checkbox"/> AAAS <input type="checkbox"/> BASS <input type="checkbox"/> MAJMS <input type="checkbox"/> SPECIALIST <input type="checkbox"/> DOCTORATE		(SEE INSTRUCTIONS)			
19. TEACHING CERTIFICATE IF APPLICABLE		20. PLEASE CHECK TYPE OF CERTIFICATE IF APPLICABLE		21. MAJOR(S)		22. MINOR(S)			
PLEASE CHECK ONE <input type="checkbox"/> ELEMENTARY <input type="checkbox"/> SECONDARY		<input type="checkbox"/> PROVISIONAL <input type="checkbox"/> PERMANENT <input type="checkbox"/> CONTINUING <input type="checkbox"/> OTHER		1. 2.		1. 2.			
23. SCHOOL DISTRICT OF RESIDENCE		24. CONGRESSIONAL DISTRICT		25. STATE SENATE DISTRICT		26. STATE HOUSE DISTRICT		27. VOTING PRECINCT	
								NO. of CITY OR TWP.	
28. I WOULD BE PARTICULARLY INTERESTED IN RECEIVING SPECIAL ALERTS ABOUT THE FOLLOWING TOPICS:									
<input type="checkbox"/> SOCIAL SECURITY <input type="checkbox"/> WOMEN'S ISSUES <input type="checkbox"/> SCHOOL FINANCE <input type="checkbox"/> POLITICAL INVOLVEMENT <input type="checkbox"/> TAXES <input type="checkbox"/> RETIREMENT <input type="checkbox"/> ENVIRONMENT <input type="checkbox"/> SCHOOL DISCIPLINE <input type="checkbox"/> TUITION TAX CREDIT <input type="checkbox"/> DEMOCRATIC EDUCATORS CAUCUS <input type="checkbox"/> CENSORSHIP <input type="checkbox"/> MINORITY ISSUES <input type="checkbox"/> NEW RIGHT <input type="checkbox"/> REPUBLICAN EDUCATORS CAUCUS <input type="checkbox"/> HIGHER EDUCATION ISSUES									

**CONTINUING MEMBERSHIP DUES, MEA-PAC, MEA-PAC PLUS and NEA-PAC VOLUNTARY CONTRIBUTION AUTHORIZATION**

The National Education Association Political Action Committee and the Michigan Education Association Political Action Committee collect contributions from Association members to help elect persons of education to federal office and state and local offices respectively. Contributions to NEA-PAC and MEA-PAC are voluntary and are not a condition of membership in NEA, MEA, or any member may contribute more or less than these amounts or may refuse to make any contribution and this will not affect her/his membership status, rights, or benefits in NEA, MEA, or any of these offices. A contribution to MEA-PAC is included in your MEA dues. For the 1988-89 fiscal year, the contribution is \$10.00 for educational support personnel respectively. These are any suggestions. A request for refund will be made on your behalf to MEA-PAC. A full refund of this voluntary contribution will be made upon request in writing made by December 1 of the current fiscal year to the Michigan Education Association, P.O. Box 2573, East Lansing, Michigan 48826-2573. A request for refund will automatically expire to discontinue any further contribution in future years, and an amount equivalent to the MEA-PAC contribution will automatically be sent to you. With full knowledge of the above I authorize my employer to deduct from my salary and pay to the association in accordance with the agreed-upon payroll deduction procedure.

<input type="checkbox"/> MEA-PAC PLUS CONTRIBUTION	<input type="checkbox"/> \$5.00 NEA-PAC CONTRIBUTION	<input type="checkbox"/> I DO NOT WISH TO PARTICIPATE IN THE GUARANTEED VOLUNTARY CONTRIBUTION TO MEA-PAC.
<input type="checkbox"/> \$100.00 MEA-PAC PLUS FRANKLIN CLUB	<input type="checkbox"/> NEA-PAC CONTRIBUTION	

for the 1988-89 membership year, and each membership year thereafter, provided that I may revoke this authorization as of September 1 of any calendar year by giving notice to that effect to MEA membership or the local association on or before that date.

Dues payments to the MEA-NEA-Local and contributions to MEA-PAC/NEA-PAC and/or Local-PAC are not deductible as charitable contributions for Federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code and/or the Michigan Income Tax provisions.

PLEASE CHECK ONE (1) BELOW:

CASH PAYMENT: Membership is continuous unless I reverse this authorization in writing between August 1 and August 31, of any year.

PAYROLL DEDUCTION: I authorize my employer to deduct Local, MEA and NEA dues, assessments and contributions as may be determined from time to time, unless I revoke this authorization in writing between August 1 and August 31, of any year. I also authorize my employer to deduct Michigan NEA-R dues, if so indicated above from my 1988-89 wages.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FORM NO. ME 121 (REV. 8 88)

APPENDIX E

VOLUNTARY AUTHORIZATION FOR DEDUCTION  
OF SERVICE FEE

NAME: \_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_  
SOCIAL SECURITY NO. \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
LOCATION: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

I request and authorize the Woodhaven School District Board of Education to deduct from my earnings each month a service fee in an amount equal to the current rate of monthly union dues certified by the Woodhaven Association of Support Personnel. The amount deducted shall be paid to the Treasurer of the Woodhaven Association of Support Personnel in such a manner as may be set forth in the Collective Bargaining Agreement between the Union and the Board.

This authorization shall remain in effect unless terminated by me, in writing.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date of Signing)

\_\_\_\_\_  
(Date of Delivery to Board)

APPENDIX F  
BUILDING CHECK

BUILDING(S): \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ TIME: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERSON MAKING CHECK \_\_\_\_\_

\_\_\_\_\_  
Director of Support Services

APPENDIX G

WOODHAVEN SCHOOL DISTRICT  
1988-89 SCHOOL YEAR  
NON-INSTRUCTIONAL CALENDAR

JULY

				1
xx	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER

			1	2
xx	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER

	1	2	3	4
xx	7	8	9	10
(14)	15	16	17	18
21	22	23	xx	xx
28	29	30		

DECEMBER

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
xx	xx	(28	29)	xx

JANUARY

xx	(3	4	5	6)
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY

		1	2	3
6	7	8	9	(10)
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH

		1	2	3
(6)	7	8	9	10
13	14	15	16	17
20	21	22	23	xx
xx	(28	29	30	31)

APRIL

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
xx	30	31		

JUNE

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

xx - Holidays  
( ) - No students

Teachers' first day - September 7  
Teachers' last day - June 19

APPENDIX H

WOODHAVEN SCHOOL DISTRICT  
1989-90 SCHOOL YEAR  
NON-INSTRUCTIONAL CALENDAR

JULY

3 xx 5 6 7  
10 11 12 13 14  
17 18 19 20 21  
24 25 26 27 28  
31

AUGUST

1 2 3 4  
7 8 9 10 11  
14 15 16 17 18  
21 22 23 24 25  
28 29 30 31

SEPTEMBER

1  
xx 5 6 7 8  
11 12 13 14 15  
18 19 20 21 22  
25 26 27 28 29

OCTOBER

2 3 4 5 6  
9 10 11 12 13  
16 17 18 19 20  
23 24 25 26 27  
30 31

NOVEMBER

1 2 3  
6 7 8 9 10  
(13) 14 15 16 17  
20 21 22 xx xx  
27 28 29 30

DECEMBER

1  
4 5 6 7 8  
11 12 13 14 15  
18 19 20 21 22  
xx xx (27 28 29

JANUARY

xx xx 3 4 5)  
8 9 10 11 12  
15 16 17 18 19  
22 23 24 25 26  
29 30 31

FEBRUARY

1 2  
5 6 7 8 9  
12 13 14 15 (16  
19) 20 21 22 23  
26 27 28

MARCH

1 2  
5 6 7 8 9  
(12) 13 14 15 16  
19 20 21 22 23  
26 27 28 29 30

APRIL

2 3 4 5 6  
9 10 11 12 xx  
xx (17 18 19 20)  
23 24 25 26 27  
30

MAY

1 2 3 4  
7 8 9 10 11  
14 15 16 17 18  
21 22 23 24 25  
xx 29 30 31

JUNE

1  
4 5 6 7 8  
11 12 13 14 15  
18 19 20 21 22  
25 26 27 28 29

xx - Holidays  
( ) - No students

Teachers' first day - September 5  
Teachers' last day - June 18

APPENDIX I

WOODHAVEN SCHOOL DISTRICT  
1990-91 SCHOOL YEAR  
NON-INSTRUCTIONAL CALENDAR

JULY  
2 3 xx 5 6  
9 10 11 12 13  
16 17 18 19 20  
23 24 25 26 27  
30 31

JANUARY  
xx 2 3 4)  
7 8 9 10 11  
14 15 16 17 18  
21 22 23 24 25  
28 29 30 31

AUGUST  
1 2 3  
6 7 8 9 10  
13 14 15 16 17  
20 21 22 23 24  
27 28 29 30 31

FEBRUARY  
1  
4 5 6 7 8  
11 12 13 14 (15  
18) 19 20 21 22  
25 26 27 28

SEPTEMBER  
xx 4 5 6 7  
10 11 12 13 14  
17 18 19 20 21  
24 25 26 27 28

MARCH  
1  
4 5 6 7 8  
(11) 12 13 14 15  
18 19 20 21 22  
25 26 27 28 xx

OCTOBER  
1 2 3 4 5  
8 9 10 11 12  
15 16 17 18 19  
22 23 24 25 26  
29 30 31

APRIL  
xx (2 3 4 5)  
8 9 10 11 12  
15 16 17 18 19  
22 23 24 25 26  
29 30

NOVEMBER  
1 2  
5 6 7 8 9  
(12) 13 14 15 16  
19 20 21 xx xx  
26 27 28 29 30

MAY  
1 2 3  
6 7 8 9 10  
13 14 15 16 17  
20 21 22 23 24  
xx 28 29 30 31

DECEMBER  
3 4 5 6 7  
10 11 12 13 14  
17 18 19 20 21  
xx xx (26 27 28  
xx

JUNE  
3 4 5 6 7  
10 11 12 13 14  
17 18 19 20 21  
24 25 26 27 28

xx - Holidays  
( ) - No students

Teachers' first day - September 4  
Teachers' last day - June 17



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