

PARA-PROFESSIONAL CONTRACT
1992-93

GENERAL PARA-PROFESSIONAL

Step	1992-93
0	6.71
1	7.11
2	7.50
3	7.89
4	8.29

Sub para-professional 5.87

Effective July 1, 1989, the Board agrees to pay for the purchase of the following insurance plan or option for each eligible regularly employed para-professional who submits the necessary applications for such coverage, including a statement that the employee is not covered by hospitalization insurance by another source. An eligible employee may elect one of the following plans:

Plan A: Hospitalization - Super Care I (Self, Self & Spouse, Self & Child, Full-Family)
Dental - Delta Dental Plan A with orthodontic rider EO-1. (75% Class 1, 50% Class 2, 50% orthodontic)
Life - \$20,000 Group life coverage
All insurance coverage provisions shall be in effect October 1 thru September 30.

Plan B: \$1,000 Board paid annuity
Dental - Same as Plan A
Life - Same as Plan A
Effective - Same as Plan A.

Substitute para-professionals are not eligible for fringe benefits.

Minimum of 20 hours a week - Full hospitalization, dental

Minimum of 30 hours a week - Group life

(Full time para-professional is defined as an para-professional with a minimum of 20 hours per week)

Beginning in 1991-92, a new employee becomes eligible for full medical, dental and life insurance benefits upon working twenty-seven (27) or more hours per week.

Effective January 1, 1993, all para-professionals are eligible for dental insurance.

Medical, Dental, Life Insurance Coverage:

1992-93 - Board will pay new medical rates for medical, dental and life insurance coverage and deductible amounts per existing agreement.

Paid Holidays(7): Labor Day (if school is in session prior to)
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
Memorial Day
Good Friday
New Years Day

Work Year Defined: The para-professional work year shall consist of 180 days or as specified by the established school calendar if more days of attendance are negotiated.

Of these 180 days, there will be two (2) days granted for inclement weather as specified by the Michigan State Aid Act (1986-87)

After these two (2) days are exhausted, a make-up schedule as negotiated between the board and the MEA shall be as follows:

If 180 days of instruction are not provided as mandated by the State and Marlette Community Schools, state aid shall be reduced because of an employee groups refusal to work the make-up schedule, that employee or groups wages shall be reduced by the days not worked as mandated to reach 180 days.

Sick Leave:

- A. Each regularly employed para-professional shall be entitled to fifteen (15) days sick leave during any contract year except that first year para-professionals in Marlette Schools shall have fifteen (15) days credited to their account which shall be available to them upon reporting to work.
- B. Of the fifteen (15) days allowed for sick leave each year, seven (7) days may be used for emergency leave.
- C. Emergency leave days may be granted for the following purposes and in accordance with the following procedures.
 1. For an accident, death or critical illness in the immediate family-- father, mother, spouse, children, brother, sister, or immediate family through marriage.
 2. Of the seven (7) days provided for in (B) above, regularly employed para-professionals shall be permitted to transact personal business according to the following schedule: All para-professionals with five (5) years of service or less in the School System shall be granted one (1) day. Para-professionals with more than five (5) years of service in the School System shall be granted two (2) days.
 - a. It is understood that such personal leave shall not be granted for the first or last day of the school year, nor on the first working day preceding or following a vacation period or holiday.
 - b. It is further understood that no more than two (2) para-professionals from grades K-4, 5-8 and 9-12 will be excused on a given day.
 3. Time necessary for attendance at the funeral service of a person whose relationship to the para-professional warrants such attendance.
 4. Emergency leave days shall be granted when the request has been made in writing to the Superintendent or designee through the Building Principal at least twenty-four (24) hours in advance. Emergency leave without twenty-four (24) hour notice may be granted at the discretion of the Building Principal. Such requests shall be considered on a priority basis as of time of receipt by the Superintendent or designee.
- D. In addition to emergency leave days as provided in Paragraph C above, three (3) additional leave days without pay may be granted subject to the Superintendent's approval upon receipt of written application for such leave by the para-professional at least twenty-four (24) hours in advance.
- E. Unused sick leave shall accumulate to a maximum of ninety (90) days, it being expressly understood that none of the accumulated may be used for emergency leave as specified in Paragraph C. above.

- F. All unused sick leave days in excess of ninety (90) days shall be returned to the employee at the end of the current school year on the basis of ten (\$10) dollars per day.
- G. If an employee leaves his or her position after ten (10) consecutive years of employment, unused sick days up to a total of 105 days shall be reimbursed at the rate of \$10.00 per day.
- H. The Board of Education reserves the right to require proof of illness if a para-professional's absence exceeds five (5) consecutive days or for suspected abuse of sick leave.
- I. The Board of Education reserves the right to require a physical examination at the expense of the Board when in the judgment of the Board such evidence will serve the best interest of either the para-professional or the district.
- J. Duty days shall mean those days when pupils are in attendance.
- K. There shall be deducted $1/180^{\text{th}}$ * of the amount of the para-professional's contract for each duty day of unauthorized leave. Furthermore, any para-professional who takes unauthorized leave may be subject to additional disciplinary action by the Board of Education, if, in the Board's opinion, such action is warranted.
- L. The Board shall provide for the para-professionals a bi-monthly accounting of leave days used during the current contract year.
- * The number of days in this formula shall not exceed the total work days scheduled for that year.
- M. Liability coverage: The Board of Education carries liability coverage for all district employees. This liability insurance coverage extends to all district employees in the performance of their assigned and unassigned duties while on the school premises. This coverage calls for all employees to do what is reasonable in the course of their employment. The coverage does not extend to any criminal acts or acts of negligence which may occur while on the job.
- N. The Board of Education would permit an employee to be eligible for more hours if the employee declares this desire in writing and declares him/her ineligible for increased medical, dental or life insurance benefits upon being given extra hours.
- O. The Board shall notify employees of vacancies occurring during the summer months (June, July, August) by sending notice of same to each employee by U.S. mail.

Salaries are based on 6.5 hours per day. Para-professionals working other than a 6.5 hour day will have their salary adjusted to cover these other hours. Salaries to be paid on every other Friday throughout the school year, for a total of 20 pays per year.

20 or 26 pay determination: If after reviewing the explanation of the 20 and 26 pay schedule and if it is agreeable, a full-time or part-time employee may choose to receive salary payments computed over a longer 26 pay schedule.

The employee must declare this decision prior to the first pay of the school year on the form provided by the superintendent's office.

BREAK TIME: Para-professionals shall be entitled to the following lunch and break time for each regularly scheduled work day as follows:

- 7 to 8 hour assignments shall be entitled to relief time of 60 minutes per regularly scheduled work day.
- 5 to 7 hour assignments shall be entitled to relief time of 50 minutes per regularly scheduled work day.
- 4 to 5 hour assignments shall be entitled to relief time of 35 minutes per regularly scheduled work day.
- All members working less than 4 hours per day are entitled to a relief time of 10 minutes per regularly scheduled work day.

Supervisors will be responsible for scheduling relief time.

TRAVEL: Para-professionals who are assigned to travel by personal car between buildings shall be compensated for travel at the existing yearly rate. This travel requirement must be assigned by the immediate supervisor.

Arlene D'Arcy
Para-Professionals Designee

Patricia Rudolph
Para-Professionals Designee

December 16, 1992
Date

Lawrence Parker
Superintendent

Scott Blum
Board President

Barbara Patrick
Board Vice President

Earl Fischer
Board Treasurer

James R. Colleser
Board Secretary

Dec. 17, 1992
Date