

MASTER AGREEMENT

BETWEEN

**THE MT. PLEASANT SUPPORT PERSONNEL
ASSOCIATION**

and

THE MT. PLEASANT BOARD OF EDUCATION

July 1, 2017

Through

June 30, 2020

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**ARTICLE 1
AGREEMENT**

This Agreement is entered by and between the Board of Education of the School District of the City of Mt. Pleasant, Michigan, hereinafter called the "Board", and the Mt. Pleasant Support Personnel Association, a member of the Michigan Education Association, hereinafter called the "Association."

**ARTICLE 2
RECOGNITION**

A. The Board recognizes the Association as the sole and exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and terms and conditions of employment for the term of this contract for the following personnel: All regular full-time and part-time personnel employed or to be employed by the Board and who are included in the following thirteen separate classifications:

1. Secretaries,
2. Instructional staff assistants (ISAs),
3. Special education paraprofessionals (SEPs),
4. Technical education staff assistants (TESAs),
5. Media assistants,
6. Kindergarten Paraprofessionals (KPs)
7. Title 1 paraprofessionals
8. At-risk student assistants (including tutor and graduation mentors)
9. Career technical education paraprofessionals (CTEPs)

The following positions are excluded: the administrative assistant to the assistant superintendent for human resources and curriculum, the administrative assistant to the superintendent, the administrative assistant to the associate principal for vocational education, the administrative assistant to the facilities management director, administrative assistant to the academic office, account payable specialist, administrative assistant to the chief financial officer, accounting specialist, administrative assistant to the special education director. Such representation shall cover all personnel assigned to newly-created bargaining unit positions which are not principally supervisory and administrative, subject to the terms and conditions of this contract.

B. All personnel represented by the Association in the above defined bargaining unit shall hereinafter be referred to as "bargaining unit members." All references to forty-one (41) week employees also include forty-two (42) and forty-three (43) week employees except where the language is specific for each of the 41, 42 and 43 week employees.

C. The Board agrees not to negotiate with or recognize other than the Association for the duration of this Agreement.

**ARTICLE 3
EQUAL EMPLOYMENT OPPORTUNITY**

The Board agrees that no bargaining unit member will be discriminated against on the basis of race, sex, creed, color, national origin, age, marital status, or membership in, or association with the activities of the Association, in hiring and firing or any other terms, conditions, and privileges of employment.

**ARTICLE 4
JOINT BOARD AND ASSOCIATION MEETINGS**

- A. Both parties recognize the value of sharing, discussing, and providing opportunities for discussion of common concerns. Therefore, representatives of the Administration and the Association shall meet as necessary, and at least quarterly, for the purpose of discussing grievances, Board policies and practices with regard to this Agreement. Scheduled meetings may be canceled by mutual consent.
- B. There shall be no loss of wages for personnel attending such meetings; however, attempts shall be made to schedule meetings when bargaining unit members do not have job responsibilities.

**ARTICLE 5
MAINTENANCE OF STANDARDS**

- A. This Agreement shall not be interpreted or applied to deprive bargaining unit members of conditions of employment heretofore enjoyed, unless expressly stated herein.
- B. The duties of any bargaining unit member or the responsibilities of any position in the bargaining unit shall not be altered, increased, or transferred to persons not covered by this Agreement, at the expense of bargaining unit members.

**ARTICLE 6
ASSOCIATION ACTIVITIES**

- A. Within 14 days of employment, the Association President shall be notified of a new bargaining unit member including the member's name, phone number, classification, wage including step, building assignment, years of relevant work experience.
- B. The Association and its representatives shall have the right to use school buildings and facilities without charge for meetings during times when the building is covered by the operating staff. Arrangements shall be made in advance with the building principal.
- C. The Association and its representatives shall be permitted to transact official Association business on school property at all reasonable times, provided that it shall not interfere with or interrupt normal school operations. Arrangements shall be made in advance with the building principals.
- D. The Association shall have the right to use school equipment, such as computers, copy machines,

telephones, FAX machines, and A.V. equipment, etc., when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

Arrangements shall be made in advance with the building principals. The district shall provide the President a copy machine code within his/her building for Association use.

- E. The Association shall have the right to post notices of Association business on bulletin boards and in the central office employees' lounge.
- F. The Association may use the inter school mail service for communications.
- G. The Association shall have the right to distribute Association material to other bargaining unit members so long as such distribution does not interfere with the normal operation of the school.
- H. The Board shall provide the Association with any public documents and other available information concerning the financial resources of the district including, but not limited to, tentative budgetary requirements and allocations, which will assist the Association in developing intelligent, accurate, informed, and constructive bargaining proposals and programs, together with any other available information that may be necessary for the Association to process grievances under this Agreement.
 - 1. The MEA Uniserv office in Mt. Pleasant will be provided with a copy of the printed materials that are distributed to Board members at official meetings except materials deemed confidential by law. The materials will be available in the Superintendent's office one day prior to said meeting.
 - 2. The Board shall furnish the Association, upon request, information concerning the financial resources of the district.
- I. The Association shall have forty (40) hours annually for use by the Association to conduct Association business. The Association shall have an additional twenty (20) hours to conduct Association business during contract bargaining related to the expiration of this contract period. This time may be used in full day or half day blocks. With the approval of the immediate supervisor, this time may be used in hourly increments. These arrangements are to be made by the President of the Association at least forty-eight (48) hours in advance; any use of Association time must be documented by the Association President in writing to the Assistant Superintendent of Human Resources. Association approved use of such hours shall not result in loss of pay.
- J. The rights granted herein to the Association shall not be granted or extended to any other competing labor organization.

ARTICLE 7
GRIEVANCE PROCEDURE

A. Definition of Grievance

A claim by a bargaining unit member, or the Association based upon an event or condition which affects conditions of employment of any bargaining unit member or group of bargaining unit members and/or a violation, misinterpretation, or misapplication of any provision of this Agreement.

In each of the steps below, when the incident giving rise to the grievance (or knowledge thereof) occurs within the last five days of the school year or during the summer break, the number of days specified in the timeline shall refer to “work” days as defined in Article 24 instead of “school” days.

B. Step One

In the event that a bargaining unit member or the Association believes there is a grievance, he/she shall first discuss the alleged grievance with his/her immediate supervisor, either personally or accompanied by an Association representative. The discussion shall occur within twenty (20) school days of the violation, misinterpretation, or misapplication or within twenty (20) school days of the discovery thereof, if not apparent at the time of occurrence.

C. Step Two

If, as a result of the informal discussion with the immediate supervisor, a grievance still exists, the bargaining unit member or the Association may invoke the formal grievance procedure through the Association. A copy of the written grievance (Appendix D) shall be delivered to the office of the Assistant Superintendent for Human Resources (HR) within five (5) school days of the informal discussion.

D. Step Three

Within five (5) school days of receipt of the grievance, the Assistant Superintendent for HR shall meet with the Association in an effort to resolve the grievance. The Assistant Superintendent for HR shall indicate, in writing, his/her disposition of the grievance within five (5) school days of such meeting, and shall furnish a copy to the Association.

E. Step Four

If the Association is not satisfied with the disposition of the grievance by the Assistant Superintendent for HR or if no disposition has been made within the period provided above, the grievance may be submitted within twenty (20) school days to mediation in accordance with the Michigan Public Employment Relations Act.

F. Step Five

If mediation does not satisfactorily resolve the grievance or if the Association is not satisfied with the position of the grievance by the Assistant Superintendent for HR or if no disposition has been made within the period provided above, the grievance may be submitted within twenty (20) school days to the American Arbitration Association in accordance with its rules which shall govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from, the terms of the Agreement. Both parties agree to be bound by the award of the Arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

G. The fees and expenses of the arbitrator shall be shared equally by the parties.

- H.** If any bargaining unit member for whom a grievance is sustained shall be found to have been unjustly discharged, he/she shall be reinstated with full reimbursement of all compensation lost. If any bargaining unit member shall have been found to have been improperly deprived of any compensation or advantage, the same or its equivalent in money shall be paid to him/her and his/her record cleared of any reference to this action.
- I.** The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties.
- J.** Notwithstanding the expiration of the Agreement, any claim, or grievance arising hereunder, may be processed through the grievance procedure until resolution.
- K.** For the purpose of assisting a bargaining unit member of the Association, in the prosecution or defense of any contractual, administrative, or legal proceeding, including, but not limited to grievances, the Board shall permit a bargaining unit member and/or Association representative access to, and the right to inspect and acquire copies of his/her personnel file and any other files or records of the Board which pertain to the bargaining unit member of any issue in the proceeding in question. Confidential letters or references secured from sources outside the school system shall be excluded from inspection.
- L.** A bargaining unit member, acting as an Association representative, who must be involved in the grievance procedure during the work day, shall be excused with pay for that purpose.
- M.** If a grievance arises from the action of any authority higher than the immediate supervisor of the bargaining unit member, the Association may present such grievance at the appropriate step in the grievance procedure.

ARTICLE 8 HOURS OF WORK

A. Work Day and Work Year

The regular work day and work year for each bargaining unit position shall be as defined on the position's job description. Any changes in the work day or work year, except for extended contracts (Section F) shall be mutually agreed upon by the Board and the Association. Any hours worked beyond the bargaining unit member's regular work day or work year shall be compensated at the bargaining unit member's hourly rate or compensatory time as mutually agreed upon by the bargaining unit member and his/her supervisor.

- Forty-one (41)-week employees are guaranteed 205 days with pay;
- Forty-two (42) week employees are guaranteed 210 days with pay;
- Forty-three (43)-week employees are guaranteed 215 days with pay;
- Instructional staff assistants and special education paraprofessionals are guaranteed the number of scheduled student attendance days plus one (1) with pay.
- The work year for media assistants shall reflect the same number of days established by the Board as teacher workdays.

- Career Technical Education Paraprofessionals and At-risk Student Assistants will work student-contact days which are subject to adjustment due to school cancellations.
- Kindergarten Classroom/Enrichment Paraprofessionals will work student contact days plus two (2) days.
- Title 1 Paraprofessionals shall work student contact days and one (1) additional day as designated by the Title 1 Director.

Effective with the 2018-2019 school year, in addition to the above work days, all classifications with the exception of forty-one (41), forty-two (42), and forty-three (43) week employees and Media Assistants shall have a minimum of two (2) professional development days at the beginning of the school year and a minimum of one (1) additional professional development day during the school year.

Media Assistants working at the elementary buildings shall be employed for not less than six (6) hours per day and in secondary buildings for not less than three (3) hours per day.

A full work day shall consist of the hours shown below for the following classifications:

- Kindergarten Enrichment/Classroom Paraprofessionals 7.0 hrs;
- Title 1 Paraprofessionals 7.0 hrs,
- ISA 7.0 hrs,
- Media Assistants 6.0 hrs,
- Special Education Paraprofessionals 7.0 hrs,
- CTE Paraprofessionals 7.0 hrs,
- Secretary 8.0 hrs,
- At-Risk Paraprofessionals 7.0 hrs

Bargaining unit members' work schedule shall follow the building schedule as closely as possible during the school year. Work days beyond the student school year shall be scheduled by the bargaining unit member and his/her immediate supervisor.

The work year for each classification is defined and incorporated in Appendix B.

During the summer months a 52-week (261 days), bargaining unit member's work day shall be reduced by thirty (30) minutes, and he/she shall receive his/her regular daily pay. A member who works the extra 30 minutes on any day will not receive additional compensation. A bargaining unit member's regular hours of work may be modified with the written approval of the building administrator or the program director and the Assistant Superintendent for Human Resources. Summer months shall begin five (5) working days after the last student attendance day and end five (5) working days prior to the start of the next student attendance school year.

B. Part-time Positions

Part-time positions may exist but shall be combined to make full-time positions if/when work schedules permit and if the bargaining unit member is qualified for the positions as determined by the Board.

C. Lunch and Break Time

Lunch and break time shall be provided as follows:

1. Bargaining unit members working more than four (4) hours per day shall have a minimum half-hour duty-free lunch provided during the work day. Lunch breaks shall be scheduled between 11 a.m. and 1:30 p.m. unless the first scheduled student lunch period in the building is earlier than 11 a.m., in which case, lunch may be scheduled to correspond to the first student lunch period.

On days when classroom field trips are scheduled, lunch breaks for the affected staff shall be scheduled between 10:30 a.m. and 1:30 p.m. unless the first scheduled student lunch period in the building is earlier than 10:30, in which case, lunch may be scheduled to correspond to the first student lunch period.

2. Bargaining unit members working less than five (5) hours per day but at least three (3) consecutive hours shall be provided one (1) paid duty-free break of fifteen (15) minutes. Bargaining unit members working more than five (5) hours per day shall be provided two (2) paid duty-free breaks of fifteen (15) minutes each. One duty-free break shall be scheduled before lunch and one after lunch.
3. With the mutual agreement of the bargaining unit member and the member's supervisor, one (1) paid break and lunch break may be combined so as to provide the bargaining unit member with a forty-five (45) minute lunch/break.
4. The principal shall provide a list of available rooms that may be utilized by bargaining unit members who choose not to eat or take breaks in the school cafeteria.

D. Work during Lunch Break

In the event a bargaining unit member and his/her immediate supervisor mutually agree to the bargaining unit member working during his/her lunch break because the member is on a field trip or other student trip, the bargaining unit member shall be paid his/her regular wage for his/her regularly scheduled lunch period.

E. Overtime/Extra Time

Any authorized hours worked in excess of forty (40) hours in a week or any hours worked on Saturday or Sunday, shall be compensated at the rate of one and one-half (1½) times the regular hourly rate paid that individual according to the wage schedule in Appendix A. Any hours worked on a paid holiday shall be compensated at the rate of two (2) times the normal hourly rate paid that individual according to Appendix A. For the purpose of computing overtime pay, the following days for which a bargaining unit member is granted pay will be counted as a day worked:

1. Vacation Day
2. Holiday
3. Sick Leave Day

F. Extended Contract

Bargaining unit members who, due to the nature of their job requirements, are required to work beyond their normal scheduled work year shall be compensated for the additional work time at their regular hourly rate.

In the event an extended contract is for more than five (5) working days, the bargaining unit member shall accrue two (2) hours of vacation time and sick leave time for every week worked. Such vacation time shall be taken at a time mutually agreed upon by the bargaining unit member and the immediate

supervisor.

G. Work during Time School Is Not in Session

Bargaining unit members requested by an administrator to work when school is not in session shall be compensated. At the time the hours are worked, the bargaining unit member and his/her administrator shall mutually determine whether the bargaining unit member shall receive his/her regular hourly rate or compensatory time. Bargaining unit members are encouraged to use compensatory time within two weeks but other arrangements may be made as mutually agreed by the bargaining unit member and the administrator. The comp time form must be completed and signed prior to working for comp time.

**ARTICLE 9
COMPENSATION**

A. Wages

The hourly wage rates to be paid to bargaining unit members are shown in Appendix A, which is incorporated as part of this Agreement.

B. Longevity Pay

Bargaining unit members shall receive longevity pay for continuous and dependable service in bargaining unit positions based upon the wage schedule in Appendix A according to formulas stated below.

Beginning the 8th year and through the 10th year - 6% of the current Step 1 pay for the bargaining unit member's current classification. Bargaining unit members receiving longevity or in the fifth year of employment in 2006-07 shall be grand parented as beginning longevity in the 6th year.

Beginning the 11th year and through the 14th year - 8% of the current Step 1 pay for the bargaining unit member's current classification.

Beginning the 15th year and through the 19th year - 10% of the current Step 1 pay for the bargaining unit member's current classification.

Beginning the 20th year and up - 12% of the current Step 1 pay for the bargaining unit member's current classification.

1. For those bargaining unit members who began work in the bargaining unit after July 1, 1989, and prior to July 1, 1998, a year of employment (for longevity purposes only) shall be defined as a year in which a bargaining unit member works at least ninety-one (91) days in the Mt. Pleasant Public Schools.
2. Effective July 1, 1998, all new bargaining unit members will receive advancement on the pay scale, including longevity, based on date of hire.
3. All bargaining unit members hired prior to July 1, 1998, will continue to receive advancement and longevity as administered prior to July 1, 1998.

C. Pay

Bargaining unit members will receive pay every two (2) weeks based on hours reported on the time sheets. Bargaining unit members shall receive their wages via direct deposit to the financial institution of the member's choice. New hires shall have one pay period to notify the district of their choice of financial institution and to complete the necessary paperwork.

The Board shall deduct from the pay of each bargaining unit member from whom it received authorization to do so and make appropriate remittance for voluntary contributions, such as, but not limited to United Way, tax sheltered annuities, etc.

D. Mileage

Bargaining unit members required to use their personally-owned vehicles for assigned duties shall be reimbursed at the School District mileage rate.

**ARTICLE 10
WORK LOAD AND ASSIGNMENTS**

- A. During the first year of employment, and upon request thereafter, all bargaining unit members shall receive job descriptions containing the following information: Job titles, minimum qualifications, person to whom the bargaining unit member is responsible, and a list of the responsibilities for the job. Job descriptions and work assignments shall be reviewed with each bargaining unit member by his/her immediate supervisor. Whenever work is assigned outside of the job description, the bargaining unit member has a right to refuse to perform suchwork.
- B. The Board and Association shall collaborate on all proposed changes or modifications of said job description. Bargaining unit members shall receive copies of all changes in their respective job descriptions. The Association shall also be furnished a copy of the above. By April 15, 2010, and every two years thereafter, the Board and Association shall review all job descriptions for the MPSPA.
- C. Bargaining unit members, who, in the course of their job responsibilities, are required to handle money, shall be bonded by the Board. Said bond shall be in the amount of\$100,000.
- D. In the absence of a building supervisor (principal), a designee shall be named. In the event of such absence, the bargaining unit member shall work with the designee as the bargaining member would work with the building supervisor.
- E. In the event a bargaining unit member substitutes for another member in his/her same classification, the bargaining unit member shall be paid his/her current wage. In the event a bargaining unit member substitutes for another member in a different classification, the substituting member will be paid on his/her current step in the different classification.
- F. It is understood by both the Board and the Association that to comply with §388.1763 of the State School Act that personnel including Teacher Aides/Assistants, Instructional Paraprofessionals or Secretaries shall not assume the responsibilities of a certified Teacher. If a Non-Certified member is required to assume all the duties of a teacher for a period in excess of thirty (30) consecutive minutes, the Association member will receive additional compensation at the rate of \$5.00 per hour upon proper

certification. It is understood that this does not apply to a situation in which an Association member is assigned to instruct or supervise a student or group of students under the direct or indirect supervision of a teacher.

- G. Bargaining unit members may be required to administer medication to students.
1. A bargaining unit member who is involved with the administration of any medications to students shall be sufficiently trained by the district in district policies and protocols related to medication administration and shall follow the instructions supplied by the medical provider in administering medication. Except in an emergency situation, medications must be administered in the presence of another school employee.
 2. A bargaining unit member who is assigned to a medically fragile student and is involved with the administration of non-oral medications to the assigned student shall be sufficiently trained by a qualified medical professional to administrate such medication and shall follow the instructions supplied by the medical provider in administering medication. Except in an emergency situation, medications must be administered in the presence of another school employee.
 3. Each building will have one (1) or two (2) bargaining unit member(s) pre-designated by the building administrator to administer medication on a regular basis. This position shall be compensated \$360 annually. In the event that two bargaining unit members share this position, the compensation shall be shared equally. Compensation will be paid on the first pay in April.

ARTICLE 11 SENIORITY

- A. Seniority shall be defined as the length of continuous service within the bargaining unit. Seniority shall begin accruing on the bargaining unit member's first day of work in the bargaining unit. In the circumstances of more than one individual beginning employment in the bargaining unit on the same date, all individuals so affected will participate in a drawing to determine position on the seniority list. Separate seniority lists will be established for each of the classifications listed in Article 2, Section A.
- Bargaining unit members shall accrue seniority in any classification in which they work. In the event a bargaining unit member transfers from one classification to another, he/she shall retain seniority for the period of time he/she worked in the classification and shall begin accruing seniority in his/her new classification on his/her first day of work in the new classification.
- B. Prior to November 1 of each year, the district shall post in each building, a copy of the current seniority list. If there are any changes in the seniority list after it has been posted, a copy of the revised list shall be furnished immediately to the Association.

The seniority list shall contain the following information:

1. The name of each bargaining unit member.
2. The bargaining unit member's first day of work in the bargaining unit.
3. The bargaining unit member's first day of work in his/her current classification.

- 4. The amount of seniority a bargaining unit member accrued in another classification within the bargaining unit.
- C. A bargaining unit member shall lose seniority if he/she retires, resigns, fails to return from an approved leave or layoff, or is discharged for just causes.
- D. Seniority shall continue to accumulate when bargaining unit members are on leaves of absence, or on layoff, as defined in this Agreement.
- E. Probationary Period
A probationary period shall be established for new hires as follows: new hires shall serve a forty-five (45) calendar day probationary period.

Probationary bargaining unit members shall have no right to grieve termination so long as it is not a violation of federal or state law. All other provisions of the collective bargaining Agreement are grievable.

Upon successful completion of the probationary period, seniority reverts to date of hire.

ARTICLE 12 STAFFING, LAYOFF AND RECALL

STAFFING PROCEDURES

A. Reductions in Staffing

- 1. When a layoff or displacement in a classification becomes necessary, the Association and affected individuals shall be notified in advance and the procedures prescribed below shall be followed. Probationary bargaining unit members within each classification shall be laid off before non-probationary members.
 - a. When a bargaining unit member is displaced from all or part of his/her position in a classification, the member on the basis of seniority shall have the right to claim an open position or a position of fewer, equal, or greater hours and/or days held by the least senior of the group of members with that number of hours and/or days. If an open position exists, it shall be considered the “least senior” of all the positions with the same number of hours/days.

In the event that a layoff is imminent, a displaced bargaining unit member may accept layoff status to preclude the layoff of another lesser senior bargaining unit member in the same classification.
 - b. In order to claim any position, the bargaining unit member must possess the skills or qualifications stated in the job description for that position.
 - c. When the only option is to take a position of fewer days/hours, the bargaining unit member shall retain the right to claim the first available position, for which he/she is

qualified, with the same or greater number of days/hours worked prior to the reduction/layoff. This right shall exist for two years from the date of their deduction/layoff.

If the member refuses the first available position of same or greater hours/days, he/she forfeits any right to claim future positions with the same or greater number of days/hours worked prior to the reduction/layoff. However, the member has the right to apply for any open position.

- d. When a bargaining unit member has an option to bump an available position of the same or greater hours/days, but chooses a reduced position, the bargaining unit member forfeits any right to claim the higher number of hours/days for future positions until the member applies for and is granted an open position.
 - e. In the event that a bargaining unit member does not attend the staffing meeting for his/her classification, the member will be assigned to a comparable (if available) position that will cause the least disruption. However, if the member sends a written proxy stating the member's first, second and third choices, the member will be assigned to the requested position if it is available under the provisions of this article. The proxy may be sent with another Association member or the Assistant Superintendent for Human Resources.
 - f. At-risk student assistants shall have no bumping rights under this article but they shall retain all rights to recall under this Article.
2. If a bargaining unit member being laid off cannot bump into a position with at least equal work days and hours in his/her current classification, the bargaining unit member may bump into any classification in which he/she has seniority. The bargaining unit member shall follow the same procedure outlined in this article.

B. LAYOFF

- 1. Layoff is defined as a reduction in the number of hours/days assigned to a bargaining unit position or the elimination of a bargaining unit position.
- 2. Once the staffing process in section A above has been completed, bargaining unit members to be laid off will receive written notice of the layoff at least fifteen work days in advance. A copy of the layoff notice shall be sent to the Association at the sametime.

C. RECALL

- 1. When a position is reinstated, created, increased in hours/days or if a vacancy occurs, bargaining unit members will be recalled according to seniority in their classification regardless of the number of hours/days held prior to layoff. However, a bargaining unit member may refuse a position which offers fewer hours/days without loss of recall rights for two (2) full years from the date of layoff.
- 2. Bargaining unit members who were reduced in hours/days shall retain the right to at least the number of hours/days worked in their classifications prior to being laid off. Eligibility for recall shall last for two (2) full years from the date of layoff. However, a fully laid off bargaining unit member

who refuses recall to a position in the same classification which offers at least (or more than) the number of hours/days held at the time of layoff shall be considered as having resigned from the district.

3. Notification of recall shall be in writing and the responsibility of the Assistant Superintendent for Human Resources. Each bargaining unit member is responsible for keeping the Human Resources Office informed of his/her current address. Verification of receipt of recall by the laid off bargaining unit member must be obtained by the Administration and the bargaining unit member shall have five (5) work days beyond verification to notify the Human Resources Office of intent to return.
4. After bargaining unit members within a classification have had the opportunity to apply for a vacancy in that classification and if no member of that classification remains on layoff, laid off members from other classifications shall be recalled to the vacancy on the basis of bargaining unit seniority provided they have applied and are qualified. Eligibility for recall under this section shall last for two (2) full years from the date of layoff.
5. A bargaining unit member who accepts recall to a classification other than the classification held when laid off shall have the right to fill the first vacancy in his/her former classification provided the bargaining unit member is qualified for the position. A bargaining unit member retains this right for a period of two (2) full years from the date of layoff.

ARTICLE 13 VACANCIES AND TRANSFERS

A. Temporary Vacancies

1. A temporary vacancy shall be defined as a position that is created for a limited period of time or a position held by a member on a leave of absence for ninety-one (91) work days or less.
2. A temporary vacancy of ninety-one (91) work days or less need not be posted nor is there any requirement that the vacancy be filled in accordance with the procedure set forth in this article.
3. A temporary vacancy of more than ninety-one (91) work days shall be filled in accordance with the procedure set forth in this article.
4. In the event a temporary vacancy is initially scheduled to be for a period of time less than ninety-one (91) work days and is later found that it will be more than ninety-one (91) work days, the temporary vacancy shall be filled in accordance with the procedure set forth in this article as soon as it becomes known that the vacancy will be vacant for more than ninety-one (91) work days.
5. In the event a temporary vacancy is filled by a non-bargaining unit member, the vacancy shall be reposted for the following school year if it continues to be vacant.
6. A bargaining unit member who fills a temporary vacancy shall return to his/her regular position when the vacancy terminates.
7. A person filling a temporary vacancy of ninety-one (91) consecutive work days or less shall not

be considered a member of the bargaining unit. Beginning on the first work day beyond ninety-one (91) consecutive work days of employment, the temporary employee shall be considered a member of the bargaining unit and shall receive all rights and benefits of the contract.

8. Except in the case of a reduction in the number of positions in a building, Special Education Paraprofessionals within a school building may be transferred from one position in a building to another without invoking the layoff and recall provisions of the Master Agreement during a school year. Such transfers after the first of October in the school year will be deemed temporary assignments for the balance of the school year and the Special Education Paraprofessional may elect prior to staffing for the following school year to declare themselves displaced and participate in the staffing process pursuant to the layoff and displacement provisions of the Master Agreement.

B. Definition of Vacancy

1. A vacancy shall be defined as a position previously held by a bargaining unit member, or a newly created position within the bargaining unit. No vacancy shall be filled until it has been posted for at least five (5) working days unless the vacancy is being filled by recalling a member from layoff.
2. Whenever a vacancy occurs that is not being filled by recall of a laid off bargaining unit member, the Board shall notify the Association one day prior to posting. Notice of such vacancy shall be posted in all buildings in a conspicuous place. A copy of the vacancy shall be mailed to any laid off bargaining unit members. Summer postings will be sent to those Association members who have requested in writing prior to the end of the school year, posted at Central Office and other open buildings.
3. The posting shall include the required qualifications stated in the job description. Posted positions shall be filled within thirty (30) working days of the application deadline date. If, after thirty working days, the position is not filled, the Association shall be notified and, if the vacancy continues to exist, it shall be reposted.
4. Request for transfers shall be made in writing as per the instruction on the job posting. Bargaining unit members who apply for vacant positions shall be granted an opportunity to interview and shall be given first consideration if qualified for the position as stated in the job description.
5. Bargaining unit members transferring from one position to another shall move to the same step or higher on the wage scale in the new position. When transferring within the same classification, all seniority and benefits previously enjoyed shall be retained with the exception of fifty-two (52) week (261 days) bargaining unit members transferring to forty one (41) weeks (205 or 205 plus days). Those members shall lose the ability to accrue benefits intended only for fifty-two (52) week (261 days) employees, but will be allowed to use accrued vacation days or receive pay for such time at the rate at which they were earned.
6. A voluntary internal exchange of two bargaining unit members within the same classification shall be permitted if the two individuals and their immediate supervisors mutually agree to such

exchange. If an individual bargaining unit member has been subjected to personal pressure or intimidation in order to agree to such exchange, that exchange will not take place. Claims of personal pressure or intimidation made after the exchange will be invalid. There shall be no loss of wages and fringe benefits unless the number of work hours is less; nor will there be a loss of seniority as a result of a voluntary internal exchange.

**ARTICLE 14
LEAVES OF ABSENCE**

A. Sick Leave

1. The primary purpose of the sick leave allowance is to cover the absence of a bargaining unit member from work because of personal illness sufficiently severe that it would make his/her presence inadvisable. Sick leave applies to absences resulting from illness of the bargaining unit member or a member of the immediate family.

All bargaining unit members who request leave of absence for medical treatment shall contact the Assistant Superintendent for Human Resources so that the required FMLA forms can be completed.

All bargaining unit members shall be granted sick leave as of the beginning of the school year according to the following schedule:

CLASSIFICATIONS	# of days granted per year	Maximum Accumulation
52-week Secretaries	12	120
41-week bargaining unit members, Media Assistants, Instructional Staff Assistants, Special Education Paraprofessionals, Technical Education Paraprofessionals	9	100
Kindergarten Lead Paraprofessionals Alternative Education Paraprofessionals Kindergarten Enrichment Paraprofessionals Title 1 Paraprofessionals Career Technical Education Paraprofessionals	9	100

A day shall be defined as the number of hours a bargaining unit member is regularly scheduled to work.

See Article 21 regarding compensation for unused sick days upon resignation or retirement.

B. Use of Sick Leave for Family

A bargaining unit member shall be allowed to use his/her accumulated sick leave in accordance with the provisions of this article to attend to his/her own personal illness or illness of any member of his/her immediate family.

“Immediate family” for the purpose of sick leave shall be defined as spouse/domestic partner, child, parent, person for whom the bargaining unit member is the legal guardian, and any person who resides within the bargaining unit member’s household and qualifies as a dependent under the IRS definition.

If use of sick leave is anticipated or develops into a period in excess of three (3) consecutive work days, the Member may be required to provide a medical statement to Human Resources and complete the forms necessary to determine whether the member is entitled to Family Medical Leave Act (FMLA) benefits. The medical statement must include a statement of the nature of the illness or disability and an estimated return to work day.

If a Member anticipates a continuing need to use sick leave on an intermittent basis for a single illness or disability that is likely to extend beyond three intermittent days, the member may be required to provide a medical statement to Human Resources and complete the forms necessary to determine whether the member is entitled to Family Medical Leave Act (FMLA) benefits. The medical statement must include a statement of the nature of the illness or disability and an estimated duration of the condition or illness.

If a Member’s use of sick leave displays a pattern of abuse including but not limited to exhaustion of the Member’s sick leave, repetitive use of sick leave to extend a weekend or vacation period, repetitive late entries of sick leave in the attendance system etc., the Member may be called to a meeting to discuss his or her sick leave usage. If the Member cannot satisfactorily explain his or her sick leave pattern, Human Resources may require a medical statement for sick leave usage in the future. The Member may ask an Association Representative to attend such a meeting but it will be the Member’s responsibility to arrange Association attendance.

Sick leave days may also be granted for the serious illnesses of other family members upon approval of the Superintendent or his/her designee.

1. Any bargaining unit member on sick leave, having exhausted his/her own sick leave, personal leave days, vacation and after having waited three (3) unpaid days, may request to participate in the sick leave bank. All requests must be in writing and include the following:
 - a. Nature of the illness or injury
 - b. Expected date of return to full employment
 - c. Number of days requested
 - d. Attached statement from physician indicating that the bargaining unit member is unable to work due to a serious illness, medical condition, or injury.

2. To afford the maximum protection against a prolonged illness, the following sick leave bank shall be established for all bargaining unit members of the District, and each bargaining unit member covered by this Agreement shall participate as follows:
 - a. In order to help establish the bank during the 2001-2002 school year, each bargaining unit member will donate one (1) day of sick leave and the Board of Education will donate sick leave days equivalent to one-half the number of those donated by the bargaining unit members. Upon hire, each new bargaining unit member will contribute one (1) day of his/her sick leave to the bank.
 - b. Half (50%) of unused sick days accumulated by bargaining unit members who are not eligible (because member has less than ten years of service) to be paid for sick days under Article 23.B shall be automatically added to the sick leave bank upon the member's separation from the district.
 - c. When the sick leave bank falls to below fifty (50) days by September 1, the Board of Education shall assess each bargaining unit member one (1) day of his/her sick leave.
 - d. No more than twenty (20) sick leave bank days will be granted per request. If more days are needed, the request will be considered on a case-by-case basis. The Sick Bank Appeal Board will require that a bargaining unit member exhaust all other employee purchased benefits as a condition for use of the sick bank.
 - e. The Appeal Board may grant or suspend sick leave days from the bank. Their judgment and/or decisions will be final.
 - f. The sick leave Appeal Board shall consist of two (2) members of the Mt. Pleasant Education Support Personnel Association and two (2) representatives designated by the Board of Education.
 - g. The Appeal Board will make an annual report as to use and number of days available to the Board and Association members upon request. The report will include the number of days used and remaining.

C. Donated Sick Days

Donated sick days may be granted to a bargaining unit member who is required for the essential care or recovery of a family member. Family members include: spouse, children, parents, grandchildren, grandparents, father-in-law, mother-in-law, sister, brother, brother-in-law, and sister-in-law. Other requests maybe approved by the Assistant Superintendent for Human Resources.

1. Donation of Sick Days to Individuals

- a. A bargaining unit member may volunteer to donate one or more of his own sick days in whole day increments, up to 10% of his accumulated sick days, to any individual who qualifies.
- b. The decision to donate sick days is irrevocable. The individual donating days will complete a Sick Day Donation Form.

- c. Unused sick days will be returned to the member that donated the day(s).
2. Eligibility: The decision to grant use of donated sick days may be based in part on, but not limited to, any of the following:
 - a. Review of other options available for the care of the family member.
 - b. Determination of the seriousness of the case by the Appeal Board.
 - c. Information provided by doctor(s) as to the need for care of the individual.
 - d. The bargaining unit member must sustain a three (3) day unpaid waiting period after exhausting all of his own sick and personal time.
3. General Information:
 - a. The individual requesting donated sick days must apply to the Assistant Superintendent of Human Resources.
 - b. If approved by the Appeal Board for use of donated sick days, the bargaining unit member must remain in contact with the office of the Assistant Superintendent of Human Resources on a weekly basis.
 - c. Request for use of donated sick days will require the completion of Family and Medical Leave Act forms.
 - d. Insurance benefits will continue while the bargaining unit member is utilizing donated sick days.
 - e. A maximum of one hundred eighty (180) days may be granted per appeal from the donated days. The bargaining unit member will receive 80% of his regular daily rate of pay.
 - f. If it appears that an individual is abusing the above policy, the Appeal Board may direct said individual to provide additional information from two doctors of the Appeal Board's choosing to determine whether the care of the "immediate family" member is required. The cost of such examination will be paid by the Board.
 - g. The Appeal Board may grant or suspend donated sick leave days. Their judgment and/or decisions will be final.
 - h. The Appeal Board for donated sick leave shall consist of two (2) members of the Mt. Pleasant Support Personnel Association and two (2) representatives designated by the Board of Education.
 - i. The provisions and benefits of donated sick days terminate at the end of each school year.

D. Bereavement Leave

1. A leave of absence for five (5) days, not to be charged against sick leave, will be granted to a bargaining unit member in the event of death of a spouse/domestic partner or child. Additional days may be granted with the approval of the Superintendent.
2. A leave of absence for up to three (3) days, not to be charged against sick leave, will be granted in case of death of other members of the immediate family. Other “Immediate Family” consist of, father, mother, grandparents, father-in-law, mother-in-law, grandchildren, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, aunt and uncle. Additional days may be granted with the approval of the Superintendent.
3. A leave of absence for up to one (1) day for attendance at the funeral service of a person whose relationship to the bargaining unit member warrants such attendance. Additional days may be granted with the approval of the Superintendent.

E. Personal Days

All bargaining unit members shall be allowed three (3) personal days to be used at his/her discretion, subject to the following conditions:

1. The use of the personal days shall be subject to the approval of the Superintendent, or his/her designee, if the day requested is prior to, or following, holidays and vacations, or during the first five (5) or the last five (5) days of the student school year.
2. Notification of intent to use the personal day shall be made in triplicate to the immediate supervisor at least twenty-four (24) hours in advance except in cases of emergency.
3. Unused personal days shall be credited to bargaining unit member’s accumulated sick leave with a maximum accumulation as provided in Section A of Article 14.

In addition to the personal days, all bargaining unit members shall be allowed to attend school functions with their children and/or grandchildren two (2) times per year during the working day. Each time shall not exceed two (2) hours. The bargaining unit member shall specify, in writing, the event or function to be attended. These times shall not accumulate. Such time shall require the approval of the immediate supervisor.

F. Military Deployment

Up to three (3) school days for military families as needed to attend deployment or return-from-deployment for a spouse, parent or child who is being deployed or returning from an overseas deployment. A bargaining unit member may utilize this leave only one time during a school year. “Overseas deployment” means deployment to a foreign country or at-sea assignment in excess of six (6) months.

G. Maternity Leave

The Board shall treat pregnancy and childbirth as they would treat any other personal illness or disability.

H. Child Care Leave

Bargaining unit members may be granted, upon request, an unpaid (Article 14 – K-1) leave of absence

not to exceed one (1) year in length. If the leave is for a semester or an equivalent number of work days or less, the bargaining unit member shall be reinstated to the status which he/she held prior to said leave without loss of compensation, employee benefits, or any other rights and privileges of employment. In the event the leave was granted for more than a semester or an equivalent number of work days, the member will be allowed to compete for vacant positions along with all other bargaining unit members as provided in Articles 11 and 13.

I. Worker's Compensation

A bargaining unit member who is absent as a result of injury or illness compensable under the Michigan Worker's Compensation Law shall be allowed to use his/her accumulated sick leave/vacation/personal days for the difference between the allowance under the Worker's Compensation Law and his/her regular salary. If a bargaining unit member chooses to use his/her sick leave/vacation/personal days, the sick leave/vacation/personal days shall be charged on a pro-rated basis. The bargaining unit member's benefits, as provided for in this contract, shall continue until the bargaining unit member has exhausted all of his/her available sick leave/vacation/personal days. All paid leave days provided under this Article shall count as "days worked" for the accumulation of seniority, vacation time, and illness/disability time. In the event the bargaining unit member chooses not to use his/her sick leave/vacation/personal days, he or she will be granted an unpaid leave of absence and shall receive the benefits provided by workers compensation only.

J. Jury Duty

A day of absence due to jury duty is an approved absence. If a member reports for jury duty and is dismissed prior to the end of his/her workday he/she shall report to work, provided the number of hours served on the jury duty day does not exceed his/her scheduled workday. A bargaining unit member who serves on jury duty will be paid the difference between his/her pay for jury duty and his/her regular pay. Contact Central Office for appropriate pay procedure.

K. Extended Leaves

1. Unpaid leaves of absence for periods not to exceed twelve months will be granted for all bargaining unit members in writing for:
 - a. Extended illness beyond accumulated sick leave with doctor verification.
 - b. Prolonged illness in immediate family with doctor verification.
 - c. Other reasons subject to the approval of the Assistant Superintendent for Human Resources.
2. Seniority will continue to accumulate for twelve months only.
3. Unpaid leave shall be defined as a leave during which the member receives no pay and no negotiated benefits except as required under the Family and Medical Leave Act.
4. Should the member's illness extend beyond twelve months, the member may apply for additional leave time.

L. A bargaining unit member on leave of absence for up to and including ninety-one (91) work days granted by the provisions of this Agreement shall be returned to the position held at the time the leave of absence was granted if the position still exists. If the leave extends beyond ninety-one (91) consecutive

work days, the bargaining unit member may return to a position comparable to the one he/she left if a vacancy in the same exists and the bargaining unit member is the successful applicant. A member granted a leave under Article 14. K.1. (a, b or c) shall be returned to the position held at the time the leave was granted.

In the event the position is eliminated, the member will be allowed to exercise his/her rights according to Article 12 of this Agreement.

- M. Prior to October 1 of the school year, the administration shall provide each bargaining unit member with an accounting of his/her accumulated sick leave and personal leave, effective at the start of that school year.

**ARTICLE 15
MEDICAL
DISPUTE**

In the event of a dispute involving any bargaining unit member's physical ability to perform the assigned job and the bargaining unit member is not satisfied with the determination of the designated physician of the Board, he/she may submit a report from a medical physician of his/her choosing and at his/her own expense. If the dispute still exists, the bargaining unit member and the Board shall agree upon a third physician to submit a report to the school district and the bargaining unit member. The decision of such third physician will be binding on the parties. The expense of the third physician shall be paid for by the school district.

**ARTICLE 16
PAID
HOLIDAYS**

- A. Secretaries, instructional staff assistants (ISAs), special education paraprofessionals (SEPs), and media assistants will be paid their normal daily wage and need not report for the following holidays:

- Independence Day, if working
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday (full day; if school is in session for ½ day, then holiday is ½ day)
- Memorial Day

Kindergarten lead paraprofessionals (KLPs), kindergarten enrichment paraprofessionals, Title 1 paraprofessionals, alternative education assistants and career technical education paraprofessionals (CTEPs) will be paid their normal daily wage and need not report for the following holidays:

- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

At-risk student assistants are not eligible for holiday pay.

- B. In addition to the paid holidays listed in Paragraph A above, 52 week secretaries will also be paid their normal daily wage for Labor Day and New Years Eve. Days off, with pay, for 52-week secretaries at Christmas and New Year's shall be computed according to the following schedule:

<u>If Christmas or New Year's Falls on:</u>	<u>The Following Days Shall Be Days Off With Pay:</u>
Monday	Monday and Tuesday
Tuesday	Monday and Tuesday
Wednesday	Tuesday and Wednesday
Thursday	Wednesday and Thursday
Friday	Thursday and Friday
Saturday	Friday and Monday
Sunday	Friday and Monday

ARTICLE 17 VACATION

Full-time, 52-week employees are entitled to paid vacation according to the following schedule, and shall accumulate at a progressive rate from month to month:

- 0-3 years of continuous employment as a secretary –
Rate of .833 days per month
- After 3 years of continuous employment as a secretary –
Rate of 1.00 days per month
- After 6 years of continuous employment as a secretary –
Rate of 1.25 days per month
- After 9 years of continuous employment as a secretary –
Rate of 1.50 days per month
- After 12 years of continuous employment as a secretary –
Rate of 1.67 days per month
- After 15 years of continuous employment as a secretary –
Rate of 1.87 days per month

- B. Vacation days may be accumulated for a period of eighteen (18) months beginning with the current July 1, at which time they must be used or they shall be lost without compensation with the following exception: Vacation balances shall be reviewed as of July 1 annually. Any accumulation above an amount that could be earned over a period of 18 months will be lost without compensation except that, with administration approval, up to 10 vacation days that would have been lost due to this cap may be approved for use during the months of July and August of the same year.
- C. Vacations will be granted at such times during the year as requested by the bargaining unit member. Should conflicts occur regarding scheduling time, the bargaining unit member with the greatest seniority shall prevail.
- D. When a holiday is observed during a bargaining unit member's scheduled vacation, the vacation will be extended one day continuous with the vacation, or not counted as a vacation day at the bargaining unit member's

discretion.

ARTICLE 18 UNSCHEDULED SCHOOL CLOSINGS

A. Fifty-two (52) Week Employees:

On days of unscheduled school closings (such as, but not limited to, inclement weather) 52-week secretaries shall report to work. Fifty-two (52) week secretaries may report as much as two (2) hours after their scheduled start time without loss of pay. If these bargaining unit members are unable to report to work, they will not be paid unless they call the Superintendent or designee by 10:00 a.m. to request use of vacation, personal or accrued compensatory time as verified by the immediate supervisor.

B. Forty-one (41) Week Employees:

On days of unscheduled school closings (such as, but not limited to, inclement weather), forty-one (41) week secretaries and TESAs shall report to work unless the District is required to make the day up at the end of the year. Forty-one (41) week secretaries and TESAs may report as much as two (2) hours after their scheduled start time without loss of pay. If these bargaining unit members are unable to report to work, they will not be paid but will be given the option to make up the lost days at the end of the year unless they choose to use personal, or documented compensatory time, as verified by the immediate supervisor. The bargaining unit member must report his/her choice to the office of the Assistant Superintendent for Personnel by 10:00 a.m.

C. Instructional Staff Assistants, Special Education Paraprofessionals, and Media Assistants, Kindergarten Enrichment Classroom Paraprofessionals, Title One Paraprofessionals, and Career and Technical Education Paraprofessionals:

On the first four (4) days of unscheduled school closings (such as, but not limited to, inclement weather, or severe weather), ISAs, special education paraprofessionals, media assistants and bus assistants need not report and will be paid for those days. For unscheduled closings beyond the first four, instructional staff assistants, special education teacher assistants, media assistants and bus assistants need not report and will not be paid at the time they occur. On any student days made up at the end of the year, the paraprofessionals must report to work and will be paid.

D. In the event the start of the school day is delayed due to inclement weather, an Act of God or an event that causes a delayed beginning of the students' day, and if a bargaining unit member feels conditions are unsafe to report at their regular time, they may postpone their arrival time by the amount of time the opening of school is delayed. All bargaining unit members shall receive their regular number of hours of pay for the day.

E. In the event of an early dismissal due to inclement weather or an Act of God, paraprofessionals and ISAs shall remain in the building until busses have gone. Secretaries shall remain in the school building one (1) hour after the busses have gone. Bargaining unit members not in a school building shall remain until directed to leave by their immediate supervisor. All bargaining unit members will be paid for their regular hours of work.

- F. **Severe weather** – Should the weather be so severe that the superintendent closes all district buildings, only those bargaining unit members who would have been required to work on inclement weather days will be paid for their regular hours of work.
- G. In the event the district requests and receives additional forgiveness days for school closure, bargaining unit members who did not work and were not paid, shall receive compensation equivalent to one day's work for each day. This shall appear on the second paycheck in May or the paycheck following confirmation if forgiveness comes after May 1.

**ARTICLE
19
DISCIPLIN
E**

- A. No bargaining unit member shall be disciplined, discharged, or reduced in rank or compensation without just cause.
- B. The bargaining unit member shall be entitled to have an Association representative present at any meeting during which he/she shall be disciplined, and shall be notified in advance of the purpose of any such meeting. When a bargaining unit member requests Association representation, no action shall be taken with respect to the bargaining unit member until such representative of the Association is present.
- C. A system of corrective/progressive discipline will be applied, with the exception of six below, to all bargaining unit members consisting of the following minimum elements:
 - 1. Verbal warning with reasonable period of correction.
 - 2. A written, signed notice specifying the alleged delinquency, indicating expected correction, and giving a reasonable period of correction.
 - 3. Suspension with pay.
 - 4. Suspension without pay.
 - 5. Discharge.
 - 6. When, in the judgment of the Administration, a severe situation warrants, the Administrator may suspend a bargaining unit member without pay for serious infractions or serious misconduct or for repeated offenses which have been brought to the attention of the bargaining unit member. The Administrator shall file written charges, and shall forward copies of the said charges to the suspended bargaining unit member, the president of the Association, and the chairperson of the Association grievance committee. The Association, in behalf of the suspended bargaining unit member, shall have forty-eight (48) hours beyond notification to appeal the suspension in writing to the Superintendent or his/her designated agent. The Superintendent will, within twenty-four (24) hours, schedule a hearing with the Association and said bargaining unit member on the suspension. At the end of the hearing, the Superintendent shall reach a decision on the suspension. The Association, in behalf of the member, has the right to appeal the

Superintendent's decision to arbitration as in Step 4 of the Grievance Procedure.

- D. In the event of bargaining unit member suspension or discharge, the Board shall promptly notify, in writing, the bargaining unit member and the Association president of said action. The written notice shall contain the specific reasons for the suspension or discharge. Should the bargaining unit member and/or the Association consider the suspension and/or discharge a violation of this contract, it shall be submitted to the fourth step in the grievance procedure and proceed from there.

**ARTICLE 20
PERSONNEL RECORDS AND BARGAINING UNIT
EVALUATION**

- A. A bargaining unit member shall have the right to review the contents of all records, excluding initial references, of the Board pertaining to said individual, originating after the initial employment, and to have an Association representative present at such review. The review shall be made in the office of the administrator responsible for the keeping of those files.
- B. No material originating after the initial employment shall be placed in a bargaining unit member's personnel record unless he/she has had an opportunity to review said material. The bargaining unit member may submit a written notation regarding any material in question. If a bargaining unit member is requested to sign material to be placed in his/her file, such signature thereon shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the material's content.
- C. After two years and upon written request of the bargaining unit member, written warnings or reprimands in a bargaining unit member's file may be reviewed. If no other incident of a similar nature has occurred since the written warning or reprimand was issued, the item may be removed provided both the bargaining unit member and the Assistant Superintendent for Human Resources agree. Items of a safety nature or characterized as unprofessional conduct by the Michigan School Code shall not be removed.
- D. All bargaining unit members shall be evaluated on the negotiated evaluation forms found on the district website.
- E. Beginning with the 2018-2019 school year, evaluation of any bargaining unit member's work performance shall be done once every two years but, if desired by either party, may be done annually by his/her immediate administrator. The evaluation report shall be in writing and, if the bargaining unit member's performance shall have been found to be unsatisfactory in any area, shall contain specific suggestions as to how he/she can improve his/her performance in that area. Further, it shall contain a plan for improvement which will have a description of the specific types of assistance that will be rendered by the evaluator and/or other staff personnel to aid in the improvement of the bargaining unit member's work performance. Such evaluation shall be provided to the bargaining unit member prior to April 1 of each year.

Once the plan of improvement is in place, the bargaining unit member will have no less than 30 calendar days and no more than one school year for improvement as defined in the plan.

It is understood that an evaluator can gather specific information from a classroom teacher regarding a bargaining unit member's work performance. This specific information can address the ability to

respond to directions and maximizing use of time.

- F. A conference shall be held between the evaluator and the bargaining unit member within ten (10) working days of the formal evaluation to discuss the evaluation report.
- G. The evaluation report shall be signed by both the evaluator and the person evaluated and each shall receive a copy, although the bargaining unit member's signature shall only indicate his/her awareness of its contents and shall in no way be construed to denote agreement with the contents. The bargaining unit member shall have the right to attach an explanation or rebuttal to the evaluation report within six (6) working days or eight (8) calendar days of the conference, whichever is less and it shall be included in his/her personnel file.
- H. Any bargaining unit member who feels that the contents of his/her evaluation report are unfair, unjustified, or otherwise improper, may seek relief through the grievance procedure.
- I. Video Tapes: With the exception of investigation of illegal acts, a bargaining unit member will be informed of planned taping. Bargaining unit members are reminded that there are security cameras in the work place. Information gained from these cameras may be used to substantiate any inappropriate behavior but shall not be used for evaluation purposes.

**ARTICLE
21
INSURAN
CE**

- A. After the first sixty (60) days of employment as a bargaining unit member, the Board agrees to provide insurance per the terms described below
- B. The district shall pay no more than cap amount allowed per the provisions of PA 152 of 2011 toward the MESSA premiums, and, when applicable, district contributions to the members Health Savings Account. Beginning January 1, 2018, the limits will be prorated for the 2017-2018 school year and are as follows: for the 2017-2018 are:

\$6,560.52 for SINGLE subscribers
\$13,720.07 for TWO PERSON (self-spouse or self-child) subscribers
\$17,892.36 for FAMILY subscribers

Members enrolled for less than 12 months will have monthly prorated limits established by dividing the appropriate cap by twelve (12).

These annual employer paid amounts shall adjust annually at the beginning of each plan year, to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act.

Members electing an HSA eligible insurance plan may elect to have some of the employer cap contribution into their Health Equity HSA. The amount elected for this shall be determined by the employee each year during November open enrollment. The employee may elect to fund the HSA as follows: whole deductible, ½ of the deductible, or no deductible. The employer shall make this contribution on January 1. The deductible is determined by the enrollment class.

Employees may also contribute, through payroll deduction and electronic transfer, additional

money toward their HEQ HSA up to the maximum amounts allowed by Federal law and may change these deductions as they deem necessary.

- C. For the 2018 medical plan year, employees shall have the following MESSA medical plans available in MESSA Paks:
1. Choices, \$500/\$1000 deductible, 20/25/50 OV/UC/ER, \$10/\$20 prescription
 2. ABC 1, \$1350/\$2700 deductible, 0% coinsurance, ABC Rx
 3. ABC 1 \$1350/\$2700 deductible, 20% coinsurance, ABC Rx
 4. Fifty-two (52) week (261 days and Forty-one (41) week (205 or 205 plus days) Secretaries, Technical Staff Assistants working six (6) or more hours per day:

- a. The Board shall pay a yearly premium toward health insurance up to the following amounts. Beginning January 1, 2018, hard cap will be prorated for the 2017-2018 school year.

Single: \$6560.52 (monthly proration: \$546.69)
Two Person: \$13,720.07 (monthly proration: \$1,143.33)
Full Family: \$17,892.36 (monthly proration: \$1,491.03)

- b. Cash-in-lieu: Bargaining unit members in the above classification not electing health insurance will receive \$200 per month for each full twelve month period.
5. Fifty-two week (261 days) and forty-one (41) week (205 or 205 plus days) Secretaries and Technical Staff Assistants working four (4) or more hours per day but less than six (6):

- a. The Board shall pay a yearly premium toward health insurance up to the following

amounts: Single: \$6,560.52 (monthly proration \$546.49)

- b. These bargaining unit members desiring two-person or full family coverage must pay the difference between the single subscriber premium and the two-person or full family premium.
- c. Cash-in-lieu: Bargaining unit members in the above classifications not electing health insurance will receive \$200 per month for each full twelve month period.
6. Instructional Staff Assistants, Special Education Paraprofessionals, Bus Assistants, and Media Assistants, Kindergarten Lead Paraprofessionals, Kindergarten Enrichment Paraprofessionals, Title 1 Paraprofessionals, Alternative Education Assistants and Career Technical Education Paraprofessionals normally working (6) or more hours per day or thirty (30) hours per week:
 - a. For bargaining unit members in the above classifications, the Board shall pay 72% of the single subscriber hard cap rate toward health insurance.
 - b. Cash-in-lieu: Bargaining unit members in the above classifications not electing health insurance will receive \$200 per month for each full twelve (12) month period.

**ARTICLE 22
RETIREMENT**

- A. Bargaining unit members who have ten (10) years or more of service with the Mt. Pleasant Public Schools and are retiring under the provisions of the Michigan Public School Employees' Retirement System shall receive termination pay. The termination pay shall be computed at forty dollars (\$40.00) for each year up to twenty (20) years, and the additional five years up to twenty-five (25) years shall be computed at sixty dollars (\$60.00). The maximum termination pay shall be one thousand one hundred dollars (\$1100.00).
- B. After ten (10) years of service with Mt. Pleasant Public Schools and upon resignation or retirement from Mt. Pleasant Public Schools, a bargaining unit member shall be paid ten (10) dollars per day for all unused accumulated sick days.

**ARTICLE 23
GENERAL
PROVISIONS**

- A. Nothing contained within this Agreement shall be construed to deny or restrict to any bargaining unit member rights he/she may have under the Michigan General School Laws, or the applicable laws and regulations of the State of Michigan and the United States of America; but, where the law allows modifications by this Agreement, the provisions of this Agreement shall govern.
- B. In the event that any provision of this Agreement shall, at any time, be held to be contrary to law by a court of competent jurisdiction, such provisions shall be void and inoperative unless and until said ruling is overturned and the Association and the Board agree to renegotiate any legally negated provisions; however, all other provisions of this Agreement shall continue in effect.
- C. **Contracting and Subcontracting of Work**
During the term of this Agreement, the Board shall not contract out or subcontract any work that would cause a reduction of regular hours of work of the bargaining unit.
- D. **Distribution of Agreement**
The Board agrees to make available to each bargaining unit member a copy of this Agreement and to provide a copy of the same Agreement to all new employees of the Board.
- E. **Computation of Benefits**
All hours paid to a bargaining unit member shall be considered as hours worked for the purpose of computing any of the benefits under this Agreement.
- F. **Definitions**
The following definitions shall apply throughout this contract.

School Day: A day on which students are scheduled to be present, not including unscheduled school closings.

Work Day: A day on which the district office(s) are open, typically Monday through Friday, excluding holidays.

Calendar Day: Sunday through Saturday, including holidays.

Compensatory Time: Paid time away from work taken at a rate equal to the rate at which it was earned by working outside the regularly scheduled work hours.

- G. As required by MCL 423.215(7) of the Public Employment Relations Act, if an Emergency Manager is appointed by the State, the Emergency Manager may reject, modify, or terminate the collective Bargaining Agreement as provided by the local government and School District Fiscal Accountability Act, Public Act 4 of 2011.

ARTICLE 24 NEGOTIATIONS PROCEDURES

- A. Matters not specifically covered by this Agreement but of common concern to the parties shall be subject to discussion between them from time to time during the period of this Agreement upon request by either party to the other. Such discussions are advisory and not subject to the grievance procedure.
- B. Approximately sixty (60) days prior to the expiration of this Agreement, the parties shall begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of bargaining unit members employed by the Board.
- C. A bargaining unit member engaged in negotiating on behalf of the Association with any officially designated representative of the Board shall be released from regular duties without loss of salary provided:
 - 1. The bargaining unit member is an official member of the negotiating team or grievance committee.
 - 2. The bargaining unit member is under contract to the Mt. Pleasant School District.
 - 3. The item under consideration is the development of the Master Agreement or a grievance.
 - 4. It has been mutually agreed that daytime meetings are considered necessary.

ARTICLE 25 TRAINING

- A. It is understood between the parties that professional development is important for upgrading the skills of bargaining unit members. If professional development programs are planned by the administration, at least one-half (½) of the time for the program will be provided within the framework of the working day. The Association may recommend professional development programs appropriate to members of the bargaining unit to the Superintendent or his/her designee. Bargaining unit members required to attend professional development training beyond their regular work hours shall be given compensatory time.

B. Training in Use of New Equipment, Software

When new equipment, computer programs or software is installed in the District for use by bargaining unit members, the Board shall provide sufficient training in the use of such new equipment. The bargaining unit member shall suffer no loss of compensation or benefits while participating in said training during the work day. Should training take place beyond the scheduled work day, the bargaining unit member shall be compensated at the normal hourly rate.

C. Training Pay

Bargaining unit members requested to attend conferences or workshops to further professional growth and skills shall suffer no loss of pay. All costs of attendance at said conferences (mileage, meals, registration, materials and lodging) shall be reimbursed by the Board according to current existing policies. A written report summarizing each conference for such participant shall be filed in writing at the Board of Education Office. Forms shall be provided by the Board.

D. Professional Day

At the beginning of each school year, each bargaining unit member shall be granted one (1) professional day. Professional day(s) may be used for professional development at the discretion of the bargaining unit member and upon submission of appropriate registration information.

E. Professional Development Fund

At the beginning of each fiscal year, the Board shall establish a fund for professional development, tuition and fees for college courses, continuing education courses, etc. related to the bargaining unit members' performance responsibilities. Bargaining unit members may request reimbursement from the fund. The maximum reimbursement shall be fifty dollars (\$50) per bargaining unit member per year and shall be distributed until the funds are depleted. Bargaining unit members may agree to combine their funds for professional development.

F. Bargaining unit members will be invited to participate in relevant professional development training available to teachers.

**ARTICLE 26
DURATION**

This Agreement shall be effective as of July 1, 2017, and shall continue in effect through June 30, 2020. During the 2018-2019 and 2019-2020 school years the contract will be opened for wages only. If an agreement is reached on the renewal or modification of this Agreement prior to the expiration date, it shall expire at such expiration date unless it is extended by mutual agreement of the parties in writing. Except as specified otherwise, all provisions shall be retroactive to July 1, 2017.

**FOR THE MOUNT PLEASANT
SUPPORT PERSONNEL ASSOCIATION:**

**FOR THE BOARD OF EDUCATION
OF THE MOUNT PLEASANT PUBLIC
SCHOOLS:**

Carol Lemmer, President,
Bargaining Team Member

Tim Odykirk, President

Janet Chapman, Bargaining Team Member

Sheila Murphy, Vice President

Anne McDonald, Bargaining Team Member

Beth Sorenson-Prince, Secretary

Cheryl Nerowski, Bargaining Team Member

Jennifer Verleger, Superintendent

Bargaining Team Member

Ginger Faber, Chief Financial Officer

Capalene Howse, MEA UniServ
Chief Spokesperson

Linda Boyd, Assistant Superintendent for Human Resources
Chief Spokesperson

Date

Date

A signed copy of this Master Agreement is on file at both the office of the Superintendent of Mt. Pleasant Public Schools and the local office of the Michigan Education Association.

APPENDIX A

Hourly Wage Schedule 2017-2018

Effective upon ratification from both parties, the following wage schedule will be in effect for all bargaining unit members:

Should the Board decide to place a bargaining unit member at a step other than the lowest in any classification upon initial hire, the bargaining unit member shall remain at that step until such time as his/her years of experience in the bargaining unit match the step.

Mt. Pleasant Support Personnel
Association Wage Scale 2017-2018

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8-10	Step 11-14	Step 15-19	Step 20
<u>Secretary (1620)</u>											
2016-2017	\$12.30	\$12.97	\$13.68	\$14.39	\$15.08	\$15.78	\$15.90	\$16.64	\$16.88	\$17.13	\$17.38
2017-2018	\$13.10	\$13.82	\$14.53	\$15.23	\$15.94	\$16.06	\$16.06	\$16.85	\$17.11	\$17.37	\$17.63
<u>ISA (1631)</u>											
2016-2017	\$9.56	\$10.34	\$11.15	\$11.94	\$12.74	\$12.87	\$13.00	\$13.58	\$13.76	\$13.97	\$14.14
2017-2108	\$10.44	\$11.26	\$12.06	\$12.87	\$13.00	\$13.13	\$13.13	\$13.76	\$13.97	\$14.17	\$14.38
<u>Special Ed Paraprofessional (1630)</u>											
2016-2017	\$9.56	\$10.34	\$11.15	\$11.94	\$12.74	\$12.87	\$13.00	\$13.58	\$13.76	\$13.97	\$14.14
2017-2018	\$10.44	\$11.26	\$12.06	\$12.87	\$13.00	\$13.13	\$13.13	\$13.76	\$13.97	\$14.17	\$14.38
<u>Technical Ed Staff Assistant (1636T)</u>											
2016-2017	\$12.30	\$12.97	\$13.68	\$14.39	\$15.08	\$15.78	\$15.90	\$16.64	\$16.88	\$17.13	\$17.38
2017-2018	\$13.10	\$13.82	\$14.53	\$15.23	\$15.94	\$16.06	\$16.06	\$16.85	\$17.11	\$17.37	\$17.63
<u>Media Assistant (1632XX)</u>											
2016-2017	\$10.86	\$11.38	\$11.88	\$12.40	\$12.88	\$13.50	\$13.64	\$14.30	\$14.51	\$14.74	\$14.95
2017-2018	\$11.49	\$12.00	\$12.53	\$13.01	\$13.63	\$13.78	\$13.78	\$14.46	\$14.70	\$14.93	\$15.16
<u>Kindergarten Para-Professional (1639)</u>											
2016-2017	\$9.47	\$10.25	\$11.00	\$11.78	\$12.55	\$12.66	\$12.78	\$13.36	\$13.55	\$13.73	\$13.93
2017-2018	\$10.35	\$11.11	\$11.90	\$12.67	\$12.79	\$12.91	\$12.91	\$13.53	\$13.74	\$13.94	\$14.15
<u>Title One Paraprofessional (1638)</u>											
2016-2017	\$12.36	\$13.01	\$13.61	\$14.26	\$14.84	\$15.57	\$15.77	\$16.52	\$16.76	\$17.01	\$17.25
2017-2018	\$13.14	\$13.75	\$14.40	\$14.99	\$15.73	\$15.93	\$15.93	\$16.72	\$16.98	\$17.24	\$17.50
<u>Career Technical Ed Para - Educational Careers (1636)</u>											
2016-2017	\$9.10	\$9.25	\$9.37	\$9.47	\$9.58	\$9.74	\$9.85	\$10.40	\$10.57	\$10.76	\$10.94
2017-2018	\$10.10	\$10.25	\$10.40	\$10.55	\$10.72	\$10.88	\$10.88	\$11.48	\$11.69	\$11.89	\$12.09

Mt. Pleasant Support Personnel
Association Wage Scale 2017-2018

Career Technical Ed Para-Trade & Industry(1636)

2016-2017	\$9.10	\$9.25	\$9.37	\$9.47	\$9.58	\$9.74	\$9.85	\$10.40	\$10.57	\$10.76	\$10.94
2017-2018	\$10.10	\$10.25	\$10.40	\$10.55	\$10.72	\$10.88	\$10.88	\$11.48	\$11.69	\$11.89	\$12.09

Career Technical Ed Para - Health Occupations (1636)

2016-2017	\$18.53	\$18.80	\$19.70	\$19.91	\$20.11	\$20.28	\$20.38	\$21.49	\$21.85	\$22.23	\$22.60
2017-2018	\$18.98	\$19.89	\$20.11	\$20.32	\$20.48	\$20.58	\$20.58	\$21.73	\$22.10	\$22.48	\$22.86

Career Technical Ed Para - Graphic Arts (1636)

2016-2017	\$9.10	\$9.25	\$9.37	\$9.47	\$9.58	\$9.74	\$9.85	\$10.40	\$10.57	\$10.76	\$10.94
2017-2018	\$10.10	\$10.25	\$10.40	\$10.55	\$10.72	\$10.88	\$10.88	\$11.48	\$11.69	\$11.89	\$12.09

Career Technical Ed Para - Business (1636)

2016-2017	\$9.10	\$9.25	\$9.37	\$9.47	\$9.58	\$9.74	\$9.85	\$10.40	\$10.57	\$10.76	\$10.94
Association Proposal	\$10.10	\$10.25	\$10.40	\$10.55	\$10.72	\$10.88	\$10.88	\$11.48	\$11.69	\$11.89	\$12.09

Career Technical Ed Para - Family & Consumer Science (1636)

2016-2017	\$9.10	\$9.25	\$9.37	\$9.47	\$9.58	\$9.74	\$9.85	\$10.40	\$10.57	\$10.76	\$10.94
2017-2018	\$10.10	\$10.25	\$10.40	\$10.55	\$10.72	\$10.88	\$10.88	\$11.48	\$11.69	\$11.89	\$12.09

At-Risk Student Assistant (1634)

2016-2017	\$12.65	\$13.20	\$13.77	\$14.74	\$14.84	\$15.57	\$15.77				
2017-2018	\$13.33	\$13.91	\$14.88	\$14.99	\$15.73	\$15.93	\$15.93	\$16.73	\$17.00	\$17.26	\$17.52

APPENDIX B

CALENDARS
2017 - 2018

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	13	19	22	20 2H	15 3H	22 1H	20	17 1H	21
	MAY	JUN	TOT							
	22 1H	11	202 8H							

WORK DAY

PAID HOLIDAY

No Work/No Pay

FIRST/LAST DAY

Jul-17

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

Aug-17

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

Sep-17

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

Oct-17

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

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Dec-17

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

Jan-18

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

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

Mar-18

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

Apr-18

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

May-18

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

Jun-18

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

Mt. Pleasant Public Schools
215 Day Secretary

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	18	19	22	20 2H	15 3H	22 1H	20	17 1H	21
	MAY	JUN	TOT							
	22 1H	11	207 8H							

WORK DAY

PAID HOLIDAY

No Work/No Pay day

FIRST/LAST DAY OF SCHOOL YEAR

Jul-17

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

Aug-17

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

Sep-17

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

Oct-17

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

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Dec-17

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

Jan-18

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

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

Mar-18

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

Apr-18

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

May-18

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

Jun-18

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

Mt. Pleasant Public Schools
CTE Paraprofessional

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	0	19	22	19 1H	15 3H	22 1H	20	17	21
	MAY	JUN	TOT							
	22	6	183 5H							

WORK DAY

PAID HOLIDAY

FIRST/LAST DAY OF SCHOOL YEAR

NO WORK/NO PAY

Jul-17

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

Aug-17

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

Sep-17

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

Oct-17

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

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Dec-17

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

Jan-18

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

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

Mar-18

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

Apr-18

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

May-18

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

Jun-18

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

**Mt. Pleasant Public Schools
Elementary At-Risk Paraprofessional (Tutor, Mentor, Etc.)**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	0	19	21	18.5	15	22	20	15.5	21
	MAY	JUN	TOT							
	22	5.5	179.5							

WORK DAY

FIRST DAY OF SCHOOL YEAR

NO WORK/NO PAY DAY

Half Day Work

Jul-17

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

Aug-17

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

Sep-17

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

Oct-17

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

19

21

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Dec-17

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

18.5

15

Jan-18

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

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

22

20

Mar-18

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

Apr-18

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

15.5

21

May-18

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

Jun-18

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

22

5.5

Mt. Pleasant Public Schools
Elementary ISA

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	1	19	22	19	15	22	20	16	21
	MAY	JUN	TOT							
	22	6	183							
	1H		8H							

WORK DAY

PAID HOLIDAY

NO WORK/NO PAY DAY

FIRST/LAST DAY OF SCHOOL YEAR

Jul-17

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

Aug-17

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

1

Sep-17

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

19

Oct-17

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

22

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

19

Dec-17

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

15

Jan-18

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

22

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

20

Mar-18

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

16

Apr-18

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

21

May-18

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

22

Jun-18

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

6

Mt. Pleasant Public Schools
Elementary Special Ed Paras

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	1	19	22	20 2H	15 3H	22 1H	20	16 1H	21
	MAY	JUN	TOT							
	22 1H	6	184 8H							

WORK DAY

PAID HOLIDAY

NO WORK/NO PAY DAY

FIRST/LAST DAY OF SCHOOL YEAR

Jul-17

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

Aug-17

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

1

Sep-17

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

19

Oct-17

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

22

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20

Dec-17

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

15

Jan-18

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

22

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

20

Mar-18

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

16

Apr-18

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

21

May-18

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

22

Jun-18

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

6

Mt. Pleasant Public Schools Kindergarten Paraprofessionals

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	1	19	22	18 1H	15 3H	22 1H	20	16	21
	MAY	JUN	TOT							
	22	7	183 5H							

WORK DAY

PAID HOLIDAY

NO WORK/NO PAY DAY

FIRST/LAST DAY OF SCHOOL YEAR

Jul-17

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

Aug-17

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

1

Sep-17

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

19

Oct-17

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

22

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

18

Dec-17

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

15

Jan-18

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

22

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

20

Mar-18

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

16

Apr-18

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

21

May-18

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

16

Jun-18

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

7

**Mt. Pleasant Public Schools
Secondary At-Risk Paraprofessional (Mentor, Tutor, etc.)**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	0	19	22	18	15	22	20	16	21
	MAY	JUN	TOT							
	22	5	180							

WORK DAY

NO WORK/NO PAY DAY

FIRST DAY OF SCHOOL YEAR

HALF DAY

Jul-17

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

Aug-17

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

Sep-17

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

Oct-17

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

19

22

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Dec-17

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

18

15

Jan-18

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

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

22

20

Mar-18

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

Apr-18

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

16

21

May-18

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

Jun-18

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

22

5

**Mt. Pleasant Public Schools
Secondary Instructional Staff Assistant (ISA)**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	1	19	22	19 2H	15 3H	22 1H	20	17 1H	21
	MAY	JUN	TOT							
	22 1H	6	184 8H							

WORK DAY

PAID HOLIDAY

NO WORK/NO PAY DAY

FIRST/LAST DAY OF SCHOOL YEAR

Jul-17

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

Aug-17

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

1

Sep-17

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

19

Oct-17

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

22

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

19

Dec-17

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

20

Jan-18

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

22

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

20

Mar-18

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

17

Apr-18

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

21

May-18

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

22

Jun-18

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

6

**Mt. Pleasant Public Schools
Secondary Special Education Paraprofessional**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	1	19	22	20 2H	15 3H	22 1H	20	17 1H	21
	MAY	JUN	TOT							
	22 1H	6	185 8H							

WORK DAY

PAID HOLIDAY

NO WORK/NO PAY DAY

FIRST/LAST DAY OF SCHOOL YEAR

Jul-17

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

Aug-17

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

1

Sep-17

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

19

Oct-17

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

22

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20

Dec-17

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

15

Jan-18

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

22

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

20

Mar-18

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

17

Apr-18

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

21

May-18

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

22

Jun-18

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

6

Mt. Pleasant Public Schools
Media Assistant

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff Days	0	2.5	19	22	19.5 2H	15 3H	22 1H	20	17 1H	21
	MAY	JUN	TOT							
	22 1H	5.5	185.5 8H							

WORK DAY

PAID HOLIDAY

HALF DAY OF WORK

HALF DAY CORRECTION **

NO WORK/NO PAY DAY

Jul-17

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

Aug-17

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

2.5

Sep-17

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

19

Oct-17

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

22

Nov-17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20

Dec-17

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

15

Jan-18

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

22

Feb-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

20

Mar-18

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

17

Apr-18

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

21

May-18

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

22

Jun-18

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

6

** HALF DAY CORRECTION IS ONLY FOR THOSE EMPLOYEES WHO WORKED A FULL DAY ON NOVEMBER 22, 2017 AND TIME HAS BEEN VERIFIED BY TIME SHEET SUBMITTED FOR THAT PAY PERIOD.

APPENDIX C

CALENDARS
2018 - 2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	15	19	23	20	15	21	20	16	21
Days	0				2H	3H	1H			1H
	MAY	JUN	TOT							
	22	10	202							
	1H		8H							

WORK DAY

PAID HOLIDAY

FIRST/LAST DAY OF SCHOOL YEAR

No Work/No Pay

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	10
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	20	19	23	20	15	21	20	16	21
Days					2H	3H	1H			1H
	MAY	JUN	TOT							
	22	10	207	WORK DAY			PAID HOLIDAY		No Work/No Pay	
	1H		8H	FIRST/LAST DAY OF SCHOOL YEAR						

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

Mt. Pleasant Public Schools
CTE Paraprofessional

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	2	19	23	20	15	21	20	16	21
Days					1H	3H	1H			
	MAY	JUN	TOT							
	22	5	184							
			5H							

WORK DAY

PAID HOLIDAY

No Work/No Pay

FIRST/LAST DAY

PD DAY/Work

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

+2 PD/Work Days in August
+1 PD/Work Day in November
7.0 Hours/Day

Mt. Pleasant Public Schools
Elementary At-Risk

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	2	19	23	18.5	15	21	19.5	15	21
Days										
	MAY	JUN	TOT							
	22	4.5	180.5							

WORK DAY

No Work/No Pay

Half Day Work

FIRST/LAST DAY **

PD DAY/Work Day

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

+2 PD Days in August
 +1 PD Day in November
 1/2 Day with Students=1/2 Day of Work
 7.0 Hours/Day

Mt. Pleasant Public Schools
Elementary ISA

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	2	19	23	20	15	21	20	16	21
Days					2	3	1			1
	MAY	JUN	TOT							
	22	6	185							
	1		8H							

WORK DAY

PAID HOLIDAY

No Work/No Pay

FIRST/LAST DAY OF SCHOOL YEAR

PD DAY/Work Day

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

Student Days +1
+2 PD/Work in August
+1 PD/Work in November
7.0 hours

Mt. Pleasant Public Schools
Elementary Special Education Paraprofessional

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	2	19	23	20	15	21	20	16	21
Days					2	3	1			1
	MAY	JUN	TOT	WORK DAY			PAID HOLIDAY		No Work/No Pay	
	22	6	185	FIRST/LAST DAY OF SCHOOL YEAR			PD DAY/Work			
	1		8H							

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

Student Days +1
+2 PD/Work in August
+1 PD/Work in November
7.0 Hours/Day

Mt. Pleasant Public Schools
Kindergarten Paraprofessional

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	3	19	23	20	15	21	20	16	21
Days					1	3	1			
	MAY	JUN	TOT							
	22	6	186							
			5H							

WORK DAY

PAID HOLIDAY

No Work/No Pay

FIRST/LAST DAY OF SCHOOL YEAR

PD DAY/Work, Day

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

Student Days +2
+2 August PD/+1 November PD
7.0 Hours/Day

Mt. Pleasant Public Schools
Media Assistant

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	2.5	19	23	19.5	15	21	20	16	21
Days					2	3	1			1
	MAY	JUN	TOT							
	22	4.5	183.5	WORK DAY			PAID HOLIDAY			
	1		8H	FIRST/LAST DAY OF SCHOOL YEAR			No Work/No Pay			
							Half Day Work			

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

Follow Teacher Calendar for Work Days
Attend PD if applicable
6.0 Hours/Day

Mt. Pleasant Public Schools
Secondary At-Risk Paraprofessional

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	2	19	23	19	15	21	19.5	15	21
Days										
	MAY	JUN	TOT							
	22	4	180.5							

WORK DAY

Half Day

No Work/No Pay

**FIRST/LAST DAY

PD DAY/Work Day

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

+2 PD/Work in August
+1 PD/Work in November
1/2 Day Students=1/2 Day Work
7.0 Hours/Day

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	2	19	23	20	15	21	20	16	21
Days					2	3	1			1
	MAY	JUN	TOT							
	22	6	185							
	1		8H							

WORK DAY

PAID HOLIDAY

No Work/No Pay

FIRST/LAST DAY OF SCHOOL YEAR

PD/Work Day

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

Student Days +1
+2 PD/Work August
+1 PD/Work November
7.0 Hours

Mt. Pleasant Public Schools
Secondary SPED Paraprofessional

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Staff	0	2	19	23	20	15	21	20	16	21
Days					2H	3H	1H			1H
	MAY	JUN	TOT							
	22	6	185	WORK DAY			PAID HOLIDAY			
	1H		8H				No Work/No Pay			

WORK DAY

PAID HOLIDAY

No Work/No Pay

****FIRST/LAST DAY**

PD DAY

Jul-18

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

Aug-18

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

Sep-18

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

Oct-18

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

Nov-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	17
19	20	21	22	24
26	27	28	29	30

Dec-18

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

Jan-19

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

Feb-19

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

Mar-19

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

Apr-19

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

May-19

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

Jun-19

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

Student Days +1
+2 PD/Work in August
+1 PD/Work in November
7.0 Hours/Day

**APPENDIX C: MT. PLEASANT SUPPORT PERSONNEL ASSOCIATION
GRIEVANCE FORM**

A. Grievant: _____ Grievance No: _____

Classification: _____ Building: _____

Date of violation/discovery thereof: _____

Statement of the grievance including contract articles violated:

Relief Sought:

B. Step One: Date discussed with immediate supervisor: _____
(within 20 school days of date of violation/discovery thereof)

C. Step Two: Date delivered to the office of the Assistant Superintendent for Human
Resources (HR): _____ (within 5 days of step 1 informal discussion)

D. Step Three: Date of meeting with Assistant Superintendent for HR: _____
(within 5 school days of date deliver to Asst. Supt.)

Signature of Assistant Superintendent

Date

E. Step Four: Association Response:

(within 20 school days of Assistant Superintendent's disposition or if no disposition has been made in
accord with Step 3)

_____ Acceptable

_____ Unacceptable

If Unacceptable,

_____ Submit to mediation or _____ Waive mediation and proceed to Step 5

Mt. Pleasant Support Personnel Association
Grievance Form
Page 2

Signature of Grievance Chairperson

Date

F. Step Five:

_____ **Submit to Arbitration**
(within 20 school days of the closure of mediation or within 20 school days of Assistant Superintendent's disposition or if no disposition has been made in accord with Step 3)

Signature of Grievance Chairperson

Date

G. Distribution of form: Association President, Grievance Chairperson(s), Supervisor and Assistant Superintendent for Human Resources.

APPENDIX D: LETTER OF AGREEMENT

LETTER OF AGREEMENT

between

THE MT. PLEASANT SUPPORT PERSONNEL ASSOCIATION
AND
THE MT. PLEASANT BOARD OF EDUCATION

RE: MPSPA Wage/New Hire Agreement

Mt. Pleasant Board of Education agrees to not hire any new bargaining unit member above Step 4 on the current MPSPA Wage Schedule. The decision to hire a new employee between Step 1 and Step 4 will be based on relevant work experience.

This Letter of Agreement is for the duration of this contract. The letter of agreement will expire on June 30, 2019 unless expressly extended by both parties.

MT. PLEASANT EDUCATION
ASSOCIATION

MT. PLEASANT BOARD OF
EDUCATION

Capalene Howse, MEA UniServ Director

Jennifer Verleger, Superintendent

Amy McGillvary, MPSPA President, 2018-2019

Linda Boyd, Assistant Superintendent
For Human Resources

Carol Lemmer, MPSPA President, 2017-2018

Date: _____

Date: _____