

Master Agreement
between
Richmond Community Schools
Board of Education
and
Educational Para Professional
Teamsters State, County and Municipal Workers
Local 214
July 1, 2016 to June 30, 2019
(Amended June 26, 2017)

NON-DISCRIMINATION STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion ,military status, national origin or ancestry, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

TABLE OF CONTENTS

PREAMBLE	4
ARTICLE 1 PURPOSE AND INTENT	4
ARTICLE 2 RECOGNITION	4
ARTICLE 3 UNION MEMBERSHIP	4
ARTICLE 4 NO STRIKE - NO LOCKOUT	5
ARTICLE 5 MANAGEMENT RIGHTS	5
ARTICLE 6 UNION RIGHTS	6
ARTICLE 7 EXTRA CONTRACT AGREEMENTS	6
ARTICLE 8 NON-DISCRIMINATION	6
ARTICLE 9 DEFINITIONS OF EMPLOYEES	7
ARTICLE 10 CHIEF STEWARD	7
ARTICLE 11 RELEASE TIME FOR STEWARDS ARTICLE	7
ARTICLE 12 GRIEVANCE/ARBITRATION PROCEDURE	8
ARTICLE 13 SENIORITY	11
ARTICLE 14 LAYOFFS	12
ARTICLE 15 VACANT POSITIONS	13
ARTICLE 16 PROBATION	14
ARTICLE 17 EMPLOYEE EVALUATIONS	14
ARTICLE 18 SAFETY	14
ARTICLE 19 WORK SCHEDULE	15
ARTICLE 20 OVERTIME	15
ARTICLE 21 GENERAL	16
ARTICLE 22 LEAVES	16
ARTICLE 23 HOLIDAYS	20
ARTICLE 24 INSURANCE PROTECTION	20
ARTICLE 25 COMPENSATION	20
ARTICLE 26 VACATIONS	23
ARTICLE 27 MISCELLANEOUS	23
ARTICLE 28 DURATION AND TERMINATION	24

PREAMBLE

This agreement, entered into this 26th day of June, 2017 by and between the Richmond Community Schools, hereinafter referred to as the "Employer", and Teamsters State, County and Municipal Workers Local 214, an affiliate of the International Brotherhood of Teamsters, hereinafter referred to as the "Union", shall:

ARTICLE 1 - PURPOSE AND INTENT

Set forth the terms and conditions of employment and promote orderly and peaceful labor relations for the mutual interest of the Employer, employees, Union and community.

The parties recognize that the interests of the community and the job security of the employees depend upon the Employer's success in establishing proper service to the community. To these ends, the Employer and the Union encourage the fullest degree of friendly and cooperative relations between all parties to and at all levels of this Agreement.

The parties agree no grievances may be filed, processed or arbitrated under this, the Purpose and Intent portion of the Agreement.

ARTICLE 2 - RECOGNITION

Pursuant to authority vested in the Michigan Employment Relations Commission, it is hereby certified that Teamsters State, County and Municipal Workers Local 214 has been designated and selected by a majority of the employees of the above named Employer, in the unit described below, as their representative for the purposes of collective bargaining and that, pursuant to Sections 11 and 12 of Act 336 of the Public Acts of 1947, as amended, Teamsters Local 214 is the exclusive representative of all the employees in such unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

UNIT Membership:

- Title I Paraprofessional Aides
- Special Education Paraprofessional Aides
- Media Center Paraprofessional Aides

ARTICLE 3 - UNION MEMBERSHIP

Section 1.

Employees are free to join or not to join the Union. Employees who are members of the recognized bargaining unit but who are not members of the Union may join the Union by initiating their Union application form.

Membership in the union is not compulsory. Regular employees have the right to join, maintain,

or discontinue their membership in the union in accordance to the application form.

Neither the employer nor the union shall except any pressure upon or discriminate against any employee with regard to such matters consistent with the "Right to Work" Legislation.

It is further understood and agreed the Employer will not be required to represent or provided representation for any employee who has a dispute with the Union.

ARTICLE 4 - NO STRIKE – NO LOCKOUT

The Union agrees that for the life of this Agreement there shall be no strikes, slow-downs, or interference with the Employer's ability to provide service to the community. Informational picketing is allowed only in accordance with the above restrictions. The Employer agrees there shall be no lock-outs during the term of this Agreement.

ARTICLE 5 - MANAGEMENT RIGHTS

District Rights: It is recognized that the management of the District, the control of its properties, and the maintenance of order and efficiency is solely a right and responsibility of the District. Other rights and responsibilities not abridged by this Contract shall belong solely to the District and are hereby recognized. Said rights shall include, by way of example and not by way of limitation, the following:

- A. The right to decide the number and locations of its facilities, department and etc.; work to be performed within the unit; the right to discontinue jobs; the maintenance and repairs, amount of supervision necessary; methods of operation; scheduling of hours, manpower and work sites; together with the full responsibility for the control of the selection, examination, review and evaluation of personnel, programs, operations and facilities; to determine when and where services will best facilitate the District's operations.
- B. Further, it is recognized that the responsibility of management of the District for the selection and direction of the working forces includes the right to decide the number of employees, the right to hire, suspend, discipline or discharge for just cause; assign work within the unit; promote or transfer; the right to decide employee's qualifications; to determine the amount of overtime to be worked, if any; the right to make necessary rules and regulations governing employee conduct and safety; and to relieve employees from duty because of lack of work or other reasons; is vested exclusively in the District, subject only to the provisions of this Agreement as set forth herein.
- C. The District's failure to exercise any function or right hereby directly or indirectly reserved to it or its exercise of such function or right in a particular way shall not be deemed a waiver or a past practice, or preclude the District from exercising the same in some other way at a later date which is not in conflict with the express provisions of this Agreement. The Union is not waiving the right to make its views known to the District prior to the time changes

in management practices are made. The preceding sentence does not require the District to negotiate management decisions, which are covered by this Article.

ARTICLE 6 - UNION RIGHTS

Section 1.

No member of this unit shall be required to do work outside the concept of his/her bargaining unit, nor shall any other employee perform duties which are outside the concept of his/her bargaining unit covered by this Agreement, except under emergency conditions (as defined in this Agreement) and except in those cases where the duties performed which fall within the concept of a classification covered by this Agreement are not the primary function. The concept of the classifications is described in the classification specifications.

It is understood by the parties that every incidental duty connected with operations is not always specifically described or enumerated in the job description or the classification specification.

Section 2.

A classification may not be removed from the Teamsters bargaining unit by merely changing the title or by modifying the classification specifications or for the purpose of undermining the Union.

Section 3.

Any alleged violation of Union rights in this Article, is subject to an immediate hearing with the Superintendent at Step 3 of the Grievance Procedure.

ARTICLE 7 - EXTRA CONTRACT AGREEMENTS

The Employer, for the life of this Agreement, agrees not to enter into any agreement with any other labor organization with respect to wages, hours or working conditions of any employee or employees covered by this Agreement, nor will the Employer solicit, aid, or encourage any other labor organization regarding this employee group.

The Employer further agrees not to enter into any agreement with individual employees or groups of employees, which in any way is inconsistent with this Agreement or circumvents its obligation of collective bargaining with the Union.

ARTICLE 8 - NON-DISCRIMINATION

The Employer and the Union both recognize their responsibilities under Federal, State and local laws pertaining to fair employment practices.

Accordingly, both parties reaffirm by this agreement the commitment not to discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic

information, or any other legally protected category (collectively, "Protected Classes"), except where based on a bonafide occupational qualification.

Grievances brought under this Article of the contract may not be advanced beyond the Board Level (i.e., may not proceed to arbitration).

ARTICLE 9 - DEFINITION OF EMPLOYEES

Section 1.

The definition of a full-time employee shall be defined by the Affordable Care Act.

Section 2.

The definition of a part-time employee shall be defined by the Affordable Care Act.

Section 3.

It is understood that the District will pay retirement, worker's compensation insurance, social security costs, and anything else required by law for all employees employed by the District.

Section 4.

A position vacancy is a current position vacated by an existing staff member which the Board of Education plans to continue or a new position established by the Board or a temporary position exceeding ninety (90) calendar days due to student or District needs.

ARTICLE 10 - CHIEF STEWARD

The Union shall designate in writing to the Employer and the membership, the name of the Steward it wishes to serve as Chief Steward and the name of the person it wishes to serve as the alternate to the Chief Steward to serve in the absence of the Chief Steward.

In addition to the Steward's duties enumerated above, the Chief Steward shall:

1. Have the right to investigate and present class action grievances. Provided, the right to investigate grievances or perform any other functions of Chief Steward, or alternate to the Chief Steward shall be on the employee's time or may be on the Employer's time only in the event of prior permission of the Superintendent.
2. Be present at all Step 3 grievance hearings.
3. Be present at all disciplinary hearings. If at the hearing, the employee requests that the Steward be excused then the Steward's presence shall be waived.

ARTICLE 11 - RELEASE TIME FOR STEWARDS AND COMMITTEE PERSONS

Upon requesting and receiving permission from the Superintendent, the Steward may have time off without loss of pay to:

1. Investigate, process, and present grievances.
2. Attend special conferences with the Employer.
3. Attend all contract negotiations with the Employer.
4. Attend all administrative disputes regarding the Employer and the Union.

Should such meetings go beyond the employee's regular quitting time, the Employer shall not be obligated to pay overtime.

The Union understands that such release time is a privilege and not to be abused.

ARTICLE 12 - GRIEVANCE/ARBITRATION PROCEDURE

A. Definition of a Grievance

A "grievance" is a dispute or difference of opinion raised by an employee in the bargaining unit, which he/she believes to be a violation or misinterpretation of any of the provisions of this Agreement. The term "employee" shall also mean a group of employees having the same grievance.

- B. Most grievances arise from instances of misunderstandings or problems that should be settled promptly and satisfactorily on an informal basis at the work level before they become formal grievances. It is mutually agreed that all grievances, disputes or complaints arising under and during the terms of this Agreement shall be settled in accordance with the following procedure, provided the grievance is initiated within Seven (7) calendar days from the date the grievance occurred. The parties agree to exchange all information and documentation, AND cite all article violations at the 3rd Step hearing. Potential witness may be introduced to the grievance process beyond Step 3, so long as notice is given to the other party.

Step 1 - Verbal -Immediate Supervisor: Any employee feeling he/she has a grievance may discuss his/her grievance with his/her immediate supervisor in an attempt to settle the problem within seven (7) calendar days. Settlements reached must not be inconsistent with the terms and conditions of this Agreement.

Step 2 - Written -Immediate Supervisor: In the event a grievance is not resolved by oral discussion with the employee's immediate supervisor, then the employee may submit the grievance in writing to his/her immediate supervisor. The employee and the Steward shall sign the grievance forms. The grievance forms must indicate (1) a statement of the grievance and the facts upon which it is based and cite alleged violation(s) of specific identifying sections of this Agreement, and (2) the remedy or correction requested. The supervisor shall give his/her decision in writing to the employee within seven (7) calendar days after the grievance has been presented to him/her,

Step 3 -Superintendent of Schools and Union: If the grievance has not been settled, it shall be presented by the Steward in writing, to the Superintendent within seven (7) Calendar

days after the supervisor's response is received. A meeting will be scheduled within seven (7) calendar days between the Teamster Business Agent, Steward and Superintendent in an attempt to resolve the issue. The Superintendent shall render a decision in writing within seven (7) calendar days of the meeting.

Step 4 – Arbitration:

1. If the answer at Step 3 is not satisfactory and the Union wishes to carry it further, the Union shall have seven (7) calendar days from the date of receipt of the Superintendent's answer in which to submit the grievance to binding arbitration in accordance with the procedures set forth below or to Teamsters Local 214's Grievance Panel for its review. Notice of the Union's intent to proceed to the Grievance Panel must be submitted to the Employer in writing. The decision of the Grievance Panel shall be made within ninety (90) days of the notice to the Employer of submission to the Grievance Panel. Should the Grievance Panel recommend that the matter be submitted to arbitration, the Union shall have seven (7) calendar days after the Panel's decision to submit the matter to arbitration in accordance with the procedures set forth below. If the grievance is not so submitted within seven (7) calendar days it will be considered closed on the basis of the last disposition.

2. After the written notice submission to arbitration, an Arbitrator shall be selected through the Federal Mediation and Conciliation Service in accordance with its rules which shall likewise govern the arbitration proceedings.

3. The arbitrator so selected will hold hearings promptly and will issue his decision not later than thirty (30) calendar days from the date of the close of the hearings, or, if all arguments have been waived, then from the date the final statements and proofs are submitted to him.

4. Arbitrability:

- a. The following matters shall not be subject to arbitration:
 - i. Evaluation other than procedural matters;
 - ii. Any grievance based on the statement of "The Purpose and Intent of the Parties" on page one of the Contract.
 - iii. Any matters which are not arbitral under the specific provisions of this Agreement.
- b. The Arbitrator shall be empowered, except as limited herein, after due investigation, to make a decision in cases of alleged violations, misinterpretations or misapplication of a specific article and section of this Agreement. The Arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement. The Arbitrator shall also have no power to establish salary scales, change any salary figures in this Agreement or increase or change any staffing requirements as established by the District.
- c. The Arbitrator's power shall be limited to deciding whether the District has

violated a specific article or section of this contract. It is agreed the Arbitrator shall have no power to change any practice, policy or rule of the District through substituting his/her judgment for that of the District as to the reasonableness of any practice, policy, rule or any action taken by the District. The Arbitrator shall have no power to enforce any past practice of the District wherein the District has decided to terminate a past practice, provided that the District has given advance notice to the Union of its termination said past practice.

- d. The Arbitrator shall have the power to render a monetary award that provides to a grievant compensation he/she would have received under this Agreement. However, the Arbitrator shall have no power to make a monetary award that provides for compensation not specifically provided for in this Agreement. The Arbitrator shall have no power to award consequential or other damages and shall have no power to award interest or attorney fees.
 - e. In rendering the decision of the grievance, the Arbitrator shall give full recognition to all management rights of the School District and the Arbitrator shall have no power to overturn any management decision of the District unless such decision is found to be arbitrary or capricious.
 - f. The Arbitrator shall have no power to apply state or federal law and shall not base his/her decision upon any claimed violation of state or federal law,
 - g. The Arbitrator's decision shall be submitted in writing and shall set forth his/her findings as to the facts and his/her interpretation of the contract.
 - h. If an Arbitrator in rendering an award exceeds the authority specifically delegated by this contract, the award shall be unenforceable. An award within the authority delegated to the Arbitrator by this Agreement shall be final and binding on the parties.
- 5. The decision of the Arbitrator, if within the scope of his/her authority, as above set forth, shall be final and binding.
 - 6. The fees and expenses of the Arbitrator shall be shared equally by both parties.

C. Rights of Employee to Representation

- 1. Any party of interest may be represented by the Union at all meetings and hearings at any level of the grievance procedure.
- 2. The Union shall have the right to be present and to state its views on the adjudication of the grievance.

D. Miscellaneous

1. A grievance may be withdrawn at any level. Withdrawal of the grievance shall terminate the grievance.
2. Decisions rendered at all levels shall be in writing and shall be promptly transmitted to the grievant and the Union.
3. No reprisals of any kind shall be taken by or against any party in interest or any participant in the grievance procedure by reason of such participation.
4. No document, communication, or record dealing with a grievance shall be filed in the personnel file of the grievant. Except that in disciplinary matters the documentation of the discipline may be so filed unless and until found to be unwarranted.
5. All information and records pertaining to the grievance shall be made available to the Board and the Union upon written request.
6. Failure of the aggrieved person or Union to comply with the foregoing procedures cancels the grievance.
7. Grievances shall be processed outside of regular school hours unless otherwise mutually agreed to by all parties.
8. The time requirements herein specified are deemed to be of the essence in this article.
9. Forms for filing and processing grievances shall be designed by the Superintendent of Schools and the Union. The forms shall be prepared by the District and given appropriate distribution so as to facilitate the operation of the grievance procedure.

E. Expiration of Agreement

Notwithstanding the expiration of this Agreement, any claim or grievance which arose during the term of this Agreement shall be processed through the grievance procedure until resolution.

ARTICLE 13 - SENIORITY

Seniority Defined: For the purposes of the Collective Bargaining Agreement, there shall be two (2) definitions of seniority: District seniority and Bargaining Unit seniority.

Current seniority employees shall retain their seniority as previously determined. If two or more new hires begin employment on the same date, the time stamp on their application for Educational Para Professional shall be used to determine their seniority.

District Seniority: School seniority shall be the total seniority from the date of appointment to a

regular position, and as may be adjusted by provisions affecting seniority set forth in this Article.

District Seniority shall be used for:

- A. Longevity Pay.
- B. Vacation and sick leave accumulations.
- C. Any other school-wide benefits applicable to this bargaining unit.

Bargaining Unit Seniority: Seniority in the bargaining unit shall be defined as follows:

- A. Seniority of employees transferring into this unit from other bargaining units in the District begins when those employees enter the bargaining unit.
- B. Employees who transfer or promote out of the bargaining unit and then return shall be entitled only to seniority earned while in the bargaining unit.
- C. An employee whose return to the bargaining unit is due to a reduction in force shall not displace a member of the bargaining unit if such displacement would cause the displaced employee to be laid off.

Bargaining Unit Seniority shall be used for:

- A. Vacation selection in accordance with departmental rules.
- B. Layoff, transfers, determining place on layoff recall list.

ARTICLE 14 - LAYOFFS

Employees to be laid off for an indefinite period of time will have at least ten (10) normal business days' notice of layoff. The Union shall receive a list of the employees to be laid off on the same date as the notices are issued to the employees being laid off.

Prior to the laying off of any regular employee, all temporary, seasonal and probationary employees shall be laid off.

Notice of recall shall be sent to the employee at his/her last known address by certified mail. If an employee fails to report to work within ten (10) working days from receipt of the certified notice, his/her employment shall be considered to be a voluntary quit.

Layoffs of regular employees shall be strictly by bargaining unit based on performance, unless there is a tie in which case seniority will break the tie. Performance will be evaluated on highly effective, effective, minimally effective, and ineffective.

The parties hereby agree that in the case of a layoff the following is to clarify the layoff:

If there is a layoff of Title I Paraprofessionals, then the layoffs will be by performance within the Title I Paraprofessional group. The laid off Title I Paraprofessional employee will not be allowed to bump into other Para Professional classification.

If there is a layoff of Special Education Paraprofessionals, then the layoffs will be by performance within the Special Education Paraprofessional group. The laid off Special Education Paraprofessional employee will not be allowed to bump into other Paraprofessional classification.

If there is a layoff of Media Paraprofessionals, then the layoffs will be by performance within the Media Paraprofessional group. The laid off Media Paraprofessional employee will not be allowed to bump into other Paraprofessional classification.

Recall shall be in the inverse order of the above.

Recall rights shall last for one (1) year, or the length of the employee's seniority, capped at five (5) years, whichever is greater.

ARTICLE 15 - VACANT POSITIONS

A vacant position is a current position vacated by an existing staff member which the Board of Education plans to continue or a new position established by the Board or a temporary position exceeding ninety (90) calendar days due to student or District needs.

It is the preference of the District to fill vacant position whenever possible from within the organization. However, it is sometimes necessary or desirable to employ persons from outside the school staff for positions.

Employees who are currently on an Individual Development Plan (IDP) or have a Minimally Effective or Ineffective overall rating on their most current evaluation shall not be eligible to apply for current vacant positions.

- A. When a vacant position becomes available, it shall be posted internally and externally for a minimum of seven (7) calendar days prior to filling the job. Internal applicants shall be considered prior to the consideration of external applicants.
- B. Employees interested in applying for the vacant position in response to a posting, must submit that request in writing to the Superintendent within the deadline provided on the posting.
- C. When an employee fills a vacant position he or she will be considered to be on a probationary status for a period of ninety (90) calendar days. The pay grade will be adjusted, if appropriate, upward during this period. At any time during this ninety (90) calendar day probation period the employee may be returned to his/her former position with reason, from the supervisor and approval of the Superintendent of Schools. While the employee is on probation, the position shall be filled by temporary personnel during the probationary period. During the probationary period, an employee may return to their former position either by choice or involuntarily. If an employee is returned to his/her

former status after the probationary period, there is no guarantee of placement in his/her previous location.

ARTICLE 16 - PROBATION

For employees that fill a vacant position within the district shall have a ninety (90) calendar day probationary period. The district shall have the option to extend the probation period for an additional thirty (30) calendar days.

All new employees of the School, both full and part-time are subject to a probationary period of one-hundred twenty (120) calendar days. During the probation period, employees are under continuous observation and evaluation. At any time during the probationary period, the supervisor or Superintendent may terminate the employee. Probationary employees do not have recourse to the grievance procedures.

Upon satisfactorily completing the probationary period, the employee shall take a place on the appropriate seniority list.

The probationary employee shall begin to receive all benefits after sixty (60) calendar days At the conclusion of the probationary PERIOD, including health care if they meet the required qualifying hours of work, unless the probationary period is extended for thirty (30) days.

ARTICLE 17 - EMPLOYEE EVALUATION

All bargaining unit employees shall be evaluated annually by June 1st of each school year Based on current year's performance. The evaluation instrument shall be at the sole discretion of the district.

The overall annual evaluation of an employee shall be either highly effective, effective, minimally effective or ineffective. Only Employees with a highly effective or effective designation on their prior evaluation shall be permitted to apply for a Vacant Position, as defined by Article 15.

ARTICLE 18 - SAFETY

The Union and the Employer agree that safety is a major priority and that proper safety equipment and procedures shall be used at all times. To assure that these procedures are being followed the parties agree that there shall be periodic safety meetings. The meetings shall be requested in advance by either party with the presentation of an agenda or concerns to be discussed, no more than two (2) designated representatives of the Union and no more than two (2) of management shall attend.

When safety issues become a concern, they may be addressed at the monthly departmental or building staff meeting in lieu of the above procedure.

ARTICLE 19 - WORK SCHEDULE

Section 1.

The normal work day shall total no more than eight and one-half (8 ½) hours per day during a five (5) day work week or ten and one-half (10 ½) hours per day during a four (4) day work week.

Section 2.

If it becomes necessary for the Superintendent or his/her designee to alter the work calendar and/or hours of an employee or employees, the Superintendent or his/her designee shall notify the affected employees of the altered schedule and provide Seven (7) calendar days prior to the altering of the employee's work schedule. Employees are expected to complete a definite assignment, even though it may require additional hours. In cases of emergencies, employees shall return to work when requested by the Superintendent or designee.

Section 3.

The Superintendent or his/her designee shall provide the employee his/her work calendar and schedule of hours to work at least seven (7) calendar days prior to the Employee's first work day in August.

The first work day for Para Professionals shall be the Monday prior to Labor Day and the last work day shall be the last student day. The work calendar may be extended if the State requires the district to add additional days of instructions. Any additional days shall be compensated appropriately.

Section 4.

Employees that work the following hours per day shall be entitled to the following:

<u>Hours Worked</u>	<u>Break</u>	<u>Lunch</u>
Greater than 0 but less than 5 hours	0 minutes	0 minutes
Greater than 5	0 Minutes	30 minutes

ARTICLE 20 - OVERTIME

Section 1

Overtime shall be defined as hours worked beyond forty (40) hours per week. Holiday hours shall not be calculated in the forty (40) hour work week.

Section 2.

No overtime may be worked without the prior authorization of the Superintendent or his/her designee. All overtime hours worked shall be accurately reflected on the time management system or protocol (e.g. Timeslip) utilized by the District.

Section 3.

Except in cases of emergency, the Supervisor shall not assign employees to work during his/her lunch period. If the employee is assigned to work during his/her lunch period, he/she shall be paid at the appropriate rate. Break time not taken shall not be compensated.

ARTICLE 21 - GENERAL

Section 1.

Authorized representatives of the Union shall be permitted to visit the operation of the Employer during working hours to talk with the Stewards of the Local Union and/or representatives of the Employer concerning matters covered by this Agreement, without interfering with the progress of the work force.

Section 2.

The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the Employer pertaining to a specific grievance, at reasonable times, at the discretion of the Employer.

Section 3.

The Employer shall provide for biweekly pay periods. However, once all bargaining units agree to twenty-four pay periods, all payroll will be paid on a twice a month basis. When a regular pay date falls during a school recess period, all Employees shall be paid on their regularly scheduled pay date. Each employee shall be provided with an itemized statement of his earnings and of all deductions made for any purpose.

The district has the right to implement electronic direct deposit options and electronic pay stub retrieval. Deposits will be made to the financial institution of the employee's choice subject to Electronic Clearinghouse requirements.

Section 4.

Should the Employer require any employee to give bond, cash bond shall not be compulsory and any premium involved shall be paid by the Employer.

Section 5.

When school is closed due to inclement weather, those employees unable to report for work because of the weather conditions will be allowed the day without loss of pay for the first two (2) occurrences. After the second closing in a school year, employees may be allowed to use leave time to cover hours in excess of the first two school days. For the 2011-2012 school year the first two days will be unpaid. This will remain in until a new contract is negotiated.

ARTICLE 22 - LEAVES

Section 1

Educational Para Professionals shall be permitted to be absent from their duties with the Richmond Community Schools without loss of pay because of personal illness subject to the following

conditions:

- A. Instruction technicians shall be granted one (1) day of absence per month of service in the Richmond Community Schools, unused portions of which shall annually accumulate up to a maximum of ninety (90) days. For the first year, new hires will receive one (1) sick day per month to be added to their sick leave amount at the end of the month. Any employee retiring or terminating employment with the District will be paid for one-third (1/3) of their accumulated leave days at their daily rate of pay.
- B. The total number of days of absence to which the employee is entitled during the ensuing school year shall be credited to his account on the first day that his duties begin during that fiscal year, except new hires as noted above.
- C. Educational Para Professionals must be under firm employment, as defined by law, in order to be eligible to use their accumulated allowable days of absence.
- D. Educational Para Professionals shall be eligible to participate only during the effective days of valid employment between the Educational Para Professional and the Board of Education.
- E. Absences of less than seven (7) days resulting from a minor personal injury arising out of and in the course of employment with the Richmond Community Schools shall not be deducted from accumulated allowable days of absence providing the employee files at the Superintendent's office within three (3) days of the date of injury a statement from his doctor stating the number of days he will be unable to work.
- F. Absences resulting from a major personal injury arising out of and in the course of employment with the Richmond Community Schools which entitles the injured Educational Para Professional to compensation under the provisions of the worker's Compensation Act, shall not be charged against allowable sick leave until the thirtieth (30) consecutive day of absence. Commencing with the thirty-first (31st) day allowable days of absence shall be charged only for that portion in excess of the compensation payment. The School District shall supplement the worker's compensation check with an amount sufficient to regular period not to exceed the accumulated allowable days of absence providing all workers' compensation checks covering the period from the date of the injury to the expiration of the accumulated allowable days of absence are turned in to the Superintendent's office for record.
- G. Educational Para Professionals may be requested to submit a statement from the attending physician for absences of five (5) or more duty days or for frequent absences of shorter duration. If a statement from another physician or clinic other than the one from the attending physician is required, the cost of such examination shall be paid by the Board of Education.
- H. Accumulated allowable days of absence shall not be retroactive except for those days already credited to an Educational Para Professional account on the effective date of this

Agreement.

- I. An Educational Para Professional who has been employed for two (2) consecutive years has used his accumulated sick leave may apply vacation time for the period of the illness, and when this is gone, may request the Board of Education for a loan of sick leave days not to exceed twelve (12) days.

Section 2.

Educational Para Professionals shall be permitted to be absent from their duties with the Richmond Community Schools without loss of pay because of illness in the immediate family subject to the following considerations:

- A. A maximum of one (1) year's accumulation each year, chargeable against accumulated days of absence shall be granted. Unused days shall be accumulated.
- B. The immediate family shall be defined as spouse, children, grandchildren, father or mother of either spouse, grandparent of either spouse, brother, sister, brother-in-law, sister-in-law, any other person acceptable as an exemption on the Educational Para Professional income tax or any person who makes his home with the Educational Para Professional and in the judgment of the Superintendent is emotionally dependent on the Educational Para Professional as a member of the household.
- C. Absence shall be considered as necessary only when no other arrangements for care are possible.
- D. The "necessary care" must be such as would be prescribed by a physician or required by incompetence of the person requiring care.
- E. In all cases, "other arrangements" are considered possible within three (3) days after the emergency.
- F. Educational Para Professionals shall be permitted to be absent from their duties without loss of pay or leave days because of mumps, scarlet fever measles, or chicken pox for up to ten (10) days.

Section 3.

Educational Para Professionals shall be permitted to be absent from their duties without loss of pay for reasons of personal business subject to the following conditions:

- A. A maximum of three (3) days each year not chargeable against accumulated allowable days of absence shall be granted. Unused days shall not accumulate.
- B. Personal business shall be defined as business that requires the presence of the Educational Para Professional and reasonably cannot be conducted at any time other than during the working day.
- C. Absence because of personal business may be granted by the Supervisor.

- D. Absences because of personal business shall be approved in advance. Exceptions shall be made only in cases of emergency.
- E. Requests for absence because of activities arising out of employment other than with the Richmond Community Schools, or as a result of membership in organizations shall not be approved.

Section 4.

Educational Para Professionals shall be permitted to be absent from their duties without loss of pay for reasons of death in the immediate family subject to the following conditions:

- A. The immediate family shall be the same as that described in Section 2-B, of this Article
- B. A maximum of five (5) days for each occurrence, not chargeable to accumulated days of absence, shall be granted. Unused days shall not accumulate.
- C. If the employee works on the day of death, the days allowed shall not include the day of death but shall begin with the first scheduled working day following the day of death.
- D. If the day of death is a scheduled day of work and the employee does not work that day, the days allowed begin with and include the day of death.
- E. The Superintendent may extend these provisions in instances when in his judgment the time limitation is not sufficient to allow for all of the adjustments occasioned at the time of bereavement.

Section 5.

Absence for jury service by an Educational Para Professional shall not be chargeable to the sick leave or personal leave allowance and the School District will pay the difference in salary between his daily salary and any fee he is paid for jury duty.

Section 6.

The Board may grant leaves for reasons other than those previously stated. The granting of such leaves shall be based upon written application. Leaves of absence without pay during the school year may be granted only if adequate substitutes are available and only if such absence from duty will not be detrimental to the Educational Para Professional program.

Section 7.

A leave of absence is not considered a break in service for seniority purposes.

Section 8.

Accumulated allowable days of absence shall be maintained but shall not accrue during the periods of the leave.

Section 9.

A leave of absence up to one (1) year without pay may be granted to any Educational Para

Professional upon application for the purpose of engaging in other activities. The activity cannot be a similar position in another school system within the territorial limits of the United States. Upon return from such leave, the Educational Para Professional will be placed at the same position on the salary schedule, as he would have been if he worked in the District during that period.

Section 10.

The Employer will upon receipt of a written authorization from the Union, transfer sick days from one employee's account to another employee's account.

ARTICLE 23 - HOLIDAYS

Section 1.

The following shall be considered as paid holidays:

Labor Day	New Years' Day
Thanksgiving Day	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	

Section 2.

If the holiday falls on a Saturday, Friday will be considered as the holiday. If the holiday falls on a Sunday, Monday will be considered as the holiday.

Section 3.

An employee shall be eligible for holiday pay if he/she works his/her last scheduled work day prior to the holiday and the next scheduled work day following the holiday, unless excused by sick leave verified by a doctor's note, or jury duty day, or funeral leave.

ARTICLE 24 - INSURANCE PROTECTION

The Board will offer full time employees, as specified in Article 9, single subscriber health insurance. The employee shall pay any amount over the legislative "Hard Cap" or the percentage of "affordability," as defined by the Affordable Care Act, whichever is greater.

ARTICLE 25 - COMPENSATION

Section 1.

Employees will be given the option of receiving twenty-one (21) or twenty-six (26) equal paychecks. To select the preferred payment option, employees must submit a request to the Business Office at least thirty (30) days prior to receipt of the first paycheck of the school year. Once the preferred payment option is selected, it will remain in place for the entire school year. Persons hired prior to 3-26-2012 shall have their salary frozen at the 2010-2011 level. Persons hired after 3-26-2012 shall be placed on the salary schedule shall be as follows:

Media Center Paraprofessionals	Special Education Paraprofessionals	Title I Paraprofessionals
\$ 10.00	\$ 12.45	12.50

Paraprofessional hired prior to July 1, 2016 shall receive their current rate of pay or the rate of pay for the position in which they hold, as listed above, whichever is greater, until such time in which the Paraprofessional moves to another position. At said time, the Paraprofessional shall assume the new rate of pay.

2016-17 Implementation of New Pay Structure

2017-18 1% Increase. If the FY18 blended-count student count, as determined by the State of Michigan formula, exceeds the student FTEs budgeted in the FY18 Budget by ten (10) FTEs, Educational Paraprofessionals shall receive an addition one-half (1/2) percent increase, on schedule, beginning second semester of the 2017-18 school year, as outlined below.

	2017-18 School Year (1%)	2017-18 School Year Second Semester (1/2 %) (Enrollment Dependent)
Media Center Paraprofessionals	\$ 10.10	\$ 10.15
Special Education Paraprofessionals	\$ 12.58	\$ 12.65
Title I Paraprofessionals	\$ 12.63	\$ 12.70

2018-19 1% Increase. If the FY19 blended-count student count, as determined by the State of Michigan formula, exceeds the student FTEs budgeted in the FY19 Budget by ten (10) FTEs, Educational Paraprofessionals shall receive an addition one-half (1/2) percent increase, on schedule, beginning second semester of the 2018-19 school year, as outlined below.

	2018-19 School Year (1%)		2018-19 School Year Second Semester (1/2 %) (Enrollment Dependent)	
	Based on 2017-18 1% only	Based on 2017-18 Second Semester 1/2%	Based on 2017-18 1% only	Based on 2017-18 Second Semester 1/2%
Media Center Paraprofessionals	\$ 10.20	\$ 10.25	\$ 10.25	\$ 10.30
Special Education Paraprofessionals	\$ 12.71	\$ 12.78	\$ 12.77	\$ 12.84
Title I Paraprofessionals	\$ 12.76	\$ 12.83	\$ 12.83	\$ 12.90

In addition, it is mutually agreed that the elementary and middle school Media Center Paraprofessionals duties shall include 20 minutes of crossing guard duty before school and 20

minute crossing guard duties after school at designated spots at the elementary and middle schools.

Effective July 1, 2003 all Title I, and if required Special Education, paraprofessional must meet the highly qualified standard of one of the following ways:

- a. Two (2) years of study at an institution of higher education; or
- b. An Associate's Degree; or
- c. Meeting the standards on a formal assessment approved by the Michigan Department of Education (e.g., Michigan test for Teacher's Certification or ACT Work Keys Assessment). The District will reimburse employees for the cost of such assessments.

Section 2.

The longevity pay schedule will be as follows:

At the end of five (5) years of seniority One Hundred Fifty Dollars (\$150.00) shall be paid. This is to continue through the 10th year.

At the end of ten (10) years of seniority One Hundred Fifty Dollars (\$150.00) additional to the above shall be paid (Total \$300.00). This is to continue through the 15th year.

At the end of fifteen (15) years of seniority One Hundred Fifty (\$150.00) additional to the above shall be paid (Total \$450.00.)

Longevity will be paid to each employee on the first paycheck in July of each year.

Payment will be paid for the service completed in the previous school year. Leaves of absence, including layoff shall not be included in calculating longevity. However, layoff by Board action up to one (1) year maximum shall be included for purposes of calculating longevity.

Employees hired after March 26, 2012, will not be eligible for longevity.

Section 3.

Terminal Pay - A participating terminal pay program shall be initiated as follows:

Employees, upon termination of employment, will receive a terminal leave payment of Sixty Dollars (\$60.00) per year of accumulated seniority. An employee must have a minimum of ten (10) years seniority to qualify.

In lieu of the above, an employee may choose to participate in the terminal pay program:

1. The employee, upon termination of employment, will receive a terminal leave payment of Sixty Dollars (\$60.00) per year of accrued seniority for the first ten (10) continuous years.

2. After ten (10) years of seniority, the Board will match up to a maximum of Sixty Dollars (\$60.00) per fiscal year deductions for tax sheltered annuities.
3. After twenty (20) years of seniority the Board will match up to a maximum of One Hundred Twenty Dollars (\$120.00) per fiscal year deductions for tax sheltered annuities.
4. Effective March 26, 2012, terminal pay will no longer be offered to new hires.

ARTICLE 26 - VACATION

1. At the conclusion of one (1) year of employment, employees hired prior to ratification of the Agreement dated March 13, 2001 will qualify for two (2) days of vacation.
2. At the conclusion of ten (10) years of employment, employees hired prior to ratification of the Agreement dated March 13, 2001 will qualify for five (5) days of vacation.
3. Vacation will not be approved when school is in session.
4. Employees may be paid vacation pay by requesting the pay in writing the Friday before the pay period.
5. Employees hired after the ratification of this Agreement (March 13, 2001) will not be eligible for any vacation or pay for vacation.

ARTICLE 27 - MISCELLANEOUS

Section 1.

The Board agrees that Educational Para Professionals will receive communication concerning school openings and school calendar information at the same time as the teaching staff and secretaries receive their information.

Section 2.

At least one (1) day prior to Labor Day shall be professional development for all Educational Para professionals. The day shall be at least three (3) hours in length. All Paraprofessional are required to attend the identified Educational Paraprofessional Professional Development Day.

Section 3.

All Letters of Understanding not included into this contract shall become null and void. Future Letters of Understanding shall be negotiated during future contract negotiations.

Section 4

Pursuant to the Local Government and School District Fiscal Accountability Act, being Public Act 4 of 2011, an emergency financial manager may be appointed to the district if the district is considered to be in financial stress for a reason delineated in Section 13 (30 of Public Act 4 of 2011.

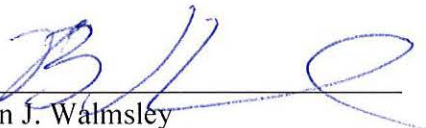
If an emergency financial manager is appointed to the district, the emergency financial manager shall have the authority to reject, modify, or terminate this CBA. An emergency manager's

decision to reject, modify or terminate this agreement is a prohibited subject of bargaining.

ARTICLE 28 - DURATION AND TERMINATION

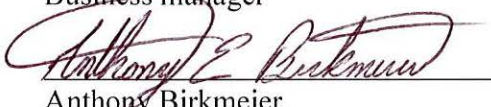
This Agreement shall continue in full force and effect from July 1, 2017 through June 30, 2019 and shall continue in full force and effect from year to year thereafter unless written notice of desire to cancel or terminate this Agreement is served by either party upon the other at least ninety (90) days prior to date of expiration.

RICHMOND COMMUNITY SCHOOLS



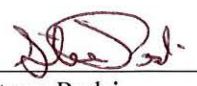
Brian J. Walmsley
Superintendent

Vicki Laseke
Business manager



Anthony Birkmeier
Dir. Of Curriculum and
And Educational Services

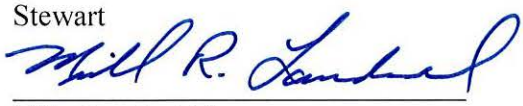
TEAMSTERS STATE, COUNTY AND
MUNICIPAL WORKERS LOCAL 214



Steve Pedri
Chief Stewart



Laura Wilson
Stewart



Mike Landseidel
Local 214 Teamsters Representative