

2015 – 2017

MASTER AGREEMENT

between

LOCAL 4621 (V.E.A.F.)

American Federation of Teachers – Michigan

and

BOARD OF EDUCATION

of the

VAN DYKE PUBLIC SCHOOLS

Warren, Michigan

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AGREEMENT

This Master Agreement entered into between the Board of Education of the Van Dyke Public Schools, hereinafter referred to as the "District" and Van Dyke Public Schools Employees, Local 4621 of the American Federation of Teachers – Michigan, hereinafter referred to as the "Union."

The term "member" when used hereinafter in this Agreement shall refer to all members represented by the Union in the recognition clause and references to the female gender shall include male employees.

ARTICLE I

RECOGNITION

- A. The District recognizes that the American Federation of Teachers – Michigan, Local #4621, pursuant to Act 336 of the Public Acts of 1947, as amended, as the exclusive representative of all members in the local union in such unit for the purposes of collective bargaining with respect to, wages, hours of employment, and other conditions of employment.
- B. The unit shall be defined to include all full-time and regularly scheduled part-time Special Education/Developmental Kindergarten Assistants/Paraprofessionals, Media Assistants/Paraprofessionals and Computer/Teacher Assistants/Paraprofessionals.

Excluded from the unit are Community Education employees, assistants; vocational educational employees, assistants, bus assistants; noon assistants; lunchroom, cafeteria assistants; office assistants; hall monitors, guards; parking lot attendants, guards; physical education and athletic department assistants; auditorium supervisor; general assistants; co-op workers, assistants; substitutes and all other employees.

"Substitutes" shall be defined as a person scheduled to work in the absence of a regular member on a leave of absence (paid or unpaid), during the period of time required to post and fill vacancies and for sick and personal days.

ARTICLE II

DISTRICT RIGHTS

All policies of the Board of Education on behalf of the District as stated in Board of Education Policies, Board of Education minutes, or as set forth in any manner whatsoever, or powers which heretofore have been properly exercised by it, shall remain unaffected by the Agreement and in full force and effect, unless and until changed by the Board. Any additions thereto, subtractions therefrom or revisions hereof, as the same may be made by the Board from time to time, shall become and remain unaffected by this Agreement and in full force and effect unless changed by the Board. Not by way of limitation but by way of addition, the Board reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the Board shall nonetheless be limited but only as specifically limited by express provisions of this Agreement and under Act 379 of the Michigan Public Acts of 1965. Rights reserved exclusively herein by the District which shall be exercised exclusively by the District without prior negotiations with the Union either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the Employer.
2. Continue its rights and past practice of assignment and direction of work of all of its personnel, determine the hours of work, starting and ending times, length of the workyear, and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge members, transfer members, evaluate members, assign work to members, determine the size of the work force and to lay off members.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the initiation of new and/or improved methods or changes therein.
5. Adopt reasonable rules and regulations.
6. Determine the qualifications of members, including physical conditions.
7. Determine the policy affecting the selection, testing or training of members providing such selection shall be based upon lawful criteria.

ARTICLE III

UNION AND MEMBER RIGHTS AND RESPONSIBILITIES

- A. Bulletin Boards
The District shall allow the Union to use space on a bulletin board in each building owned or leased by the District in which bargaining unit members can post notices of Union recreational and social affairs, elections and appointments, meetings and educational classes. Other notices may be posted with the permission of the principal.
- B. Wearing of Union Insignias
Union membership insignia or pins appropriate for normal wear may be worn by members covered under this Agreement.
- C. Use of Building Facilities
Upon authorization and in accordance with Board procedures, the Union shall have the right to use a designated area of a building owned or leased by the District for the purpose of conducting Union meetings at reasonable hours before or after the workday. The Union shall pay any additional custodial costs incurred by the District.
- D. Required Meeting During Working Hours
Members who attend meetings, conferences, negotiations, hearings, etc. shall be paid, if required, by the District to attend such meetings during their regular working hours.
- E. Union Officials in School Buildings
Representatives of the American Federation of Teachers – Michigan shall be permitted to transact Union business on school property upon notification to the building supervisor. It is understood such activity will not result in a disruption of school operations.
- F. Mailboxes
In buildings owned or leased by the District, the District agrees to make available to members covered under this Agreement, a place to receive mail. Every effort will be made to ensure all confidential mail given by the district will be concealed in an envelope. All time slips will be stapled in half or concealed in an envelope.
- G. Union Mail
 1. Mail from the Union shall be identified as such and will be distributed in designated mailboxes. The District shall in no way be held liable for any loss or damage to the Union distributed mail. In the event the postal service requires postage, or other costs, the Union will incur the costs.
 2. Email access will be established for all members no later than five (5) days after completion of the probationary period.
- H. Union Use of Equipment
The Union may use equipment owned by the District as provided below:
 1. All work will be done before or after working hours or at duty free times.
 2. The use of equipment must be requested of and approved by the building principal and/or appropriate supervisor.

UNION AND MEMBER RIGHTS AND RESPONSIBILITIES (continued)

3. The use of approved equipment is not to interfere with the instructional program or administrative needs.
 4. All work done will be in keeping with the purpose of this Agreement.
 5. The Union agrees to reimburse the District for the cost of materials and supplies.
- I. Upon the written request of the Union, the District shall provide a copy of official minutes of public Board meetings and available Board agendas.
- J. All members **scheduled to work six (6) hours or more** shall be entitled to duty free and uninterrupted unpaid lunch period of thirty (30) minutes per day, **and to two (2) fifteen (15) minute breaks per day.**

Members scheduled to work **less than six (6) hours and more than three (3) hours** per day shall be entitled to two (2) fifteen (15) minute breaks per day.

Members scheduled to work less than three (3) hours per day shall be entitled to one (1) fifteen (15) minute break per day.

Lunch and break schedules will be established by building principal and/or immediate supervisors. The Union may make recommendations to the building principal and/or immediate supervisors regarding the scheduling of break and lunch times.

- K. It shall be the responsibility of each member to notify the District of any change of address or telephone number. The member's address and telephone number as it appears on the District's records shall be conclusive when used in connection with all notices to member.
- L. A copy of complaints against a member, evaluations or discipline which are to be placed in a member's personnel file will be provided to the member.

Members shall have the right to review their personnel file in accordance with District procedures. A Union representative may be present during the review. Pre-employment materials or other materials exempt by law may be excluded from the review.

A member may write a rebuttal to information contained in their file, and the answer will be attached to the material in question.

- M. The district shall supply the Union President a Teacher Assistant/Paraprofessional calendar with starting and ending dates no later than June 30th or as soon as possible when it becomes available, but no later than August 1st.
- N. Typically, members only work when students are present. However, members will be allowed to work the equivalent of 4 ½ additional days (when students are not present) each school year. Those additional days will be identified by administration and identified on the Teacher Assistant/Paraprofessional calendar.

ARTICLE IV

UNION SECURITY

See paragraph A of separate Union Security Agreement dated March 25, 2013.

The terms of the agreement of March 25, 2013 titled Union Security Agreement are incorporated by reference with the exception of the paragraph titled “Duration.”

ARTICLE V

DISCIPLINE OF NON-PROBATIONARY MEMBERS

- A. Non-probationary members will not be disciplined or discharged without reasonable cause. Confirmation of discipline or discharge will be issued in writing stating the reasons for the action.
- B. Members shall, at their request, be entitled to the presence of a Union representative when said members are called to meet with an administrator or supervisor, for the intended purpose of an official reprimand or disciplinary action regarding his/her performance. If a meeting is scheduled for such a purpose, the member will be so informed in advance. Personnel evaluations are excluded from this provision.
- C. An appeal regarding disciplinary action will be submitted to Level Two of the grievance procedure within ten (10) calendar days.

NON DISCIPLINARY REPRESENTATION

- A. Members may request the presence of Union representation when said member is to meet with an administrator or supervisor. If a meeting is scheduled, the member shall be informed by written notice in advance, when possible.

ARTICLE VI

VACANCIES

- A. The District shall post vacancies within five (5) working days after a vacancy occurs within the bargaining unit at the central office and in each building. Interested personnel shall apply in writing within four (4) working days from the published date of the vacancy notice.
- B. Members from the bargaining unit shall be awarded posted vacancies on the basis of seniority, qualifications and education. There is no assumed or implied priority in the sequence of above mentioned criteria. When the District determines qualifications are equal, the applicant with the most seniority will be granted the position.

A successful internal applicant will have a twenty (20) workday trial period in a new position. During the trial period, the employee may elect to return to his/her former position or may be removed from the position based upon unsatisfactory performance. During the trial period, the employee's former position will be filled with a substitute.

Any individual granted a position under this Article or electing to return to his/her former position under the terms of Section B shall be prohibited from applying for another position for a period of six (6) months from the effective date of assignment in the posted position.

- C. The reassignment of bargaining unit personnel granted a position will be filled within five (5) working days from the close of the posting.
- D. Members interested in being notified of vacancies which arise during the summer must call the hot line number to get an updated list of current openings.
- E. Vacancies shall not be posted when there are member(s) eligible for recall under the conditions detailed in Article VIII, Section C.
- F. In the event a program is scheduled during the summer and assistants are needed, the position(s) will be posted and currently employed qualified members will be offered the opportunity to work.
- G. In the event there is a transfer to another building during the school year and/or summer month or if a building is closed, members may be utilized for assisting with packing all school materials and supplies for the same rate of pay as noon aides.
- H. The District will send copies of job postings of the bargaining unit to the Union President.
- I. New hires must work six (6) months in their position before they may bid on another position inside the bargaining unit.

ARTICLE VII

TRANSFERS IN THE ABSENCE OF A VACANCY

- A. The District reserves the right to transfer members upon notification to the Union President.
- B. Members may request a voluntary transfer within a building or to a different building by filing a written request with the Personnel Office. These transfer requests will be kept on file for six (6) months.
- C. Members who are on a transfer may bid on job postings.

ARTICLE VIII

LAYOFF, REASSIGNMENT, RECALL AND SENIORITY

A. SENIORITY

1. Seniority shall be defined as the length of continuous service to the District and shall accrue and be counted district wide, not by classification.

Seniority shall not accrue while on layoff, on unpaid personal illness leave as provided in Article X, Section D, or for authorized unpaid leave in excess of thirty (30) days in a fiscal year (July 1 to June 30). Seniority will accrue during paid leaves of absence.

Part-time members, working less than 20 hours per week, shall receive a full year of seniority credit.

2. All newly hired members shall serve a sixty (60) workday probationary period. There shall be no seniority granted to probationary members, however, upon successful completion of the probationary period, the member's seniority date shall reflect the member's initial date of hire as a regular member.

Probationary members shall not be entitled to leave days, however, upon completion of the probationary period, the member will be credited with the paid leave days which he/she would have otherwise have earned during the probationary period. In the event a probationary member is absent, the probationary period shall be extended accordingly.

Probationary members are subject to discipline and dismissal at the discretion of the District and shall have no recourse through the grievance procedure.

B. REASSIGNMENT

In the event of a reduction in staff or change in student status, the following procedure shall be utilized:

1. Reassignment by seniority:

The affected member will be notified, in writing, at least ten (10) days in advance.

In the event a member's position is eliminated during the school year, members in affected positions shall have the choice to take either an open position or be reassigned to the position held by the least seniority person for the remainder of the school year. **Said member must be qualified for the position based on factors such as job description and specialized training. Documented disciplinary issues will be considered.** The affected member will have the right to bump a member with less seniority in any position he/she is qualified before the start of the school year.

In the event of a school closing, affected members shall have the right to keep their current position, choose an open position or bump a member with less seniority in any position **for which they are qualified based on factors such as job description and specialized training. Documented disciplinary issues will be considered.**

LAYOFF, REASSIGNMENT, RECALL AND SENIORITY (continued)

The member will be notified of any vacancies that exist at that time. The member will have the opportunity to accept any vacancy for which they are qualified.

C. LAYOFF AND RECALL

In the event of a layoff*, the following recall procedures will be followed:

1. Members to be laid off shall be provided at least ten (10) days written notice of the impending layoff. The Union President shall receive a list from the District of the members being laid off the same date as the notices are issued to the member(s).
2. Laid off members will be recalled in inverse order of layoff to vacancies by seniority. Recall rights are restricted to non-probationary members, and only for a period of twenty-four (24) months from the effective date of layoff.
3. Members will receive a minimum of ten (10) calendar days notice of recall. Such notice will be forwarded to the member's last known address. Failure to return by the designated date shall be considered a voluntary resignation
4. **In the event there is a position available for a long or short term substitute, laid off members will be called first and offered the available position.**

**Layoff – A reduction in staff due to a decrease of work or economic necessity (does not mean reduction in hours.)*

ARTICLE IX

PAID LEAVE DAYS

A. The misuse of paid leave time is cause for discipline up to and including discharge.

B. SICK LEAVE

Annually, each bargaining unit member will be granted ten (10) sick leave days which are equivalent to the member's scheduled work hours. Such sick leave time will be credited and available for use upon the member completing his/her first, full workweek scheduled for the school year.

Unused days will accumulate from year to year to a maximum of ninety (90) days.

Days earned under this Article will be recorded in hours in accordance with each member's regular daily schedule.

Sick leave may only be utilized to offset a loss of income due to:

1. Illness or disability of the member.
2. Up to seven (7) days per year may be used for serious illness of the member's spouse or child residing at home.

The use of sick leave for other purposes is expressly prohibited.

C. PERSONAL BUSINESS

Annually, each bargaining unit member will be granted three (3) personal business days per school year to conduct a business transaction which is impossible to schedule outside of the member's work schedule. Unused personal business days will be added into member's sick leave days.

At least forty-eight (48) hours notice must be given when applying for a business day unless the member can demonstrate cause why the timely notice could not be provided.

D. Up to **five (5)** days per incident may be granted for the attendance of a funeral of a family member. Family member shall be defined as a member's father, mother, spouse, parent of spouse, sister, brother, grandparent, child or grandchild and/or the member's current step mother, step father or step child, brother-in-law or sister-in-law. One (1) day per incident may be granted for the attendance of a funeral for a current step brother, step sister, step grandparent or step grand child. The **days** must be taken within fourteen (14) days of the date of the funeral.

E. Worker's Compensation

1. Members receiving Worker's Compensation pay will be allowed to augment their pay with sick leave accumulation.

PAID LEAVE DAYS (continued)

2. Members receiving Worker's Compensation pay will be reinstated to their position when a district physician certifies the ability of the member to return to work.
- F. Members whose illness extends beyond the time compensated under Section B shall be placed on an unpaid leave under Article X, subject to the following conditions:
1. The member must provide a physician's statement reflecting the member is unable to return to work.
 2. During the leave, the member's position will be filled with a substitute.
 3. Upon notice from the member's physician that the member is capable of returning to work and assuming his/her regular duties, the member will be returned to his/her position.
 4. Reinstatement rights are expressly limited to a one (1) year period from the last day the member received a paid sick leave day at which time further employment rights shall terminate.
- G. Members required to report for jury duty during working hours shall be released with pay provided they turn over any earnings (excluding mileage) received for jury duty. If not impaneled for all or part of a given day, the member shall report to work.

ARTICLE X

UNPAID LEAVES

- A. Any member interested in applying for an unpaid leave of absence (including unpaid days off) must submit a written application to the Personnel Director, Union President and Building Principal which includes the requested beginning and ending date of the leave and the purpose for requesting the leave.
- B. It is expressly understood the right to grant or reject a leave request rests solely with the Board of Education, or should the Board elect, with the Superintendent. The denial of a leave request is not subject to the grievance procedure.
- C. During an authorized leave of absence, the District reserves the right to fill the position of the absent regular member with a substitute. If the leave of absence is six (6) months or less, the member is eligible to return to their same position. If the leave of absence is more than six (6) months, the member can return to a similar or next available position. In any event, no authorized leave of absence shall extend longer than one full calendar year.
- D. Seniority shall not accrue during unpaid leaves of absence in excess of twenty (20) workdays in a fiscal year.
- E. During an unpaid authorized Leave of Absence, a union member may work as a sub with the approval of the Board of Education or their representative and upon notification of the Executive Board of the Union or their representative.

ARTICLE XI

HOLIDAYS

- A. Members shall receive holiday pay for those days which fall within the member's normal work year, except as designated below in this Article.
- B. The designated holidays shall be Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Labor Day, Good Friday and Easter Monday.
- C. Members must work the entire scheduled workday before and following the holiday to receive holiday pay.
- D. When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday. When a holiday falls on a Sunday, the following Monday shall be considered the holiday.
- E. Probationary members shall not be eligible for paid holidays.

ARTICLE XII

SCHOOL CANCELLATIONS

- A. In the event school is cancelled prior to the start of a member's workday due to inclement weather or conditions not within the control of the District, members shall not be required to report to work.

In the event the District is not required to make up such day(s) to receive State Aid payments, members will receive their regular rate of pay for the day(s). If the District is required to make up the day, no pay will be issued for the day(s).

- B. In the event school is cancelled after the start of a member's workday due to inclement weather or conditions not within the control of the District, members will be dismissed following any necessary activities and will be paid for the balance of the day provided such day(s) are permitted to be counted as a day of student instruction for purposes of receiving State Aid.

ARTICLE XIII

IN-SERVICE

The District reserves the right to schedule in-service activities. In the first year and subsequent years of this Agreement, the District will schedule two (2) ½ or one full day paid in-service for this unit. The first professional development day for the school year for VEAF members will coincide with the teacher professional development day, prior to Labor Day. This professional development activity would count towards the professional development obligation referenced in this paragraph.

The Union may submit a written plan to the District outlining proposed in-service activities. The proposed plan will contain a statement of goals and objectives, a proposed agenda, recommended speakers and suggested time frame. Upon request of the Union, representatives of the District will meet to discuss the proposed plan.

ARTICLE XIV

ENTIRE AGREEMENT

This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the Union. This Agreement is subject to amendment, alteration or additions, only by a subsequent written agreement between, and executed by, the District and the Union. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

ARTICLE XV

NO STRIKE CLAUSE

- A. The Union and District recognize that strikes and other forms of work stoppages by members are contrary to law and public policy. The Union and the District subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program, during the term of this agreement. The Union, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any member take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption of activities in the school system. Failure or refusal on the part of any member to comply with the provisions of this Article shall be cause for whatever disciplinary action is deemed necessary by the District.
- B. The District agrees it will not lock out members during the term of this Agreement. This provision shall not be construed to prohibit the District from rescheduling members due to a strike by another labor group or by the Union and/or certain of its members in violation of Section A.

ARTICLE XVI

LONGEVITY

- A. Members shall receive annual longevity pay in accordance with the following schedule, subject to the conditions set forth in Sections B and C:

After the completion of ten (10) years of
continuous service in the bargaining unit\$300.00

After the completion of fifteen (15) years of
continuous service in the bargaining unit.....\$600.00

After the completion of twenty (20) years of
continuous service in the bargaining unit.....\$900.00

Service outside of the bargaining unit and previous service with the District shall not be credited.

- B. The longevity stipends set forth in Section B shall be prorated for those eligible members scheduled in a position which is not scheduled for the full student instructional year.
- C. Payments shall be made the last scheduled pay period in June.

PARAPROFESSIONAL STIPEND

- A. \$50.00 annual stipend will be paid to members who successfully complete the paraprofessional requirements of the No Child Left Behind Act. This stipend will be paid with the VEAF member's first pay date of the school year.
- B. Members of the VEAF bargaining unit may choose to be trained to administer Diastat anti-seizure medication. These individuals will receive appropriate training by a licensed healthcare professional. By agreeing to be trained the member is agreeing to administer the Diastat as necessary. Failure to do so will constitute gross negligence and will void indemnification. For any student requiring this type of medication there will be an individualized written medical management plan that has been approved and signed by the student's parent/legal guardian and physician. The plan will be implemented by the medical management team, which may include, but is not limited to, the building administrator, social worker, intervention specialist, classroom teacher or any other identified staff member. The VEAF members assigned to the medical management team may have primary responsibility for administering the Diastat. Members will be assigned to the medical management team on a seniority basis.

Members who are trained to administer Diastat anti-seizure medication will receive a one-time payment of \$100.00.

Members who are involved in actually administering the Diastat anti-seizure medication will be paid \$50.00 per incident. This will include both the member who administers the medication and the member who assists in supporting the student while the medication is administered.

Except in the case of gross negligence, the district will defend, indemnify and hold harmless each member assigned to perform the administration of the Diastat from any claim made against the member with respect to such service and shall appoint and pay for counsel, assume the cost of litigation and pay any judgment rendered against the member for such claims. The parties acknowledge that a member performing such services is engaged in an employment for a governmental agency as that term is defined in MCL 691.1407.

ARTICLE XVII

INSURANCE

- A. **The School District will provide all bargaining unit members, who work a minimum of 30 hours per week, health insurance benefits at the amounts and levels as indicated in the annual Summary of Benefits and Coverage (SBC) provided to the members of the unit for each benefit contract year.**

The School District will pay all medical plan costs up to, but not greater than, the full allowable employer's share under section 3 or 4 (as selected by the School District) of the publicly funded health insurance contribution act, MCL 15.564. All medical benefit plan costs over the allowable employer's share must be paid by the individual bargaining unit member.

The School District will provide all bargaining unit members' dental insurance at the amounts and levels as indicated in the Benefits-At-A-Glance (BAAG), and pay 80% of premium costs.

The School District will provide all bargaining unit members' optical insurance at the amounts and levels as indicated in the Benefits-At-A-Glance (BAAG), and pay 80% of premium costs.

1. Probationary members shall not be eligible.
 2. **The district will pay its portion of the required premium for single and/or eligible dependent coverage as defined below.**
 3. **Assuming the member completes his/her annual contractual obligation, and pays their required portion of the premiums, the district will continue to pay premiums during the summer months.**
 4. The District reserves the right to select and/or change insurance underwriters/administrators during the term of this Agreement.
 5. Benefits will terminate upon resignation, retirement, layoff, during unpaid leaves or following the termination of services.
 6. **An eligible dependent shall be defined as children of the member by birth, legal adoption, or legal guardianship, depend stepchildren who reside with the member, or children from a former marriage of whom the member has custody. Adult children are eligible to age 26. Spouses are not considered eligible dependents. Members choosing to purchase insurance coverage for their spouse will pay 100% of the premium.**
- B. The District shall provide a \$25,000 life insurance policy for members regularly scheduled to work at least twenty (20) hours per week in a position which is scheduled to operate for a full school year.

ARTICLE XVIII

WAGES

3% wage increase for 2015-2016 and a freeze for 2016-2017

	2014-15	2015-16	2016-17
0 to 1 years – Step 1	\$10.42	\$10.73	\$10.73
2 to 3 years – Step 2	\$10.65	\$10.97	\$10.97
4 to 5 years - Step 3	\$10.86	\$11.19	\$11.19
6 years and over	\$11.08	\$11.41	\$11.41

The probationary/substitute rate will be **\$10.22** during the length of this Agreement.

Wage Re-Opener

This agreement is effective as of July 1, **2015** and remains in full force and effect until June 30, **2017**.

ARTICLE XIX

GRIEVANCE PROCEDURE

- A. A grievance shall be defined as an alleged violation, misapplication or misinterpretation of the expressed terms and conditions of this contract.

The discipline and discharge of probationary members shall not be the basis of any grievance filed under the procedure outlined in this Article.

- B. The Union shall designate one steward per building to handle grievances at Level One.

- C. The term "days" as used herein shall mean calendar days.

- D. Written grievances are required herein shall contain the following:

1. It shall be signed by the grievant or grievants;
2. It shall contain a synopsis of the facts giving rise to the alleged violation.
3. It shall cite the section or subsections of this contract alleged to have been violated;
4. It shall contain the date of the alleged violation;
5. It shall specify the relief requested.

Any written grievance not in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

- E. Level One - A member alleging a violation of the express provisions of this contract shall within ten (10) days of its occurrence or knowledge of its occurrence orally discuss the grievance with his/her immediate supervisor in an attempt to resolve same. The steward may be present during these discussions if requested by the grievant.

If no resolution is obtained within three (3) days of the discussion, the steward, if in agreement with the grievant, shall reduce the grievance to writing and proceed within five (5) days of said discussion to Level Two.

Level Two - A copy of the written grievance shall be filed with the Superintendent or his designated agent. Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and/or the designated Union representative which may include a representative of American Federation of Teachers – Michigan, at the option of the grievant, to discuss the grievance. Within five (5) days of the discussion, the Superintendent or his designated agent shall render his decision in writing, transmitting a copy of the same to the grievant, and the Union representative.

GRIEVANCE PROCEDURE (continued)

If no decision is rendered within five (5) days of the discussion, or the decision is unsatisfactory to the grievant and the Union, the Union shall, within thirty (30) days, file a letter of intent to arbitrate with the Superintendent's office. The thirty (30) day period will be reduced to ten (10) days in cases involving a continuing back pay liability. No individual member shall have the right to process a grievance to Level Three.

Level Three - Within ten (10) days, the parties shall select an arbitrator. On alternating cases, the Union or District shall be the first to strike the name of an arbitrator. Each party will continue to alternately strike a name until one arbitrator's name remains. The arbitrator will then be jointly notified by the parties of selection and request available hearing dates.

The names submitted will be restricted to those situations on the grievance arbitration rosters of the American Arbitration Association or the Michigan Employment Relations Commission. Either party may replace a name(s) it submitted on the above list by placing the other party on written notice during the month of January in any given year or if an arbitrator declines to continue on the panel or becomes incapacitated and cannot serve.

F. General Arbitration Provisions:

1. The arbitration proceeding shall be conducted in accordance with the rules and procedures of the American Arbitration Association.
2. It is expressly understood that no grievance arising subsequent to the expiration date of this Agreement shall be arbitrated absent mutual agreement between the parties.
3. The parties may mutually agree to an arbitrator outside of the list provided above.
4. The cost of the arbitrator shall be divided equally between the parties.
5. An award in any one case will not require retroactive adjustment in any other instances not in dispute in the case at hand.
6. The decision of the arbitrator shall be final and binding subject to review in accordance with the applicable standards for judicial review.

G. Restrictions on the Arbitrator's Authority: The arbitrator shall have no power to:

1. Rule on an issue previously barred from the scope of the grievance procedures.
2. Add to, subtract from, or otherwise modify the expressed terms and conditions of this Agreement.
3. Award compensatory or punitive damages.
4. Issue a back pay award for any amount in excess of lost hourly pay rates nor for a period to exceed twenty (20) days prior to the date of the grievance was filed.
5. Establish wage schedules.

GRIEVANCE PROCEDURE (continued)

6. Rule on an issue involving member evaluation.
 7. Interpret law or issue a ruling on a subject where there is a procedure prescribed under law for seeking relief (e.g. Wage and Hour, E.E.O., M.E.R.C. etc.) when the member or Union is seeking relief through these procedures.
- H. Should a member fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a grievant fail to appeal a decision within the limits specified, or leave the employ of the District, all further proceedings on a previously instituted grievance shall be barred.
- I. The Union shall have no right to initiate a grievance involving the right of a member or group of members without his or their express approval in writing thereon.
- J. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a member or a participating Union representative are to be at their assigned duty stations except as agreed by the parties. In such instances, members will suffer no loss of pay.
- K. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties.
- L. Notwithstanding the expiration of this Agreement, any claim or grievance arising there under prior to the expiration of this Agreement may be processed through the grievance procedure until resolution. Subsequent to the expiration date of this Agreement, grievances are subject to the restrictions detailed in Section F(2).

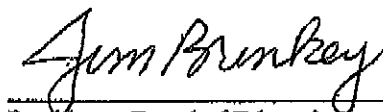
ARTICLE XX

DURATION

All articles of this Agreement shall be effective upon ratification by both parties and shall terminate on June 30, 2017, with the exception of Article XVIII -- Wage re-opener.

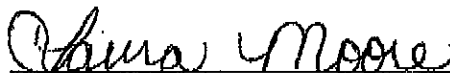
In Witness Whereof, the parties execute this Agreement.

BY:

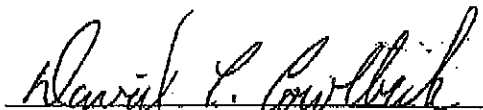


President - Board of Education
Van Dyke Public Schools

BY:



President - Local 4621
American Federation of Teachers - Michigan



Secretary - Board of Education
Van Dyke Public Schools



Secretary - Local 4621
American Federation of Teachers - Michigan


AFT/MFT & S.R.P. Representative
9-24-15

9/21/15
Date

Date

MEMORANDUM OF AGREEMENT

BETWEEN

THE VAN DYKE EDUCATIONAL ASSISTANTS FEDERATION, LOCAL #4621
(VEAF)

AND

VAN DYKE PUBLIC SCHOOLS

VEAF ("Union") and Van Dyke Public Schools ("District") hereby agree to the following regarding medical and dental insurance.

1. During the collective bargaining process which occurred during the summer of 2015 that resulted in the current agreement (July 1, 2015 to June 30, 2017) it was agreed that the health insurance carrier would change from BCBSM to Aetna and members would have three (3) plan options.
2. The district was not able to proceed with moving to Aetna, therefore, the health insurance carrier will continue to be BCBSM. Two (2) plan options will be offered effective January 1, 2016.
3. Those options are Community Blue 12 PPO plan with a \$1,000/\$2,000 deductible (the current plan) or Simply Blue PPO plan with a \$1,500/\$3,000 deductible plan.
4. Additionally, ADN dental plan benefits will change as follows effective January 1, 2016. Members will continue to pay 20% of the illustrative cost.
 - a. Annual maximum increases from \$1,200 to \$1,400
 - b. Lifetime maximum increases from \$1,200 to \$1,400
 - c. Restorative Services increase from 85% to 90%
 - d. Major Services increase from \$65% to 70%
5. This agreement shall not establish precedent with respect to any other matter between the parties.

The parties to this Memorandum of Agreement, through their authorized designated representatives, voluntarily enter into the agreement by the signatures below.

VEAF

By: Laura Moore

Its: President

Date: November 11, 2015

VAN DYKE PUBLIC SCHOOLS

By: Edie J. Shuck

Its: Personnel Director

Date: 11/11/15