

June 30, 1976

Rockford Public Schools
235 Courtland Street
Rockford, Mi.
49341

Board of Education of the Rockford Public Schools.

NON - TEACHING CONTRACT

1975-76

ROCKFORD PUBLIC SCHOOLS
ROCKFORD, MICHIGAN

ROCKFORD NON-TEACHING ASSOCIATION CONTRACT

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CONTRACT FOR NON-TEACHING ASSOCIATION

This agreement made and entered into this _____ day of _____, 19___, by a between the Board of Education of Rockford Public Schools, a third class school district, Kent County, Michigan, hereinafter called the Board and the Rockford Non-Teaching Association, hereinafter called the Association.

The purpose of this Agreement is to promote and insure harmonious relations, cooperation, and understanding between the Rockford Public School Board and its employees employed in its operation; and maintain high standards, cleanliness, and elimination of waste protection of school property and safety of employees and children entrusted to its care; to insure true collective bargaining, on matters relating to hours of labor, wages, seniority, promotions, discharges and layoffs, working conditions, and general welfare of its employees.

WITNESSETH

Whereas the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the Representative of its non-teaching personnel with respect to hours, wages, and terms and conditions of employment.

In consideration of the following mutual covenant, it is hereby agreed as follows:

ARTICLE I
Recognition

- A. The Board, in order to recognize a union organization as exclusive representation of the below-listed personnel, requires a majority of such employees. Such evidence shall be in the form of a notarized membership list, signed designation cards, or dues deduction authorizations.
- B. By virtue of satisfactory evidence submitted by the Association to the Board that the Union does represent the majority of the employees in the district, the Board will recognize the Association as the official negotiating agent for the below-listed employees, excluding any and all other employees. The Union shall submit to the Board by January 1st of each year a notarized list of the active members of the Union.
- C. This recognition shall continue in effect so long as the Association's active membership contains more than fifty (50) percent of the total employees in the negotiating unit.
- D. The Board hereby recognizes the Association as the exclusive bargaining representative for Custodial Maintenance, Transportation and Cafeteria workers, but excluding teacher aids, playground supervisors, secretaries, supervisory and executive personnel and all part-time and substitute employees.

ARTICLE II
Employee Rights

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other lawful activities for mutual aid and protection. As a duly elected body exercising governmental power under code or law of the State of Michigan, the Board, undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States. That is will not discriminate against any employee with respect to hours, wages, and/or any terms or conditions of employment by reason of his membership in the Association, his participation in any lawful activities of the Association or collective negotiations with the Board, or his institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. The parties specifically recognizes that each has the right appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency or any arbitrator appointed pursuant to the provisions of the Agreement, and agree to be bound by any lawful order or award thereof.
- C. The Association and its members shall have the right to use school building facilities at all reasonable hours for meetings. Bulletin Boards, local telephone and mail service shall be made available to the Association and its members.
- D. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available public information in the form it is maintained by the Board concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of its employees, together with other information which may be necessary for the Association to process any grievance or complaints provided that personal information respecting individual Association members shall not be disclosed.

ARTICLE III
Union Security

- A. All new employees hired after the effective date of this Agreement shall, on or before the thirty-first day of their employment with the Board, become and remain members of the Association in good standing as a condition of continued employment for the balance of the term of this Agreement and any subsequent Agreement of Agreements.
- B. Membership dues shall be deducted in a manner as described under Article IV of Payroll Information.

- C. The Association shall indemnify and save the employer harmless against all legal claims demands, suits or other forms of liability as may arise out of or by reason of actions taken by the Board pursuant to the provisions of this Article.

ARTICLE IV
Payroll Information

Accrued salary is paid every two (2) weeks.

CHECK-OFF

- A. The employer shall deduct from the pay of each employee who is a Association member and has submitted to the employer an individual written authorization for such deduction, the amount of the Union dues certified to the employer by the Treasurer of the Union. The employer shall deduct from the pay of each employee who is not a Association member and who has submitted to the employer an individual written authorization for such deduction, an amount equal to the Association dues. Such individual written authorization shall be revocable by the employee upon thirty (30) days written notice to the employer or upon termination of this Agreement, whichever occurs first.
- B. The Association hereby agrees to indemnify and save the employer harmless against all legal claims, demands, suits or any other forms of liability that may arise out of the employer's compliance with the provisions of Article IV of the Agreement.
- C. The employer will make available to the Treasurer of the Association the names of all employees separated from the payroll, recalled, hired, laid-off or approved leave of absence.

ARTICLE V
Working Conditions in General

- A. Notwithstanding their employment, employees shall be entitled to full rights of citizenship and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such employee. Outside the areas covered by the codes of Ethics promulgated by the Michigan Education Association and the National Education Association, the private and personal life, and the lawful activities of the employee are not within the appropriate concern or attention of the Board.
- B. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status or membership in or associated with the lawful activities of the Association.

ARTICLE VI
Promotions and Seniorith and Vacancies - (Full-time)

- A. Whenever any position covered by this Association occurs, or when a supervisory position occurs, the Board shall publicize the same by giving written notice of such vacancy to the Association and providing for

appropriate posting in every school building. No vacancy shall be filled, except in case of emergency on a temporary basis until such vacancy shall have been posted for at least five (5) days.

- B. Non-teaching employees may apply for such vacancy. In filling such vacancy, ability, seniority, work attitudes and other relevant factors shall be considered.

If all other qualifications are equal then seniority will be the determining factor in filling the vacancy. The final appointment to such vacancy will be determined and made by the Administration of the school district.

- C. Any employee promoted shall serve a probationary period of thirty (30) days on his new permanent job at regular rate for the new job. If, at the end of this time, he fails to meet all requirements, he shall be demoted to his previous position with the corresponding change in salary with final decision to be made by the Board of Education.
- D. When in the opinion of the Board, there are no qualified supervisory applicants in the system, outside supervision may be hired.
- E. Employees under normal retirement age who have given long and faithful service and who, due to advanced age or health impairment, are unable to perform their regular duties, shall be given such other type of work as is available and that they are capable of performing. The Board shall determine capability, salary adjustments and salary classification.
- F. All permanent transfer of employees shall be first discussed by the Board of Directors of the Association and Administration. Final decisions rest with the Board of Education.
- G. An employee's seniority shall mean length of continuous service.
- H. Lay-off and rehiring shall be in order or systemwide seniority by job classification.

ARTICLE VII Seniority

- A. New employees hired, other than substitutes, part-time, and temporary help shall be considered as probationary employees for sixty (60) working days in their job assignment. There shall be no seniority among probationary employees. When a full-time, permanent, probationary employee finishes the probationary period, he shall be entered on the seniority list and shall rank for seniority sixty (60) working days prior to the day he completed the probationary period; the sixty (60) day period may be extended for any absence during that period, by the amount of said absences.
- B. The Association shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in this Agreement, except that the employer will have the right to discharge and take disciplinary action involving a probationary employee without a grievance filed or processed.

ARTICLE VIII
Workmen's Compensation

- A. In the event of an on the job accident, in which the employee is entitled to benefits under the Workmen's Compensation Act, the difference between the total daily salary of the employee not covered by Workmen's Compensation will be paid by the Board of Education for the total number of days of accumulated sick leave without loss of sick leave benefits or accumulated days to the employee. This provision applies to all non-teaching employees covered in this contract.

EXAMPLE: John Doe - 30 days accumulated sick leave -- Daily pay - \$20.00 for John Doe Workmen's Compensation - \$12.00 est. Board of Education pays \$8.00 -- Equal to daily rate of: \$20.00

Board would pay \$8.00 per day up to 30 days.

The number of sick leave days used for Workmen's Compensation purposes would be subtracted from the total accumulated for future Workman's Compensation purposes.

ARTICLE IX
Discharge and Suspension

- A. The employer shall not discipline, discharge or suspend any employee without cause. The employer agrees upon the discharge or suspension of an employee to notify in writing the Association President of the discharge or suspension.
- B. The discharged or suspended employee will be allowed to discuss his discharge with the Executive Board of the Association and the employer will make available an area where he may do so before he is required to leave the property of the employer. Upon request, the employer or his designated representative will discuss the discharge or suspension with the employee and the Executive Board of the Association.
- C. Should the employee consider the discharge or suspension to be improper, the Association complaint shall be presented in writing to the Assistant Superintendent for Personnel within three (3) regularly scheduled working days after the discharge or suspension is received by the Association representative. The Superintendent or his designated representative shall give his answer to the Association within five (5) regularly scheduled working days after receiving the complaint. If said answer is not satisfactory to the Association, the matter may be referred to the grievance procedure commencing at the Assistant Superintendent's level.

ARTICLE X
Leaves of Absence

A. Sick Leave

1. All full-time non-teaching employees absent from duty on account of personal illness or any other approved reason shall receive his full salary not to exceed accumulated sick leave.

2. Sick leave shall be figured at one (1) day per month for each month employed by the school system, accumulative to 120 days.
3. Part-time non-teaching employees who work regularly will receive five (5) sick leave days per year, accumulative to 35 days. Included are part-time cafeteria workers who work 4 hours per day or more.

4.	<u>Sick Leave Days Per Year</u>	<u>Total Accumulation</u>
Full-time custodial and Maintenance personnel	12	120
Cooks:		
7 hours or more per day	10	120
4 hours or more per day	5	35
less than 4 hours per day	5	15
Bus Drivers	5	40

B. Extended Illness

Any employee whose personal illness extends beyond the period of compensation under Article VIII shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness.

Upon returning from leave, an employee shall be assigned to the same position, or a substantially equivalent position, with no loss of seniority. A medical examination may be required by the Board on return to work.

Any employee who is employed on a 12 month basis (full-time) and who has worked 6 months of the year that a leave of absence has been granted, will receive 1 week vacation; if he has completed 9 months work, he will receive 2 weeks vacation. A medical examination may be required by the Board of Education on return to work.

C. Business Leave

Each full-time (8 hours daily - 12 months per year) employee will be allowed two (2) days of absence during the year without loss of salary to conduct business which cannot be conducted outside the regular work day. Application for business days must be made in writing to their supervisor at least one (1) week in advance (in case of emergency, a shorter notice may be accepted.)

Leaves of absence with pay chargeable against the employees sick leave shall be granted for the following reasons:

1. A maximum of five (5) days per school year for critical illness (death or accident) in the immediate family shall include father, mother, brother, sister, wife, child, parent-in-law or any other member of the family who has clearly stood in the same relationship with the employee of any of these.

D. Other Leaves

1. Time necessary for the conduct of personal affairs which cannot normally be handled outside school hours, such as performance of religious

obligations and medical and dental appointments when such appointments cannot be made at any other time. Prior permission or approval of the Administration is required.

2. Time necessary for attendance at the funeral service of person whose relationship to the employee warrants such attendance. Prior approval of the Administration is required.
3. All employees may be given leaves of absences up to one (1) year in duration without loss of seniority for extenuating circumstances other than illness with approval by the Assistant Superintendent for Personnel. Written request must be made and approved by the Administration.
4. Military leaves of absence shall be granted to any employee who shall be inducted or shall enlist for military duty to any branch of the Armed Forces of the United States, without loss of seniority.
5. Leaves of absence with pay not chargeable against the employees sick leave shall be granted for the following reasons:
 1. Absence when an employee is called for jury service
 2. Court appearance as a witness in any case connected with the employee's employment or the school or whenever an employee is subpoenaed to attend any proceedings.
 3. Time necessary to take the selective service physical examination.

ARTICLE XI Terminal Leave

- A. A terminal leave payment of one-half (1/2) of the total accumulated sick leave at the time of retirement will be paid upon retirement to employees hired prior to July 1, 1974 provided written notice is given three (3) months prior to the time of retirement. The employee must have ten (10) years of continuous service and be at least sixty (60) years of age to qualify.
- B. Beginning with the 1974-75 contract, only those employees who are full-time (12 months - 8 hours per day) will be eligible for terminal leave pay. All eligible employees hired before July 1, 1974 will be covered under the provision as stated in Section A.

ARTICLE XII Insurance Protection

The Board of Education shall provide Full Family Insurance (MESSA Super Medical Package (as of 7-1-75), to all full-time employees (7 hours or more) who are the primary wage earner of the family.

Primary wage earner is defined as (1) all men (2) all single women (3) all widows (4) all divorcees. Coverage shall consist of a Full Family Hospitalization Plan. This plan includes \$5,000.00 Life Insurance and \$5,000.00 Accidental Death and Dismemberment for the primary insured.

ARTICLE XIII Grievance Procedure

- A. It is mutually agreed and understood that should any grievance arise concerning any member of the Association or violations misinterpretation or

misapplication of any provision of this Agreement or any existing rule or policy or any grievance relating to wages, hours, terms or conditions of employment, may file a written grievance with the Assistant Superintendent of Personnel and/or the Board of Education within five (5) days after the occurrence of grievance.

B. Grievance procedures that are to be followed before written notice is sent up to the Board of Education are as follows:

Step 1: Any employee with a complaint should present it to his supervisor and/or principal.

Step 2: If satisfactory settlement is not reached, the employee will submit in writing the complaint to the Secretary of the Executive Council of the Association. The Council will then decide if a valid grievance exists, and if valid, then the grievance committee and the grieved member will discuss the problem with the Supervisor and/or Principal.

Step 3: If the complaint has not been satisfactorily settled at this point, a grievance will then exist which will be submitted in writing to the Assistant Superintendent of Personnel by the Grievance Committee for discussion and possible settlement.

Step 4: If the grievance is not satisfactorily settled by the Assistant Superintendent of Personnel, it will then be presented to the Superintendent of Schools for discussion and possible settlement.

Step 5: In the event that a satisfactory settlement has not been reached, the Executive Board shall meet with the Board of Education and submit the grievance in writing and stating all steps taken at this point to solve the problem.

Step 6: From here on the Executive Board will do whatever is necessary to solve the grievance as the law will allow.

C. No grievance shall be processed unless initiated or carried from one step to the next within 72 hours not including Sunday and holidays or as extended mutual agreement.

In order to be processed through the grievance procedure, questions surrounding a discharge must be submitted within five (5) days of the discharge.

All grievances must be initialed at Step 2 of the grievance procedure no later than ten (10) working days after the facts giving rise to the grievance. Discussion of grievances which are not processed according to above procedure is not required of the Administration or Board of Education.

ARTICLE XIV Negotiation Procedures

A. This agreement shall constitute the complete and only statement of contractual relationship between the Board and the Association accept the provisions of the agreement as commitments which they will cooperatively and in good faith, honor, support and seek to fulfill subject to the ability of the respective parties, financial and otherwise, to perform under governing law.

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

Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to the grievance procedure as provided in Article XIII thereof, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

- C. At least sixty (60) days prior to the expiration of this Agreement, the parties will likewise begin negotiations for a new agreement, governing wages, hours, terms and conditions of employment on Non-Teaching employed by the Board of Education.
- D. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals consider proposals and make concessions in the course of negotiations or bargaining subject only to such ultimate ratification.

ARTICLE XV
Miscellaneous Provisions

This agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of the agreement shall be incorporated into and be considered part of the established policies of the Board of Education.

ARTICLE XVI
No Interruption of Education

The Board and the Association recognizes that their primary responsibility is to the children of the district and declare that their mutual objective is to provide those children with a proper education. To that end it is agreed that during the life of this Agreement they will not permit cause or encourage any interruption, disturbance, or interference with the continuous, normal education of such children by sanction, concerted activity or otherwise, and that any difference of opinion or dispute which there may be between or among themselves will be resolved by the methods provided herein, including arbitration, and will not be allowed to affect in any way the normal education afforded the children of the Rockford Public School District.

ARTICLE XVII
Duration of Agreement

This Agreement shall be effective as of July 1, 1975 and shall continue in effect for one (1) year until the 30th day of June, 1976.

ARTICLE XVIII
Conditions of Employment

A. Salary Payments

Salary payments will be made every second Friday. Withholding tax, and insurance deductions will be made where required by law or authorized by the individual. Insurance deductions are made from the second pay of the month, twelve (12) times a year.

B. Working Hours

All maintenance and custodial and grounds employees are required to work a total of 40 hours per week during the year. These hours will be Monday thru Friday. Any exceptions will be by mutual agreement of the Board and Association. (Individual work schedules showing employee's shift and hours shall be furnished to all employees by their immediate supervisor).

Regular day shifts for maintenance, operation, supply and grounds shall begin on or within the hours indicated.

Maintenance	6:00 a.m. and 8:00 a.m.
Supply	7:00 a.m. and 8:00 a.m.
Operation	6:00 a.m. and 8:00 a.m.
Grounds	6:00 a.m. and 8:00 a.m.

Each employee working eight (8) hours per day shall receive one-half (1/2) hour of non-paid uninterrupted lunch period. (Each employee may take his lunch period off the premises.)

Each full-time employee's work schedule will provide for two (2) fifteen (15) minute breaks during the work period. The first break shall be as follows:

First Shift	9:45 - 10:00 a.m.
Second Shift	4:15 - 4:30 p.m.
Third Shift	2:15 - 2:30 a.m.

Day employees afternoon break -- 2:00 - 2:15 p.m.

At the close of the work day, equipment and tool clean-up shall be scheduled to be finished at the final quitting time. Prior to lunch and quitting time, five (5) minutes will be allowed for personal wash up and/or changing of clothing. At no time will school vehicles be used for transportation for lunch or coffee breaks.

Personal time away from the job shall take place only if approval is received from your supervisor.

C. Overtime Pay

The rate of one and one-half (1 ½) times the regular base hourly rate of the employee will be paid for any work over eight (8) hours per day, forty (40) hours per week to all full-time, non-teaching employees in this contract.

Overtime must be authorized by the Supervisor of Operations and Maintenance, the Cafeteria Supervisor or the Transportation Supervisor, where practicable.

D. Holidays

Christmas Day, New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day following Thanksgiving will be considered as the "Paid Holidays" for a full-time employee.

If one of the above falls on Sunday, then Monday will be considered the paid holiday.

If one of the above falls on Saturday, the employee shall have Friday off work. If school is in session on the Friday, then Saturday will be considered to be a paid holiday.

The eight (8) hour work day for full-time employees on the day before Christmas and New Years and the last four (4) hours of the 8 hour work day on Good Friday (if school is closed) will be considered as paid holiday time. If school is in session on Good Friday, then it will not be a paid holiday.

Full time cleaners and cooks working 5 or more hours per day will receive holiday pay for Christmas, New Years and Thanksgiving provided they work the day preceding or following the holiday.

E. Vacations

One week (5 days) vacation with pay is given to all 12 month full-time employees who have been employed for one full year. The employees will not be paid for any vacation if he has not completed a full year of employment.

Two weeks - (10 days) vacation with pay to all full-time (12 month) employees who have completed 2-7 years of employment.

Three weeks - (15 days) vacation with pay to all full-time (12 month) employees who have completed 8 years or more of employment. If one of the holidays listed previously occurs during the regular vacation time of the employee, he will be given an extra vacation for same.

F. Rate of Vacation Pay

Each employee shall be paid his current base hourly rate, and shall receive vacation pay for the same number of hours per day as corresponds to his daily schedule at the time of his vacation.

G. Health

In order to provide continuing health protection for students, it shall be the policy of the Board that:

1. Upon initial employment, each employee will be required to have a physical examination certifying that the individual is capable of carrying out his particular assignment.
2. All employees must have an annual tuberculin skin test or chest X-ray. A certificate of freedom from tuberculosis must be filed with the Personnel Department prior to the opening of the school year or not later than fifteen (15) days after the first day of school. It is the employee's responsibility to obtain the above-mentioned certificate. Failure to file said certificate by October 1st will result in withholding pay until such filing has been completed. The T.B. examination must have been taken within nine (9) months preceding the opening of school. Any effort to provide the availability of the bus or nurse facilities for the annual TB test will be made by the Board of Education.

H. Scheduling Vacation

Vacation time may be requested at any time, subject to the school calendar and the school schedule of events. Vacations requested during Christmas Holidays and Spring Vacation may not be granted.

Vacations will be taken in a period of consecutive days. Vacations may be split into one or more weeks, providing, such scheduling does not drastically interfere with the normal operation.

Employees with the greatest seniority shall be given preference with respect to the time they take their vacation. As the performance of the duties of employees in the bargaining unit must be continuous during the year, it is not possible for all employees in a classification to be absent and on vacation at the same time. An employee may submit a request, in writing, prior to March 1st, stating his preference or preferences for a vacation period, and such request will be subject to the employers' school calendar and schedule of events, and seniority of other employees who make request prior to March 1st to be honored. Vacations must be taken for each year within twelve (12) months after an employee becomes eligible for a vacation. A vacation may not be waived by an employee and extra pay received for work during that period.

When a holiday is observed by the employer during a scheduled vacation, the vacation will be extended one (1) day continuous with the vacation.

I. Clothing

To maintain a high standard of appearance, all custodians and maintenance men are required to wear uniforms. The Board shall pay \$50.00 toward the purchase of three (3) uniforms for full-time (8 hours per day, 40 hours per week) employees, and \$30.00 toward two uniforms for cleaners. All uniforms must be alike. Determination of type and supplier shall be the responsibility of the Non-Teaching Association.

However, if an employee leaves the system within six months from the time of employment, the entire cost of uniforms will be deducted from his last pay. If he leaves between six months and the remainder of the year, \$25.00 will be deducted from his last pay. The uniforms shall be purchased at an outlet approved by the Board of Education.

J. Driving School Bus

At no time will an employee who is a custodian, or in maintenance, drive a school bus as part of his work day. If this is necessary to make a full-time job, then it must be approved by the authorized bargaining committee of the Association. Any employee who wants to drive bus as an extra job can do so if approved by the Administration. Field trips can be run by all of the non-teaching staff, who are qualified bus drivers at any time without the approval of the Association. Bus mechanics will only drive bus if approved and then only when necessary.

K. Policy of Work

Any employee regardless of his skill, if asked to do other than his regular work, is expected to help until such work is done and any employee shall work overtime, if asked; provided, however, all overtime work will be assigned and rotated on an equitable basis when the work involves outside groups, all employees in each school shall have the opportunity for the overtime work on a rotated basis. If no one signs up for the overtime work, it will be the responsibility of the Head Custodian to assume same. Overtime work will be held to a minimum consistent with good operation.

L. When schools are closed to children due to natural causes, Acts of God, employees are expected to report for duty. If employees are not expected to report for duty, such information will be disseminated by way of radio station and/or building telephone. The exact procedure will be worked out by the Administration. If an employee fails to report for work, he/she will not be paid for such day.

M. An employee shall be retired by the Board upon reaching sixty-five (65) years of age.

N. Custodial, Maintenance, and Mechanics Salary Schedule

Cleaners and part-time custodians	\$2.78 per hour
Regular custodians, groundsmen and Maintenance Men	4.19 per hour (\$2.98 for first 30 days)
Maintenance Clerk	3.33 per hour
Grounds foreman	4.40 per hour
Head Custodians	
High School	5.03 per hour
Junior High School	4.72 per hour
Large Elementaries	4.59 per hour
Small Elementaries	4.47 per hour
Head Mechanic	5.03 per hour
Mechanic	4.67 per hour
Senior High Group Leader	.15 per hour (180 days)

Custodians working the third shift will be given additional pay at the rate of 10¢ per hour for the days worked. Third shift work will be in effect during the school year and not during the summer months.

ARTICLE XIX
Bus Drivers

A. Salary Schedule

First Calendar Year	\$3.86 per hour
After First Year	4.17 per hour
Extra Trips	3.56 per hour
Bus Washer	3.21 per hour

Hourly rates apply to gas and warm-up time. One-half (1/2) hour per week will be paid for cleaning interior of bus.

Extra trips and kindergarten runs will pay 1 hour minimum, overnight trips to pay 1/2 regular pay for all down time, 1 hour pay for drivers reporting for work on snow days if not notified prior to leaving home. One (1) hour lay over will be paid to those drivers who take home on the six (6) elementary conference days. Bus drivers will be assigned to runs by the Supervisor on the basis of driver seniority. When a vacancy occurs during the year, that opening will be posted but subsequent openings caused by the original vacancy will be filled by the Transportation Supervisor without the posting procedure.

The assignment of vacancies will be done by the Transportation Supervisor.

Times will be established for all routes by the Supervisor. The routes will be run for a 30 day period before final times are established. Once final times are established, a route will have to vary 10 minutes either way before a change is made in the salary. (Drivers should work with the Supervisor on establishing times.)

Only employees hired as bus drivers shall drive on regular runs or extra trips except when all regular drivers are unavailable. All drivers must be properly licensed by the State of Michigan.

All drivers shall be asked to sign a list stating whether or not he is interested in taking extra and special trips. This list shall be compiled using the names signed to it by seniority. The distribution of extra trips shall be done by this list only.

Tool insurance (\$15.00 annual premium) will be provided for bus mechanics.

Drivers attending meetings sponsored by the Department of Education will be paid \$3.00 per credit hour upon completion of the course.

B. Sick Leave - (See Article X for this information)

C. Miscellaneous Provisions

1. No driver will drive a bus that is unsafe or not properly equipped with safety equipment as determined by the Transportation Supervisor. No driver will drive a bus that is loaded over capacity that the bus was designed for, as determined by State Law in regard to percentage of overload.
2. The Administration will provide slips with paychecks indicating over-time worked and rate of pay.

3. Every effort will be made by the Bus Supervisor to promote a system of distributing extra driving trips fairly to all drivers who desire to make such trips.

D. Grooming and Personal Habits

Bus Drivers shall set a good example for the students they transport. Suitable dress, grooming and language are necessary. There shall be no smoking or profane language in the bus at any time when students are present.

- E. Regular bus drivers shall receive their regular days pay for Christmas Day, New Years Day and Thanksgiving Day provided they drive a regular run on the work day immediately proceeding the Holiday or the day immediately following the Holiday.

- F. Regular bus drivers shall be allowed (\$15.00) fifteen dollars toward the purchase of a jacket. Jackets are to be uniform and selected by the drivers group. Any additional costs will be borne by the individual.

ARTICLE XX
Personnel - Cafeteria

Cafeteria employees are very important public relations school personnel. They meet the public in a close working relationship at public functions and with the teachers and students every work day. Every effort should be made to prepare food in a manner which will make it look and taste appetizing to all. Every employee should take pride in a neat, clean and efficient kitchen and the product they put out.

A. Working Hours

Cafeteria workers generally work a seven (7) hour day, the beginning and ending of which is determined by the person in charge of cafeterias.

Regular workers are expected to start the first week of school and finish the last week of school or 38 work weeks coinciding with the school year. On a regular work day it is expected that on some days you may go over the regular seven hours while on others you will work less than the seven.

B. Salary Schedule

(For full-time, based on 38 weeks) Cafeteria workers will be placed on an hourly rate and paid only for time worked.

1st Year	\$2.20
2nd Year	2.38
3rd and 4th Year	2.63
Over	3.01
Head Cooks (Jr. and Sr. High)	\$550.00 extra per year

Premium pay of \$3.50 per hour will be paid to cafeteria workers when they work in the cafeterias for outside groups and organizations. Work beyond the 35 hour week will be at the regular rate up to 40 hours when the work is for the Board of Education.

C. Part-time Employees

Part-time helpers who regularly work over 4 hours or more a day will receive the following benefits:

1. Minimum wage of \$2.16 per hour
2. Five (5) sick leave days - accumulative to 35 days
3. Paid on hourly basis for time worked

D. Uniforms

The Board of Education will pay \$15.00 uniform allowance for part-time cooks and \$30.00 allowance for any cook who works over four hours per day. Uniforms are to be alike. Determining of style, material, etc. will be done by the Non-Teaching Association.

ARTICLE XXI

During the negotiations leading up to this Agreement, each party had the opportunity to bargain on all proper matters. This represents the entire Agreement of the parties. It is further expressly understood and agreed that during its term neither party shall be required to engage in further collective bargaining on any matter or subject whether mentioned herein or not.

ARTICLE XXII

The terms and conditions of this contract will be retroactive to July 1, 1975.

1975-76

CONTRACT APPROVAL

APPROVED:

Date _____ 19 _____

ROCKFORD BOARD OF EDUCATION
ROCKFORD PUBLIC SCHOOLS
ROCKFORD, MICHIGAN

Date _____ 19 _____

ROCKFORD NON-TEACHING ASSOCIATION
ROCKFORD PUBLIC SCHOOLS
ROCKFORD, MICHIGAN

David Carlson
It's President

Harley Huffman
It's President

Michael Farmer
It's Secretary

Barb Call
It's Secretary

Robert Haverkate
It's Chief Negotiator

Art Rosenberger
It's Chief Negotiator

CORRECTIONS TO 1975-1976 NON-TEACHING CONTRACT

Article I - Recognition

D. Change to read:

The Board recognizes the Association as the exclusive bargaining representative for Custodial, Maintenance, Transportation and Cafeteria workers and part-time and substitute employees in these areas but excluding teacher aides, playground supervisors, secretaries and all supervisory and executive personnel.

Article XVIII - Conditions of Employment

D. Change last paragraph to read:

Full time cleaners and cooks working five (5) or more hours per day will receive regular pay for Christmas, New Years, and Thanksgiving provided they work the regularly scheduled work day immediately preceding the holiday or the day immediately following the holiday.

Article XX - Personnel-Cafeteria

C. Change to read:

1. Minimum wage of \$2.20 per hour.