

MELVINDALE-NORTHERN ALLEN PARK PUBLIC SCHOOLS
18530 Prospect Street
Melvindale, Michigan 48122

**PARAPROFESSIONAL
COLLECTIVE BARGAINING CONTRACT**

Between The

MELVINDALE-NORTHERN ALLEN PARK PUBLIC SCHOOLS

And

MELVINDALE-NORTHERN ALLEN PARK FEDERATION OF
PARAPROFESSIONALS LOCAL 4913,
MELVINDALE -NORTHERN
ALLEN PARK FEDERATION OF TEACHERS
AND SCHOOL RELATED
PERSONNEL, AFT/AFL-CIO

1995-96

1996-97

1997-98

Melvindale-Northern Allen Park Public Schools

AGREEMENT between the Board of Education of the Melvindale-Northern Allen Park Public Schools, hereinafter called the "Board" and the Melvindale-Northern Allen Park Federation of Paraprofessionals, Local 4913, of the Melvindale-Northern Allen Park Federation of Teachers and School Related Personnel, AFT/AFL-CIO, hereinafter called the "Federation".

ARTICLE I

RECOGNITION

1.01 The Board recognizes that the Melvindale-Northern Allen Park Federation of Paraprofessionals, Local 4913, of the Melvindale-Northern Allen Park Federation of Teachers and School Related Personnel, AFT/AFL-CIO 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 purpose of collective bargaining, and that, pursuant to Sections 26 and 27 of Act No. 176 of the Public Acts of 1939, as amended, or Sections 11 and 12 of Act 336 of the Public Acts of 1947, as amended, the said organization is the exclusive representative of all the employees in such unit for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment.

1.02 The unit shall be defined as:

All full time and regularly scheduled part time paraprofessionals. Paraprofessionals are the disciplinary aides, Title 1 aides and special education aides as required by I.E.P. or state guidelines, excluding all other employees.

It is understood by the parties that Linda Previch and Pat Dominczyk shall be "grandfathered" as unit members.

ARTICLE II

RIGHTS AND RESPONSIBILITIES

- 2.01 Bulletin Boards - The District shall allow the Union to use space on a bulletin board in each building owned or leased by the district for posting notices of Union recreational and social affairs, Union elections or appointments, and Union meetings and educational classes. Other notices may be posted with the permission of the building administrator. No new boards will be provided. This unit may share boards with other units.
- 2.02 Wearing of Insignias - Membership insignia or pins appropriate for normal wear may be worn by employees covered under this Agreement.
- 2.03 Use of Building Facilities - After providing appropriate notice to the district, 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.
- 2.04 Required Meeting During Business Hours - Employees who attend meetings, conferences, negotiations, hearings, etc. shall be paid if required by the District to attend such meetings during their regular work hours.
- 2.05 Union employees or officials shall be permitted to transact Union business on school property, after notifying the building administrator. It is understood that such business shall be during employee's preparation or unassigned time and in a place that shall not disrupt the normal operation of the school day.
- 2.06 Mailboxes - In buildings owned or leased by the District, the District agrees to make available one union mailbox.
- 2.08 Union use of Equipment - the Union may use equipment owned by the District when the cost and availability of the equipment is taken into consideration. The use of the equipment must be requested of and approved by the building administrator. All work will be done before or after working hours or at duty free times.
- 2.09 Representation when Meeting with Administrators - A member shall be entitled to have present a representative of the Union during any disciplinary action when such action will become part of the member's personnel file. When a request for such representation is made, no action shall be taken with respect to the member until such representative of the Union is present.
- 2.10 No person or persons, departments or divisions, responsible to the Board or the Union will discriminate against any member on the basis of race, creed, color, national origin, sex, marital status, handicap, family relationship, or membership in or association with the activities of the Union or any other employee organization.
- 2.11 Inservice, Record Days, Conference Days - Employees will be paid only for those days which are worked.
- 2.12 Personnel File - The employee shall have the right to inspect any material placed in the employee's personnel file. Employees shall have the right to review their personnel file in the presence of the Superintendent or his designee upon written request and with a 3 day notice. The employee shall have the right to submit a written response to any materials in the file and have the response attached to the file copy.

- 2.13 Information Requests - The Board will make, within a reasonable time, to the Federation upon request any information, statistics, and records which it has available or which may be obtained without undue difficulty; and which may be mutually agreed to be necessary to make intelligent decisions relevant to negotiations or necessary for proper enforcement of the terms of this Agreement.
- 2.16 Agenda and Minutes of the Board of Education Meetings - Upon the written request of the Union, the District shall provide a copy of official minutes of public Board meetings and available Board agendas to the Union President.
- 2.18 Memos and Notices - Whenever the District issues a memo or notice of a general nature, the memo notice shall be posted.
- 2.20 Teaching Direction and Work Related Requests - It shall be the responsibility of the building administrator and/or classroom teacher to provide instruction, and supervision regarding duties.

ARTICLE III

DUES AND PAYROLL DEDUCTION

- 3.01 Upon filing with the Board of a written request authorizing payroll deduction, the employer will, pursuant to its terms, during the full term of this contract and any extension for renewal thereof, deduct Union membership dues levied in accordance with the constitution and By-Laws of the Union, from the pay of such employee. Check-off deduction will be deducted from the first pay of the employee in the first month immediately following execution and filing of the authorization for payroll deduction and from the first pay of each month thereafter. Deductions for a calendar month will be remitted to the Union financial officer whose written designation has been filed in the Central Office of the employer, on or before the 10th calendar day of the succeeding month. An employee will be free of check-off deductions beginning with the month immediately following the month in which he/she is no longer a member of the bargaining unit. The local Union will be notified by the board of the name of such employee following the end of each month in which the termination took place. Check-off deduction authorization will be irrevocable during the term of this contract.

ARTICLE IV

GRIEVANCE AND GRIEVANCE PROCEDURE

- 4.01 A grievance is defined as a violation of any portion of this contract. A grievance may be filed by the Union representative or an employee, or group thereof, whose name or names will be listed in any written grievance filed. The grievance procedure has time limits for each given step and at any time the time limits are violated in any step by either party the grievance will be deemed lost by the violating party. Time limits may be extended by mutual agreement between both parties.

The statement of grievance will state the facts of the grievance, identify all provisions of the contract violated, indicate the relief requested, and be signed by the Union and employee.

Any individual employee, at any time may present a grievance and have a grievance adjusted without intervention of the Union if the adjustment is not inconsistent with the terms of this Collective Bargaining contract. A copy of the grievance disposition will be given to the grievant and also to the Union.

- 4.02 Step 1. Within five (5) working days, (counted as days when the aggrieved person is actually on the job), following the act or condition, or discovery of the act or condition (Teacher Contract definition of discovery) which is a basis of a grievance, an employee must present the written grievance to his immediate supervisor. An employee may request the presence of a Steward, or in his absence, Chief Steward, at any stage of the Grievance Procedure. Within three (3) days after presentation of a grievance, the immediate supervisor will give their answer in writing to the employee and the Union a written explanation for reason of denial.

Step 2. Within five (5) working days of the written answer from the immediate supervisor, the Union may request, in writing, a meeting with the Superintendent or designee. The Superintendent or his designee will meet with the Union within seven (7) working days after receipt of the request and answer the grievance in writing within five (5) working days of the meeting, unless a longer time is mutually agreed upon by the Union and the Superintendent.

An employee or the Union may request, in writing, a Board hearing upon receiving a written answer from the Superintendent only if the issue involves loss of contractual pay for disciplinary reasons; or disciplinary action that requires a Board hearing for contractual or statutory reasons.

The Board meeting, if requested, will be held within thirty (30) days of receipt of such a request. The Board will deliver its answer in writing to the grievant within ten (10) days of the conclusion of the hearing.

- 4.03 The Board will not be required to pay wages for more than five (5) days prior to the day the grievance was filed in accordance with the grievance procedure.

- 4.04 Any grievance not advanced to the next step by the employee within the time limit in that step, or if no time limit is specified, within two (2) days, will be deemed abandoned. Time limits may be extended by the Board and the employee, in writing, and if so, the new time will prevail. If the Superintendent or the Board does not respond to a grievance within the time specified, the grievance will be granted.

ARTICLE V

SENIORITY, LAYOFF AND RECALL, GENERAL WORKING CONDITIONS

- 5.01 Probationary Period - When an employee is awarded an open position, he will be granted a thirty (30) day trial period to determine his desire to remain in that position. If the Board determines that the employee is unable to satisfactorily perform the work and returns him to his former position, the Union may request that the Board submit its reasons in writing.
- 5.02 Definition of Seniority -
- a. Bargaining Union Seniority - shall mean total consecutive years and months of service in any and all unit bargaining positions, since the last date of hire. During an approved leave of absence, seniority shall neither accumulate nor be diminished but shall be frozen.
 - b. Classification Seniority - shall mean years and months of cumulative service in any bargaining unit position. Employees shall be able to hold classification seniority in any and all positions in which the employee has worked. During an approved leave of absence, seniority shall neither accumulate nor be diminished but shall be frozen.
- 5.03 Posting of Seniority - Within one month following the commencement of the academic year, the District shall post a seniority list and furnish a copy to the Union President.
- 5.04 Termination of Seniority - An employee shall be terminated and lose seniority if he:
- a. Quits
 - b. Is discharged
 - c. Is laid off for a period of two (2) years
 - d. Fails to accept recall from layoff or fails to report for work at the designated time after acceptance of recall.
 - e. Has an unexcused absence for two (2) consecutive working days for reasons which are not acceptable to the District.
 - f. Fails to return from an unauthorized leave of absence, vacation or sick leave at the designated time unless the designated time has been mutually extended in writing by the Union and District.
 - g. Is removed from the bargaining unit.
- 5.05 Discipline of Probationary Employee - In the period of probation, the Superintendent or his designee, shall have the right to discipline, discharge or suspend the probationary employee and such action will not be subject to the grievance procedure. Provided, however, a conference with the Superintendent, or his designee, will be held upon the written request of the probationary employee filed in the Personnel Office within ten (10) days following the action of discipline, suspension or discharge.
- 5.06 Discipline of Senior Employee - A senior employee shall not be suspended or discharged without cause.
- 5.07 Bumping, Layoff and Recall - Employees shall be laid off within classification by inverse order of seniority and recalled with the most senior employee being recalled first.

An employee whose position has been eliminated may bump the least senior employee within their classification with the same number of scheduled hours or a less senior employee with the closest number of hours if a position with equivalent hours does not exist within their classification.

Employees may not bump into another classification, except if the employee has greater seniority in the classification into which the employee is bumping and has previously worked in that classification.

- 5.08 Employees on layoff may indicate in writing their desire to substitute for unit employees that have been absent ten (10) or more consecutive days.

ARTICLE VI

EMPLOYEE RESPONSIBILITY

6.01 Address and Telephone Number

It shall be the responsibility of each employee to notify the District of any change of address or telephone number. The employee's address and telephone number as it appears on the District's records shall be conclusive when used in connection with all notices to employee.

ARTICLE VII

VACANCIES AND TRANSFERS

7.01 Definition of Vacancy

A vacancy is a position that arises by virtue of a newly created position, a resignation, a termination or an approved leave of absence exceeding six (6) consecutive weeks. If a vacancy occurs during the shortened days of the summer program, the position may be filled by the Superintendent or his designee on a temporary basis until the following school year.

7.02 Posting of Vacancies

Whenever the Superintendent or his designee declares a vacancy in the bargaining unit, the vacancy shall be published by giving written notice to the Local Union President and by posting such vacancy for seven (7) calendar days on the staff bulletin board.

7.03 Bidding on Vacancies

Whenever two or more applicants, whose qualifications are equal, both bid on the posted vacancy, preference shall be given to the applicant with the greater seniority within the District.

7.04 Transfer Requests

Vacancies which occur between June 1 and the first regular work day of the succeeding student academic year need not be posted; but employees who desire to transfer within a building or to a different building for the succeeding academic student school year shall file a request for transfer by June 1 and every effort will be made to place the employee, if a vacancy exists, according to his request. The Union will be notified of these vacancies. Transfer requests will be kept on file until the commencement of the academic student school year.

7.05 Vacancies while Employees are on Layoff

The provisions of Section 7.02, 7.03 and 7.04 of this Article shall not apply in the event there are employees on layoff.

7.06 Temporary Filling of Vacancy

The Superintendent or his designee may fill a substitute vacancy on a temporary basis for up to sixty (60) working days.

7.07 Conflict Between Teacher and Assistant

In the event a problem exists between an assistant and his teacher, every effort shall be made to resolve the problem informally with the assistant and the supervisor.

7.08 Priority Consideration

Bargaining unit employees shall be given priority consideration for work in other positions in the district before those positions are advertised to persons not employed by the District at the time the opening exists.

ARTICLE VIII
LEAVES OF ABSENCE

8.01 Paid Holidays

1995-96

Employees shall be paid for the first two snow days each year (called by the administration). Each employee shall be granted one personal day each school year. The day should be scheduled as far in advance as possible. The day may be used for illness. The day will be non-accumulative.

1996-97

Employees shall be paid for the first two snow days each year (called by the administration). Each employee shall be granted one personal day and one sick day.

1997-98

Employees shall be paid for the first two snow days each year (called by the administration). Each employee shall be granted one personal day, one sick day and Thanksgiving Day.

8.02 Unpaid Leave:

A leave of absence for up to one year shall be granted for the purpose of education, appointed or elected public or Union office, illness or care of a family member, or other legitimate reason. Such leave may be extended on an annual basis if requested by the employee and approved by the Board.

ARTICLE IX
REIMBURSEMENT

9.01 Mileage Allowance

Employees will be paid at the rate established by the District for approved use of their personal automobile on school business.

ARTICLE X
SALARY

10.1 Special Education Aides (as required by I.E.P. or state guidelines)
Title 1 Aides (as required by grant)
Disciplinary Aides (to implement Student Code of Conduct)

1995-96	2.5% increase
1996-97	2.5% increase
1997-98	2.5% increase

Employees will earn 85% of the maximum salary of each classification during the first year of employment. This rate will increase to 90% of the maximum salary for the second year of employment and will increase to 95% of the maximum salary for the third year of employment.

After completion of three full years of employment, the salary will increase to 100% of each classification.

Salary Schedule

Special Education Aides/Title 1 Aides

	<u>Percentage</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
Year 1	85%	6.80	6.97	7.14
Year 2	90%	7.19	7.36	7.54
Year 3	95%	7.60	7.79	7.98
Year 4	100%	8.00	8.20	8.40

Disciplinary Aides

	<u>Percentage</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
Year 1	85%	9.36	9.59	9.82
Year 2	90%	9.92	10.16	10.41
Year 3	95%	10.47	10.73	10.99
Year 4	100%	11.01	11.28	11.56

ARTICLE XI

FRINGE BENEFITS

- 11.01 Any member will be allowed to participate at their own expense in the school district's health care plan, at the school district's group rate.

1996-97 \$50.00 per month insurance stipend +\$5 per month for each year of seniority.
1997-98 \$50.00 per month insurance stipend +\$10 per month for each year of seniority.

NOTE:

1. To be eligible for the insurance stipend an employee shall be scheduled to work thirty (30) or more hours per week.
2. Linda Thomas shall be "grandpersoned" and will be eligible for the stipend.
3. Other employees may participate in the health care plan at their own expense.

ARTICLE XII

DURATION OF CONTRACT

This agreement will be effective September 1, 1995 and will continue in force and effect until June 30, 1998 at midnight. At any time subsequent to March 1, 1998, either party may give written notice to the other of its desire to negotiate a new agreement for the following year. That nothing in this paragraph or elsewhere in this agreement will be construed to require the Board to commit an unfair labor practice or otherwise violate the law by any improper recognition of or support or assistance to the Union.

IN WITNESS WHEREOF, the parties have hereunto executed this agreement by their duly authorized representatives.

Dated: September 13, 1996

MELVINDALE FEDERATION OF TEACHERS
AND SCHOOL RELATED PERSONNEL,
AFT, AFL-CIO, LOCAL 1051
PARAPROFESSIONAL CHAPTER

By: Jim Benz
President

By: Narcene McDowell
1st Vice President

BOARD OF EDUCATION
MELVINDALE-NORTHERN ALLEN
PARK SCHOOL DISTRICT

By: John E. Rowe
President

By: Dr. Donna D. Schmidt
Superintendent