

**Contractual Agreement** between

BURT TOWNSHIP SCHOOLS

Board of Education

AND

SUPPORT STAFF EMPLOYEES

**Effective July 1, 2014  
Through June 30, 2016**

Burt Township School District  
27 Colwell Ave.  
P.O. Box 338  
Grand Marais, MI 49839

## **INTRODUCTION**

The following terms as listed in the Agreement between the Burt Township Schools Board of Education and Support Staff Employees Bargaining Unit should be interpreted as follows:

- Administration/Administrator refers to Superintendent, Administrator, Principal or designated official.
- Board refers to the Burt Township Schools Board of Education.
- Bargaining Unit refers to support staff employees of the District.
- Support staff is defined as Business Manager/School Secretary, Paraprofessional Aide, Bus Driver/Transportation Director, School Cook/Kitchen Worker/Foodservice Director, and Custodian/Building Maintenance Director/Workers.

### **Article 1: Staffs' Rights**

The provisions of this Agreement shall be applied without regard to race, creed, color, national origin, sex or marital status.

### **Article II: Right of the Board**

The support staff recognizes that the board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provision of the Agreement.

### **Article III: Compensation**

- A. The hourly wages for new employees, covered by this agreement, are set forth in Schedule A, which is attached and incorporated in this Agreement.

- B. Hourly wages for contracted employees are in effect at the start of each fiscal school year for twelve (12) month employees and at the start of each school year for ten (10) month or shorter employees.
- C. The following (5) legal holidays shall be observed as a paid holiday, and all schools closed.
  - 1. New Year's Day
  - 2. Memorial Day
  - 3. Labor Day
  - 4. Thanksgiving Day
  - 5. Christmas Day
- D. When a contracted regular part-time or full-time employee substitutes for another support staff employee, the rate of pay will be the employee's current rate of pay.

**Article IV: Benefits**

Support Staff are eligible for medical, dental and vision for employees who are employed 35 hours per week. Benefits and insurance coverage are outlined in Schedule B.

**Article V: Leave Pay**

- A. All support staff will be granted the number of vacation/sick/personal leave days known as Personal Time Off (PTO) per year equal to the number of months employed (10 month employee = 10 PTO days; 12 month employee = 12 PTO days), accumulative to eighty (80) days.
- B. Each support staff member shall be given written notice at the beginning of the school year as to the amount of sick/personal leave s/he has accumulated.
- C. There is no cash redemption for unused PTO.

D. Additional PTO will be granted only to twelve (12) month employees as indicated.

- After 1 year of work, employee will be granted one (1) week paid PTO.
- After 2 years of work, employee will be granted two (2) weeks paid PTO.
- After 3 years of work, employee will be granted three (3) weeks paid PTO and no more than three (3) weeks paid PTO thereafter.

#### Article VI: Terminal Leave

A support staff employee that has been employed by the district for seven (7) or more years, will receive half-pay for unused PTO, accumulative to a maximum of eighty (80) days upon leaving employment at the district. If the employee is leaving employment because of criminal behavior, there is no leave pay due to the employee.

#### Article VII: Staff Evaluation

An employee evaluation for support staff will be done on a yearly basis by the Administration.

#### Article VIII: Duration of Agreement

- A. This Agreement shall be effective as of July 1, 2014 and shall continue in effect until the last day of June 2016. Negotiations between parties shall begin at least 60 days prior to the contract expiration date. If, pursuant to such negotiations, a consensus on the renewal or modification is not reached prior to the expiration date, this Agreement shall be expired at such expiration date unless it is extended for a specific period by mutual written consensus of the parties.
- B. Copies of this agreement titled “Contractual Agreement between the Burt Township School Board of Education and Support Staff Employees” shall be printed at the expense of the Board within 30 days after the agreement is signed and presented to all support staff employees now employed,

hereafter employed or considered for employment by the Board. All school district personnel policies or any changes in said policies shall be distributed to all support staff employees within thirty (30) days of the commencement of this contract or upon employment.

**Article IX: Federal and State Law**

The Burt Township Board of Education will be in compliance with all Michigan and federal laws that may supersede this contract.

Agreed upon this day of August 20, 2014.

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Heidi Homeister, Superintendent Date

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Pat Munger, Board of Ed President Date

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Support Staff Employee Date

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Support Staff Employee Date

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Support Staff Employee Date

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Support Staff Employee Date

## Schedule A: Support Staff Wage Chart:

<u>Step:</u>	<u>Wage:</u>
<b>1</b>	<b>\$10.50/hr.</b>
<b>2</b>	<b>\$11.50/hr.</b>
<b>3</b>	<b>\$12.50/hr.</b>
<b>4 (after 7 years)</b>	<b>\$14.00/hr. (Longevity)</b>

Employees in all support staff job classifications will receive pay at Step 1 until completion of at least their first complete year.

Employees in all support staff job classifications will receive pay at Step 2 after their second complete year.

Employees in all support staff job classifications will receive pay at Step 3 after their third complete year.

Employees in all support staff job classifications will receive pay at Step 4 after their seventh complete year.

Pay rates change at the beginning of each fiscal school year for twelve (12) month employees and at the start of each school year for ten (10) month or less employees.

Employees starting work after the beginning of the school year will be considered to have completed a full year if they work 75% or more of their normal number of days in that first year and would be eligible to move to Step 2 at the beginning of their 2<sup>nd</sup> year.

Employees working less than 75% of their first school year will not move to Step 2 until they have completed the part year and the following complete year.

To maintain and proceed on the staff wage chart, an employee must serve in the district continuously.

## **SCHEDULE B: BENEFITS AND INSURANCE**

The Board shall make a contribution of the proper rate per month and annual deductible for eligible full-time support staff employees. Currently, Employee Benefits Agency, Inc. serves as the plan administrator for the following negotiated health insurance carriers:

- 1. Medical Coverage and Prescription Coverage (employee and spouse and/or family)  
Consumers Mutual of Michigan**
- 2. Secondary Coverage for Medical: Standard Life & Accident Insurance**
- 3. Dental: The Guardian**
- 4. Vision: The Guardian**

It is further agreed that if a less expensive insurance can be found, it will be studied by a panel of school board members and benefit-eligible group members to determine the extent of its comparability to the current plan. In the event that it is determined equal, the benefit-eligible group members retain the right to continue with the current plan.

The intent is to give the Board the right to compare and contrast the possibility of equivalent healthcare policies at lower premiums. The intent of the benefit-eligible group is to make sure of the equality of coverage.

It is also established that coverage of the current insurance plans are agreed to under the current plan terms. The intent here is to insure that Employees Benefits Agency, Inc. and/or the insurance carriers do not add additional benefits under their plans and expect the Board to pay for these without negotiations.