

CUSTODIAL AND MAINTENANCE PERSONNEL

MASTER AGREEMENT

BETWEEN

**LOCAL UNION NO. 580
AFFILIATED WITH THE
INTERNATIONAL BROTHERHOOD
OF TEAMSTERS, CHAUFFEURS,
WAREHOUSEMEN AND HELPERS
OF AMERICA**

AND THE

BOARD OF EDUCATION

OF THE

HOLT PUBLIC SCHOOLS

JULY 1, 2014 – JUNE 30, 2015

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THIS AGREEMENT, made and entered into as of July 1, 2014, by and between the Board of Education, Holt Public Schools, party of the first part, and hereinafter termed the Board, and Local Union No. 580 of the Teamsters, Chauffeurs, Warehousemen and Helpers of America, party of the second part, hereinafter termed the Union;

Whereas: the Board is required by law to negotiate with the Union on wages, hours, and the terms and conditions of employment of custodians, bus mechanics, and maintenance persons, and the parties through negotiation in good faith have reached an agreement on all such matters and desire to execute this Agreement.

SECTION 1.0 RECOGNITION

SECTION 1.1

The Board recognizes the Union as the sole and exclusive representative in collective bargaining as defined in Section II of Act 379 of the Public Acts of 1965 for all custodial, maintenance, and bus mechanics but excluding supervisors and casual custodians as defined below, to the extent required by Act 379 of the Public Acts of 1965 for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment.

Through this Agreement, the term custodian shall include bus mechanics, custodians, groundspersons, and facilities maintenance.

SECTION 1.2

Casual custodians include temporary and substitute custodians as defined in Board Policy.

SECTION 2.0 TERMINATION OF AGREEMENT

SECTION 2.1 TERMINATION OF AGREEMENT

This Agreement shall be in full force and effect from July 1, 2014 to and including June 30, 2015, and shall continue in full force and effect from year to year thereafter unless written notice of desire to cancel or terminate the Agreement is served by either party upon the other at least 60 days prior to date of expiration.

SECTION 2.2 DESIRE TO RENEGOTIATE NOTICE

It is further provided that where no such cancellation or termination notice is served and the parties desire to continue said Agreement but also desire to negotiate changes or revisions in this Agreement, either party may serve upon the other a notice, at least 60 days prior to the termination of any subsequent contract year, advising that such party desires to continue this Agreement but also desires to revise or change terms of conditions of such Agreement.

SECTION 2.3 DATE TO START NEGOTIATIONS

It is further agreed by the parties hereto that upon receiving proper cancellation notice or amendment notice to this Agreement the parties agree to start negotiations at least 45 days before the expiration or amendment date of this Agreement.

SECTION 2.4 DEFAULT EXPIRATION DATE

In the event of an inadvertent failure by either party to give the notice, as set forth in Sections 2.1, 2.2 and 2.3 above, such party may give such notice at any time prior to the termination or automatic renewal date of this Agreement. If a notice is given in accordance with the provisions of this Section, the expiration date of this Agreement shall be the 61st day following such notice.

SECTION 2.5 CONTINUITY OF OPERATIONS

The Union and the Board agree that there will be no strike or lockout during the course of this Agreement.

SECTION 2.6 SEPARABILITY AND SAVINGS CLAUSE

If any Section of this Agreement or of any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Section should be restrained pending a final determination as to its validity, the remainder of this Agreement and of any riders hereto, or the application of such Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any Section is held invalid or enforcement of our compliance with which has been restrained as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, upon the request of either party for the purpose of arriving at a mutually satisfactory replacement for such Section during the period of invalidity or restraint.

SECTION 2.7 NEGOTIATION PROCEDURES

Neither party shall have any control over the selection of the negotiation representative of the other and each may select its own representatives. No final agreement between the parties may be executed without ratification by the Board and by the Members of the Union, but both parties agree that representatives selected by each shall be empowered with the authority to make proposals, in the course of negotiations, subject only to such ultimate ratification.

SECTION 2.8 AGREEMENT COPIES

Copies of this Agreement will be printed at the expense of the Board and presented to all custodians now employed or hereafter employed by the Board during the term of the Agreement.

SECTION 3.0 BOARD RIGHTS AND RESPONSIBILITIES

The Board, on its own and on behalf of the electors of the school district, retains and reserves without limitation, except when otherwise limited by this Agreement, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States, including without limiting the generality of the foregoing, the right to:

To the executive management and administrative control of the school system, its properties and facilities and the activities of its employees, including the determination of the services, supplies and equipment necessary to continue its operations.

To hire all employees, to determine their qualifications and the conditions for continued employment, to evaluate employees, to assign and transfer employees and to determine the size of the workforce.

To enter into an intergovernmental agreement to consolidate one or more functions or services, to jointly perform one or more functions or services and to otherwise collaborate regarding one or more functions or services.

To contract with a third party for services covered by this Agreement and the use of volunteers in providing services at its schools.

SECTION 3.1 SUB-CONTRACTING

The Board of Education retains the legal rights pertaining to subcontracting as provided for in MCLA 423.215 of the compiled laws of the State of Michigan. Should this law be amended as it pertains to the subcontracting of services, the parties will meet to renegotiate this Section of the Master Agreement.

SECTION 3.2

Written Board policy shall remain in effect where no conflict with the Master Agreement exists.

SECTION 3.3 AFTER HOURS WORK

The Board reserves the right in its sole discretion to determine when and if after school and weekend activities require additional custodial services; and if so, whether such services shall be provided by means of scheduling extra help or scheduling regular custodians to work overtime.

If regular custodians are not used, and an area is not properly cleaned after weekend use, the Facilities Supervisor will approve one additional hour of work at the overtime rate for the day custodian at that building on the next school day. This overtime work will be done by the day custodian in that building, and will not be subject to the assignment provisions of Section 6.5a.

SECTION 4.0 UNION RIGHTS AND RESPONSIBILITIES

SECTION 4.1 REFERRAL OF APPLICANTS

When the Board needs additional custodians it shall give the Union opportunity with all other sources to provide suitable applicants, but the Board shall not be required to employ those referred by the Union.

SECTION 4.2 UNION MEMBERSHIP AND UNION DUES

Membership in the Union is not compulsory and is voluntary and shall comply with all State and Federal Regulations. The decision to financially support the Union is voluntary and is not a condition of employment. Custodians have the right to join, or not join, as they see fit. Neither party shall exert any pressure on nor discriminate against an employee as regards such matters.

A custodian shall not be reprimanded, disciplined nor evaluated unjustly for activities as a member of the Union.

Agreed to, together with LOA on if comes back as legal, will use this language as a starting point for bargaining.

SECTION 4.3 EQUAL REPRESENTATION

The Union is required under this Agreement to represent all of the custodians in the bargaining unit fairly and equally without regard to whether or not a custodian is a member of the Union. The terms of this Agreement have been made for all custodians in the bargaining unit and not only for members in the Union, and this Agreement has been executed by the Board after certification by the Michigan Employment Relations Commission that the Union is the choice of a majority of the custodians in the bargaining unit.

SECTION 4.4 EXTRA-CONTRACT AGREEMENTS

The Board agrees not to enter into any agreement, individually or collectively, with any custodian or custodians, which in any way conflicts with the terms or provisions of this Agreement, or which in any way affects wages, hours, or working conditions of said custodians, or which in any way may be considered a proper subject for collective bargaining.

SECTION 4.5 STEWARDS **SECTION 4.5a STEWARD DESIGNATION**

The Board recognizes the right of the Union to designate two stewards from among the custodians.

The Union shall inform the Board in writing as to which custodians have been designated as stewards.

SECTION 4.5b STEWARD AUTHORITY

The authority of the stewards so designated by the Union shall be limited to, and shall not exceed, the following activities:

1. The investigation and presentation of grievances to the Board or designated Board representative in accordance with the provisions of this Master Agreement.

2. The transmission of such messages and information shall originate with, and are authorized by, the Union or its officers, provided such messages and information have been reduced to writing.

SECTION 4.5c STEWARD TIME

Stewards shall be permitted time, not to exceed eight hours for each steward per month to investigate, present and process grievances, or settle a potential grievance on the school premises without loss of time or pay from their regular working hours. Stewards agree to notify the Supervisor of Facilities when conducting union business during their regular work hours if such time exceeds ten (10) minutes. Such time spent in handling grievances during the steward's regular working hours shall be considered as regular working time for the purpose of computing overtime. Regular working time spent in excess of eight (8) hours per month shall require authorization of the Supervisor of Facilities.

Time spent in contract negotiations shall be paid in full if during the custodian's regular working hours. If negotiations take place on days when school is in session, each custodian shall be relieved of his/her normal work responsibilities and a substitute shall be assigned.

**SECTION 4.6 UNION ACCESS
SECTION 4.6a UNION ACCESS TO BUILDINGS**

The Board agrees that it will allow properly accredited representatives of the Union access to the buildings at any time during working hours for the purpose of policing the terms and conditions of this Agreement. During school hours, the Union representatives shall first announce their presence at the building administrator's office and display identification if requested before proceeding to the work place.

SECTION 4.6b UNION USE OF BUILDINGS

The Union shall have the right to use the school building facilities as follows:

1. At times when no custodians are on regular duty. Authorization shall be obtained in accordance with Policy A 1300.
2. Miscellaneous
 - a. The use of school mail boxes for distribution of official Union business.
 - b. A bulletin board in the staff room for union use.
 - c. The only people who can authorize a notice to be posted on the Union bulletin boards shall be the officers of the Local Union, or its business representative, or the stewards. The Board reserves the right to remove any notice that in any way is not concerned with Union business. The bulletin board shall not be used for political announcements for public office.
 - d. Requests for use of other school equipment shall be made of the building administrator in advance of the utilization.

SECTION 4.6c UNION ACCESS TO RECORDS

The Union shall have the right to examine payroll records pertaining to the computation of compensation of any custodian whose pay is in dispute or any other records of the Board

pertaining to a specific grievance, provided the custodian involved shall give his/her consent in writing to the Union for the opening of his/her confidential file.

SECTION 5.0 CUSTODIAN RESPONSIBILITIES
SECTION 5.1 COMPLIANCE WITH RULES

Custodians are to comply with rules, regulations and directions, from time to time adopted by the Board or its representatives, which are not inconsistent with the provisions of this Agreement. The appropriate administrator shall be informed of any situation where compliance with such rules, regulations and directions would create an immanent hazard to health or safety, and the administrator shall take any action necessary.

Custodians will not undertake to perform any activity involving dangerous conditions of work or danger to a person or property or in violation of an applicable statute, court order or governmental regulation relating to safety of person or equipment. If he/she does so, such custodian will be subject to disciplinary action.

Custodians shall operate only vehicles or equipment that is in a safe operating condition or equipped with the safety appliance prescribed by law. It shall not be a violation of this Agreement where employees refuse to operate defective equipment unless such refusal is unjustified.

SECTION 5.2 REPORTS
SECTION 5.2a REPORTING DEFECTIVE EQUIPMENT

Custodians shall immediately report all defects of equipment to the Facilities Supervisor on a suitable form furnished by the Board and signed by the custodian and the building administrator. The administrator and custodian shall each retain a copy and two copies shall be sent to the Facilities Supervisor.

SECTION 5.2b REPORTING UNSCHEDULED ACTIVITIES AND GROUPS

Custodians shall report promptly to the Community Education Evening Supervisor the presence of unscheduled groups or unsupervised students in the building outside of regular school hours. In the event the Community Education Evening Supervisor cannot be reached, custodians shall make such a report to the Facilities Supervisor. A schedule of after school activities shall be maintained in each building and a copy provided for the custodian's information. Should unscheduled groups request admission and it is not possible for the custodian to contact the Community Education Evening Supervisor or the Facilities Supervisor for his/her approval, and in the absence of the approval of another administrator the custodian shall not admit the group. Under no circumstances are student groups to be admitted without responsible adult supervision. Custodians are not expected to act in a supervisory capacity over student or outside groups.

SECTION 5.2c REPORTING DISRESPECTFUL TREATMENT

Custodians shall report promptly to the building administrator or supervisor as appropriate, any occurrence of disrespectful treatment from students, fellow employees or the public.

SECTION 5.3 BUILDING USE

When possible, unused portions of the buildings shall be closed off.

SECTION 5.4 SUPPLY AND EQUIPMENT REQUESTS

Custodians shall submit requests to the Facilities Supervisor for supplies and equipment on the inventory requisition form, three (3) times per year on June 1st, November 1st and March 1st. Requests for supplies and equipment on an emergency basis may be turned in when the need is urgent. The Board shall make the final decision in the purchase of supplies and equipment, and on whether to contract for maintenance services.

SECTION 5.5 REQUIREMENTS FOR POSITIONS DRIVING DISTRICT VEHICLES

Prior to starting a position, which requires the driving of a District vehicle, an employee shall execute a release or any other document needed so that the employee's driving record can be obtained and reviewed by the District. All employees in such positions shall execute a release or any other document needed so that the employee's driving records can be obtained by the District. The District reserves the right to obtain such an employee's driving record at any time. The costs associated with obtaining driving records shall be borne by the District.

SECTION 5.6 DRUG TESTING

The parties agree that any bargaining unit employee who is assigned the task of driving a motor vehicle as a regular part of their assigned duties will follow the Rules and Regulations Applicable to Employees Required to Obtain a CDL, as set forth in Appendix B and the parties agree to follow the Drug Testing Protocol, as set forth in Appendix C, on a voluntary basis and will be considered to have a "safety sensitive position" [as defined in Appendix C], notwithstanding the fact that the employee's driving duties do not require a CDL.

SECTION 6.0 CUSTODIAN RIGHTS

Part A Work Hours and Work Week

SECTION 6.1 HOURS OF EMPLOYMENT

The normal workweek will be thirty-seven and a half (37.50) hours per week. The normal workday will be seven and a half (7.50) hours per day except as set forth in Section 6.8.

All work in excess of forty (40) hours per week, shall be paid at the rate of one and one half times the regular rate. There shall be no duplicating or pyramiding of payments.

SECTION 6.2 LUNCH PERIOD

Lunch periods shall be thirty (30) minutes in length.

Lunch periods shall not be interrupted except in emergency situations. If an emergency requires interruption, the custodian may take additional time so as to have a thirty (30) minute lunch period.

SECTION 6.3 BREAK PERIODS

Two (2) fifteen (15) minute break periods are permitted for each full shift. Custodians may not leave the grounds on these fifteen (15) minute breaks.

SECTION 6.4 STAFF ROOM FOR LUNCH AND BREAK PERIODS

A staff room area shall be established in each school building that will provide lavatory facilities and appropriate furniture.

SECTION 6.5 WORK DAY AND WORK WEEK SCHEDULES

SECTION 6.5a SCHOOL-IN-SESSION SCHEDULE

The normal working days for all shifts shall begin on Monday and continue through Friday. Shift times are to be assigned by the Facilities Supervisor, and shall not be changed without at least ten (10) work days' notice to the employees involved without their consent.

On half-days of school, evening shift custodians may be scheduled to begin work when school is dismissed with the approval of the Facilities Supervisor. However, it is understood custodians may be required to work regular schedules to cover evening activities. An evening shift custodian may request to work his/her regular shift unless there is specific work which must be done at the earlier time, and normally such request will be approved.

SECTION 6.5b CHRISTMAS AND SPRING BREAK SCHEDULE

Working hours for all custodians during Christmas and Spring vacation periods shall be 7:00 a.m. to 3:00 p.m. In special circumstances shift times may be adjusted by the Facilities Supervisor.

SECTION 6.5c SUMMER BREAK SCHEDULE

Custodians may choose, as summer working hours, the normal Monday through Friday, and either 6:00 a.m. to 2:00 p.m., 7:00 a.m. to 3:00 p.m. or 8:00 a.m. to 4:00 p.m. working schedule. Shift times may be adjusted by the Facilities Supervisor in circumstances where the employer deems the building must be open.

Summer shift times may be different for different custodians, and custodians may be shifting between buildings during the summer.

When there are no scheduled activities in a building and no other employees working in the building, custodian's shifts will not be changed solely for the purpose of keeping the building open.

SECTION 6.5d EMERGENCY CLOSINGS

Custodians will be required to work during emergency closings when school is closed during a regular scheduled school day. On subsequent days during the same emergency, individual custodians may be scheduled at different times if needed. Custodians shall receive their regular rate of pay for such days.

Custodians who arrive late on such days shall be paid for time worked until the end of the regular shift, unless authorized to work beyond that time by the Facilities Supervisor. Custodians who do not arrive at work on an emergency day shall be deducted a personal leave day, or vacation day if available. If neither of these days are available, the absent custodian shall be deducted a day's pay.

In the situation where the Superintendent of Schools or his/her designee declares that the emergency requiring the closing of school is of such a nature that custodial employees are not to report to work, then custodians shall receive their regular rate of pay for that day.

SECTION 6.6 BONDING

Should any custodian be required to post a bond as a condition of his/her employment, the premium shall be paid by the Board.

SECTION 6.7 LOSS OR DAMAGE

Employees shall not be charged for loss or damage unless clear proof of negligence is shown.

SECTION 6.8 JOB ASSIGNMENTS

The Board specifically retains the right to make adjustments in job assignments within a school on the same shift, and to adjust the work assigned to the various jobs as necessary.

Employees who are to be permanently reassigned shall be notified by the Deputy Superintendent for Human Resources and Support Services. Prior to making a permanent change of assignment, the employee(s) involved shall be consulted. It is desirable that such changes be mutually agreeable to the employee(s) and the Deputy Superintendent for Human Resources and Support Services; however the Deputy Superintendent for Human Resources and Support Services has the right of final decision.

In the event of an increase or reduction in the work force, the Board expressly reserves the right to combine work from various job classifications to be performed by one individual in one job position. Where a job position is created which performs the duties of more than one job classification, that individual shall be compensated for each hour worked in each classification pursuant to the rates of pay set forth in Section 10.0. The new positions will be posted for bid.

Part B Probation and Seniority

SECTION 6.9 PROBATIONARY PERIOD

The first sixty (60) working days of employment shall be regarded as a probationary period for all newly employed custodians. Upon written agreement of the probationary custodian, the probationary period may be extended for an additional thirty (30) working days.

Custodians who have not completed the probationary period of employment shall not have recourse to the terms of this Agreement.

SECTION 6.10 SENIORITY

Seniority shall be accrued and effective on the first working day of employment after the termination of the probationary period, retroactive to the original date of employment.

Seniority shall be broken only by discharge, voluntary resignation/retirement, or layoff for a period of more than three (3) years.

SECTION 6.11 MASTER SENIORITY LIST

The Board shall maintain a master seniority list, listing all regularly employed eligible custodians in order of seniority without regard to salary or job classification. A copy of the master seniority list shall be furnished to each custodian annually on July 1st.

SECTION 6.12 STEWARD SUPER SENIORITY

One steward shall be granted super seniority for purposes of layoff and recall if such is required by the Union. The Union shall designate the steward to receive super seniority to the Board in writing.

SECTION 6.13 SENIORITY FOR NON-BARGAINING UNIT WORK

Any custodian employed in a classification covered by this Agreement, who is or has been transferred to a non-unit position shall not accumulate seniority while he/she works in the non-unit position. If the employee is returned to a bargaining unit classification, he/she shall commence work in a job generally similar to the one he/she held at the time of his/her transfer and he/she shall maintain the seniority he/she had at the time of his/her transfer out of the unit.

SECTION 6.14 LAYOFF AND RECALL

Seniority prevails in the layoff, recall and earning opportunities of custodians. In reducing the work force because of legitimate cause, the last custodian employed shall be the first employee laid off and the last custodian laid off shall be the first employee recalled and re-employed. In the laying off and the reemployment of laid off personnel, the particular work performed as defined by job description is an important factor.

In the event of a layoff, a custodian so laid off shall be given one-week notice of recall to work, mailed to his/her last known address. In the event the custodian fails to make himself/herself

available for work at the end of said one week, he/she shall lose all seniority rights under this Agreement; however, the one-week time limit may be extended by mutual agreement between the Board and the custodian.

Part C Overtime and Call-in Pay

SECTION 6.15 OPPORTUNITIES FOR OVERTIME SECTION 6.15a EQUITABLE DISTRIBUTION OF OVERTIME

Opportunities for overtime work in each building shall be distributed on a fair and equitable rotation among all full-time custodians in that building. Custodians who wish to be contacted for overtime work shall annually place a letter stating their desire for overtime with the Facilities Supervisor. Full-time custodians with letters on file will be assigned on a seniority rotation basis only after regular full-time custodians in the building have waived the opportunity for overtime. The Board shall be deemed to have met its obligation to offer overtime in order of rotation by contacting the employee, in order of rotation, in person, if the employee is working at the time the assignments are being made, or by making an attempt to reach the employee at the last telephone number provided by the employee to the Board.

If a full-time custodian refuses an overtime assignment when offered, or cannot be reached by telephone if the full-time custodian is off duty at the time the assignment is made, he/she shall be deemed to have forfeited his/her opportunity during that rotation, and shall not be offered overtime again until his/her turn in the next rotation. In the event of any dispute regarding assignment of overtime, the only remedy that shall be available is the offer to the employee of an equal number of hours of additional future overtime to provide a balance in the distribution of overtime.

SECTION 6.15b OVERTIME PAY RATES

All work performed on Saturday in excess of forty (40) hours per week shall be paid at the rate of one and one half (1 ½) times the regular rate for all full-time custodians having a scheduled workweek Monday through Friday. If an employee is called in to work on a Saturday, then the Call In Pay provision of Section 6.5d will apply. Full-time custodians taking unauthorized leave during the week shall be paid straight time for Saturday work. All work performed on Sundays shall be paid at the rate of two (2) times the regular rate. All work performed on holidays, designated in Section 6.10, shall be paid for at the rate of one and one half (1 ½) times the regular rate. This pay is in addition to the holiday pay. All work performed on Christmas Day or New Year's Day, when those days fall on a Saturday or Sunday, shall be paid at the rate of three (3) times the regular rate. In addition, while Easter Sunday is not a paid holiday, all work performed on Easter Sunday shall be paid at the rate of three (3) times the regular rate. In order to qualify for holiday pay, it is provided that the full-time custodian must work the regular working day preceding and the regular working day following the holiday, unless his/her absence is covered by the leave provisions of this Agreement.

SECTION 6.15c SPECIAL SKILLS

Overtime work requiring special skills shall be offered to those custodians with experience and training on these skilled jobs.

Snow plowing is considered a special skill. Groundspersons and maintenance personnel will be assigned plowing overtime first. All other qualified bargaining unit members will be offered plowing overtime in order of seniority on a rotational basis. "Qualified" for snow plowing purposes means having been trained on the school's equipment. Any interested full-time custodian can apply for training, such training to be scheduled at the discretion of the District as the need for additional qualified personnel arises.

SECTION 6.15d REQUIRED OVERTIME AND EXTRA DUTIES

In times of emergency, or when no substitute is available, and when no full-time custodian is voluntarily available for overtime work, each full-time custodian may be assigned his/her share of overtime work. If so assigned, the full-time custodian shall be required to perform his/her share of the work. Provided that, in no case shall a full-time custodian be paid less than one hour of overtime; nor shall a full-time custodian normally be required to work more than ten (10) hours per day.

Full-time custodians who have regularly scheduled jobs, may be removed from their own duties and assigned to perform extra duties. Annually a letter will go out to staff on District letterhead and signed by the Facilities Supervisor and Building Administrator explaining this fact.

SECTION 6.15e CALL IN PAY

When called to report for work on unscheduled work days in the case of an emergency or outside of regularly scheduled hours, the full-time custodian(s) shall be paid overtime with a two [2] hour minimum, whether two hours are actually worked or not.

Part D Discipline and the Grievance Procedure

SECTION 6.16 DISCIPLINE OR DISCHARGE

Discipline or discharge shall be for just cause and shall follow the standards of progressive discipline. Nothing in this section, however, shall prevent the employer from taking immediate and appropriate disciplinary action should it be required by the circumstances, with proper written notice thereof to the Union at the time such immediate action is taken.

Discharge shall be in writing, a copy of which shall be given to the Steward and to the Union. A discharge may be grieved within the appropriate time limits. Should a grievance result in the reversal of a suspension or discharge, the custodian shall be reinstated, and compensation for all back pay will be at his/her regular rate of pay, it being expressly understood that such a custodian shall have no claim for overtime as part of his/her back pay.

SECTION 6.17 GRIEVANCE PROCEDURES

The purpose of this procedure is to secure, at the lowest possible administrative levels, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein will be construed as limiting the right of any custodian having a grievance to discuss the matter informally with any appropriate administrator and having the grievance adjusted without intervention of the Union, provided the adjustment is not inconsistent

with the terms of this Agreement and provided that the Union has been given the opportunity to be present at such adjustment.

A custodian, a group of custodians, or the Union may bring forth a grievance alleging a violation or misinterpretation of any provision of this Master Agreement. All parties to a grievance shall identify themselves.

Informal Grievance Procedure:

Any custodian or group of custodians believing there to be a violation as stated above shall discuss the matter with the Facilities Supervisor. The grievant must state to the Facilities Supervisor that the matter is an informal grievance. If such an informal grievance is resolved, the resolution shall not be inconsistent with the terms of this Agreement. If the grievance is not solved through this informal step, the grievant shall file a written formal grievance through the Union Steward within ten (10) days from the alleged violation.

Formal Grievance Procedure:

1. A grievance is a claimed violation or misinterpretation of any provision of this Master Agreement, and all grievances shall be in writing and shall contain the following information:
 - a. A concise statement of the facts alleging the violation, including the date when said violation occurred.
 - b. The specific section of this Agreement, which is alleged to have been violated.
 - c. A relief requested.
 - d. The date upon which the grievance is filed.
2. Steps to be followed:
 - a. If the grievance is not solved through the informal step, the grievant shall file a written formal grievance through the Union Steward within ten (10) days from the alleged violation. The formal written grievance shall be filed with the Deputy Superintendent for Human Resources and Support Services on a form provided by the Union within ten (10) days from the alleged violation.

Within ten (10) days of receipt of a grievance, the Deputy Superintendent for Human Resources and Support Services shall schedule a hearing thereon, including the grievant, the Deputy Superintendent for Human Resources and Support Services, the Union Business Agent and the Steward. Within ten (10) days of the hearing on the grievance, the Deputy Superintendent for Human Resources and Support Services shall render a decision in writing, transmitting a copy thereof to the Union and to the grieving custodian(s).

- b. If the decision of the Deputy Superintendent for Human Resources and Support Services is unsatisfactory the Union may file an appeal for mediation with the Michigan Employment Relations Commission, in accordance with the Commission's procedures and law. Such appeal to mediation shall be filed within ten (10) days after the decision of the Deputy Superintendent for Human

Resources and Support Services. This mediation step may be waived by either party upon written notice.

- c. Should it be impossible to resolve the grievance in a mutually acceptable manner via mediation, either the Board or the Union may, within ten (10) days of the conclusion of the mediation, appeal to arbitration. The Secretary-Treasurer of the Union shall have the right to determine whether or not the grievance is qualified to be submitted for arbitration by the Union. The Union and the Board shall join in asking the Federal Mediation and Conciliation Service to submit a panel in accordance with the procedures of the Federal Mediation and Conciliation Service. The arbitrator shall give both parties full opportunity to present evidence and to argue the grievance orally, or in writing, and shall be bound by the testimony and exhibits. In the event of a refusal by either party to submit to or appear at the arbitration hearing, the arbitrator shall have jurisdiction to proceed ex parte and make an award. In any event he/she shall make a written decision, and his/her award shall be binding upon the Board, the Union and the aggrieved. The arbitrator shall not alter, add to or subtract from the Agreement. The cost of arbitration shall be divided equally between the Board and the Union except that each shall pay the cost of its own representative.
- d. Failure to institute a grievance or appeal a decision within the time limit specified shall be deemed acceptance of the decision at that level. Should the custodian(s) or the Union withdraw a grievance at any level, or should the custodian(s) leave the employ of the Board, all further proceedings on said grievance shall be barred.
- e. The term day or days used herein shall mean regular working days.

SECTION 6.18 REPLACING ABSENT CUSTODIANS
SECTION 6.18a ABSENT DAY CUSTODIAN

In the event the day custodian is absent from work, his/her position will be filled during such absence in the following manner:

1. All evening custodians may submit a letter each year indicating that they are available for daytime work. To be eligible, a custodian must qualify by completing the day custodian training and by passing the test for the day custodian position.
2. The most senior (master seniority list) eligible custodian in that building who has submitted a letter will be assigned to fill the daytime shift. For custodians working in two or more buildings, they will be considered for daytime work in each building part of the year on a proportional basis (i.e., if in two buildings, one semester in one building, and one semester in the other building).
3. If the most senior (master seniority list) eligible custodian refuses the assignment, the next most senior eligible custodian from the evening shift in that building on the available list will be assigned. If all eligible evening shift custodians in that building who have submitted a letter refuse the assignment, the eligible evening shift custodian with the least seniority will be assigned for the first day of the absence of the day shift custodian.

4. On subsequent days, during each period of absence, the Facilities Supervisor will offer the assignment to the most senior eligible evening shift custodian (master seniority list) in another building who has indicated he/she is available for daytime work in all buildings.
5. When an absent day custodian is replaced by a custodian from outside the building where the day custodian is absent, the replacement assignment shall be rotated on a seniority basis every 30 calendar days.
6. In the event all eligible evening shift custodians in other buildings, who have indicated they are available for daytime work, refuse the assignment, the most senior [master seniority list] non-eligible custodian will be assigned. In the event that all such persons refuse the assignment, a substitute will be assigned.
7. If any eligible evening shift custodian refuses the day shift assignment, the food service/mail assignment, a grounds assignment, a day assignment or overtime four (4) times, he/she will be placed on the unavailable list for the remainder of the school year.
8. Whenever a regular employee replaces a plant mechanic, or the food service delivery person, he/she will be paid the higher rate for all hours worked in the temporary assignment.

SECTION 6.18b ABSENT EVENING CUSTODIAN

In the event an evening custodian is absent from work, his/her position will be filled in the following manner:

1. The Facilities Supervisor will make every reasonable attempt to replace the absent evening custodian with a substitute custodian from the available list.
2. In the event that no substitute custodian is available or there is not sufficient time to call in a substitute custodian, the most senior custodian (master seniority list) in that building who has indicated that he/she wants to work overtime will be offered overtime to perform the duties of the absent custodian.
3. If the most senior custodian in that building refuses the overtime the next most senior custodian in that building who wants to work overtime will be assigned the overtime.
4. If the second most senior custodian refuses the overtime, step 3 will be repeated in the same manner by following the master seniority list until a custodian in the building accepts the overtime, or all have refused.
5. In the event that no custodian in that building accepts the overtime, the Facilities Supervisor may assign the overtime to the custodians in that building in an equal manner; however, no custodian shall be required to work more than a total of ten hours per day.

SECTION 6.19 THE WORK YEAR CALENDAR

The custodian's work year begins July 1st, and ends June 30th of the calendar year, except for ten (10) month employees as noted in the attached Letter of Understanding. A calendar of the

custodial workdays for the year, developed from the Board approved official school calendar, shall be provided for all custodians.

The following holidays shall not be regular custodial workdays on the calendar, but shall be paid at the custodian's regular rate of pay subject to the conditions outlined in Section 6.4 and 6.5. When the holiday falls on a Saturday, the holiday will be observed on the preceding Friday. When the holiday falls on a Sunday, the holiday will be observed on the following Monday.

2014-15

July 4
Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day

SECTION 6.20 OPEN POSITIONS

In the event of an open position (any opening created by resignation, termination, or transfer to another position) in the bargaining unit which the Board determines to fill, such vacancy shall be posted at least five (5) working days prior to permanently filling the position. The posting will indicate the location, shift and job assignment for the opening. The District will post notices of openings in the custodian rooms and staff rooms at all buildings. Additional postings will be: the Grounds Garage and Bus Garage Staff Room. The Board will consider any qualified and interested applicant. Qualification factors include experience, personal attributes and performance. Where qualifications are equal, seniority shall be the determining factor.

If qualified applicants are available from within the bargaining unit, a selection will be made within five (5) working days from the conclusion of posting, and the subsequent transfer will be made within an additional fifteen (15) working days.

When there are no candidates for a vacant position from within the bargaining unit, that position will be filled by hiring a new employee within twenty (20) working days from the end of the posting period.

Successful applicants for an open position will be required to remain in the position for nine (9) months before being eligible to apply for a different position, except that they may apply for positions on different shifts or other jobs classifications when open. Newly hired custodians will be required to remain in the position for which employed for nine (9) months before becoming eligible to apply for an open position, except that they may apply for positions on different shifts or other job classifications when open, and for open positions on the same shift when no other employee bids on the position if the new employee has completed the probationary period.

Should new custodial positions be created, the duties and responsibilities of, which are substantially different from existing job classifications, the parties agree to negotiate a classification level for the new position.

SECTION 6.21 DAY CUSTODIANS – QUALIFICATION, TRAINING AND TESTING
SECTION 6.21a QUALIFICATIONS FOR DAY CUSTODIANS, AND TRAINING AND TESTING TO DETERMINE QUALIFICATION

Qualifications for day custodian positions shall be determined by the ability of custodians to perform the general maintenance tasks indicated below on a test to be administered by the employer.

Presently, the general maintenance tasks which constitute what is required for day jobs are as follows:

1. Plumbing
 - a. Stools – Replace Wax Seals, Flush Valve, Sloan Valve
 - b. Urinals – Sloan Valve, Vacuum Breaker
 - c. Sinks – Faucets, Traps and Washers
 - d. Fountains – Install Repair Kits
2. Electrical – Switches, Plugs, 110 Ballasts only
3. Boilers – Testing – Routine Maintenance
4. Pools – Procedures to test and back wash. Breakdown of pool is responsibility of maintenance people until stabilized.
5. Furniture Repair, Snow Removal, Lawn Care, Ceiling, Preventative Maintenance

From time to time this description of maintenance qualification tasks may be changed by the employer.

SECTION 6.21b TRAINING AND TESTING

Testing will be administered by the employer annually during the second and third week of July for all interested employees. If no applicants have qualified by training and testing, the job will be filled temporarily by applicants, if any, on a rotation basis until training and testing are completed.

Prior to testing, the employer shall provide appropriate training for all tasks which are to be tested.

Employees taking the test will be allowed to take the entire test, and will be given the same time limits in which to complete the test.

Applicants will be notified in writing of areas of deficiency.

Testing procedure will not be used to rank employees, but rather to determine whether an employee is minimally qualified to perform the tasks required by the day custodian position. In selection for the position, applicant will be chosen on basis of qualification, ability, experience, personal attributes and past performance. If the above are equal, seniority shall prevail.

SECTION 6.22 MILEAGE

Custodians will receive the Board adopted mileage (IRS sanctioned) when using their own vehicle and required by a supervisor to pick up supplies and equipment, and for travel from building to building as a part of their work assignment.

SECTION 6.23 UNIFORMS

1. To encourage high morale, pride in appearance, neatness and cleanliness on the part of the custodians, the Board will establish appropriate uniforms for all regularly employed custodians. The Board reserves the right, in its sole discretion, to select the style, color, quality and other characteristics of the uniforms, and to select distinctive insignia for them. Further, the Board reserves the right to establish rules and regulations regarding the wearing of uniforms during working hours, and to enforce such rules by appropriate discipline. Such rules are:
 - a. Uniforms shall be worn to work daily, except when the Custodian is excused from this requirement by the supervisor.
 - b. Custodians shall start each shift with a presentable uniform.
 - c. Custodians may wear shorts after the last student day of the year ~~through~~ until the start of school for students each year.
2. The Board shall provide a range of acceptable uniforms consisting of pants, shorts, shirts, and coveralls for those who require them. Newly hired custodians shall be able to select \$145.00 of such uniforms. Current employees shall be able to select up to \$80.00 of such uniforms annually.

Uniforms will be ordered by July 1st each year, to be delivered prior to the beginning of the new school year except in circumstances beyond the control of the Board. For custodians subsequently employed, uniforms shall be provided upon completion of the probationary period of employment. Custodians leaving the service of the Board before the completion of six months service shall refund a pro-rata share of the cost of the uniforms to the Board. Such refund shall be withheld from the final pay of the custodian, pursuant to MCLA 408.477; MSA 17.277.

3. The Board shall provide replacement uniforms to each custodian when necessary due to normal wear. Custodians who lose their uniforms or damage them due to carelessness or negligence may be required to replace them at their own cost.
4. Should the Board alter its uniform requirements, it will replace uniforms or any portion thereof as necessary.
5. The Board shall furnish appropriate protective clothing and footwear when deemed appropriate by the Administration.

SECTION 6.24 TOOLS FOR AFTERNOON CUSTODIAN

1. Lockers will be assigned to all regular, including four-hour, afternoon custodians.

2. Employees will furnish locks for lockers.
3. Tools and a tool apron will be assigned to all regular, including four-hour, afternoon custodians.
4. If the custodian works in more than one building, he/she will be issued a set of tools, apron and locker for each building.
5. Basic essential tools to be issued to each custodian will consist of: 1 hammer, 1 pliers, 1 long nose pliers, 2 straight screwdrivers, 2 Phillips screwdrivers, 1 razor blade scraper, and 1 crescent wrench.
6. The tools and apron will be signed for by the custodian at which time the items become the responsibility of the custodian.
7. If the custodian loses a tool, he/she must replace it at his/her own expense. Employees shall not be charged for loss or damage of a tool unless clear proof of negligence is shown.
8. If a tool is broken, the custodian must send the broken parts to Facilities for a replacement.
9. If the custodian quits, resigns, retires, or leaves for any reason, he/she must turn in the tools and the apron. If the complete set is not turned in or if any portion is not turned in, the cost of the set or the cost of the missing item will be deducted from his/her last paycheck, pursuant to MCLA 408.477; MSA 17.277. Depending on the age of the tools, the cost will reflect depreciation of the article or articles.

SECTION 7.0 PAID LEAVES

Leave days earned before July 1, 2012 were earned on the basis of an 8 hour day and will remain in that amount for future use under a 7.50 work day basis. As of July 1, 2012, all leave will be earned and used on the basis of a 7.50 hour work day.

SECTION 7.1a SICK LEAVE

Six (6) days of sick leave shall be granted on July 1 of each year, and an additional six (6) sick days of leave shall be granted on January 1 of each year, with unlimited accumulation. At the time of hire, new custodians shall receive a pro-rata portion bank of sick leave days (one per month) until the next January 1 or July 1.

In the case of a birth of a child, a custodian may use sick leave in the same manner as for any other disability for which sick leave is allowed and may continue in active employment as late as she is physically able to perform all duties of her position. The district reserves the right to be furnished a statement of the custodian's ability to perform her duties from her attending physician.

SECTION 7.1b PERSONAL ILLNESS

Day shift custodians calling in sick during the school year must notify the Facilities Supervisor no later than one [1] hour prior to the start of their shift. If unable to reach the Facilities Supervisor, the day shift custodian must notify the Facilities Management Secretary at home. Afternoon shift custodians calling in sick during the school year must notify the Facilities Management Office two [2] hours prior to the start of their shift. The Board reserves the right at such time to require a physical or mental examination of a custodian at the Board's expense by a doctor of its choice should this seem in the best interests of the school district. In lieu of such an examination, the Board may request a statement from the custodian's physician regarding the need for the use of sick leave. A written statement may be required from the attending physician in cases of injury or illness that keeps a custodian from work for five (5) or more consecutive working days or following any period of hospitalization. A written statement shall be mandatory commencing the eighth (8) calendar day of absence. Also, such a statement shall be mandatory in all cases of absence covered by Workers Compensation and absence requiring hospitalization regardless of the length of absence. Leave time used for personal illness shall be figured in quarter (1/4) day increments.

SECTION 7.1c ILLNESS IN THE EMPLOYEES HOUSEHOLD

From accumulated sick leave, up to five (5) days per period of illness of a parent, spouse, child or person for whom the custodian is principally responsible for shall be granted. The intent of this provision is to provide the employee time to make arrangements for the care of the sick members of his/her family.

The school district reserves the right to require a certified report by the doctor in attendance. In emergencies as defined by the approving administrator, additional leave days will be granted as available.

SECTION 7.2 BEREAVMENT LEAVE
SECTION 7.2a DEATH IN THE IMMEDIATE FAMILY

From accumulated sick leave, a maximum up to ten (10) days may be granted at the time of death in the immediate family. The term "immediate family" is defined as follows: husband, wife, parents, grandparents, parents-in-law, brother, sister, brother-in-law, sister-in-law, child, grandchild, son-in-law, daughter-in-law, step-parent, step-sister, step-child, step-brother, step-grandparents, or a person for whom the custodian principally is responsible for financial and physical care.

SECTION 7.2b FUNERALS OUTSIDE THE IMMEDIATE FAMILY

From accumulated sick leave, one (1) day may be granted for attendance at a funeral of a person outside the immediate family. If additional time is needed, it may be requested as personal business leave.

SECTION 7.3 PERSONAL BUSINESS LEAVE

Two (2) days per year beyond the sick leave allowance shall be granted each July 1st and may be used for personal business. Personal business leave shall be used only for the purpose of

conducting business, which is difficult to transact outside of normal working hours. It is understood that personal business leave shall not be used for recreational purposes, or to extend a holiday, weekend and/or vacation.

Custodians shall be granted personal business leave on written notification to the Deputy Superintendent for Human Resources and Support Services at least three (3) working days in advance of the anticipated absence. In cases of unanticipated need for personal business leave, the custodian shall apply as soon as possible. It is understood that such leave shall not be used for recreation purposes or to extend a holiday and/or vacation.

In the event of an emergency requiring personal business leave prior to or following such holiday and/or vacation, the custodian shall state the reason for the leave. Custodians shall assume the responsibility of notifying the Facilities Office immediately upon receiving approval to use a personal business day.

Personal business days not used during the school year will be added to and accrued as sick leave days at the beginning of the following year.

SECTION 7.4 VACATION LEAVE

For the first five (5) years of service, eight (8) hours and forty (40) minutes of paid vacation per month is earned by each custodian with accumulation to a maximum of thirteen (13) days for 12 month employees. After five (5) years of service, vacation benefits shall be as set forth below:

	<u>12-month employees/180 day employees</u>	
1 through 4 years of service	13 days/year	11 days/year
After 5 years of service	14 days/year	12 days/year
After 6-7 years of service	15 days/year	13 days/year
After 8-9 years of service	16 days/year	14 days/year
After 10 years of service	17 days/year	15 days/year
After 11 years of service	18 days/year	16 days/year
After 12 years of service	19 days/year	17 days/year
After 13 years of service	20 days/year	18 days/year
After 14 years of service	21 days/year	19 days/year
After 15 years of service	22 days/year	20 days/year
After 20 years of service	23 days/year	21 days/year
<i>After 22 years of service</i>	<i>24 days/year</i>	<i>22 days/year</i>
After 24 years of service	25 days/year	23 days/year

THE FOLLOWING CONDITIONS SHALL APPLY TO VACATION LEAVE DAYS:

1. Vacation time earned during one school year (July 1 to June 30) must be used not later than June 30th of the following year, except that, upon the approval of the Deputy Superintendent for Human Resources and Support Services, ten (10) days of vacation time may be carried over past June 30, which ten (10) days must be used by September 1, or it is lost.
2. Earned vacation time must be taken as a vacation. However, the Board may request that a custodian take additional compensation in lieu of vacation.

3. Vacation may be taken at any time during the year.
4. Custodians who are ill may use their accumulated vacation leave time as an extension of sick leave, after all regular sick leave benefits have been used.
5. Custodians who resign, giving at least two weeks written notice, shall be paid for accumulated vacation.
6. Vacation time shall be counted as actual scheduled working days on the custodial calendar. A holiday occur during a custodian's vacation period shall not count as a vacation day.
7. Requests for vacation shall be submitted to the Facilities Management Supervisor twice a year: for the period of July through December (including the winter holiday break period) requests shall be submitted by May 1st and for the period of January through June requests shall be submitted by November 1st. Except as expressly provided below in sub-paragraph 8, all approvals of vacation as requested shall depend upon the needs of the Board to carry out the work within the scheduled time.
8. Should more requests for vacation within a given period be received than can be honored, seniority using hiring date shall be the basis for granting vacation requests.

Once selection is made, if selection has to be changed, vacation time that has not been chosen must be selected, and granted on a 1st come, 1st served basis in order of vacation request received.

The District's judgment regarding the number of custodians that can be scheduled for vacation or its decision approving or denying requests, including approving and denying requests filed after either of the two above submission deadlines, shall be final and not subject to the grievance procedure.

9. All vacation monies earned shall be paid when an employee is discharged. In the event of the death of the employee his/her beneficiary will receive the amount due to the employee.
10. The Facilities Management Supervisor shall prepare and distribute quarterly, each year, a calendar indicating the dates for which vacation has been requested by a bargaining unit member. Should a custodian with two (2) weeks prior notice, request specific days[s] off for vacation, and should no other custodian have requested or be on leave [paid or unpaid] for that day[s] at the time of the request, the request for such day[s] shall be approved.

Should the written requests of two or more custodians who are requesting the same day[s] according to the foregoing paragraph be received on the same day by the Facilities Management Supervisor, the custodian with the greater seniority shall have his/her request granted.

SECTION 7.5 JURY DUTY

Leave will be granted for Jury Duty. The Board shall pay the custodian's regular pay provided that the custodian remits the pay received for jury duty to the Business Office

SECTION 7.6

LEAVES FOR APPROVED CONFERENCES

A Custodian shall request permission from the Facilities Management Supervisor in advance of attending any work connected conference within the State of Michigan. Conferences outside of the state of Michigan require Board approval.

1. Permission shall be governed by:
 - a. The availability of a substitute.
 - b. Special building situations, including scheduled activities.
 - c. Number of conferences previously attended.
 - d. The Facilities Management Supervisor's judgment, with respect to the conference, as to the needs of and benefits to the custodian and the Board.
2. Expenses will be allowed as follows:
 - a. The Board adopted mileage allowance (I.R.S. sanctioned mileage).
 - b. Salary of substitute if necessary.
 - c. Lodging – actual cost not to exceed seventy-five dollars (\$75.00) per night.
 - d. Meals at cost, not to exceed forty dollars (\$40.00) per day.
 - e. Registration fee.
 - f. If transportation is by public carrier, the most economical means.
3. Any Custodian may make application to the Facilities Management Supervisor to attend a conference or make a visitation at his/her own expense except that the cost of a substitute shall be borne by the Board.
4. Reports, verbal or written may be required.

SECTION 8

UNPAID LEAVES

SECTION 8.1

PARENTAL LEAVE

- a. Upon request, a custodian may take a combined total of twelve (12) work weeks of unpaid parental leave for the birth of a child, the placement of a child for adoption or foster care and for the first year care of a child.
- b. A custodian shall notify the District in writing of his/her desire to take such a parental leave and his/her intent to return, no less than thirty (30) calendar days prior to the date on which the leave is to begin and end, where the necessity for leave is foreseeable based on an expected birth or child placement. If the date of the birth or placement requires the leave to begin in less than thirty (30) calendar days, the custodian shall provide such notice upon receipt of the requisite information.
- c. A pregnant custodian expecting the birth of a child may commence leave before or after the birth. In the latter case, the leave is available to the custodian at the termination of her disability. In the event of the child's death and upon the custodian's request, the parties to this Agreement may mutually agree to terminate the leave.
- d. The custodian and the District may mutually agree that a leave may be taken on either an intermittent or reduced leave schedule basis. A reduced leave schedule means a leave schedule that reduces the custodian's regularly assigned hours in a workweek or workday.

- e. A custodian on a parental leave may be eligible for benefits under a Family Medical Leave in this Section.

SECTION 8.2 HEALTH AND HARDSHIP LEAVE

Any custodian whose personal illness, including pregnancy, extends beyond the period covered by accumulated sick leave and vacation leave (if the employee chooses to use vacation) shall request in writing an unpaid health and hardship leave. The custodian shall be placed on a health and hardship leave for the period of time necessary for complete recovery, but not to exceed one calendar year from the beginning of the health and hardship leave.

Upon recovery, the custodian shall be required to submit a physician's statement attesting to the custodian's ability to fully perform the duties of his/her position.

The Board reserves the right, at its option, to require an examination by a physician of the Board's choice at its expense. In the event of a conflict of a custodian's physician's statement and the Board's physician's statement regarding the custodian's fitness to return, the opinion of Board's physician shall be controlling.

In the event the custodian presents acceptable evidence of recovered health as provided above within one year from the commencement of the health and hardship leave, the custodian shall be returned to the same position from which the leave was taken if such position exists, or, if such position has been eliminated, to an equivalent position for which qualified. In case of reduction in staff during the period of such leave, the provisions of Section 6.1 shall prevail. Should the illness or disability be of such an extent that the custodian is unable to present acceptable evidence of recovered health within one year from the commencement of the health and hardship leave, the custodian may be re-employed at the discretion of the Board providing a vacancy for which the custodian is qualified exists at the time of recovery. The Board shall have the right to fill the position during the leave with a long-term substitute

A custodian on a health and hardship leave may be eligible for benefits under a Family Medical Leave in this Section.

SECTION 8.3 FAMILY MEDICAL LEAVE

Custodians who have been employed for at least twelve (12) months and who work at least half time, shall be eligible for twelve (12) weeks of a family medical leave during each fiscal year, July 1 to June 30.

A custodian may take a combined total of twelve (12) work weeks of family medical leave for the care of a serious health condition of the custodian's spouse, child or parent, or the custodian himself/herself where the condition results in the custodian being unable to perform the functions of his/her position. This leave may run concurrently with one of the other leaves in the Section.

For purposes of a family medical leave, child includes biological and adopted children, foster children, step children and legal wards who are under eighteen (18) years of age or who are incapable of self-care because of a mental or physical disability.

For purposes of a family medical leave, parent includes a biological parent or an individual who stood in a "loco parentis" to the bargaining unit member when the bargaining unit member was a child

For purposes of a family medical leave, a serious health condition is defined as an illness, injury, impairment or physical or mental condition which involves inpatient care in a hospital or medical care facility or continuing treatment by a health care provider.

If the need for a family medical leave is foreseeable based on planned medical treatment of the custodian or the custodian's child, spouse or parent, a custodian shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the regular operations of the District, subject to the approval of the health care provider. The custodian shall provide the Deputy Superintendent for Human Resources and Support Services with thirty (30) calendar days' written notice prior to the date the leave is to commence. However, where the need is not foreseeable or if the date of the planned medical treatment requires the leave to begin in less than thirty (30) calendar days, the custodian shall provide such notice upon his/her receipt of the requisite information.

A custodian shall have the right to take the leave intermittently or on a reduced leave schedule when medically necessary, subject to Section g below. A reduced leave schedule means a leave schedule that reduces the custodian's regularly assigned hours in a workweek or workday. The use of a leave intermittently or on a reduced leave schedule shall reduce the twelve (12) week leave period only by the amount of leave actually taken.

When leave on an intermittent or reduced leave schedule is for planned medical treatment, the Board reserves the right to require a certification from the health care provider of the custodian, or of the custodian's spouse, child or parent, as the case may be. All certifications shall state: the dates treatment is expected to be given, the duration and schedule of the treatment, and the medical necessity for the intermittent or reduced leave schedule. When the leave is for a custodian's spouse, child or parent, the certification shall also state that leave on an intermittent or reduced schedule for the custodian is necessary for the care of the spouse, child or parent, and will assist in their recovery.

Any health, dental and/or vision insurance shall be continued, with the premiums paid by the District, at the level and under conditions the same would have been provided if the custodian had continued in employment during the leave period. If the custodian does not return to work after the expiration of the leave, the custodian shall reimburse the District for the cost of the premiums paid by the District for his/her insurance or the District may deduct such amounts from any pay due the custodian unless the custodian did not return to work due to circumstances beyond his/her control.

A custodian, upon return from a leave, shall receive salary schedule credit and accumulation of seniority and shall be re-employed in the same position from which the leave was taken if such a position exists, or if such a position has been eliminated, to an equivalent position for which the bargaining unit member is qualified. In case of reduction in staff during the leave period, the

provisions of Section 6.1 shall prevail. The Board reserves the right to fill the position during the leave with a long-term substitute, subject to the following limitations:

1. If an employee will be absent for an extended period (6 weeks or more) a regular employee on layoff will be recalled when the absent employee exhausts their sick leave.
2. If an employee is on a long-term leave, a regular employee on layoff will be recalled by the 61st day at the latest.
3. For other absences, an employee on layoff will have first opportunity to substitute for an absent employee at the sub rate of pay.
4. An employee on layoff is not required to accept recall to substitute for an absent employee under any circumstances.

The terms and provisions of this leave section shall be construed in light of the Federal Family and Medical Leave Act of 1993, as amended.

SECTION 8.4 MILITARY LEAVE

A leave of absence shall be granted to a custodian who is inducted or enlists for one period of enlistment in any branch of the Armed Forces of the United States, in accordance with Federal and State law. Reinstatement upon completion of such service shall be in accordance with the requirements of applicable laws of the United States. Regular salary increments and seniority shall accrue.

A custodian will be granted a leave without pay for a period of minimum enlistment for full-time overseas duty in the Peace Corps. Further extensions shall be granted at the will of the Board. The salary increment shall accrue.

SECTION 8.5 GENERAL LEAVE

A custodian may be granted a general leave of absence for one year with the approval of the Board.

Unless otherwise indicated, the following conditions shall apply to a general leave of absence:

1. Requests for leaves shall be in writing.
2. Eligibility shall be based on a minimum of two (2) years' continuous employment in the district.
3. All general leaves shall be limited to one year. Further extension shall be at the will of the Board.
4. While on general leave of absence a custodian's seniority is maintained, but does not accrue.
5. Sick leave days shall not accrue but unused sick leave days held at the start of the leave shall be reinstated

6. It is the responsibility of the custodian on a general leave to provide written notice of intention to either return or resign to the Deputy Superintendent for Human Resources and Support Services at least three months before the leave expires. If so, the custodian shall be assigned to a position in the school system if a vacancy exists for which the custodian is qualified.

SECTION 9.0 INSURANCE BENEFITS
SECTION 9.1 HEALTH, DENTAL, VISION, LIFE AND LONG-TERM DISABILITY

2014-2015

Effective July 1, 2014, the Board will pay towards the premium of **Teamsters Insurance (Benefit Plan WWKNNNNNN (Key 2c, R2, RX2))** health care the following amounts:

Single	\$375 per month
Two Person	\$830 per month
Full Family	\$1,025 per month

For each custodian and eligible dependent(s) subject to the terms and conditions of the policy and contract applicable to this benefit, with the employee being responsible for the remainder of costs for health, dental, vision, life, long-term disability and all other insurance benefits.

Custodians may enter into a salary reduction agreement with the Board for the purposes of paying the difference between the premiums paid by the Board and the cost of the custodian's insurance program, having the same payroll deducted with pre-tax dollars.

Full-time employee's not needing health coverage shall be provided a cash option in lieu of health benefits of \$300.00 per month. This amount shall not change during the life of this contract. A custodian may elect to apply the cash toward any other non-taxable insurance coverage or tax sheltered annuity as defined by Section 403 [b] of the Internal Revenue Code, by entering into a salary reduction agreement with the Board. Any remaining balance of the Board portion of the single subscriber premium will be remitted in cash.

When a custodian or custodian's spouse becomes eligible for Medicare, the custodian or spouse may sign up for Medicare.

SECTION 9.2 INSURANCE COVERAGE

These provisions apply only to custodians regularly employed twenty-four (24) hours per week or more. Custodians regularly employed twenty hours or more per week, but less than twenty-four hours per week are eligible for single coverage only for the **Teamsters Insurance (Benefit Plan WWKNNNNNN (Key 2c, R2, RX2))** for health, dental, vision, life, long-term disability, and all other insurance benefits as provided in Section 9.1.

New Provision:

Employees successfully obtain a certification as a Certified Pool Operator [CPO] and who are assigned pool duties will receive an extra \$0.20 per hour.

SECTION 9.3 WORKER'S COMPENSATION

Bargaining unit members are covered by Worker Compensation benefits for work-related injury or illness. For injury or illness which would otherwise be covered by Worker Compensation benefits, but which does not either disable a bargaining unit member for seven [7] calendar days or the work-related injury or illness does not continue for two [2] weeks so as to be eligible for such benefits, the bargaining unit member shall be paid at his/her regular rate of pay with such time lost from work being charged against the bargaining unit member's accumulated sick leave.

If sick leave is used for any of the first two weeks of the injury or illness, bargaining unit members may reimburse the district for their compensation for such days and such sick leave shall be reinstated.

SECTION 10.0 RETIREMENT BENEFITS
SECTION 10.1 RETIREMENT TERMINAL LEAVE PAY

Upon a custodian's retirement, in accordance with the requirements of the Michigan Public Schools Employees Retirement Act, a terminal leave pay determined by the greater of (1), (2), or (3) below will be paid if at least ten (10) years continuous employment in this school district has occurred.

- (1) \$100.00 per year of employment in this school district, or
- (2) a sum equal to 50% of the current wage for each accumulated leave of absence day. (2) is limited to a sum up to twice the amount calculated by (1), or
- (3) \$40.00 per unused sick day, with no limit on accumulation.

SECTION 11.0 RATES OF PAY
SECTION 11.1 SALARY SCHEDULE

2012-2013 7% reduction of wages-no step increase

2013-2014 7% reduction of wages-no step increase

The parties agree that steps/longevity shall be frozen for the term of this agreement.

2014-2015 Refer to Appendix A

The Custodial salary schedule. The base rates (per hour) for the 2012-13, 2013-14 and 2014-15 school years are attached in Appendix A.

Grounds: if a grounds employee obtains both pesticide application and herbicide application certifications, then that employee would receive a stipend equal to the difference between the grounds and warehouse rate.

SECTION 11.2 SHIFT PREMIUM

Those custodians regularly scheduled to work on Saturday and/or Sunday as part of their regular five day work week shall be entitled to \$.25 per hour premium pay for Saturday and/or Sunday work.

Those custodians regularly scheduled to work the third shift (i.e., any shift beginning after 11:00 p.m. daily on a regular basis) shall be entitled to \$.15 per hour premium pay for all hours scheduled after 11:00 p.m. on a regular basis.

SECTION 11.3 LONGEVITY

Longevity for custodians shall be as set forth in Appendix A, but shall be frozen for the term of this agreement.

SECTION 11.4 PAY AND PAY PERIODS

All pay shall be made by direct deposit into an account designated by the custodian.

Pay periods shall be every two weeks during the year.

1. When a regular pay day occurs within a school vacation period during the school year when custodians are not scheduled to work, that day shall be advanced to the last working day prior to the beginning of said vacation period, provided that not more than one pay period shall be advanced with respect to any vacation period.
2. When the District is prepared to move its payroll to a 24 pay period, per year basis, it is agreed that this shall also apply to custodians and the foregoing paragraph shall not apply.

SECTION 11.5 OVERPAYMENT

If a custodian receives an overpayment of funds for salary or other amounts and it has been determined that there has been such an overpayment, the Board will, pursuant to MCLA 408.477; MSA 17.277(2), deduct the overpayment from the custodian's wages. If the overpayment has occurred over a period of time, such deductions shall also be made over an equal amount of time.

SECTION 11.6 TRUE TIME

Custodians will implement pay through True Time as soon as possible after ratification.

We, as indicated by our signatures below, agree to the above terms.

EMPLOYER

BOARD OF EDUCATION OF THE
HOLT PUBLIC SCHOOLS



W. Scott Szpara
Deputy Superintendent

UNION

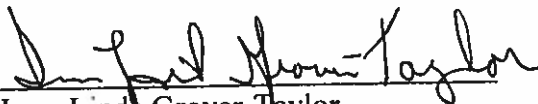
LOCAL UNION NO. 580,
AFFILIATED WITH THE
INTERNATIONAL BROTHERHOOD
OF TEAMSTERS, CHAUFFEURS,
WAREHOUSEMEN AND HELPERS
OF AMERICA



Brett Litwiler



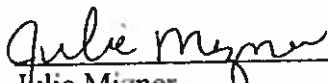
William Anderson



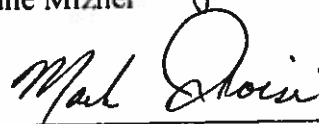
Irma Linda Grover-Taylor




Sue Osbo



Julie Mizner



Mark Troisi



Mike Parker

APPENDIX A

CUSTODIANS 2012-2013

*7% wage decrease from 2011-2012 Base Rates

*Steps are frozen for wages and vacation for term of this agreement

*Premium Pay for Head Custodians Eliminated as of July 1, 2012

Step	CU00	CU01	CU02	CU03	Premium Pay Eliminated		Premium Pay Eliminated		
					CU3HD	CU3HS	CU06	CU6HD	CU6HS
1	\$23.68	\$21.15	\$20.22	\$19.17	\$19.17	\$19.17	\$16.24	\$16.24	\$16.24
2	\$23.68	\$21.15	\$20.22	\$19.17	\$19.17	\$19.17	\$16.24	\$16.24	\$16.24
3	\$23.68	\$21.15	\$20.22	\$19.17	\$19.17	\$19.17	\$16.50	\$16.50	\$16.50
4	\$23.68	\$21.15	\$20.22	\$19.17	\$19.17	\$19.17	\$16.50	\$16.50	\$16.50
5	\$24.15	\$21.58	\$20.63	\$19.55	\$19.55	\$19.55	\$16.76	\$16.76	\$16.76
6	\$24.15	\$21.58	\$20.63	\$19.55	\$19.55	\$19.55	\$16.76	\$16.76	\$16.76
7	\$24.15	\$21.58	\$20.63	\$19.55	\$19.55	\$19.55	\$16.76	\$16.76	\$16.76
8	\$24.15	\$21.58	\$20.63	\$19.55	\$19.55	\$19.55	\$16.76	\$16.76	\$16.76
9	\$24.15	\$21.58	\$20.63	\$19.55	\$19.55	\$19.55	\$17.28	\$17.28	\$17.28
10	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.28	\$17.28	\$17.28
11	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.28	\$17.28	\$17.28
12	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.28	\$17.28	\$17.28
13	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.81	\$17.81	\$17.81
14	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.81	\$17.81	\$17.81
15	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.81	\$17.81	\$17.81
16	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.81	\$17.81	\$17.81
17	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.81	\$17.81	\$17.81
18	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.81	\$17.81	\$17.81
19	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$17.81	\$17.81	\$17.81
20	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$18.86	\$18.86	\$18.86
21	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$18.86	\$18.86	\$18.86
22	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$18.86	\$18.86	\$18.86
23	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$19.38	\$19.38	\$19.38
24	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$19.38	\$19.38	\$19.38
25	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$19.38	\$19.38	\$19.38
26	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$19.38	\$19.38	\$19.38
27	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$19.38	\$19.38	\$19.38
28	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$19.64	\$19.64	\$19.64
29	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$19.64	\$19.64	\$19.64
30	\$25.10	\$22.41	\$21.43	\$20.32	\$20.32	\$20.32	\$19.64	\$19.64	\$19.64

CU00 = LEAD BUS MECHANIC & FACILITIES MAINTENANCE

CU01 = BUS MECHANICS

CU02 = FOOD & WAREHOUSE DELIVERY & PREVENTIVE MAINTENANCE

CU03 = GENERAL CUSTODIANS & BUS MECHANIC'S HELPER (Hired prior to 1/1/2005)

CU06 = GENERAL CUSTODIANS (Hired after 1/1/2005)

CU3HD = ELEMENTARY & MIDDLE SCHOOL HEAD CUSTODIAN (\$0.60 premium eliminated per 7-1-12 contract)

CU6HD = ELEMENTARY & MIDDLE SCHOOL HEAD CUSTODIAN (\$0.60 premium eliminated per 7-1-12 contract)

CU3HS = SECONDARY (7-12) HEAD CUSTODIAN (\$0.80 premium eliminated per 7-1-12 contract)

CU6HS = SECONDARY (7-12) HEAD CUSTODIAN (\$0.80 premium eliminated per 7-1-12 contract)

APPENDIX A

CUSTODIANS 2013-2014

*7% wage decrease from 2012-2013 Base Rates

*Steps are frozen for wages and vacation for term of this agreement

*Premium Pay for Head Custodians Eliminated as of July 1, 2012

Step	CU00	CU01	CU02	CU03	Premium Pay Eliminated		Premium Pay Eliminated		
					CU3HD	CU3HS	CU06	CU6HD	CU6HS
1	\$22.02	\$19.67	\$18.81	\$17.83	\$17.83	\$17.83	\$15.10	\$15.10	\$15.10
2	\$22.02	\$19.67	\$18.81	\$17.83	\$17.83	\$17.83	\$15.10	\$15.10	\$15.10
3	\$22.02	\$19.67	\$18.81	\$17.83	\$17.83	\$17.83	\$15.35	\$15.35	\$15.35
4	\$22.02	\$19.67	\$18.81	\$17.83	\$17.83	\$17.83	\$15.35	\$15.35	\$15.35
5	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$15.59	\$15.59	\$15.59
6	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$15.59	\$15.59	\$15.59
7	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$15.59	\$15.59	\$15.59
8	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$15.59	\$15.59	\$15.59
9	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$16.07	\$16.07	\$16.07
10	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.07	\$16.07	\$16.07
11	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.07	\$16.07	\$16.07
12	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.07	\$16.07	\$16.07
13	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
14	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
15	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
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17	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
18	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
19	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
20	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$17.54	\$17.54	\$17.54
21	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$17.54	\$17.54	\$17.54
22	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$17.54	\$17.54	\$17.54
23	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.02	\$18.02	\$18.02
24	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.02	\$18.02	\$18.02
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28	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.27	\$18.27	\$18.27
29	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.27	\$18.27	\$18.27
30	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.27	\$18.27	\$18.27

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APPENDIX A

CUSTODIANS 2014-2015

*No wage increase from 2013-2014.

*Steps are unfrozen for last 2 years (2012-13 & 2013-14 with no retroactivity) for wages and vacation.

*Premium Pay for Head Custodians Eliminated as of July 1, 2012

Step	CU00	CU01	CU02	CU03	Premium Pay Eliminated		Premium Pay Eliminated		
					CU3HD	CU3HS	CU06	CU6HD	CU6HS
1	\$22.02	\$19.67	\$18.81	\$17.83	\$17.83	\$17.83	\$15.10	\$15.10	\$15.10
2	\$22.02	\$19.67	\$18.81	\$17.83	\$17.83	\$17.83	\$15.10	\$15.10	\$15.10
3	\$22.02	\$19.67	\$18.81	\$17.83	\$17.83	\$17.83	\$15.35	\$15.35	\$15.35
4	\$22.02	\$19.67	\$18.81	\$17.83	\$17.83	\$17.83	\$15.35	\$15.35	\$15.35
5	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$15.59	\$15.59	\$15.59
6	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$15.59	\$15.59	\$15.59
7	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$15.59	\$15.59	\$15.59
8	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$15.59	\$15.59	\$15.59
9	\$22.46	\$20.07	\$19.19	\$18.18	\$18.18	\$18.18	\$16.07	\$16.07	\$16.07
10	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.07	\$16.07	\$16.07
11	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.07	\$16.07	\$16.07
12	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.07	\$16.07	\$16.07
13	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
14	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
15	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
16	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
17	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
18	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
19	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$16.56	\$16.56	\$16.56
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21	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$17.54	\$17.54	\$17.54
22	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$17.54	\$17.54	\$17.54
23	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.02	\$18.02	\$18.02
24	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.02	\$18.02	\$18.02
25	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.02	\$18.02	\$18.02
26	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.02	\$18.02	\$18.02
27	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.02	\$18.02	\$18.02
28	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.27	\$18.27	\$18.27
29	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.27	\$18.27	\$18.27
30	\$23.34	\$20.84	\$19.93	\$18.90	\$18.90	\$18.90	\$18.27	\$18.27	\$18.27

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APPENDIX B

OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991 RULES AND REGULATIONS APPLICABLE TO EMPLOYEES REQUIRED TO OBTAIN CDL

A. Definitions:

1. Commercial motor vehicle. "Commercial motor vehicle" means a motor vehicle or combination of motor vehicles used to transport passengers or property, if the motor vehicle (1) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or (2) has a gross vehicle weight rating of 26,001 or more pounds; or (3) is designed to transport 16 or more passengers, including the driver; or (4) is of any size and is used in the transportation of hazardous materials.
2. On-duty time. "On-duty time" means all time from the time an employee begins to work or is required to be in readiness for work until the time he/she is relieved from work and all responsibility for performing work.
3. Performing a safety-sensitive function. "Performing a safety-sensitive function" means any period in which an employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
4. Safety-sensitive function. "Safety-sensitive function" means any of those on-duty functions including:
 - a. All time at a Holt Public Schools facility or other property, or on any public property waiting to be dispatched, unless the employee has been relieved from duty by the Employer.
 - b. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
 - c. All driving time which means all time spent at the driving controls of a commercial motor vehicle in operation.
 - d. All time, other than driving time, in or upon any commercial motor vehicle.
 - e. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded; remaining in readiness to operate the vehicle, or in giving or receiving receipts loaded or unloaded.
 - f. All time spent performing employee requirements relating to accidents.
 - g. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

- B. Alcohol or Controlled Substance Use or Possession. No Holt Public Schools employee who is required to obtain a CDL shall report for duty or remain on duty requiring the performance of a safety-sensitive function (1) while having an alcohol concentration of 0.02% or more, or (2) if the employee tests positive for a controlled substance, or (3) when the employee uses any alcohol or any controlled substance, or (4) if the employee is in possession of any alcohol or any controlled substance, except when the use or possession is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the driver to safely operate a vehicle. The employee shall inform the Employer of any therapeutic drug use that has been indicated to have an effect on one's ability to operate a vehicle.

- C. Pre-Duty Alcohol Use. No Holt Public Schools employee shall perform a safety-sensitive function within four (4) hours after using alcohol. Such employee who is called to duty during non-working hours shall advise the Employer of any alcohol use.
- D. Alcohol Use Following An Accident. No Holt Public Schools employee required to take post-accident alcohol test as set forth herein shall use alcohol eight (8) hours after the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first
- E. Refusal to Submit to a Required Alcohol or Controlled Substances Test. No Holt Public Schools employee shall refuse to submit to (1) a post-accident alcohol or controlled substances test, (2) a random alcohol or controlled substances test, (3) a reasonable suspicion alcohol or controlled substances test, or (4) a follow-up alcohol or controlled substances test.
- F. Employer Notifications. Before performing an alcohol or controlled substances test required by the Act, the Employer will notify the employee as required by law, that the alcohol or controlled substances test is so required.
- G. Post-Accident Testing. As soon as practicable following an accident involving a commercial motor vehicle in which (1) an employee was performing a safety-sensitive function with respect to the vehicle and the accident involved a fatality, (2) or an injured party is treated away from the scene, and the CDL employee receives a citation for a traffic violation or (3) a vehicle is required to be towed from the scene and the CDL employee receives a citation, the employee shall be tested for alcohol within two (2) hours following the accident, but no later than eight (8) hours following the accident, and tested for controlled substances within thirty-two (32) hours following the accident. An employee who is subject to post-accident testing shall remain readily available for such testing, or may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured persons following an accident or to prohibit the driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or obtaining necessary emergency medical care.
- The results of a breath test for the use of alcohol or urine test for the use of controlled substances, conducted by federal, state or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided that such test conforms to applicable federal, state or local requirements, and that the results of the test are obtained by the Employer.
- H. Random Testing. Holt Public Schools employees shall be subject to random testing pursuant to the rules and regulations of the Federal Highway Administration as set forth at 49 CFR 382.305.
- I. Reasonable Suspicion Testing. Holt Public Schools employees shall be subject to reasonable suspicion testing when the Employer has reasonable suspicion based on specific, contemporaneous, articulable objective evidence that the employee is in violation of sections B, C, and D of these Rules and Regulations. Such objective evidence may include observations concerning the employee's appearance or behavior indicating the chronic and withdrawal effects of controlled substances.
- J. Violations. Violation of these Rules and Regulations shall result in discipline or termination.
- K. Drug Testing Protocol. A drug testing protocol developed by the Holt Public Schools follows this section and is made a part hereof.

THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS RECEIVED A COPY OF THE ABOVE RULES AND REGULATIONS APPLICABLE TO EMPLOYEES REQUIRED TO OBTAIN A COMMERCIAL DRIVERS LICENSE.

DATE: _____

SIGNATURE: _____

APPENDIX C

DRUG TESTING PROTOCOL

1. This protocol applies to the Holt Public Schools request for submission of urine and breath specimens as required by the Omnibus Transportation Employee Testing Act of 1991 involving Drug & Alcohol testing for Commercial Driver License (CDL) employees.
2. The Holt Public Schools shall be solely responsible for all costs incurred in conjunction with alcohol breath testing and reporting. The Holt Public Schools shall be solely responsible for costs in conjunction with screening and confirmation testing of urine for drug analysis. The employee will have the option of testing the "split sample" at the same/or a different laboratory. In the event the split sample testing results in a positive result, the Employee will be responsible for all costs associated with the testing of the split sample. By signing the Omnibus Transportation Employee Testing Act of 1991 Rules and Regulations Applicable to Employees Required to obtain a CDL, the employee authorizes the deduction, if necessary, from his/her bi-weekly wages, the amount of such cost. In the event the split sample testing results in a negative result, the Employer will be responsible for all costs associated with the testing of the split sample.
3. The Holt Public Schools shall insure that all alcohol and drug tests that are conducted are in compliance with all the requirements of the Department of Transportation (DOT).

The Holt Public Schools shall have the responsibility for selecting an agency that will properly conduct the drug test and furnish reliable results. The agency selected must also provide the ancillary services needed, including specimen retention of "positive" samples for five (5) years. The laboratory shall have the capability of timely providing hard copy reports of specimen analysis results.

The Holt Public Schools shall have the responsibility for selecting an agency that will properly conduct the alcohol breath test. This agency will utilize Breath Alcohol Technicians (BAT) and will use Evidential Breath Devices (EVT) for both screening and confirmation tests. The confirmation test will produce three (3) hard copies of the testing results. The agency selected must also provide the ancillary services needed, including retention of hard copy printout of "positive" confirmation tests for five (5) years. The agency shall have the capability of timely providing hard copy reports of the testing results.

4. The Holt Public Schools shall make the necessary advance arrangements for DOT approved collection of the urine specimen to be tested for drugs, and a proper area for collection of the breath specimen. The employer shall ensure that random alcohol and drug testing are unannounced and spread reasonably throughout the calendar year.

Those employees falling under the Department of Transportation (DOT) "safety sensitive" positions will be tested at the following rates:

Random controlled substances testing shall be administered at a minimum annual rate of sixty percent (60%) of the average number of safety-sensitive positions for the first two (2) years. Random alcohol testing shall be administered at a minimum annual rate of twenty-five percent (25%) of the average number of safety-sensitive positions for the first two (2) years.

Each year, after the first two (2) years of testing, the Federal Highway Administration will publish in the Federal register the minimum annual percent rate for the random alcohol and drug testing of drivers. The new rate will become applicable on January 1 of the following year.

5. The Holt Public Schools shall have the right to approve or reject the selection of a laboratory to conduct the testing on urine specimens collected. It must be a DOT approved laboratory and any additional costs are to be paid by Holt Public Schools.
6. The employee shall cooperate with DOT procedures necessary to assure thorough documentation to positively link the employee's specimen to the ultimate test result. Documentation shall be required to

include dates, times and signatures of the collector and/or Breath Alcohol Technicians (BAT) and the employee being tested.

7. Consequences to Drivers Engaging in Conduct Prohibited by the Federal Highway Administration's Drug Use and Alcohol Misuse Rules.

- a. Drivers who are known to have engaged in prohibited behavior, with regard to alcohol misuse or use of controlled substances, shall be subject to discharge.
- b. Drivers shall be advised by the employer of the resources available to them in evaluating and resolving problems associated with misuse of alcohol or use of controlled substances.

8. Location for drug testing. Any restroom can be utilized for the collection site for the individual employee to present themselves for the purpose of providing a specimen of his/her urine to be analyzed for the presence of drugs.

- a. When the employee enters the drug testing location the Collector will require him or her to provide positive identification (photo ID). The Collector should also provide the employee with his/her identification.
- b. The Collector will explain the testing procedure to the employee. The employee is required to empty his/her pockets.
- c. The Collector shall complete The Federal Drug Testing Custody and Control Form. The employee shall complete the information required in the Donor section of the form. This section shall be signed by the Donor and sent to the Medical Review Officer (MRO).
- d. The Donor will initial the security seals that are placed over the primary and split sample specimen containers.

The collection site person shall instruct the employee to provide at least forty-five (45) ml of urine under the split sample method of collection.

- e. The Donor shall urinate into a collection container or a specimen bottle capable of holding at least sixty (60) ml.
- f. The collection site person, in the presence of the donor, shall pour thirty (30) ml of the urine into another bottle, to be used as the primary specimen. At least fifteen (15) ml should remain in the original bottle or be placed into a third bottle, to be used as the split specimen.
- g. Both bottles shall have the security seals placed over the closed caps by the Collector, in the presence of the employee.
- h. The Collector will place both the primary and split specimens into mailing container, initial and date the Kit Box Seal, and attach the same over the mailer.
- i. Both bottles shall be delivered in a single shipping container, together with copies one (1), two (2) and the split specimen copy of the chain of custody form, to the laboratory.
- j. If the test result of the primary specimen is positive, the employee may request that the Medical Review Officer (MRO) direct that the split specimen be tested in a different Department of Health and Human Services (DHHS) certified laboratory for the presence of the drug(s). The MRO shall honor such a request if it is made within seventy-two (72) hours of the employee having been notified of a verified positive test result.

The original screening test will be with an immunology test. All positive test results shall be confirmed by a second test using a method based on a different scientific principle than the initial test. Gas Chromatography-mass spectrometry (C-MS) will be the test used for confirmation testing.

- k. Failure to provide a proper urine sample [forty-five (45) ml] after a three (3) hour time period and drinking up to forty (40) oz. of water is considered a refusal to test. See Safety Regulations 40.191. The employee incurs the same consequences as specified.

After a positive test has been confirmed, the testing laboratory will forward the information to the Medical Review Officer (MRO). The MRO is responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test results together with the information. The MRO or staff member will contact the employee that has tested positive. The MRO will afford the employee the opportunity to discuss the test result.

Prior to verifying a positive result, the MRO shall make every reasonable effort to contact the driver (confidentially) and afford him/her the opportunity to discuss the test result. If after making all reasonable efforts and documenting them, the MRO is unable to reach the driver directly, the MRO shall contact a designated management official, who shall direct the driver to contact the MRO as soon as possible (within twenty-four (24) hours).

After discussion with the employee the MRO will determine if the test is to be reported as positive. If positive, the MRO will contact the designated management official and report the positive test. The MRO will also advise the employee, who tested positive that he/she has a seventy-two (72) hour period for making a choice on testing the split specimen. The cost of the split specimen is a fee charged by the MRO and is the responsibility of the employee.

9. Location for alcohol testing. The DOT rules call for a testing site that affords visual and aura privacy to the employee. The rules do not address the issue of a witness being present.

Breath Alcohol Technicians (BAT) must be trained in proficiency in using Evidential Breath Test (EBT) and DOT alcohol testing procedures.

The Notice of Proposed Rule Making (NPRM) allows any Evidential Breath Test (EBT) device that has been approved by the National Highway Traffic Safety Administration (NHTSA) Compliance Product List (CPL) for use in screening testing for alcohol.

DOT rules require EBT's used for confirmation testing to be on the NHTSA CPL, have the capacity to print out triplicate (or three (3) consecutive identical) results, assign a sequential number to each test, distinguish alcohol from acetone at the 0.02 percent (%) alcohol concentration level, and have the capability for performing both air blanks and external calibration checks.

Preparation for Breath Alcohol Testing:

- a. When the employee enters the alcohol testing location, the BAT will require him/her to provide positive identification (photo ID). The BAT should also provide the employee with his/her identification.
- b. The BAT shall explain the testing procedure to the employee.
- c. The BAT shall complete Step one (1) on the Breath Alcohol Testing Form. The employee shall then complete Step two (2) on the form, signing the certification. Refusal by the employee to sign this certification shall be regarded as a refusal to take the test.

- d. An individually sealed mouthpiece shall be opened in view of the employee and attached to the EBT.
- e. The BAT shall instruct the employee to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained.
- f. The BAT will show the employee the result displayed on the EBT. The BAT will record the displayed result, test number, testing device, serial number of the device, time and quantified result in Step three (3) of the form.
- g. The BAT will record the EBT test number, date of the test, name of the BAT, location and quantified test result in the logbook.
- h. When the result of the screening test is a breath alcohol concentration of less than 0.02%, the BAT shall date the form and sign the certification in Step three (3) of the form. The employee shall sign the certification and fill in the date in Step four (4).
- i. If the employee does not sign the certification in Step four (4) of the form or does not initial the logbook entry, it shall be considered a refusal to be tested. In this event, the BAT shall note the employee's failure to sign or initial in the "remarks" section of the form.
- j. No further testing is authorized. The BAT shall transmit the result of less than 0.02 percent (%) to the employer in a confidential manner, and the employer shall receive and store the information as to ensure that confidentiality is maintained as required.

Confirmation Breath Test Procedures:

When the EBT test indicates a reading of 0.02 percent (%) or higher, the employee will be advised that a second Confirmation Breath Test will be conducted. The BAT will advise the employee not to eat or drink anything for the fifteen (15) to twenty (20) minute interval between the screening and confirmation test.

After the fifteen (15) minute interval, the confirmation test will be conducted.

- a. The BAT shall instruct the employee to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained.
- b. The BAT will show the employee the result displayed on the EBT. The EBT will record the displayed result, test number, testing device, serial number of the device, time and quantified result in Step three (3) of the form.
- c. The BAT will record the EBT test number, date of the test, name of the BAT, location and quantified test result in the logbook.
- d. When the result of the screening test is a breath alcohol concentration of 0.02 percent (%) or higher, the employee will be subject to termination.
- e. The Holt Public Schools shall treat the alcohol and drug test results as highly confidential information. It shall file drug test results in the same manner in which it files other confidential medical data about employees and/or applicants.
- f. The Holt Public Schools shall not divulge test results to third parties such as other employers without the express written consent of the employee/applicant, or as required by law.



HOLT
PUBLIC SCHOOLS

A special place for everyone

February 23, 1999

**LETTER OF UNDERSTANDING BETWEEN TEAMSTERS LOCAL 580 AND HOLT
PUBLIC SCHOOLS**

This letter is to clarify a two (2) week maximum (10 working days) assignment for additional or replacement personnel on grounds, warehouse, or the food service delivery position. After the two (2) week maximum if additional or replacement personnel are still needed the next person in rotation for that particular position will be assigned and so on until the additional or replacement needs are fulfilled.

In the matter of snow plowing replacement or additional personnel, it is agreed this will occur on a rotational basis from the list of back up drivers and each assignment will be no greater than one (1) day in length.

Betty J. Ballinger
For Teamsters Local 580

David L. Zippel
For Holt Public Schools

Letter of Agreement

This Letter of Agreement is between Holt Public Schools and the Teamsters Local 580, who represent the custodial and maintenance employees in the District.

The parties have discussed the 180-day position language in the contract and have agreed as follows:

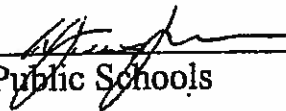
Rather than 180 days, these positions should be known as a 10-month custodial position in which work commences one week prior to the first student instructional day and which ends on the last student instructional day;

Vacation, Sick Leave, Personal Business Leave and Holidays will be the same as for 180-day positions as currently stated in the contract. An employee who is awarded a 10-month custodian position shall have the option of being paid on either a 10-month or 12-month basis and the employee shall inform the District of which option is desired prior to entering the position. This option may be changed each year by the employee notifying the District of such a change by May 1st.

Should it be determined by the Administration that there is a need for additional custodial work during non-work time for a 10-month schedule, a 10-month custodial employee will have the opportunity for such work prior to offering the work to a substitute or non-bargaining unit member. Such 10-month custodian shall annually, by May 1st, place a letter stating their desire for such work with the Facilities Supervisor. A 10-month custodian with such a letter on file shall be offered such work in order of rotation. If a 10-month custodian refuses the work when offered or cannot be reached by telephone, then the 10-month custodian will have been deemed to have forfeited the right to that work. A 10-month custodian shall have 48 hours to consider the offer or respond to the District to any such offer. A 10-month custodian shall be responsible for keeping an updated phone number on file with the Facilities Management Office. The District shall record and file the time and phone number of any telephone calls made pursuant to this paragraph.

Any such work during a non-work time for a 10-month schedule will be paid at the regular straight time rates, unless it shall constitute overtime under the terms and conditions contained in the contract. Should a 10-month custodian work four (4) weeks of such work or other time not covered by a regular 10-month work schedule, then that custodian shall also receive one additional day of sick leave and vacation leave.

Any current 12-month position will be posted as a 10-month position before it is changed, with seniority accrual and other benefits as outlined in the contract and in accordance with this Letter of Agreement. Any member wishing to bid off the 10-month position may do so at any time provided there is a 12-month position posted and their seniority would award them that position. For purposes of Section 6.12, Open Positions, of the Master Agreement, a change to and from a 10-month and 12-month position shall be considered to be to "a different shift or other jobs classification" and employees shall not be required to remain in such a position for 9 months before accepting a new open position.



Holt Public Schools



Teamsters Local 580

06.07.07
Date

6-11-07
Date

Letter of Understanding
Concerning the 2008-2012 Collective Bargaining Agreement

The parties have bargained a new agreement for the period of July 1, 2008 to June 30, 2012. I would note the following is a part of that contract negotiations.

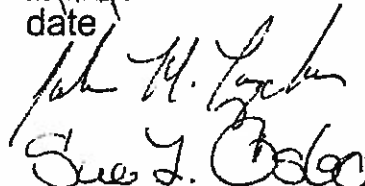
1. The parties have agreed to attach the Letter of Understanding on the 10-month custodial position to the contract.
2. The parties have agreed that the position of "food and warehouse delivery person" who transports food, inter-school mail and banking among other things, will not be a bargaining unit position, effective with the current incumbent leaving that position.
3. Head Custodian rate differential shall be \$0.60 at the elementary level [K-6] and \$0.80 at the secondary level [7-12]. Current day custodian may request to become head custodians. If the Administration believes that the individual has all of the necessary skills, then they would become a head custodian. If the Administration believes that the individual does not have all of the necessary skills, then that custodian will be trained by a 3rd party. If that individual in the opinion of the administration still does not have the skills, the administration will talk to that individual about areas of needed improvement. Individual will remain day custodian until Administration believes they have the skills to become a head custodian. When day custodian positions are vacant they shall be re-posted as head custodian positions. For informational purposes only, job duties and responsibilities are attached. These duties and responsibilities may be changed at any time by the administration.


Heft Public Schools

10-14-08
date


Custodial Bargaining Team

10/14/08
date


John M. Lockman
Sue L. Cook

Letter of Understanding

This letter of understanding is entered into between the Teamsters Local 580 and the Board of Education, reflecting the following agreement reached during bargaining:

The parties have agreed to alter from the 2012-14 contract the language in Section 4.2, second paragraph and to delete the language from Section 4.4

The parties have also agreed that if there is a final legal ruling or decision or change in the law which makes payroll dues deduction for employees lawful, the foregoing language in Article 4.4 shall be added back as terms of the contract. If the ruling, decision or change in the law is different from the prior status, the parties agree to use the language in Section 4.4 as a basis for bargaining new contract language.



W. Scott Szpara
Deputy Superintendent



Michael Parker
Teamsters 580