

**AGREEMENT**

between

**THE MASON PUBLIC SCHOOLS**

and

**THE INTERNATIONAL UNION OF OPERATING ENGINEERS  
LOCAL 324 – A, B, C, D, G, H, P, RA, S – AFL-CIO**

**CUSTODIAL/MAINTENANCE UNIT**

**July 1, 2011 – June 30, 2012**

# TABLE OF CONTENTS

ARTICLE I .....	1
PURPOSE.....	1
ARTICLE II .....	1
UNION RECOGNITION, UNION SECURITY, CHECK OFF.....	1
Union Recognition .....	1
Agency Shop .....	1
Check Off.....	2
Bulletin Boards.....	3
ARTICLE III.....	3
NON-DISCRIMINATION .....	3
ARTICLE IV .....	3
VISITATION.....	3
ARTICLE V .....	4
MANAGEMENT RIGHTS .....	4
ARTICLE VI .....	4
STRIKE PROHIBITION.....	4
ARTICLE VII.....	4
JURISDICTION .....	4
ARTICLE VIII.....	5
STEWARDS.....	5
ARTICLE IX .....	5
SAFETY PRACTICES.....	5
ARTICLE X.....	5
DISCIPLINE DISCHARGE.....	5
ARTICLE XI .....	6
TRANSFER AND PROMOTIONAL PROCEDURE.....	6
ARTICLE XII.....	8
NEW JOBS .....	8
ARTICLE XIII.....	8
SENIORITY .....	8
ARTICLE XIV.....	10
LEAVES OF ABSENCE.....	10

ARTICLE XV.....	13
GRIEVANCE PROCEDURE.....	13
Definitions.....	13
Step One.....	13
Step Two.....	14
Step Three.....	14
Step Four.....	14
Step Five.....	15
 ARTICLE XVI.....	 17
HOURS AND WORK WEEK.....	17
 ARTICLE XVII.....	 19
SICK LEAVE AND FUNERAL LEAVE.....	19
 ARTICLE XVIII.....	 20
HOLIDAYS.....	20
 ARTICLE XIX.....	 21
INSURANCE.....	21
 ARTICLE XX.....	 21
VACATIONS.....	21
 ARTICLE XXI.....	 22
JURY DUTY.....	22
 ARTICLE XXII.....	 22
CLASSIFICATION AND COMPENSATION.....	22
 ARTICLE XXIII.....	 22
SCOPE, WAIVER AND ALTERATION OF AGREEMENT.....	22
 ARTICLE XXIV.....	 23
BINDING EFFECTIVE AGREEMENT.....	23
 ARTICLE XXV.....	 23
TERMINATION AND MODIFICATION.....	23
 SCHEDULE A.....	 25
WAGE SCHEDULE.....	25
Recognition Committee.....	25
Probationary Rate.....	25
Certificate.....	25
Longevity Pay.....	26

# AGREEMENT

between

**The Mason Public Schools**  
(hereinafter referred to as the "**Employer**")

and

**The International Union of Operating Engineers**  
**Local 324 - A, B, C, D, G, H, P, RA, S - AFL-CIO**  
(herein after referred to as the "**Union**")

## ARTICLE I

### PURPOSE

It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the Employer and the employees covered hereby, to insure true collective bargaining, and to establish standards of wages, hours, working conditions and other conditions of employment.

## ARTICLE II

### UNION RECOGNITION, UNION SECURITY, CHECK OFF

#### **Section 1. Union Recognition**

- a. The Employer hereby recognizes the Union as the sole and exclusive collective bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment.
- b. The term "employee" as used herein shall include all Maintenance Personnel, Building Engineers and Custodians, Bus Mechanic, and Mechanics' Helpers, employed by the Employer, but specifically excluding all supervisory personnel.

#### **Section 2. Agency Shop**

- a. Membership in the Union is not compulsory. Employees have the right to join or not join, maintain or drop their membership in the Union, as they see fit. Neither party shall exert any pressure on or discriminate against any employee as regards such matters.
- b. Membership in the Union is separate and distinct from the assumption by an

employee of his obligation to compensate the Union for the benefits he receives from representation. The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard as to whether or not any employee is a member of the Union. The terms of this Agreement have been equally made for all of the employees in the bargaining unit and not solely for the benefit of the members of the Union. Accordingly, it is agreed that it is fair that each employee in the bargaining unit assume his fair share for the cost of representation.

- c. The Employer agrees that as a condition of continued employment all present and future employees within the bargaining unit shall either become and remain members in good standing in the Union or shall pay to the Union a legally permissible representation fee established by the Union which shall not exceed the regular monthly Union membership dues uniformly required of employees of the Employer who are members but shall not include any special increases or other requirements of the Union for special support from its members.
  1. Present employees not members of the Union on the effective date of this Agreement shall, on or before the ninety-first (91st) day following the effective date of this Agreement or the signing date of this Agreement, whichever is later, become a member in good standing or tender such fees as is set forth in Section (c) above. New employees hired after the effective date of this Agreement, shall, on the ninety-first (91st) day of employment, become a member of the Union or tender an amount equal to such fees as set forth in Section (c) above.
  2. The Union shall accept such initiation fees and periodic dues and if requested shall accept into the membership each employee who becomes eligible to become a member of the collective bargaining unit, who tenders to the Union the initiation fees and periodic dues uniformly required as a condition of acquiring or retaining membership in the Union.
  3. The Employer agrees that, upon hiring any new employees who are covered by this Agreement, the Employer shall send a letter advising the Union of the name and date of hiring of the new employee.

**Section 3. Check Off**

- a. The Union shall submit to the Employer a statement of the amounts due to the Union by each employee for the Union dues or representation fee. The Employer shall then deduct the amount due from each employee's pay and transmit the total deductions to the Financial Secretary of the Union on or before the fifteenth (15th) day of each month, following that in which deductions were made together with a listing of each employee for whom said deductions were made. Provided, however, that the Union shall have submitted to the Employer an authorization card signed by the employee from whose pay deductions will be made. The employee may also authorize deductions each payday per year, which will be

specified for political check off. Employees requesting this deduction shall submit written authorization.

- b. The Employer will use its best efforts to make the aforesaid deductions in the manner set forth, but assumes no responsibility for any errors in making such deductions other than to correct such errors. In the event of overpayment, the Union agrees to properly refund such monies as soon as practical.
- c. The Union assumes full responsibility for the validity and legality of such employee's deductions as are made by the Employer pursuant to this Section and agrees to indemnify and save the Employer harmless from any liability by virtue of such collections and payments to the Union.
- d. The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Employer in reliance upon claims made by the Union for dues and representation fee deductions.

**Section 4. Bulletin Boards**

- a. The District shall provide a bulletin board in each building for custodial/maintenance use. The building board shall be for the posting of Union information and other employee information deemed acceptable by the Union.

**ARTICLE III**

**NON-DISCRIMINATION**

The Employer and the Union both recognize their responsibilities under Federal, State, and Local laws pertaining to fair employment practices as well as the moral principles involved in the area of Civil Rights. Accordingly, both parties reaffirm by this Agreement the commitment not to discriminate against any person or persons because of race, creed, color, sex, age, religion or national origin.

**ARTICLE IV**

**VISITATION**

After presentation of proper credentials, Officers or accredited Representatives of the Union shall be admitted (upon request by the Union and consent of the Employer) into the buildings of the school system during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties or for assisting in the adjusting of grievances; provided, that said observation shall not be in areas which would be detrimental to the management and function of the school and its students.

## **ARTICLE V**

### **MANAGEMENT RIGHTS**

- a. The Employer, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:
  1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
  2. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion and to promote and transfer all such employees.
- b. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Employer, the authority of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States.

## **ARTICLE VI**

### **STRIKE PROHIBITION**

The Union recognizes that strikes, as defined by Section I of Public Act 336 of 1947 of Michigan, as amended, are contrary to law and public policy. The Board and the Union subscribe to the principle that differences shall be resolved by appropriate and peaceful means in keeping with the high standards of education without interruption of the school program. Accordingly, the Union agrees that during the term of this Agreement, it will not direct, instigate, participate in, encourage or support any strike against the Board by any member or group of members, which is contrary to law.

## **ARTICLE VII**

### **JURISDICTION**

Employees of the Employer not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for the purpose of instructional training, experimentation or in cases of emergency, with the exception of the work that has historically been performed by the Supervisor of Buildings and Grounds.

## **ARTICLE VIII**

### **STEWARDS**

- a. The employees shall be represented by a Chief Steward and an Alternate Steward who shall be chosen or selected in a manner determined by the employees and the Union.
- b. Reasonable arrangements may be made to allow the Steward time off with pay for the purpose of investigating grievances and to attend Grievance and Negotiating Meetings by first receiving approval from his supervisor.
- c. During his term of office, the Chief Steward shall be deemed to head the seniority list for the purpose of lay-off and recall only, provided he is qualified to do the required work. Upon termination of his term, he shall be returned to his regular seniority status.

## **ARTICLE IX**

### **SAFETY PRACTICES**

- a. The Employer will take reasonable measures in order to prevent and eliminate any present or potential job hazards which are not recognized as a part of the employee's normal job.
- b. The employee will also be expected to inform the Employer of any such job hazard as soon as the employee first becomes aware of such unsafe areas, conditions or equipment.

## **ARTICLE X**

### **DISCIPLINE DISCHARGE**

Dismissal, suspension and/or any other disciplinary action with respect to seniority employees shall be only for just and stated causes with the seniority employee having the right to defend himself against any and all charges. Probationary employees, who do not have seniority, are employed 'at will'. When the Employer feels that disciplinary action with respect to a seniority employee is warranted, such action must be initiated within fifteen (15) working days of the occurrence of the condition giving rise to the action, or within fifteen (15) working days of the date that it is reasonable to assume that the Employer first became aware of the condition giving rise to the discipline. Written notification of dismissal, suspension or other disciplinary action shall be sent to the employee and the Union. Among the causes which shall be deemed sufficient for dismissal, suspension and/or other disciplinary action are the following:



1. Conduct unbecoming to a school employee such as intoxication, use of illegal drugs or inappropriate job behavior.
2. Stealing or dishonesty.
3. Falsification of time cards.
4. Insubordination.
5. Excessive absenteeism or tardiness.
6. Willful violation of Employer rules.
7. Failure to report for work for one (1) day without good and sufficient cause and proper notification.
8. Failure to report for work from an authorized leave of absence on the agreed upon date.
9. Misuse of school equipment and/or property.
10. Commission of a criminal act.
11. Harassment, sexual or otherwise.

The Employer agrees to abide by the principle of progressive and corrective discipline, with the general progression of discipline being: (1.) verbal (documented) warning, (2.) written reprimand, (3.) suspension without pay and (4.) termination. It is recognized that the level of progressive discipline may vary with the seriousness of the offense.

The Employer and the Union recognize the purpose of corrective and progressive discipline is to give the employee the opportunity to improve the individual's past performance. Any warning, reprimand or other document of a disciplinary nature placed in an employee's personnel record which does not relate to a reoccurring incident within a three (3) year period from the date of the document, may be removed at the written request of the employee and concurrence of the Assistant Superintendent of Human Resources. The Employer will explain the reason for denying concurrence.

## **ARTICLE XI**

### **TRANSFER AND PROMOTIONAL PROCEDURE**

- a. Notices of all permanent vacancies in newly created or full time jobs shall be posted on the employee bulletin board within five (5) working days from the date of the opening, and shall include the following description of the position:

1. Hours
2. Rate of Pay
3. Building
4. Currently assigned areas and duties

Applicants will be advised of the assignment within the building and specific duties associated with the assignment during the interview process.

Employees shall be given five (5) working days from the date of the posting in which to make application to fill the vacancy or the new position. The senior employee making application shall be given preference to fill the vacancy or new position, provided he has necessary qualifications to perform the duties of the job involved. Results of any standard aptitude test which is administered by the administration will be considered in determining qualifications for open positions. In addition, the Employer shall have the right to consider the work record, the physical fitness of all employees bidding for the job and to use those considerations in applicant selection.

- b. A current employee if selected for the job, subject to the above considerations, shall have the right to a thirty (30) calendar day trial period in the new job classification. If the employee is absent during the trial period, the trial period may be extended additional days equal to the number of days the employee was absent and such employee shall not have completed his trial period until these additional days have been worked.
- c. The accepted employee shall be transferred immediately when a replacement for his job is secured in the above manner and he has been adequately trained to perform the duties involved.
- d. Any job may be filled without posting for a temporary period of thirty (30) calendar days or less. Temporary jobs lasting more than thirty (30) calendar days will be posted for bidding from interested employees except summer special jobs between May 1 and September 6. Four-hour people will be offered the temporary eight-hour positions, if qualified, before extra help is hired.
- e. Any employee temporarily assigned to another position, building or shift, shall be either paid the rate of the position from which he is assigned or the rate of the position to which he is assigned, whichever is higher.
- f. At the end of the trial period the successful bidder shall establish his seniority in the new job classification as of his entry date and shall be limited to bidding only for a higher classification position for a period of ninety (90) calendar days after the date of his transfer. An employee who is awarded a job bid and refuses the

job award shall not be eligible to bid for a period of nine (9) calendar months from the date of rejection.

- g. In the event the Employer does not feel that it is desirable to place the senior employee bidding in the open position, the matter will be discussed with the Union. The senior employee may be bypassed. It being expressly understood that this shall not be considered as a successful bid.

## **ARTICLE XII**

### **NEW JOBS**

- a. When new jobs are placed in operation during the term of this Agreement and they cannot be properly placed into an existing classification by mutual agreement between the parties, the Employer shall place into effect a new classification and a rate of pay for the job in question and shall designate the classification and pay rate as temporary. The Employer shall notify the Union, in writing, of any such temporary job which has been placed into effect upon the institution of such job.
- b. The new classification and rate of pay shall be considered as temporary for a period of thirty (30) calendar days following the date of written notification to the Union. During this thirty (30) calendar day period, but not thereafter during the life of this Agreement, the Union may request, in writing, the Employer to negotiate the classification and pay rate. The negotiated rate, if higher than the temporary rate, shall be applied to the date the employee first began working in the temporary classification, except as otherwise mutually agreed. In a case where the parties are unable to agree on the classification and/or rate of pay, the issue may be submitted to the Grievance Procedure. When a new classification has been assigned a permanent rate of pay, either as a result of the Union not requesting negotiations for the temporary classification during the specified period of time, or as a result of final negotiations or upon resolving the matter through the Grievance Procedure, the new classification shall be added to and become a part of Schedule A of this Agreement.

## **ARTICLE XIII**

### **SENIORITY**

- a. A newly hired employee shall be on a probationary status for ninety (90) calendar days taken from and including the first (1st) day of employment within the bargaining unit. If at any time prior to completion of the ninety (90) day calendar probationary period the employee's work performance is unsatisfactory, he may be dismissed by the Employer during this period without appeal by the Union. Probationary employees who are absent during the first (1st) ninety (90) calendar days of employment shall work additional days equal to the number of days

absent and such employee shall not have completed his probationary period until these additional days have been worked.

- b. After satisfactory completion of the probationary period, seniority and all matters pertaining to benefits (except insurance benefits) shall be retroactive to the date of hire within the bargaining unit.
- c. Employees shall be laid off, recalled or demoted according to their seniority within the employee's job classification and then seniority within the bargaining unit provided the employee is deemed qualified by the Employer for the position in question. Those with the least seniority shall be laid off first. An employee scheduled to be laid off has the right to be placed in a position for which the individual is qualified as specified below:
  - 1. If the employee scheduled for layoff possesses sufficient seniority, the individual shall first be assigned to displace the least senior employee on the same shift, if available, and within the same job classification for which the person is qualified;
  - 2. If displacement cannot occur within the same job classification, the employee, if possessing sufficient seniority, shall be assigned to displace the least senior employee in the next lower pay classification for which the employee is qualified.
  - 3. A part time employee may only displace a less senior part time employee, only if the individual is deemed qualified for the position by the employer. A full time employee may displace a less senior part time employee in a layoff situation, if deemed qualified by the employer.

An employee shall be given twenty-one (21) calendar days notice of intended layoff. Probationary employees shall be laid off first, before any non-probationary employees. Employees may be offered the opportunity for 'voluntary' layoff.

Employees shall be recalled on the basis of seniority; those with the most seniority shall be recalled first to an equivalent vacant position for which they are qualified. Recall rights shall be maintained for one (1) year for employees with up to five years seniority and for two (2) years for employees with more than five years seniority, from the effective date of the layoff. Recall notice shall be sent by certified mail to the address on file with the personnel office. Employees are responsible for providing an accurate address to the employer. Employees who fail to report to work within ten days (10) of the date of sending the recall notice, unless an extension is granted in writing, shall be considered as a voluntary quit regardless of the classification recalled to, and shall thereby terminate the employment relationship with the employer.”

- d. An employee will lose his seniority for the following reasons:
  - 1. The individual resigns.
  - 2. The individual is discharged and the discharge is not reversed.
- e. Seniority shall be retained by an employee who is transferred to a supervisory position for a period of twelve (12) months, with that employee having the right to exercise the seniority earned while a member of the bargaining unit and return to the bargaining unit in the event the individual vacates his supervisory position. The current Buildings and Grounds Supervisor hired prior to 2005-06 shall retain his earned seniority rights while in the unit.
- f. An agreed to seniority list shall be made available to each employee covered by this Agreement on or about July 1st of each year. Such list shall contain date of hire, employee's present location and classification. Seniority in classification shall be as of date of entry into the classification.

## **ARTICLE XIV**

### **LEAVES OF ABSENCE**

- a. An employee who, because of illness or accident which is non-compensable under the Worker's Compensation Law, is physically unable to report for work may be given a leave of absence without pay and without loss of seniority for the duration of such disability not to exceed twelve (12) months, provided he promptly notifies the Employer of the necessity therefore and provided further that he supplies the Employer with a certificate from a medical or osteopathic doctor of the necessity for such absence and for the continuation of such absence when the same is requested by the Employer.
- b. Leaves of absence without pay shall be granted for a reasonable period of time not to exceed twelve (12) months for physical or mental illness, prolonged serious illness in the immediate family which includes husband, wife, children or parents living in the same house.
- c. Leaves of absence without pay must be granted for reasonable periods of time for training related to an employee's regular duties in an approved educational institution.
- d. An employee who becomes pregnant shall provide written notification to the Assistant Superintendent for Human Resources of such pregnancy as soon as possible after medical confirmation. Such written notification shall include a written statement from her physician verifying the fact that she is pregnant, that she is physically able to perform all the duties and functions of her position and the estimated date of delivery.

The employee shall furnish periodic written statements from her physician indicating her well-being and ability to perform all of the duties and functions of her position. Such written statement by the physician shall be provided upon request.

The employee may continue in her position as long as her physician continues certification of her well-being and ability to perform the work required of her assignment.

The employee shall be eligible to use any sick leave for the period of actual physical disability connected with pregnancy. It is expressly understood that this Section shall not apply to childcare. In the event that an employee exhausts her sick leave before regaining her physical fitness to fully perform her duties, she may apply for a leave of absence in accordance with paragraph (a). Once an employee has been so certified by her physician as physically fit to return to work this shall terminate her access to sick leave benefits in connection with the pregnancy.

As an alternative to the procedure outlined above, the employee may request an unpaid general leave of absence for maternity purposes for a period not to exceed one (1) year, at any stage of the pregnancy.

The employee requesting such leave of absence shall apply in writing to the Assistant Superintendent for Human Resources at least thirty (30) days prior to the anticipated date of the commencement of the leave and at the same time set forth the anticipated date of return after the termination of the pregnancy.

Prior to the return from a general leave of absence for maternity purposes, the employee shall present certification by her physician of her physical fitness to fully perform her duties.

- e. A leave of absence for military service shall be granted in accordance with Act 145 of 1943, as amended; although this Act applies only to teachers, the Board grants these re-employment rights to members of this bargaining unit also (MCL 388.421). The employer shall also meet the requirements of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the Michigan Public Employees Entering Armed Forces Act (Act 263 of 1951, MCL 35.351).
- f. Leaves of absence without pay will be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations provided such employees make written requests for such leave of absence immediately upon receiving their orders to report for such duty.

- g. Any employee in the bargaining unit who is elected or appointed to full-time office in the Union whose duties require his absence from work shall be granted a leave of absence without pay, for the term of such office and shall accumulate seniority during his term of office and at the end of such term shall be entitled to resume his regular seniority status and all job and recall rights.
- h. All reasons for leaves of absence shall be in writing stating the reason for the request and the approximate length of leave requested and a copy shall be sent to the Union. Leaves may be granted at the discretion of the Employer for reasons other than those listed above when they are deemed beneficial to the Employer.
- i. Pursuant to the Family and Medical Leave Act of 1993, an employee who has been employed at least 12 months and worked at least 1,250 hours during the prior 12-month period is entitled to 12 work weeks of leave during any 12-month period without pay for one or more of the following reasons:
  - 1. Due to the birth of the employee's child in order to care for the child;
  - 2. Due to the placement of a child with the employee for adoption or foster care;
  - 3. Due to the need to care for the employee's spouse, child, or parent who has a serious health condition; or
  - 4. Due to a serious health condition that renders the employee incapable of performing the functions of his or her job.

A "serious health condition" is defined by the law as an illness, injury, impairment, or physical or mental condition that involves (1) in-patient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider. Any leave taken under this contract for the above purposes shall be charged against the custodian's leave entitlement under the Family and Medical Leave Act at the election of either the Board or the custodian. Other conditions of the Family and Medical Leave Act shall apply to leaves in this section.

Where the Labor Agreement provides more favorable benefits to the employee than the Family and Medical Leave Act, the Labor Agreement shall prevail.

## **ARTICLE XV**

### **GRIEVANCE PROCEDURE**

#### **Definitions**

1. A grievance shall be an alleged violation, misinterpretation or misapplication of the express terms of this Contract.
2. By mutual consent the Employer and the Union may extend, in writing, the time limits of any of the following Grievance Procedure Steps.
3. Failure of the Union to meet the specified time limits in any of the Steps in the Grievance Procedure eliminates the opportunity to proceed to the next Step or to re-file that grievance. Failure of the Employer to meet the specified time limit automatically gives the Union the right to proceed to the next Step.
4. Working days shall be defined as Monday through Friday excluding all paid holidays.
5. Any employee grievance or Union grievance not presented for disposition through the Grievance Procedure within five (5) working days of the occurrence of the conditions giving rise to the grievance, or within five (5) working days of the date it is reasonable to assume that the employee first became aware of the conditions giving rise to the grievance, unless, the circumstances made it impossible for the employee or the Union, as the case may be, to know prior to that date that there were grounds for such a claim, the grievance shall not hereafter be considered a grievance under this Agreement.

#### **Step One**

- a. Any employee having a grievance shall within the time limit specified above discuss the grievance informally with the Building Principal and Supervisor of Buildings and Grounds and then if the grievance is not settled orally, the employee may request a meeting with the Steward to discuss the grievance.
- b. The Steward then within five (5) working days of the discussion which the employee had with the Building Principal and Supervisor of Buildings and Grounds may submit the grievance in writing to the Supervisor of Buildings and Grounds stating the remedy or correction requested, plus the facts upon which the grievance is based and the alleged Contract violation. The employee and the Steward shall sign the grievance.



## **Step Two**

- a. The Supervisor of Buildings and Grounds shall then, within five (5) working days, meet with the Steward and the employee to discuss the grievance.
- b. The Supervisor of Buildings and Grounds shall then give his decision in writing within five (5) working days of his meeting with the Steward and the employee.

## **Step Three**

- a. Any appeal of a decision rendered by the Supervisor of Buildings and Grounds shall be presented to the Assistant Superintendent for Human Resources within five (5) working days of the receipt of the written decision.
- b. The appeal shall be in writing and state the reason or reasons why the decision of the Supervisor of Buildings and Grounds was not acceptable.
- c. The Assistant Superintendent for Human Resources or a designate shall meet with a Business Representative of the Union at a time mutually agreeable to them, but no later than fifteen (15) working days following receipt of the appeal.
- e. The Assistant Superintendent for Human Resources shall give a decision in writing relative to the grievance within five (5) working days of the meeting with the Business Representative of the Union.

## **Step Four**

- a. If the decision of the Assistant Superintendent for Human Resources or a designate is unsatisfactory, an appeal must be presented in writing within five (5) working days to the Superintendent.
- b. The written appeal must state the reason or reasons why the decision of the Assistant Superintendent for Human Resources was unsatisfactory.
- c. The Superintendent shall meet with a Business Representative of the Union at a time mutually agreeable to both parties, but no later than thirty (30) working days from the date of the receipt of the appeal.
- d. The Superintendent shall give a decision in writing relative to the grievance within ten (10) working days of the Business Representative's meeting with the Superintendent.
- e. The Board of Education may elect to hear the grievance prior to Step Five by written notice to the Union Business Representative.

## **Step Five      Arbitration**

- a. Individual employees shall not have the right to process a grievance at Step Five.
  1. If the Union is not satisfied with disposition of the grievance at Step Four, it may, within thirty (30) working days after the decision of the Superintendent or the Board, if the Board elected to hear the grievance, (or the termination of unsatisfactory mediation if the parties have mutually agreed to mediation), refer the matter for arbitration to the American Arbitration Association in writing and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he shall be selected by the American Arbitration Association in accordance with its rules except each party shall have the right to peremptorily strike not more than three (3) names from the list of arbitrators.
  2. Neither party may raise a new defense or ground at Step Five not previously raised or disclosed at other written Steps. Each party shall submit to the other party not less than three (3) days prior to the Hearing, a Pre-Hearing Statement alleging facts, grounds and defenses which will be proven at the Hearing and hold a Conference at that time in an attempt to settle the grievance.
  3. The decision of the arbitrator shall be final and conclusively binding upon employees, the Board and the Union; subject to the right of the Board or the Union to judicial review as provided by law. Any lawful decision of the Arbitrator shall be forthwith placed into effect.
  4. Powers of the arbitrator are subject to the following limitations, the arbitrator:
    - a. shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
    - b. shall have no power to establish salary scales or to change any salary.
    - c. shall have no power to change any practice, policy or rule of the Board, nor substitute his judgment for that of the Board or any action taken by the Board, except where a practice, policy, rule or action is in conflict with the express terms of this Agreement.
    - d. shall have no power to decide any question, which, under Article V of this Agreement, is within the responsibility of the management to decide. In rendering a decision, an arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement that there will be no interference with such

responsibilities, except as they may be specifically conditioned by this Agreement.

- e. shall have no power to interpret State or Federal law.
  - f. shall not hear any grievance previously barred from the scope of the Grievance Procedure.
5. After a case on which the arbitrator is empowered to rule hereunder has been referred, it may not be withdrawn by either party except by mutual consent.
  6. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall have no jurisdiction to act on the merits of the case until the arbitrability matter has been determined in writing by the arbitrator or a court of competent jurisdiction. In the event that a case is appealed to the arbitrator on which this individual has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
  7. More than one (1) grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
  8. The cost of the arbitrator shall be borne equally by the parties except each party shall assume its own cost for representation including any expense of witnesses.
    - a. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than thirty (30) calendar days prior to the date on which the grievance is filed.
    - b. The time limits provided in this Agreement shall be strictly observed but may be extended by written agreement of the parties.
    - c. Notwithstanding the expiration of this Agreement, any claim or grievance arising during the life of the Contract may be processed through the Grievance Procedure until resolution.
    - d. Any back pay award shall be reduced by income received by the employee during time he would otherwise have been working for the district, including any unemployment compensation.

## ARTICLE XVI

### HOURS AND WORK WEEK

#### Section 1.

- a. The regularly scheduled workweek shall consist of forty (40) hours beginning at 12:01 a.m., Monday and ending one hundred twenty-eight (128) hours thereafter. The exception to this provision is the MHS/MMS split shift custodial position (Tuesday-Saturday).
- b.
  1. The normal workday shall be eight (8) consecutive hours. Shift schedules shall be reviewed in July of each year. Employees will be informed of their shift schedules no later than July 31st. Shift schedules shall not be altered during the course of the school year except by mutual agreement of the employee and the Employer.
  2. Employees who are required to work a shift other than their regularly assigned shift will be paid a two (2) hour call-in premium in addition to their regular pay.
  3. Shift alterations which result from the necessity to remove snow shall be exempt from the provisions of this Section. If an employee, whose shift has been altered works beyond eight (8) hours, the individual shall be compensated at time and one-half (1-1/2) for time beyond eight (8) hours.
- c. Each employee covered by this Agreement shall receive one (1) fifteen (15) minute rest period during the first (1st) four (4) hours worked and one (1) fifteen (15) minute rest period during the second (2nd) four (4) hours worked per day.

#### Section 2.

Overtime rates will be paid as follows:

- a. Time and one-half (1-1/2) will be paid for all time worked in excess of forty (40) hours in one (1) work week.
- b. Double time (2X) will be paid for all hours worked on Sunday.
- c. For the purpose of computing overtime, hours worked, not hours paid, will be considered hours for determining eligibility for overtime pay.

#### Section 3.

Whenever an employee is required by the Supervisor of Buildings and Grounds, or designee, to return to work for unscheduled work after the completion of his regularly scheduled working hours per day, the employee shall receive pay for the actual time worked at time and one-half (1-

1/2) his regular rate or a minimum of two (2) hours pay at the straight time pay, whichever is greater.

**Section 4.**

- a. Overtime shall be divided and rotated as equally as possible within the building according to seniority and among those employees who regularly perform such work provided they are qualified to perform such work.

If no one in the building wants the overtime, each building will maintain a list of those members outside of the building who are interested in working overtime. If other custodians or building engineers on the list do not want the overtime, maintenance and mechanic members will be asked.

- b. All overtime must be approved by the Supervisor of Buildings and Grounds, or designee. If an employee is asked to work overtime, the member will be given the option of receiving compensatory time off by mutual agreement with the Supervisor of Buildings and Grounds (at one and one-half [1 ½] times the amount of overtime) or receiving overtime pay. The employee shall select one (1) of these options before the overtime is worked.
- c. All activities designated through mutual agreement of the Employer and Union as events shall have a custodian on duty at all times. Custodians will be paid for additional required time in connection with such events.

**Section 5.**

- a. Part-time employees will be offered to substitute in the eight-hour shift before an outside substitute is called.

**Section 6.**

- a. No one will be scheduled to work alone on third shift.
- b. Shift differential shall apply to employees working on night shift as follows:

Elementary, Middle School, and High School (2nd shift)	-	\$ .35
Middle School/High School (Split 1 <sup>st</sup> -2 <sup>nd</sup> Tues. – Sat. shift)	-	\$ .35
Middle School and High School (3rd shift)	-	\$ .40

- d. The shift differentials do not apply to the four-hour position at the elementary schools.

## **ARTICLE XVII**

### **SICK LEAVE AND FUNERAL LEAVE**

#### **Section 1.**

Ten (10) days of leave with pay, to be used for sickness or death, injury, or serious illness in immediate family or personal business as specified below will be granted to each employee July 1st of each year of this Agreement. It is to be considered as granted on the basis of one (1) day for each month of service during the year. In the event the employee does not serve the entire year, his leave days will be one (1) day for each full month of service. This leave may accumulate from year to year to an unlimited maximum number of days.

#### **Section 2.**

Sickness, as used in this article shall be construed as to include personal physical illness, emotional stress, disabling personal injury, exposure to a contagious disease, or serious illness in the employee's family. An employee may not use more than five sick leave days per year (July 1 through June 30) for serious illness in the employee's family. Use of additional accumulated paid sick leave days may be approved by the Assistant Superintendent for Human Resources upon written request in connection with long-term serious illness. Employees may be required to provide a doctor's verification of personal or family illness where abuse is indicated.

#### **Section 3.**

- a. Each year two (2) of the sick leave days shall be granted for personal business days to take care of urgent business that cannot be otherwise transacted outside work hours and which requires the presence of the employee. The employee shall notify the supervisor, in writing, at least one (1) day in advance, except in case of emergency. The personal business day is not to be used the day immediately preceding or immediately following a vacation or holiday, except in case of an emergency. An employee who shall have accumulated a balance of thirty (30) sick days need not specify a reason for the personal business day, but verifies by making application for personal business leave that said leave is for proper use. Additional personal business days may be granted at the discretion of the Superintendent, if accumulated sick leave is available. If abuse is indicated, the employee may be required to provide verification of proper use of the personal business day.
- b. Any employee drawing benefits under Worker's Compensation may elect to be reimbursed the difference between that compensation which he is receiving and his regular salary to the extent of the monetary value of the accumulated paid leave days. Employees who are absent with a compensable work related injury for seven (7) days or less will be paid sick leave which is not deducted from their accumulated sick leave.
- c. Records of sick leave accumulated and taken shall be available to the employee or

the Union upon written request.

#### **Section 4.**

If at the close of the preceding school year an employee shall not have used more than two (2) sick days (including personal business days) and shall have accumulated thirty (30) sick leave days, then, in the following year the employee shall be entitled to one (1) "earned day" to be taken at the employee's discretion upon previous notification of at least one (1) school day to the building principal and Supervisor of Buildings and Grounds. The principal of each building shall not be obligated to grant more than three (3) such applications on any given day of such earned days. Earned days shall be allowed to accumulate up to a maximum of five (5) days at the rate of one (1) day per year.

#### **Section 5.**

Maintenance personnel, the mechanic and building engineers are required to report for work on snow days. These individuals may take compensatory days for the first two snow days at a time mutually agreeable with the Buildings and Grounds Supervisor. Assistant building engineers, the mechanics helper and custodians will not need to report for the first two snow days and will be compensated.

### **ARTICLE XVIII**

#### **HOLIDAYS**

- a. The Employer will pay eight (8) hours pay for the following holidays, even though no work is performed by the employee:

<b>July Fourth</b>	<b>Christmas Day</b>
<b>Friday before Labor Day*</b>	<b>New Year's Eve Day</b>
<b>Labor Day</b>	<b>New Year's Day</b>
<b>Thanksgiving Day</b>	<b>President's Day*</b>
<b>Day After Thanksgiving Day</b>	<b>Good Friday*</b>
<b>Christmas Eve Day</b>	<b>Memorial Day</b>

\* (If school is not in session.)

- b. Employees required to work on any of the above named holidays shall receive double time (2X) for hours worked in addition to regular holiday pay.
- c. If an employee is on vacation on any of the above named holidays, the employee shall be entitled to an additional day off with pay for the holiday.
- d. Employees who are absent due to illness the day before or the day after a holiday may be required to prove their illness with a doctor's excuse in order to receive their holiday pay.

## **ARTICLE XIX**

### **INSURANCE**

Effective September 1, 2011 the Employer shall provide a PHP Health Insurance Plan with \$2000/\$4000 deductable, a \$10/\$25/\$50 Rx rider, dental, vision, and life insurance. The Employer shall pay 85% of monthly premium cost with the employee paying 15% via payroll deduction. The Employer will fully fund and HAS on September 1, 2011 with \$2000 for single participants and \$4000 for two person and family participants. The Employer shall provide dental, vision and life insurance at the same benefit level as the previous year.

The Board shall provide dental, vision, and life insurance for those employees electing not to take health insurance. In lieu of health insurance, these employees shall receive two hundred fifty dollars (\$250) two hundred thirty-five dollars (\$235.00) per month in cash.

Full time employees hired after July 1, 2009 are only eligible for the single subscriber insurance coverage for the first three years of employment. After three years, the individual would be eligible for the two-person or full family coverage under the same premium co-pay arrangement existent at the time of eligibility.

Part time employees are not eligible for insurance or cash payment in lieu of insurance.

## **ARTICLE XX**

### **VACATIONS**

- a. Each employee covered by this Agreement who has completed within the bargaining unit one (1) year of service as of July 1<sup>st</sup> shall receive two (2) weeks vacation with pay (employees not having completed a full year of service within the bargaining unit as of July 1<sup>st</sup> shall have vacation time pro-rated based on time completed); six (6) years of service three (3) weeks vacation with pay; ten (10) years of service four (4) weeks vacation with pay; twenty (20) years of service four (4) weeks and one day vacation with pay.

When school is not in session, no more than one-half of the employees per building may be off at the same time based on bargaining unit seniority. Vacations may be scheduled during the school year by mutual agreement between the employee and the Employer. One week of vacation time may be divided up into as many as five (5) separate days with approval from the Supervisor of Buildings and Grounds. People with ten or more years seniority in the bargaining unit may break up two weeks of vacation time.

Requests for vacations during the period July 1 – January 31 are due to the



Supervisor of Buildings and Grounds by May 31. Any requests for vacations during the period February 1 through June 30 are due by December 31. Requests made after these dates will not be awarded by seniority, but by time available.

- b. Employees terminating employment or on a leave of absence shall receive pro-rata unused vacation allowance based upon one-twelfth (1/12th) of the unused vacation pay for each month or major fraction thereof between the individual's anniversary date and termination date.

## **ARTICLE XXI**

### **JURY DUTY**

Employees requested to appear for jury qualifications or service shall receive their pay from the Employer for such time lost as a result of such appearance for service, less any compensation received for such jury service. Employees who work evening or night shifts and are called for jury duty will be allowed excused, paid time to offset jury duty in extenuating circumstances (trials lasting more than two days).

## **ARTICLE XXII**

### **CLASSIFICATION AND COMPENSATION**

- a. The parties hereto agree that the employees covered by this Agreement shall be considered in the type of work and classification as set forth on Schedule A, attached hereto and made a part of hereof by reference. Also, in addition, in recognition of service to the district, each employee upon retirement from the Mason Public Schools and under the Michigan Retirement Laws, shall be paid a terminal leave payment of sixty dollars (\$60.00) for each year of service to the district and twenty-five (\$25.00) per day of accumulated sick leave, provided the employee has been employed by the district for at least ten (10) years.
- b. In case of involuntary separation due to the loss of positions or privatization, employees with at least ten (10) years of service will be paid \$25 per day for each day of accumulated sick leave.

## **ARTICLE XXIII**

### **SCOPE, WAIVER AND ALTERATION OF AGREEMENT**

#### **Section 1.**

No agreement, alteration, understanding, variation, waiver or modification of any of the terms or conditions or covenants contained herein shall be made by any employee or group of employees with the Employer unless executed in writing between the parties hereto and the same has been

ratified by the Union.

**Section 2.**

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms of and conditions herein.

**Section 3.**

If any Article or Section of this Agreement or any supplement thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Agreement and Supplements shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

**Section 4.**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right to bargain and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

**ARTICLE XXIV**

**BINDING EFFECTIVE AGREEMENT**

This Agreement shall be binding upon the parties hereto, their successors and assigns.

**ARTICLE XXV**

**TERMINATION AND MODIFICATION**

- a. This Agreement shall continue in full force and effect until June 30, 2012.
- b. If either party desires to terminate this Agreement it shall, ninety (90) calendar days prior to the termination date, give written notice of termination. If neither party shall give notice of termination or withdraws the same prior to the

termination date, this Agreement shall continue in full force and effect from year to year thereafter subject to notice of termination by either party on ninety (90) calendar days written notice prior to the current year of termination.

- c. If either party desires to modify or change this Agreement, it shall, ninety (90) calendar days prior to the termination, give notice. Such notice shall be in writing and it shall set forth the nature of the amendment or amendments desired. If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.
- d. Notice of termination or modification shall be in writing and shall be sufficient if sent by Certified Mail addressed to the Union, International Union of Operating Engineers, Local 324, AFL-CIO, 500 Hulet Drive, Bloomfield Township, Michigan, 48302, and if to the Employer, addressed to the Mason Public Schools, 118 West Oak Street, Mason, Michigan 48854, or to any other such address the Union or the Employer may make available to each other.
- e. The effective date of this Agreement is July 1, 2011. The parties agree to negotiate the language regarding the 128-hour limitation of the workweek upon the expiration of this agreement.

FOR THE BOARD:  
Mason Public Schools

FOR THE UNION:  
International Union of Operating Engineers  
Local 324 – A, B, C, D, G, H, P,  
RA, S – AFL-CIO

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
John M. Hamilton,  
General Vice President and Business Manager

\_\_\_\_\_  
Assistant Superintendent for Human Resources

\_\_\_\_\_  
Steve Minella,  
President

\_\_\_\_\_  
Thomas Scott,  
Recording-Corresponding Secretary

**SCHEDULE A**  
**WAGE SCHEDULE**

<b><u>CLASSIFICATION</u></b>	<b><u>2011-12</u></b>	<b><u>Hired after 7/1/09</u></b>
Maintenance I and Bus Mechanic	<b>\$19.30</b>	\$17.85
Maintenance II	<b>\$18.83</b>	\$17.38
Maintenance III	<b>\$16.14</b>	\$14.69
High School Building Engineer	<b>\$18.10</b>	\$16.65
Middle School Building Engineer	<b>\$17.24</b>	\$15.79
Elementary School Building Engineer	<b>\$16.14</b>	\$14.69
Assistant Building Engineer	<b>\$15.77</b>	\$14.32
Custodian Bus Mechanic Helper	<b>\$15.39</b>	\$13.94

(See Article XVI, Section 5, page 17, for shift differentials.)

**Recognition Committee**

A representative from the bargaining unit is to serve on a committee to study an employee recognition program.

**Probationary Rate**

Thirty cents (\$.30) less per hour

**Certificate**

Employees required by the District to possess licenses/certifications to perform duties in their assigned jobs will receive a one-time payment each contractual year (July 1 – June 30) of \$300.

Employees required to possess multiple certificates will receive an additional \$25.00 for each additional certificate. This amount will be paid on the first payday in December of each year.

### **Longevity Pay**

Longevity pay shall be paid according to the following schedule, with each Step based upon the employee's total years of seniority in the bargaining unit as of July 1st (employees having a seniority date falling between July 1st and December 31st shall be granted a full year experience for purposes of longevity pay: Employees having a seniority date falling between January 1st and June 30th shall not receive credit for the fractional part of a year). The longevity pay shall be added to the hourly base rate of the employee.

After five (5) years of service - an additional thirty cents (\$.30).

After ten (10) years of service - an additional twenty-five cents (\$.25).

After fifteen (15) years of service - an additional thirty cents (\$.30).

After twenty (20) years of service - an additional thirty cents (\$.30).