

**MASTER AGREEMENT**

**between**

**IONIA PUBLIC SCHOOLS**

**and**

**THE IONIA PUBLIC SCHOOLS'  
CUSTODIAL/MAINTENANCE  
AND FOOD SERVICE EMPLOYEES**

**CHAPTER OF LOCAL #1910  
MICHIGAN COUNCIL #25 AFSCME,  
AFL-CIO**

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## AGREEMENT

This Agreement entered into between the Board of Education of the Ionia Public Schools (hereinafter referred to as the Employer or Board) and the Ionia Public Schools Custodial/Maintenance and Food Service Employees Chapter of Local 1910, affiliated with Michigan Council #25 American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the Union).

The headings used in this Agreement neither add to nor subtract from the meaning, but are for reference only.

### PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms in respect to rates of pay, wages, hours of employment and other conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees and the Union.

The parties recognize that the interest of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the community.

To these ends the Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all employees.

### ARTICLE 1. RECOGNITION (Employees Covered)

- (a) Pursuant to and in accordance with all applicable provisions of Act 379 of Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement for all full-time and part-time custodial/maintenance and food service employees employed by the Ionia Public Schools but excluding substitute and seasonal employees, executive and supervisory personnel and all others.
- (b) The term employee when used in this Agreement shall refer to all employees represented by the Union in the bargaining unit as defined above.

### ARTICLE 2. POSITIONS DEFINED

The parties mutually recognize that the unique nature of the operation of a public school district necessitates that certain positions be established for less than a full twelve (12) month period each year; and further, that during the student vacation periods and the summer months when school is not in session a limited part of the total work force may consist of seasonal employees; and it is further provided that under some circumstances, it will be necessary to employ substitutes on an hourly or day-to-day basis. To distinguish these various positions the following definitions are agreed upon:

- (a) Full-time Employees. Any regular employee whose position has an annual work period of twelve (12) months on a regular work week and works eight (8) hours per day is a full-time employee.
- (b) Probationary Employees. Any employee who is a regular established scheduled per week and

has not completed a probationary period as set forth in this Agreement.

- (c) Part-time Employees. Any employee whose position has a work week of less than forty (40) hours, or a work year of less than twelve (12) months, and is paid on an hourly basis is a part-time employee, and shall receive such benefits as specified elsewhere in this Agreement. In the event a part-time employee is granted a position as a full-time employee, all years of service as a part-time employee will be pro-rated for purposes of benefit eligibility. Benefits, for purposes of this provision, shall be defined as seniority, vacation and longevity.
- (d) Substitute Employees. It is hereby understood and agreed between the parties that:
1. Substitute employees shall be defined as temporary employees utilized to replace regular bargaining unit members who are absent or during a period in which a job is being posted under Article 19 (Job Posting and Bidding Procedures).
  2. It is understood that the provisions in this Agreement, entered into between the parties, do not apply to these substitute employees. It is further agreed that these employees may be paid up to the starting rate and will not be used to prevent the payment of overtime to regular employees. Upon request, a laid off employee will be granted priority status on the substitute roster for jobs for which the employee is qualified in the department (defined as either the Food Service or Operations Department) from which the employee was laid off.  
Work accepted in such instances, will be paid at the substitute rate established by the district. Repeated refusal to accept substitute work, may result in removal from the roster.
  3. The position of an absent employee on extended unpaid leave under Article 19 (Leaves of Absence) may be filled with a substitute for up to one (1) year in order to retain the position for the absent employee. If an extension of the leave is granted beyond one (1) year as provided in Article 19, the position will not be held for the absent employee and shall be posted in accordance with the procedures detailed in Article 18 (Job Posting and Bidding Procedures). Substitutes under this subsection in specific Maintenance and Utility-Custodian positions may:
    - a. Work overtime in their substitute position or other Maintenance or Utility Custodian position if all the Maintenance and Utility Custodian have declined.
    - b. May be assigned additional hours up to the forty (40) level (including weekends) before assigning a regular Maintenance or Utility Custodian.
    - c. Seasonal, casual or temporary employees may be employed to a total of eight (8) in June, July and August. From April 1 to May 31 and September 1 to November 30 the limit will be six (6). It is understood and agreed that the provisions in this Agreement, entered into between the parties, do not apply to these temporary employees. It is further agreed that these employees will not be used to prevent payment of overtime to regular employees, nor shall they be used during the time of layoff or while members of the bargaining unit are working reduced hours.

### **ARTICLE 3. AUTHORITY OF BOARD**

The Board, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, subject to the collective bargaining rights of its employees with respect to wages,

hours and other terms and conditions of employment as expressed in Act 379 of the Michigan Public Acts of 1965, and to the limitations described in the specific and express terms of this collective bargaining agreement, 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 while they are on duty;
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 discipline, demotion or discharge, and to promote and transfer all such employees;
3. To make such reasonable rules and regulations, not in conflict with this Agreement, as it may from time to time deem best for the purpose of maintaining order, safety, and/or effective operation of the district's properties and facilities, and after advance notice hereof to the Union and the employees, to require compliance therewith;
4. To determine the number and location of specific work assignments, the equipment and procedures to be used, the level of cleanliness or repair to be maintained, the schedule of duties for each work assignment, and to determine the starting and quitting time and the number of hours to be worked on each shift.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption 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 to the extent and only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States.

#### **ARTICLE 4. EMPLOYEE RESPONSIBILITY**

- (a) Each employee shall diligently and to the best of his ability perform his required work responsibilities and assignments and comply with the provisions of this contract and the rules and regulations and policies of the Board relative to the maintenance, management and carrying on of the schools of the district and lawful orders of his immediate supervisor.

It being understood that the employees covered by this Agreement shall not be responsible for the supervision of students.

- (b) The Board hereby agrees and recognizes that no employee shall be disciplined for the condition or security of school buildings as a result of the condition of the buildings at the beginning of the first shift Monday, provided that the building was left properly secure on Friday, at the end of the last shift, or where the building was used for an activity on Saturday or Sunday and no employee was called in for weekend security.

The parties hereby stipulate that the night shift employees are only responsible for the set-ups as scheduled in writing.

#### **ARTICLE 5. EMPLOYEE STRIKES PROHIBITED**

The parties mutually recognize that strikes by employees are contrary to law and public policy. They further agree that differences shall be resolved by peaceful and appropriate collective bargaining processes without interruption of the school program. Therefore, the Union agrees that no employee shall strike as defined by Act 379 of the Michigan Public Acts of 1965, as amended, during the term of this

Agreement. Any employee who is claimed by the Board to have violated this provision shall be accorded all of the procedural rights under Section 6 of said Act in connection with any discipline or discharge which the Board may desire to impose. The Union will use the means at its disposal to assist in terminating actions in violations of this section.

#### **ARTICLE 6. AID TO OTHER UNIONS**

The Board shall not enter into any collective bargaining agreement with any employee covered by this Agreement or with any other labor organization on behalf of employees during the term of this Agreement.

#### **ARTICLE 7. UNION SECURITY (Agency Shop)**

- (a) Employees covered by this Agreement shall be required, as a condition of continued employment, to establish membership in the Union or pay a service fee in an amount established by the Union for the duration of this Agreement.
- (b) The deduction of dues and service fees through payroll deduction is required as a condition of this agreement. The Employer therefore agrees to payroll deduct dues and service fees from bargaining unit employees in amounts established by the Union.
- (c) The Union shall indemnify, defend and save the Employer harmless against any and all claims, demands, suits or other forms of liability including the fees of legal counsel retained by the Employer to defend any claims arising out of or with regard to Article 7 of the collective bargaining agreement. This clause is not limited in any manner by any other provision of the Collective Bargaining Agreement.
- (d) Dues and initiation fees will be authorized, levied and certified in accordance with the Constitution and By-laws of the local Union. Each employee and the Union hereby authorize the Employer to rely upon and to honor certifications by the Secretary-Treasurer of the local Union, regarding the amounts to be deducted and the legality of the adopting action specifying such amounts of union dues and/or service fees.
- (e) The Employer agrees to provide this service without charge to the Union.
- (f) The Employer shall not be required to make any check-off for Union dues if the employee's pay is not sufficient to cover the dues in any period.
- (g) Deductions for any calendar months shall be remitted to the designated officer of the Union with an alphabetical list of names and addresses of all employees from whom deductions have been made, not later than seven (7) calendar days after such deductions are made.
- (h) The Employer shall also indicate the amount deducted and notify the Union of the names and addresses of employees, who, through a change in their employment status, are no longer subject to deductions.
- (i) The Board shall not be liable to the Union or any employee for the remittance or payment of any sum other than that constituting the actual deductions made from wages earned by employees in accordance with the authorization on file with the Board.
- (j) Upon submission of written authorization by the employee, the Employer agrees to make payroll

deductions for other deductions afforded through the Business Office.

**ARTICLE 8. UNION REPRESENTATION AND BULLETIN BOARDS**

- (a) The employees covered by this Agreement will be represented by one (1) steward to the first shift (days), one (1) steward to the second shift (evenings) and one (1) steward to the food service employees. The Union shall have the exclusive right to assign said stewards.
1. The Employer will be notified of the names of the stewards and the alternate stewards who would serve only in the absence of a regular steward.
  2. The stewards, during their working hours, without loss of time or pay, may investigate and present grievances to the Employer during working hours, provided they have notified, or made reasonable effort to notify their supervisor prior to and upon return to the work area.
  3. The Unit Chairperson and Unit Vice Chairperson shall be allowed the necessary time off during working hours without loss of time or pay to investigate and present grievances to the Employer in accordance with the grievance procedure.
  4. Above provisions for lost time shall not be abused.
- (b) The Employer will provide space on bulletin boards in each school building as approved by the Chapter Chairperson, which may be used only by the Union for posting notices of Union business.

**ARTICLE 9. SPECIAL CONFERENCES**

- (a) Special conferences for important matters will be arranged between the Chapter Chairperson and the Employer or its designated representative upon the request of either party. Such meetings shall be between at least two (2) representatives of the Union and a designated representative or representatives of management. Arrangements for such special conferences shall be made in advance and a written agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conference shall be confined to those included in the agenda. Conferences shall be held at mutually agreed upon times. The members of the Union shall not lose time or pay for time spent in such special conferences. This meeting may be attended by representatives of the Council and/or representatives of the International Union.
- (b) The Union representatives may meet on the Employer's property for at least one-half (1/2) hour immediately preceding the conference.

**ARTICLE 10. GRIEVANCE PROCEDURE**

- (a) It is the intent of the parties to this Agreement that the grievance procedure set forth herein shall serve as a means for a peaceful settlement of disputes that may arise between them as to the application and interpretation of the Agreement or other conditions of employment. In order to be a proper matter for the grievance procedure, the grievance must be presented within fifteen (15) working days of the employee's knowledge of its occurrence.

Any employee having a grievance shall present it to the Employer as follows:

STEP 1. If an employee has a grievance, the employee shall discuss the grievance with the employee's immediate supervisor.

STEP 2. If the matter is not disposed of by informal conference, within ten (10) working days after Step 1, it will be submitted in writing to the immediate supervisor. The immediate supervisor shall give a written answer to the employee (grievant) within ten (10) working days of receipt of the grievance.

A written grievance shall contain the following:

- (a) It shall be submitted on a form furnished by the school district;
- (b) It shall be signed by the grievant or grievants and the Chapter Chairperson;
- (c) It shall be specific;
- (d) It shall contain a synopsis of the facts giving rise to the alleged violations;
- (e) It shall cite the section or sub-sections of this contract alleged to have been violated;
- (f) It shall contain the date of the alleged violations;
- (g) It shall specify the relief requested;
- (h) It shall be signed and dated by the Employer representative and Union representative at each step of the grievance procedure, including all answers and appeals to the grievance(s).

STEP 3. If the answer is not satisfactory to the Union, it shall be presented in writing, by the Chapter Chairperson, to the Superintendent within ten (10) working days after the immediate supervisor's response is due, or received. The Superintendent shall sign and date a copy. The Employer and the Union shall meet to review the grievance(s); and such meeting shall be arranged between the Superintendent and the Union's Chapter Chairperson. The Superintendent shall respond to the Chapter Chairperson in writing within ten (10) working days after the meeting.

STEP 4. (a) If the answer at Step 3 is not satisfactory, and the Union wishes to carry it further, the Chapter Chairperson shall refer the matter to Council #25.

In the event Council #25 wishes to carry the matter further, it shall, within thirty (30) calendar days from the date of the Employer's answer at STEP 3 meet with the Employer for the purpose of attempting to resolve the dispute(s). If the dispute(s) remain unsettled, and the Council wishes to carry the matter(s) further, Council #25 shall file a Demand for Arbitration in accordance with the American Arbitration Association's Rules and Procedures, within thirty (30) calendar days of said meeting between Council #25 and the Employer.

The Arbitration proceedings shall be conducted in accordance with the American Arbitration Association Rules and Regulations.

Each such decision shall be final and binding on the Union, its members, the employee or employees involved, and the Employer. The Arbitrator shall make a judgment based on the express terms of this Agreement, and shall have no authority to add to, or subtract from any of the terms of this Agreement.

The expenses for the Arbitrator shall be shared equally between the Employer and the Union, except in cases involving similar issues where a previous award was in the Union's favor, the Employer shall pay the full cost of arbitration.

- (b) Grievances may be combined or withdrawn with or without prejudice at any step of the procedure by mutual agreement of the parties.
- (c) The time limits herein provided may be waived or extended by mutual agreement in writing.
- (d) The discipline and dismissal of a probationary employee shall not be subject to the grievance procedure.
- (e) No payment for back wages shall exceed the amount of wages the employee would otherwise have earned, less the amount actually paid.
- (f) No grievances will be filed alleging violations of any statutory provisions contained in this Agreement.

#### **ARTICLE 11. DISCHARGE AND DISCIPLINE**

- (a) The Employer agrees, promptly upon the discharge or discipline of an employee, to notify the employee and the Union in writing of the discharge or suspension.
- (b) Should the discharged or disciplined non-probationary employee and the Union consider the discharge or discipline to be improper, it shall be submitted within ten (10) working days to STEP 3 of the grievance procedure.
- (c) The Employer agrees to discipline or discharge non-probationary employees only for just cause. Just cause shall include, but not be limited to the following:
  - 1. Any employee who reports to work with evidence of having been drinking or shows evidence of drinking on the job.
  - 2. Any case where an employee is involved in a felony charge or moral turpitude, subject to review of circumstances.
  - 3. In case of willful abuse of district policies, such as loafing, tardiness or poor attendance records.

4. Any employee who uses profanity or obscene speech in the school or on the school grounds in presence of students.
5. Any employee who uses verbal abuse, physical violence or threats of physical violence against any member of the instructional staff, supervisory staff, student body or fellow employees (unless it is in self-defense).
6. Knowingly falsifying personnel records, including application for employment.
7. Possessing concealed, unauthorized weapons or explosives on the Board of Education property or in their buildings.
8. In case of theft of school property.
9. In case of use or distribution of controlled substances (drug).
10. Any positive test for drugs or alcohol or a refusal to submit to testing for those employees required to have a Commercial Drivers License (CDL).
11. Employees not required to have a CDL may be subjected to "reasonable suspicion" testing as defined in the Omnibus Transportation Employee Testing Act of 1991. The testing procedures and regulations under the Act will be used in such instances.

#### **ARTICLE 12. SENIORITY (Probationary Employees)**

- (a) New employees hired in the unit shall be considered as probationary employees for the first forty-five (45) working days of their employment. Days on which a probationary employee is absent, will serve to extend the probationary period. When an employee satisfactorily finishes the probationary period, the employee shall be entered on the seniority list of the unit and shall rank for seniority from the employee's date of hire. There shall be no seniority among probationary employees.

Probationary employees will not receive any paid holidays, insurance, paid leave days or other benefits under the terms of this Agreement.

- (b) The Union shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in this Agreement, except discharged and disciplined employees for other than union activity.
- (c) The Employer shall, upon employment, furnish the new employee with a copy of the Agreement, and any other pertinent information. The Union shall be furnished with the name, address, telephone number and job assignment of the new employee.

#### **ARTICLE 13. SENIORITY LISTS**

- (a) Seniority shall be defined as the length of continuous service to the district within the department, from the employee's last date of hire as a regular employee. Seniority shall not accrue while on leave of absence (unless stated elsewhere in this Agreement) or during periods of

layoff. Department, as utilized herein, shall be defined as either the Food Service or Operations Departments.

Employees transferring between departments will lose seniority rights in the former department.

The Utility position shall be considered as being in the Operations Department for seniority purposes.

The parties agree that bargaining unit members with the same date of hire will be aligned on the seniority roster with the employee having the highest last four (4) digits in their social security number listed first.

- (b) There shall be no seniority among substitute, seasonal or probationary employees.
- (c) The seniority list on the effective commencement date of this Agreement shall show the date of hire, names and job titles of all employees in the unit entitled to seniority.
- (d) The Employer shall keep the seniority list up to date at all times and shall provide the Chapter Chairperson with up-to-date copies upon request.
- (e) For the purpose of layoff only, provided they have the qualifications and ability to perform the work, the Chapter Chairperson and three (3) Stewards, in that order, shall head the seniority list of the unit during their term of office.

The Union shall indemnify, defend and save the Employer harmless against any and all claims, demands, suits or other forms of liability including the fees of legal counsel retained by the Employer to defend any claims arising out of or with regard to Article 13(f).

- (f) Once per year the seniority list shall be distributed to members of the bargaining unit. Any errors on the list must be identified by the employee within thirty (30) calendar days or the information on the list shall be deemed to be accurate and not subject to challenge through the grievance procedure.

#### **ARTICLE 14. LOSS OF SENIORITY**

An employee shall lose their seniority and further employment rights for the following reasons and those reasons stated in Article 11 if the employee:

1. Voluntarily quits.
2. Is discharged and the discharge is not reversed through the procedure set forth in this Agreement.
3. Does not return to work when recalled from layoff as set forth in the recall procedure of this Agreement.
4. Does not return to work after having been on sick leave, vacation or leave of absence.

#### **ARTICLE 15. FOOD SERVICE JOB PREFERENCE MEETING**

Food service employees will be allowed once each calendar year at the end of the student instructional year, to exercise job preference within the Food Service Department on the basis of

seniority and qualifications. Such rights may be exercised in writing to the Superintendent or his designee. The job shall be awarded or denied within seven (7) working days. In the event the senior applicant is denied the position, reasons for denial shall be given, in writing, to the employee and a copy to the Chapter Chairperson. In the event the senior applicant disagrees with the reasons for denial, it shall be a proper subject for the grievance procedure.

An employee absent on an approved leave may attend the job preference meeting if capable or bid by proxy. In the absence of either, the absent employee will be assigned to a position within the employee's classification by supervision after others within the classification have bid.

#### **ARTICLE 16. LAYOFF AND RECALL**

- (a) The word, "layoff" means a reduction in the work force.
- (b) In the event it becomes necessary for a layoff, the Employer shall meet with the proper Union representative at least ten (10) work days prior to the effective date of the layoff. At such meeting the Employer shall submit a list of classifications and employees affected. If the results of such meeting are not conclusive, the matter shall become a proper subject for the grievance procedure. However, the layoff shall not be delayed by the appeal of the grievance.
- (c) When a layoff takes place, employees not entered on the seniority list shall be laid off first. Thereafter, employees having seniority shall be laid off in inverse order of seniority within their classifications, i.e., the least senior employee on the seniority list being laid off first, provided that the more senior employee is qualified to do the job; subject, however, to the exceptions set forth in Article 13(f).
- (d) Employees to be laid off will receive at least five (5) work days advance notice of the layoff. Within the five (5) day period, the affected employee may bump a less senior employee in the Department, provided they meet the qualifications to do the job. The five (5) day period specified above may be waived if mutually agreed to by both parties.
- (e) When the working force is increased after a layoff, employees will be recalled according to seniority, with the most senior employee on layoff being recalled first, if they meet the qualifications for the vacant position. Notice of recall shall be sent to the employee at his last known address, by registered or certified mail. If an employee fails to report for work within ten (10) calendar days from the date of mailing of notice of recall he shall be considered a quit. In proper cases, exceptions may be made.

Employees on layoff shall be eligible for recall for a period of two (2) years from the effective date of layoff.

#### **ARTICLE 17. TRANSFERS**

- (a) If an employee transfers to a position under the Employer not included in the bargaining unit, and thereafter, within six (6) months, transfers back to a position within the bargaining unit, the employee shall not have accumulated seniority while working in the position to which the employee was transferred. Employees transferring under the above circumstances shall, upon their return to the bargaining unit, retain all rights accrued while in the unit for the purpose of any benefits provided in this Agreement.
- (b) If and when operations or divisions or fractions thereof are transferred from one location to

another for a period of more than seven (7) calendar days, employees affected will be given the opportunity to transfer on the basis of seniority, desire and classifications. Location exchange will be allowed in such cases.

- (c) The Employer agrees that in any transfer of work currently being performed by employees covered by this Agreement to notify the Union in writing of the change and the names of the employees involved. If the Union disagrees with the change, they shall notify the Employer within five (5) working days. Thereafter, the matter shall become a proper subject for negotiations.

#### **ARTICLE 18. JOB POSTINGS AND BIDDING PROCEDURES**

- (a) All vacancies and/or newly-created positions within the bargaining unit shall be posted within seven (7) working days of the date the vacancy occurs, or the new position is created. All vacancies or newly-created positions within the bargaining unit shall be filled on the basis of seniority and qualifications, as determined by the Board of Education. All vacancies will be posted for a period of seven (7) working days, setting forth the minimum requirements for the position in a conspicuous place on employee bulletin boards in each building. Employees interested shall apply in writing to the Superintendent (or designee), setting forth their qualifications for the position within the seven (7) working days posting period. The senior employee applying for the position who meets the minimum qualifications as determined by the Board, shall be granted a four (4) week period to determine the employee's:

1. Desire to remain on the job.
2. Ability to perform the job.

In the event there are no qualified applicants within the Department (defined as Food Service or Operations Departments) in which the vacancy exists, applicants from the other Department will be offered the vacancy prior to hiring from outside of the unit, provided the applicant from the other Department is qualified.

- (b) The job shall be awarded or denied within seven (7) working days after the posting period. In the event the senior applicant is denied the job, reasons for denial shall be given in writing to the employee and the Chapter Chairperson. In the event the senior applicant disagrees with reasons for denial, it shall be a proper subject for the grievance procedure. The Employer shall furnish the Chapter Chairperson with a copy of each job posting at the same time the postings are posted on the bulletin boards, and at the end of the posting period, the Employer shall furnish, upon request, the Chapter Chairperson with a copy of the list of names of those employees who applied for the job and thereafter notify the Union's Chapter Chairperson as to who was awarded the job.
- (c) During the twenty (20) working days trial period, the employee shall have the opportunity to revert back to his former classification. If the employee is unsatisfactory in the new position, notice and reasons shall be submitted to the employee and the Chapter Chairperson in writing. In the event the employee disagrees, it shall be a proper subject for the grievance procedure.

The trial period in the instance of Maintenance vacancies, will be forty (40) work days.

- (d) During the trial period, employees will receive the rate of the job they are performing.
- (e) Employees required to work in a higher classification shall be paid the rate of the higher classification.

- (f) When a new job is created, the Employer will notify the Union of the classification and rate structure prior to its becoming effective. In the event the Union does not agree the classification and rate are proper it shall be subject to negotiations.
- (g) When vacancies occur or when there is a need, the parties by mutual agreement, will hold a bid or bump meeting at which time all vacancies will be filled.

#### ARTICLE 19. LEAVES OF ABSENCE

- (a) Unpaid leaves of absence for periods not to exceed one (1) year will be granted upon request, in writing, without loss of seniority, for:

1. Service in any elected or appointed Union position.
2. Child care.
3. Illness (physical, mental or pregnancy disability).
4. Prolonged illness in immediate family.

Such leave may be extended for like cause, at the discretion of the Board of Education, if requested in writing, for one (1) year periods of time.

- (b) Employees shall accrue seniority while on a leave of absence (except for educational leave) granted by the provisions of this Agreement, and shall be returned to the position they held at the time the leave of absence was granted, or to a position to which the employee's seniority entitles them.
- (c) Three (3) members of the Union selected to attend a function of the Union, such as conferences, training sessions, and conventions, shall be allowed time off without loss of time or pay to attend (limited to twenty (20) working days per year). For the purposes of this provision, bargaining sessions shall not be construed as Union functions.
- (d) It is understood that when an employee takes a permissive leave of absence the employee shall not receive any wages or fringe benefits while on such leave, as provided in Section (a) of this Article.
- (e) Military Leave Provisions:
  1. The re-employment rights of employees will be in accordance with all applicable laws and regulations.
  2. Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leave of absence for a period not to exceed a period equal to their seniority in order to attend school full-time under applicable federal laws in effect on the date of this Agreement.
- (f) The position of an employee absent on an approved leave of absence will be held open for a period not to exceed twelve (12) months. If an extension of the leave is granted for more than one (1) year, the job will be posted in accordance with the procedures detailed in Article 18 (Job Posting and Bidding Procedures).

- (g) 1. Upon proper and timely application, an eligible employee will be granted a qualified leave of absence as required under the Family and Medical Leave Act of 1993 (29 USC 2601) and Board Policy for up to twelve (12) weeks per year.

A rolling twelve month period will be utilized in all cases by the Board in assessing the amount of time an eligible employee has available for qualified leaves under the Act.

The Board may require an employee to exhaust available paid sick leave and paid personal leave time prior to applying for a Family and Medical Leave, as provided under the Act. Employees requesting the maximum (12 work weeks) leave under the Act may be required to use available paid vacation time. Such paid time will be counted as part of the twelve (12) work week leave.

Intermittent, reduced schedules and alternate assignments will be permitted only upon mutual agreement between the employee, the Board and the Union. Proper consideration when medically necessary will be given as required by the Act.

In the event an employee and their spouse are both employed by the Board, whether within or outside of the bargaining unit, an aggregate of twelve (12) work weeks in a twelve (12) month period will be provided for care of a newly-born or newly-adopted child or to care for a sick parent to the extent required by law.

The Board will continue their contributions to insurance benefit premiums, to the extent they were prior to the leave, for an employee absent on a qualified leave under this section.

Employees returning from such leaves will be returned to the same or an equivalent position.

In the event this Article or other portions of this Agreement extend greater benefits to an eligible employee in relationship to qualified leaves, the provisions of the Agreement shall prevail.

Alleged violations of Section 1 are not subject to the grievance procedure.

2. The following general provisions will apply to all leaves of absence under this section:

- (a) Leaves of absence under this section shall be without pay and benefits, except as set forth in Section 1.
- (b) Seniority shall accrue while on leave under this section.
- (c) The position of an employee absent on an unpaid leave of absence may be filled with a substitute.
- (d) Employees may be required to provide periodic status reports while on leave under this section and will be required to provide medical verification or other certification in support of an initial request for leave.
- (e) Failure to return to work at the end of an approved leave of absence will be considered a voluntary resignation and the Board may require the employee to repay insurance premiums paid on behalf of the employee during the leave.

- (f) All requests for unpaid leave are to be directed to the Superintendent's Office. Where leaves of absence are foreseeable, employees are required to provide at least thirty (30) calendar days notice. Where not foreseeable, employees are required to provide notice as soon as practicable.

**ARTICLE 20. OVERTIME AND RELATED MATTERS**

- (a)
  - 1. Time and one-half will be paid as follows:
    - a.) For all hours over eight (8) in one (1) day.
    - b.) For Saturday, as such.
    - c.) For all hours worked on holidays that are defined in this Agreement in addition to holiday pay.
  - 2. Double time will be paid for all hours worked on Sunday.
  - 3. An employee called in for overtime shall be guaranteed at least two (2) hours pay at the rate of time and one-half.
- (b)
  - 1. Overtime hours shall be offered on a rotational basis using the seniority list to custodians with the building.

In general, overtime will be distributed every two weeks on Wednesday (unless the supervisor is absent) in accordance with the following procedures and understandings:

- a.) The overtime will include those overtime hours known starting the next Saturday and running for fourteen (14) calendar days.
  - b.) The next custodian in line for overtime will have the option of taking any or all of the overtime being offered. If this custodian declines any or all of the overtime, the next custodian in line on the rotation list will have the option of taking any and all of the remaining overtime.
  - c.) At the next bi-weekly point when overtime is distributed, the next custodian in line after the first custodian offered the overtime the two weeks prior, will be first to accept or reject any or all of the overtime being offered.
  - d.) Unanticipated overtime that may arise between the normal bi-weekly rotation will be distributed in a manner determined by supervision to custodians within the building.
  - e.) In the event there is no custodian in the building accepting the overtime, the work may be distributed in a manner determined by supervision including the assignment of a substitute.
  - f.) The rotation continues in sequence from year to year.
- 2. Overtime in the maintenance and utility custodial classifications will continue to be

distributed within that department in accordance with established procedures.

- (c) Only the Superintendent or his designee may authorize or require overtime, provided that the Superintendent may in cases of emergency direct that such overtime be performed. It is further understood that in situations of emergency, when the safety of children and/or the school plant or equipment are jeopardized, authorization may be secured after the overtime is performed.
- (d) Food Service overtime will be rotated using a seniority ranked rotation list, within the affected building. In the event no one in the building accepts the available overtime or more employees are required than are assigned to the building, the available overtime will be offered to other Food Service employees on a district-wide rotation basis, using a seniority ranked rotation list.

#### **ARTICLE 21. TEMPORARY ASSIGNMENTS**

- (a) Temporary assignments to a higher classification for the purposes of filling vacancies of employees who are on vacation, absent because of illness, etc., will be granted to the senior employee who meets the minimum requirements for such job. Such employee will receive the rate of pay of the higher classification for all hours worked while filling such vacancy.
- (b) This Article shall only apply where the Employer has elected to forego the use of a substitute employee consistent with the limitations and restrictions detailed in Article 2(d)(1) and (3).

#### **ARTICLE 22. WORKING HOURS AND RELATED MATTERS**

- (a) The regular work day for each full-time and probationary utility custodian, utility driver, custodial and maintenance employees shall be eight (8) hours, Monday through Friday. The work shift of all full-time custodial/maintenance employees shall be as follows:
  - 1. During the summer months when regular school is not in session, the work day hours shall be established by the Superintendent (or designee) after consultation with the Chapter Chairperson.
  - 2. One (1) week prior to the opening day of school, each unit employee shall receive in writing from the Superintendent (or designee) their specific working hours.
  - 3. A change in the employees work day may be made by the Superintendent (or Central Office designee) at any time, with one (1) week prior notice. The Superintendent (or designee) shall notify the employee of the shift change and the reasons thereof. If the employee disagrees, the matter shall be referred to special conference under the provisions provided by this Agreement.
- (b) The working hours for Food Service employees shall be established by the Food Services Supervisor. The normal work week shall be Monday through Friday.
- (c) Lunch Break and Rest Periods:
  - 1. Each full-time employee shall be paid for two (2) rest periods not exceeding ten (10) minutes each, one to be taken during the first half of the shift and one during the second half.
  - 2. Each full-time employee working on the day shift shall have a thirty (30) minute break for lunch and shall not be paid for this break.

3. Each full-time employee working on the night shift shall be paid for a lunch period not exceeding thirty (30) minutes per shift.
  4. Each part-time employee regularly scheduled to work 2.25 to 4.0 hours per day shall be entitled to a ten (10) minute paid break period.  
  
Part-time employees regularly scheduled to work in excess of four (4) hours per day shall receive two ten (10) minute paid break periods.  
  
Part-time employees regularly scheduled to work in excess of four (4) hours per day will have the option of taking a thirty (30) minute unpaid lunch period.  
  
Breaks and lunch periods will be scheduled by supervision in conjunction with discussion with the employee.
- (d) No employee shall leave their work location, except during his unpaid lunch break, without prior permission of his appropriate supervisor (or designated representative), when not in connection with the performance of their assigned duties.
- (e) The following procedures will be utilized in the event of school closings:
1. Twelve Month Employees:  
  
If schools are closed by action of the Employer for any reason, employees shall make every effort to report to work. Employees failing to report for work, except for impassable highways, personal illness or jury duty, shall make up the time not worked at their regular rates of pay, or salary may be deducted.
  2. School Year Employees:  
  
In the event the Employer is required to make up a canceled day of student instruction in order to receive full state aid payments, school year employees will not receive pay for the canceled instructional day but will be rescheduled and paid on the scheduled make-up day.  
  
In the event the Employer is not required to make up a canceled day of student instruction in order to receive full state aid payments, school year employees will not be required to report to work and will be paid (maximum of three (3) days per year) for the canceled instruction day.
  3. If the rules or regulations of the Michigan Department of Education or the law changes regarding the issue of the make-up of lost student instructional days, Section (f) will be subject to renegotiation at the request of either party.
- (f) No employee shall allow any person, including friends and relatives, to work as unpaid substitutes or to assist in any way with his work in the Ionia Public Schools. Violation of this provision will be cause for disciplinary action.
- (g) All work schedules shall be posted, and the Union shall be given a copy of such schedules which shall be kept up-to-date. Whenever a change in a work schedule is made, it shall be a reasonable change; and if an employee disputes the reasonability of such change, the employee may file a grievance and proceed through the grievance procedure. However, it is understood that the employee shall complete the required assignment while the grievance is being resolved.

(h) In response to the special needs of the district to provide evening and weekend building access to students and the community, it is hereby agreed as follows:

1. The district may establish custodial positions whose regular work week encompasses Saturday and/or Sunday.
2. As such, no overtime pay will be required for the regularly scheduled portion of such shifts on Saturday or Sunday with the exception of overtime pay for hours worked on holidays at the rate of one and one-half (1 1/2) times the actual number of hours worked, in addition to holiday pay.

The overtime pay in Article 20(a)(1)(b) and (a)(2) will be paid on the sixth (6th) and seventh (7th) day of the employee's work week. The work week will be defined as seven (7) consecutive twenty-four (24) hour periods which commences at the employee's regular scheduled starting time on the first day of the employee's work week.

3. During weeks with scheduled holidays (see Article 28-e), the employee will be scheduled to work four (4) days and will receive five (5) days' pay.

(i) In the event of an unintended error in the distribution of overtime or in the assignment of extra hours of work on a given day, the affected employee will be given the next available opportunity for overtime or extra hours in their classification.

#### **ARTICLE 23. SICK LEAVE**

(a) Sick leave is defined as absence caused by illness or disability resulting from an accident to the employee. Injuries or illness attributable to the employee's working for another employer shall not be allowed under this Article. Sick leave time will be earned at the rate of .05 times the number of regularly scheduled hours paid bi-weekly. Sick leave will accumulate up to one hundred ninety (190) days.

Up to seven (7) sick leave days may be used per year for illness in the immediate family. Immediate family, for purposes of this paragraph, shall be defined as spouse, child, parent or other member of the family residing in the employee's household. In addition, employees may choose to utilize personal leave time under Article 27.

(b) Any employee who is absent because of injury compensable under the Michigan Worker's Compensation Law will be paid the difference between the benefits received under the Michigan Worker's Compensation Law and one-hundred percent (100%) of the employee's regular weekly straight time earnings. Such difference will be deducted from the employee's accumulated sick leave credits on a pro-rata basis and will be paid until the employee returns to work or the employee's accumulated sick leave has been exhausted.

(c) All absences must be reported by telephone or other verbal communication to the Business Office at least one (1) hour prior to the commencement of his work time. Upon the employee's return to work, he shall complete and return an absence form provided by the Board. After an employee has been absent as a result of illness or injury, for three (3) consecutive days, the employee shall, upon return to work, provide the appropriate supervisor with a doctor's certification of the disability that prevented the employee from working.

- (d) If an employee is laid off, quits, or is discharged, the employee shall not be entitled to any pay for unused sick leave. Employees laid off and later recalled shall have all prior unused sick leave time restored.
- (e) The Employer shall inform all employees of their number of accumulated sick leave days prior to July 1 annually.
- (f) Employees may be required to provide a physician's verification or other certification for paid leave time under this Agreement.

#### **ARTICLE 24. RESERVE DUTY**

Employees who are in some branch of the Armed Forces Reserve or the National Guard will be paid the difference between their reserve pay and their regular pay when they are on full-time active duty in the Reserve or National Guard, provided proof of service and pay is submitted. This provision shall be limited to a maximum of two (2) weeks per year.

#### **ARTICLE 25. FUNERAL AND BEREAVEMENT LEAVE**

- (a) An employee shall be allowed at his request up to five (5) work days, with pay, as funeral and bereavement leave for a death of a spouse, son, daughter, parent or parent of spouse. This time shall not be deducted from sick leave.
- (b) An employee shall be allowed, at his request, up to five (5) work days per occurrence with pay as funeral or bereavement leave deducted from sick leave for a death of a member of the immediate family (definition of the immediate family: brother, sister, grandchild, grandparents, brother-in-law, sister-in-law, or a dependent in the immediate family. Also included will be the same step relatives (i.e., step-brother, etc.).
- (c) Upon request, an employee shall be allowed one (1) work day per occurrence with pay as funeral leave to be deducted from their sick leave for the death of a relative not defined in (a) or (b) above.
- (d) Upon request, an employee shall be allowed one (1) work day per year with pay as funeral leave to be deducted from his accumulated sick leave for a death of a close friend or a Union member.

#### **ARTICLE 26. JURY DUTY**

In the event an employee is summoned for jury duty, a special leave of absence shall be granted for that purpose; provided the employee presents the court order, subpoena, or summons, if one is issued, to the immediate supervisor as far enough in advance as possible. The employee shall be at work at all reasonable times when not serving as a juror. The regular pay for such employee shall continue at the same basic rate as if they had worked continuously on their regular shift. Checks received by the employee for jury duty shall be signed and remitted to the Board.

#### **ARTICLE 27. PERSONAL LEAVE**

- (a) Two (2) personal leave days per year (July 1 - June 30) with pay, not to be deducted from sick leave, may be used for the purpose of personal business. Requests for such leave must be submitted in writing in advance to the Superintendent or his designee. Absent extenuating circumstances, requests must be submitted seven (7) calendar days in advance. Reason for the

proposed leave must be stated in the request. No personal leave shall be allowed immediately prior to or following a vacation period.

If an employee is hired, recalled or returns from an unpaid leave of absence under Article 19 during the year, personal leave time will be prorated.

- (b). At the end of each year, unused personal leave will be added to the employee's sick leave accumulation.

**ARTICLE 28. HOLIDAYS**

- (a) Whenever used in this Agreement, the term "holiday" shall mean one (1) of the following days for Custodial/Maintenance employees:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving Day
Memorial Day	Day before Christmas
Fourth of July	Christmas Day
Labor Day	New Year's Eve

Whenever used in this Agreement, the term "holiday" shall mean one (1) of the following days for Food Service employees:

New Year's Day	Day after Thanksgiving Day
Good Friday	Day before Christmas
Memorial Day	Christmas Day
Labor Day	Day after Christmas
Thanksgiving Day	New Year's Eve

- (b) Each full-time and probationary employee shall not be required to work on a holiday. In case of an emergency and the employee works on a holiday, the employee will be entitled to additional pay at one and one-half (1-1/2) times the actual number of hours worked (if the holiday falls on a regularly scheduled work day), in addition to holiday pay.
- (c) If a holiday occurs during an employee's approved vacation period, the vacation will be extended one (1) day continuous with the vacation.
- (d) In the event school is held on Good Friday or any portion thereof, employees shall be required to work on that day the same number of hours school is in session.
- (e) If a holiday falls on a Saturday or Sunday, the Friday before or the Monday after shall be considered the holiday, whichever is determined by the Employer and the Union. Not later than October 1 each year, the Union and Employer will determine the specific dates and distribute the list of dates to bargaining unit members.
- (f) Unless absent on approved paid vacation, sick leave under Article 23(a) which is substantiated by a physician's statement or bereavement leave under Article 25(a) and (b), employees must work the last scheduled work day before and the first scheduled work day following the holiday in order to receive pay for such holidays.
- (g) Subject to supervisory approval, a personal day may be approved the day before or after a holiday. Such days may be denied for operational reasons.

## ARTICLE 29. VACATION ELIGIBILITY

- (a) Each full-time employee shall earn credit for paid vacation time in accordance with the following schedule:
1. Period of probationary employment - none.
  2. An employee who has been with the Ionia Public Schools less than one (1) year shall be allowed five-sixths (5/6) of one (1) working day for each calendar month of employment prior to July 1 of the first fiscal year worked.
  3. After one (1) year of employment - ten (10) days per year.
  4. After five (5) years of employment - fifteen (15) days per year.
  5. After ten (10) years of employment - twenty (20) days per year.

- (b) For purposes of computing vacation leave credits, all employees shall be considered as having a common anniversary date of July 1 of each year. All time to July 1 will be prorated where applicable.

In the event an employee transfers from a part-time position to a full-year position, the employee will be placed on the vacation schedule at (A)(2).

- (c) 1. Those employees having four (4) weeks vacation: up to three (3) employees (on a rotational basis) and not more than one (1) employee per building, may upon approval, take up to one (1) week on days on which students are in attendance.
- In the event the number of employees eligible for four (4) weeks vacation who request vacation on days when students are in attendance does not exceed the above referenced limits, requests for vacations of up to one (1) week during the school year may be approved for employees eligible for three (3) weeks vacation.
2. In the event more than one employee applies for the same time period, the most senior employee will be given the approval, but approval shall also be upon rotation.
  3. Scheduled vacations may be changed for emergencies and extenuating circumstances.
- (d) When a holiday is observed by the Employer during a scheduled vacation, the vacation will be extended one (1) day continuous with the vacation.
- (e) A vacation may not be waived by an employee. Vacation may not be accumulated from year to year.
- (f) If an employee becomes ill and is under the care of a duly licensed physician (in which event illness must be certified) during his vacation, his unused vacation days will be rescheduled. In the event his incapacity continues through the year, he will be awarded payment in lieu of vacation.
- (g) Vacation requests shall be submitted in writing no later than May 15 of each year. Thereafter,

vacations shall be scheduled by the Superintendent, or his designee. Employees shall be notified of approval or rejection of their requested vacation time within ten (10) days of the closing date for filing of requests. In the event two (2) or more employees request the same vacation time, vacations shall be scheduled by seniority. In the event two (2) or more employees have the same seniority date, seniority shall be determined by lot.

- (h) Employees will be paid their current rates based on their regularly scheduled days while on vacation and will receive credit for any benefits provided for in this Agreement.
- (i) If an employee is laid off, retired, or quits and has given two (2) weeks notice, he will receive any unused vacation credit, including that accrued in the current calendar year, on a pro-rata basis. A recalled employee who received credit at the time of layoff for his current work year will have such credit deducted from his vacation the following year.
- (j) If an employee is discharged, they will not receive any pay for unused vacation time.
- (k) If a regular pay day falls during an employee's vacation, they will receive that check in advance before going on his vacation providing he notifies the payroll clerk three (3) weeks prior to the pay period.

#### **ARTICLE 30. INSURANCE BENEFITS**

- (a) Upon acceptance by the insurance company of an eligible full time employee's application, the Board agrees to purchase health care protection for each employee through a one person, two person, or full family (plus family continuation for qualified children who are IRS dependents according to the Blue Cross/Blue Shield definition) coverage, provided the employee is not eligible for substantially the same coverage through any other source, including the employment of a spouse by the Board.

The policy will be a Blue Cross/Blue Shield flexible Blue HDHP Plan with up to a \$2,000 single and \$4,000 two party and family deductible funded by the district for in network services. Employees may choose either: a.) The prescription drug card co-payment in place during the 2008-2009 contract year, or b.) A \$10/\$60 co-payment (with 2XMOPD) paid by the employee after the \$2,000/\$4,000 annual deductible are utilized.

The following conditions and premium contributions set forth in section (e) below will apply:

1. The election may only be made once per year during the open enrollment period unless other times are afforded by the underwriter.
2. The option between prescription drug cards will be removed if: (1) the underwriter does not permit the option, or (2) if at any time the minimum group size requirements of the underwriter are not met.  
If either event should occur, all employees will be enrolled in the remaining option and the premium limitations for the remaining option in section (e) below will apply.
3. Existing employees and new employees who are not enrolled in the hospitalization plan in June of 2009, will automatically be enrolled in the \$10/\$60 option if it remains available in the future.

The employer agrees to pay this premium for the prescribed policy for the employee, and/or his

eligible dependents, during an employee's absence as the result of any injury or illness, provided such absence does not exceed six months.

- (b) The Board agrees to continue premium payments toward the purchase of \$10,000 term life insurance. The Board retains the right to bid out such coverage. Part-time employees must be regularly scheduled to work at least twenty (20) hours per week to be eligible to receive term life insurance.
- (c) Employees of this bargaining unit may participate in other insurance alternatives provided through the Board of Education for group rates, providing the employee pays the cost for such coverage.
- (d) Upon acceptance of written application of eligible full-time employees and their dependents by the insurance company, the Board agrees to provide appropriate premium payments toward S.E.T. dental 50/50 with Class I incentive.
- (e) The Board's monthly premium contributions for eligible employees will be as follows:

	<u>(1) 2009-2010</u>	<u>(2) 2009-2010</u>
Full Family	\$ 867.38	\$ 889.75
Two-Party	\$ 697.00	\$ 714.99
Single	\$ 309.77	\$ 317.77

  - (1) 2008-2009 Prescription Drug Co-payment Option
  - (2) \$10/\$60 Prescription Drug Co-payment (with 2XMOPD) paid by the employee after the annual deductible is met.

Any amounts in excess of the Board's contribution shall be payroll-deducted as a condition of this Agreement.

Eligible employees not electing health insurance will be eligible for \$100.00 per month in cash under a qualified cafeteria plan which may be retained as such or may be applied toward annuities available through the Business Office.

### **ARTICLE 31. COMPUTATION OF BENEFITS**

All regular scheduled hours paid to an employee shall be considered as hours worked for the purpose of computing any of the benefits under this Agreement.

### **ARTICLE 32. CONSOLIDATION OR ELIMINATION OF JOBS**

The Employer agrees that any consolidation or elimination of jobs shall not be effected without a special conference, as provided in Article 9. It is also agreed that if the results of said meeting are not conclusive and there exists a dispute, said dispute shall be submitted to STEP 2 of the grievance procedure.

### **ARTICLE 33. WORK PERFORMED BY SUPERVISORS**

Supervisory employees, or non-bargaining unit members shall not be permitted to perform work within the bargaining unit except:

1. In cases of emergency arising out of unforeseen circumstances.

2. To assist a member of the bargaining unit, or
3. When no other person with the requisite skills necessary is available.

#### **ARTICLE 34. DISTRIBUTION OF AGREEMENT**

The Employer agrees to make available to each employee a copy of this Agreement and to provide a copy of the same Agreement to all new employees entering the employment of the Employer.

#### **ARTICLE 35. EMPLOYEE USE OF SUPPLIES, TOOLS AND EQUIPMENT**

No employee shall take or borrow for personal use, any supplies, tools, equipment or other items belonging to the district.

No supervisor shall be permitted, under any circumstances, to set aside this provision.

Violation of this Article by an employee will constitute grounds for disciplinary action.

#### **ARTICLE 36. TUBERCULIN TESTING**

If TB tests are required, the Board will assume the cost if not covered by an insurance source.

#### **ARTICLE 37. SUPERSEDURE CLAUSE**

This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms and supersedes and cancels all previous agreements, verbal or written, or based on alleged past practices between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party until such amendment has been duly ratified by both parties.

#### **ARTICLE 38. CLOTHING ALLOWANCE**

- (a) All current and new custodial/maintenance employees shall be provided with four (4) sets of shirts and pants to be worn as uniforms while on duty. Thereafter, the uniforms will be replaced as deemed necessary by the Employer but not to exceed four (4) sets of shirts and pants per year provided that said replacements shall not be arbitrarily denied. Uniforms are the property of the Employer and shall be returned by any employee leaving the employ of the Employer.

Given the nature of Maintenance work, the Supervisor may provide additional shirts and/or pants and up to one hundred dollars (\$100) per year toward the purchase of steel-toed work boots.

Under normal circumstances, uniforms will be ordered to facilitate delivery prior to the start of the student school year.

- (b) 1. Food Service Employees' Clothing Allowance: The Employer will provide without cost to the employee at the time of hire, three (3) shirts, three (3) aprons and four (4) white aprons.

Thereafter, the Employer will provide each employee with three (3) uniform shirts and two (2) aprons each year which will be ordered not later than August 1.

Employees assigned to french fry positions will receive one (1) additional shirt per year.

2. White aprons will be replaced by the district on an as needed basis up to six (6) aprons per year for employees in french fry positions and up to three (3) aprons for other positions.
3. These uniforms and aprons will be the property of the individual and they will be responsible for keeping them clean and presentable.
4. Orders for aprons and shirts will be taken the last week of school each year for the upcoming school year. Employees may purchase at the school's price extra shirts or aprons.
5. The employer will purchase for each employee one pair of pants or walking shorts per school year (not to exceed \$25.00 and must be in an approved color). With prior approval, the employee may purchase more than one pair. Employees must try on the pants or shorts at Meijer during the first week of student instruction or after spring break and place the purchase on hold. The purchases will be picked up by the Employer and distributed by the end of the second week of instruction or the end of the second week after spring break.

#### **ARTICLE 39. SAFETY**

Any employee's safety apparel or equipment required by the Employer or state or federal laws will be provided by the Employer.

#### **ARTICLE 40. REPORT PAY**

When employees report for work as scheduled, and no work is available to perform, they will be paid for two (2) hours' time for reporting.

#### **ARTICLE 41. APPENDICES**

The following appendices are incorporated and made a part of this Agreement:

- Appendix A - Pensions
- Appendix B - Longevity
- Appendix C - Classification and Rates

#### **ARTICLE 42. TERMINATION, AMENDMENT AND EXECUTION**

- (a) This Agreement shall be automatically renewed for successive periods of one (1) year thereafter, unless either party shall notify the other party in writing at least sixty (60) days prior to the current expiration date, or as the case may be, sixty (60) days prior to the end of any automatic renewal year, or its intention to terminate or amend this Agreement.
- (b) It is expressly understood, however, that any portion(s) of this Agreement be amended at any time during its duration by the mutual agreement of both parties, provided that both parties

agree to negotiate on any proposed amendments. It is further understood that any agreements reached shall be reduced to writing and be distributed to all members of the bargaining unit.

- (c) This Agreement and each of the terms and conditions hereof are subject to the laws of the State of Michigan and of the United States in all respects, and in the event that any provision hereof is at any time held to be invalid by a court of competent jurisdiction, or by any administrative agency of the State of Michigan or of the United States, the remaining provisions of this Agreement, after severances, shall remain in full force and effect. The parties, however, agree to meet and negotiate upon an amended replacement for the invalidated provision.
- (d) Notice of Termination or Modification. Notice shall be in writing and shall be sufficient if sent by certified mail, addressed, if to the Union, to Michigan Council #25 AFSCME, AFL-CIO: 1034 N. Washington Avenue, Lansing, MI 48906; and if to the Employer, addressed to Ionia Public Schools, 250 E. Tuttle, Ionia, Michigan 48846, or to any such address as the Union or the Employer may make available to each other.
- (e) This Agreement shall become effective upon ratification by the parties and shall remain in effect until June 30, 2012. The health insurance plan and premium contributions in Article 31 and the hours rates of pay in Appendix C, will be subject to renegotiations for the 2010-2011 and 2011-2012 contract years.

FOR THE UNION:

FOR THE EMPLOYER:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Date

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Date

\_\_\_\_\_  
Date

**APPENDIX A. RETIREMENT AND TERMINATION PAY**

In appreciation for services to the district a terminal benefit shall be provided for eligible employees who have served the Ionia Public Schools in this bargaining unit for ten (10) years or more. The benefit shall be computed on the basis of \$30 per year of service. This is receivable upon entry into full retirement. Full retirement is defined as eligible and application in process for Michigan School Employee's Retirement Fund.

Employees retiring under the above described conditions who have at least one hundred-ten (110) [90 in the instance of food service employees] accumulated sick leave days at the time of severance shall receive an additional \$15 per year of service.

In the event of death, payment will be made to the employee's designated beneficiary.

**APPENDIX B. LONGEVITY**

- (a) All full-time employees shall be granted longevity pay on their anniversary date as follows:
  - 1. Completed ten (10) years service in this school district, \$150 annually.
  - 2. Completed fifteen (15) years service in this school district, \$250 annually.
  - 3. Completed twenty (20) years service in this school district, \$350 annually.
  - 4. Completed twenty-five (25) years service in this school district, \$450 annually.
  - 5. Completed thirty (30) years service in this school district, \$550 annually.
- (b) Part-time employees shall receive one-half (1/2) of the amount as specified above.
- (c) Appendix B shall not apply to any employees hired subsequent to January 1, 1991.

**APPENDIX C. CLASSIFICATIONS AND RATES (Per Hour)**

(a) Step advancement on the pay schedule will be made n July 1. In order to receive an increment, the employee must work at least 75% of the work days the employee’s position was scheduled for in the entire prior fiscal year.

\* Applies to food service employees hired prior to September 1, 1990.

\*\* Chart of positions in each rate:

\*\*\* The employee in this position will be paid the cashier rate for hours assigned daily to cashier responsibilities.

<b><u>Rate Level 4:</u></b>	<b><u>Rate Level 3:</u></b>	<b><u>Rate Level 2:</u></b>	<b><u>Rate Level 1:</u></b>
Office Cashier	M.S. Cook	F.F. Setup H.S.	F.F. Runner #1 H.S.
H.S. Head Cashier	M.S. Ala Carte	M.S. Lunch Cashier	F.F. Runner #2
H.S.			
Main Dish Cook H.S.	H.S. Fr.Fry Person	H.S. Cookie Cashier	F.F. Assistant
H.S.			
Inventory/Receiving H.S. Assistant 1	Elementary Cook	2nd Lunch Cashier M.S.	*** M.S. Cooks
Taco Meat H.S.	H.S. Ala Carte Cashier	Elem. Set-Up Asst. Commons Cashier H.S.	M.S. Cooks Assistant 2

**Effective 7/1/2009**

<u>Classification</u>	<u>Start</u>	<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>
Custodian/Utility Custodian /Utility Driver	\$15.17	\$15.57	\$15.98	\$16.35
Maintenance	\$16.64	\$17.01	\$17.44	\$17.80
Food Service*	N/A	N/A	\$13.53	N/A
Food Service (hired after September 1, 1990)**				
Rate (per hour) Level 4	\$11.02	\$11.33	\$11.69	
Rate (per hour) Level 3	\$10.72	\$11.01	\$11.38	
Rate (per hour) Level 2	\$10.42	\$10.71	\$11.05	
Rate (per hour) Level 1	\$10.08	\$10.39	\$10.76	

(b) Employees required and authorized by their supervisor to provide their own transportation to travel from building to building on school business, shall be reimbursed at the uniform rate established by the Board, for mileage for all employees.

(c) It is hereby agreed by the parties set forth above as follows:

1. Designated third shift custodial positions will receive an additional 15¢ per hour shift premium. This premium will only apply to third shift employees and will not be paid to employees on other shifts whose daily schedules may overlap that of a third shift employee.

2. Where second and third shift custodial employees are temporarily reassigned to the day shift (e.g., when students are not in attendance), no shift premium or paid lunch periods will be provided.
- (d) In addition to the hourly rates set forth in Section (a), the parties agree to the following supplemental stipends where the Employer preapproves the stipend for an employee. If the employee leaves the position or the Employer no longer requires it of the employee, the stipend will not be paid.
1. Boiler Operator's License (Maintenance Only) 40¢/hour
  2. Commercial Pesticides/Ornamental Turf (Up to one bargaining unit member, as designated by the Director of Facilities and Grounds) 20¢/hour
  3. Journeyman's Card (Maintenance only)
 

Plumber	50¢/hour
Electrician	50¢/hour
  4. Pool Certification (Maintenance only) 20¢/hour
- (e) The record of all paid time off under this Agreement shall be retained in hours.

**LETTER OF AGREEMENT**

**BETWEEN THE**

**IONIA PUBLIC SCHOOLS' BOARD OF EDUCATION**

**AND**

**AFSCME COUNCIL 25 (LOCAL 1910)/AFL-CIO**

This letter of agreement is entered into by the parties to address the restructuring of the salary schedule within the Operations Department in an attempt to preserve the pay levels of the employees set forth below.

The following rates apply only to the individuals listed provided the employee remains continuously employed within the department.

For purposes of layoff/recall (Article 16) and job postings (Article 18), the employees referenced below will be considered as custodians. The qualifications provisions in the layoff/recall (Article 16) and the job posting provisions (Article 18) will continue to apply in the implementation of those provisions.

This letter of agreement will not affect the means by which overtime has been rotated or distributed in the past.

<u>Name</u>	<u>Former Classification</u>	<u>2009-2010</u>
P. Patterson	Maint/Cust.	\$16.87
J. Zeigler	Grounds/Maint. II	\$17.05
M. Huntley	Maint/Cust.	\$16.87
R. Brigham	Maint/Cust.	\$16.87
W. Wiles	Maint/Cust.	\$16.87