

ARTICLE XII

COMPENSATION

12.1 Wage Scales – The general schedules and wages of each employee classification are set forth in Appendix A as an incorporated part of this agreement.

12.2 Overtime – The following conditions shall apply to all overtime work:

12.2.1 Time and One-Half – time and one-half (1-1/2) shall be paid for all hours worked over forty (40) hours in a normal week. (Includes hours paid for vacations and holidays).

12.2.2 Minimum Call In – An employee called in to work overtime shall, upon reporting for work, be guaranteed a minimum of two (2) hours of overtime pay.

12.3 Subcontracting of Work – the Employer reserves the right to subcontract. In the event the Employer elects to subcontract bargaining unit work which would result in the layoff of unit members, the Employer will give the Association notice of its decision at least forty-five (45) calendar days prior to the implementation date.

12.4 School Closings

Custodial/maintenance employees shall follow the listed provisions:

12.4.1 Instructional Days

12.4.1.1 Full time custodian/maintenance employees shall be scheduled to work irrespective of weather conditions are to report when it is possible for them to do so.

12.4.1.2 Full time employees legitimately unable to report for work due to weather conditions shall be permitted to use a leave day of their choosing for the day (s) missed. Employees failing to report for work who were able to do so shall not be paid and shall receive an unexcused absence for the day. The employer reserves the right to question an employee's ability to report to work.

12.4.1.3 Full time employees unable to report to work must inform their supervisor (order of notification: Director of Building & Grounds; Asst. Supt., Supt.) prior to reporting time to qualify for pay as provide in 12.4.1.2

Article XII – Compensation (continued)

- 12.4.1.4 Full time employees reporting for work when schools are closed on instructional days shall receive “comp time” for those days to the limit that such days are counted for state aid. Compensatory time may be used during the summer.
- 12.4.1.5 Employees, full or part time, who are directed not to work (order of directive: Director of Building & Grounds, Asst. Supt.; Supt.) shall receive their regular pay.

12.4.2 Non Instructional Days

- 12.4.2.1 During regularly scheduled school breaks or on non instructional days, when school is closed, full time employees are expected to report to work but shall receive no compensatory time. Employees unable to work will be covered by the provisions of number 12.4.1.2.
- 12.4.2.2 On non-instructional days, when school is closed, part-time employees shouldn't report to work and won't receive compensation.
- 12.4.2.3 Full time employees, who are directed not to work, will be covered by provisions of number 12.4.1.2 in Section “A”

12.4.3 Part-time Employees

- 12.4.3.1 Part time employees requested to work on instructional or non-instructional days when school is closed will receive their regular rate of compensation for the time worked. No “comp time” will be earned. Should they be unable to report, the provisions of number 12.4.1.2 shall not apply.

12.4.4 Bus Drivers, Paraprofessional and Food Service Employees

- 12.4.4.1 Bus drivers, paraprofessionals and food service employees will not report to work and will receive their normal rate of pay for days on which school is closed due to an Act of God and which are able to be counted as days of pupil instruction days for purposes of state aid.

Article XII – Compensation (continued)

12.4.4.2 On days which school is closed due to an Act of God which are not able to be counted as days of pupil instruction for purposes of state aid, bus drivers, paraprofessionals and food service employees need not report to work and will receive no pay.

12.4.4.3 Food Service employees assigned to a parochial school that cancels school, and Kelloggsville is open, will be assigned to work in the District for the regular scheduled hours. If the employee declines to work the hours then no pay will be received.

12.5 Custodial/Maintenance Shift Premiums – Full time custodial/maintenance employees assigned and working on the second shift shall receive a premium of twenty (20) cents per hour added to their hourly wages. First shift employees working overtime into the second shift aren't eligible for the shift premium.

12.6 Part Time / Full Time – Unless otherwise expressed in this Agreement, full time employment shall be defined as an average of thirty-five (35) hours or more per week for the scheduled work year, school or calendar year. Part time employment shall be defined as employment of an average of less than thirty-five (35) hours per week. Average hours shall be determined actual hours worked per week.

12.7 Pay for Licenses

Drivers – The Employer will reimburse employees required by the Employer to operate school buses in the performance of their work duties, the additional cost above a regular operator's drivers license for any license and/or endorsement required by law to operate the vehicle. Payment will be made within thirty (30) days of the submission of proof of the expenditure.

12.8 Mileage – Any employee required to use his/her personal vehicle on the job shall receive the District rate per mile.

12.9 Employee Training – Any employee required to attend job related training by the District will be compensated at their regular rate of pay. Bus drivers will be compensated at the extra-trips rate. The total compensation will not exceed eight (8) hours per day or exceed forty (40) hours for the work week. Employees that attend training functions on a voluntary basis won't be compensated for their time.

Article XII – Compensation (continued)

12.10 Employee Uniforms

12.10.1 Custodial/Maintenance Employees – The Board shall provide, without cost to the employee, two (2) sets of uniforms (of current quality) per year with the following stipulations:

12.10.1.1 Uniforms are to be maintained by the individual.

12.10.1.2 New employees shall be provided with three (3) sets the first year.

Additionally, each day custodian will be provided one (1) appropriate clothing for snow removal. These items will remain on site and will be replaced on an “as needed” basis by mutual consent.

The school District will furnish the tools necessary to perform custodial and maintenance responsibilities.

12.10.2 Food Service Employees – The Board shall provide, without cost to the employee, two (2) sets of uniforms per year with the following stipulations:

12.10.2.1 The employee group will select the style and color combination of the shirt and pant.

12.10.2.2 The supervisor will approve the purchase.

12.10.2.3 The uniforms are to be maintained by the individual.

12.10.2.4 New employees shall be provided with three (3) sets the first year.

12.10.2.5 Additionally, the food van drivers will be furnished one (1) jacket every three (3) years.

12.10.3 Bus Driver Employees – The Board shall provide, without cost to the employee, jackets with the following stipulations:

12.10.3.1 One (1) winter and one (1) spring jacket will be provided to each employee.

Article XII – Compensation (continued)

- 12.10.3.2 The employee group will select the style and color of each jacket.
- 12.10.3.3 The supervisor will approve the selection and purchase.
- 12.10.3.4 The jackets are to be maintained by the individual.
- 12.10.3.5 The employees will receive new jackets every three (3) years.

12.11 Fringe Benefits

- 12.11.1 Health insurance benefits as per Schedule B
- 12.11.2 Dental insurance benefits as per Schedule C
- 12.11.3 Vision insurance benefits as per Schedule D
- 12.11.4 Disability insurance benefits as per Schedule E
  - 12.11.4.1 The employee must have been employed on the average of 30 hours or more per week.
  - 12.11.4.2 Coverage will begin with the conclusion of the probationary period.
  - 12.11.4.3 Employees shall submit evidence of health insurance non-coverage from other sources.
  - 12.11.4.4 Bus driver’s benefits will be based on the average hours worked during the last three (3) weeks of September. If an employee transfers into (or a new employee is hired into) the bus driver job classification after the three-week period in September, the benefits will be based on the average hours worked in the first full three weeks after starting in that job classification.

## ARTICLE XIII

### MISCELLANEOUS PROVISIONS

- 13.1 Board Policy – The provisions of this Agreement shall be considered part of the established policies of the Board. This Agreement, within the scope of its coverage, shall supersede any rule, regulation or policy of the Board which shall be contrary to or inconsistent with its terms.
- 13.2 Copies of Agreement – Copies of this Agreement shall be reproduced with the cost paid by the Board and given to all employees now employed or hereafter employed by the Board. Five additional copies shall be provided to the Association.
- 13.3 Contrary to Law – If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law, determined by the court, State or Federal Agency of proper jurisdiction, then such provision or application shall be null and void and shall no longer be a segment of this Agreement.
- 13.4 Joint Meetings – A meeting of the Administration and Association representatives, the Local Association President, a member to be chosen by the Association Board of Directors, Assistant Superintendent and/or Superintendent, shall be held on a mutually agreed upon day each month for the purpose of reviewing the administration of the contract, and to resolve problems that may raise. These meetings are not intended to bypass the grievance procedure.
- 13.5 Signed Copies of Agreement – There shall be four signed copies of this Agreement for purposes of record, one retained by the Board, two by the Association and one for the Superintendent.
- 13.6 Bargaining Not Required - Nothing in this Agreement shall require either the Board of Association to negotiate during the term of this Agreement. However, this Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the Board and Association, in writing, and signed by representatives of the Board and Association.

## ARTICLE XIV

### CONTINUITY OF OPERATION

- 14.1 No Strike – During the term of this Agreement, neither the Association nor any person acting in its behalf, nor any individual employee will cause, authorize, support or take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his/her position or stoppage of work or the employee’s duties of employment) for any purpose whatsoever. It is further agreed the Association will not itself and will not request any other organization to place a sanction of any form on the Kelloggsville Public Schools.
- 14.2 No Reprisals – The Association will not support the action of any employee taken in violation of this article, nor will it directly or indirectly take reprisals of any kind against an employee who continues or attempts to continue the full, faithful and proper performance of contractual duties or who refuses to participate in any of the activities of this Article.
- 14.3 Violation by Association – In the event the Association or any employee(s) or both violate the intent of this Agreement the Association shall be held liable for any and all damages and/or expenses incurred or suffered by the Board. Further, any employee involved in the violation of this Article may be subject to disciplinary action.
- 14.4 Violation by Board – In the event the Board violates the intent of this Article, the Board shall be held liable for any and all damages and/or expenses incurred or suffered by the Association.
- 14.5 No Lockout – During the life of this Agreement, the Kelloggsville Board of Education will not “lockout” any member of the Association in any school of the Kelloggsville School District.

## ARTICLE XV

### NEGOTIATION PROCEDURES

- 15.1 Complete Agreement – This Agreement shall constitute the contractual obligations of the Board and the Association for the term of the contract. They are not subject to renegotiation except by mutual consent until March 1<sup>st</sup> of the year of expiration at which time the Board and the representatives of the employees will begin new negotiations. This Agreement is reached in order to assure both parties to the contract of mutual respect each pay to it and that it has the unalterable effort of a binding, legal and moral agreement.
- 15.2 Rights and Responsibilities – In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by the Board of Education and by the Association, but the parties mutually pledge that representatives selected by each shall be clothes with all the necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.



## ARTICLE XVI

### PROFESSIONAL. GRIEVANCE NEGOTIATION PROCEDURE

- 16.1 Definition – Grievance is a claim by any employee, group of employees or the Association that there has been a violation, misinterpretation causing a violation or misapplication of any provision of this Agreement. The KCEA designates the local Association President or his/her designee as the agent responsible for the processing of grievances.
- 16.2 Purpose
- 16.2.1 The purpose of this agreement is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal as may be appropriate at any level of this procedure.
- 16.2.2 Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.
- 16.3 Procedures - (see Schedule F for Grievance Form)
- 16.3.1 Level One – An employee may, with fifteen (15) working days of the occurrence of the alleged grievance, discuss it with his/her immediate supervisor or principal, individually or together with his/her Association representative with the object of resolving the matter informally.
- 16.3.2 Level Two – If the aggrieved is not satisfied with the disposition of his/her grievance at Level One, he/she may file the grievance in writing and signed no later than ten (10) working days allowing the discussion held at Level One to his/her supervisor who shall meet with the aggrieved or his/her representative. Within ten (10) working days of this meeting, the supervisor shall give to the aggrieved and the Association, a written response to the grievance.
- 16.3.3 Level Three - If the aggrieved is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance in writing no later than ten (10) working days following the discussion held at Level Two to the Superintendent or his/her representative who shall meet with the aggrieved or his/her representative. Within ten (10) working days of this meeting, the Superintendent shall give to the aggrieved and/or the Association, a written response to the grievance.

Article XVI – Professional Grievance Negotiation Procedure (continued)

16.3.4 Level Four – If the aggrieved is not satisfied with the disposition of the grievance at Level Three, the aggrieved may within twenty (20) working days thereafter transmit it in writing to the Secretary of the Board with a statement of the reasons why it is being appealed. At the next regular meeting of the Board, or at a meeting specially called for this purpose, the Board shall consider the grievance and may cause to have held a hearing thereon, may designate one or more of its members to hold the hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The Board or Board Committee shall make a final decision thereon within forty-five (45) working days or earlier of receipt of the grievance at Level Four.

16.3.5 Level Five – No individual employee shall have the right to submit a grievance to Level 5.

If the decision of the Board is unsatisfactory to the Association, the grievance may be submitted to arbitration by submitting written notice within thirty (30) calendar days of the Level 4 disposition or the date the disposition was due at Level 4. The parties shall meet within fourteen (14) calendar days to select an arbitrator.

On alternating cases, the Association or District shall be the first to strike the name of an arbitrator. Each party will continue to alternately strike a name until the name of one arbitrator remains. The arbitrator will then be jointly notified by the parties of selection and request available hearing dates.

- |    |                       |     |                    |
|----|-----------------------|-----|--------------------|
| 1. | (District Names Five) | 6.  | (Union Names Five) |
| 2. |                       | 7.  |                    |
| 3. |                       | 8.  |                    |
| 4. |                       | 9.  |                    |
| 5. |                       | 10. |                    |

The names submitted by either party will be restricted to those arbitrators on the grievance arbitration rosters of the American Arbitration Association or the Michigan Employment Relations Commission. Either party may replace a name(s) it submitted on the above list by placing the other party on written notice during the month of January in any given year or at such other times as an arbitrator declines to continue on the panel or becomes incapacitated and cannot serve. The parties reserve the right to mutually select an arbitrator on the above referenced list or not on the list.

Article XVI – Professional Grievance Negotiation Procedure (continued)

16.4 General Rules Governing the Arbitration Hearing

- 16.4.1 Neither party shall be permitted to assert in such arbitration proceeding any ground or rely on any evidence not previously disclosed.
- 16.4.2 The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the decision of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
- 16.4.3 Any arbitrator proceeding conducted under the terms of this Agreement shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association. Cost of the arbitrator shall be paid by the Board of Education and the Association equally.

The time lines specified in this Article may be shortened or extended upon mutual agreement between the parties. The party requesting a change in the time limits must do so in writing.

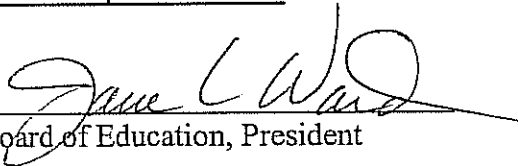
- 16.5 Superintendent Level Disputes – If a grievance arises from the alleged action of authority higher than the building principal, or immediate supervisor, the grievance may be presented at Level Three of the grievance procedure within fifteen (15) days of the alleged grievance. The building principal or immediate supervisor shall receive a copy of the grievance from the Association. At this level, the grievance shall be signed by the Association and the employee involved. The grievance, the alleged act, and the reasons for filing the grievance shall be presented at this time.
- 16.6 Exclusions – The following issues shall be excluded from the grievance procedure:
  - 16.6.1 The dismissal of a probationary employee.
  - 16.6.2 The substance of an employee's evaluation.
  - 16.6.3 Determination of an employee's qualifications.

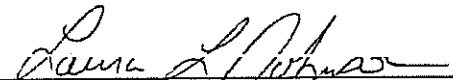
ARTICLE XVII

DURATION OF AGREEMENT

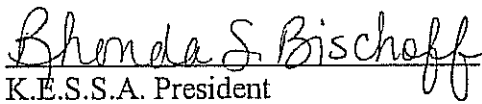
This Agreement shall be effective upon ratification and shall continue in effect for four (4) years until June 30, 2011. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date here indicated. However, upon mutual consent of both parties to the Agreement, renegotiation of part or all of this Agreement may take place at any time during the term of this contractual agreement.

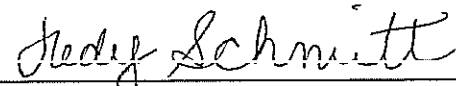
Board Representatives


  
Board of Education, President

  
Board of Education, Secretary

Association Representatives

  
K.E.S.S.A. President

  
K.E.S.S.A. Secretary

  
K.C.E.A. President

**KESSA Schedule A**

2007-08 - 2% Increase

<b>Bldg &amp; Ground Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Maintenance	\$16.37	\$17.12	\$18.12	\$18.93	
Substitute	\$9.50				
Custodians	\$15.36	\$16.11	\$17.11	\$17.90	
Utility	\$13.23	\$13.93	\$14.60	\$15.35	
Part-Time Custodians	\$11.10	\$11.75	\$12.09	\$12.80	
Substitute Custodians	\$8.50				

<b>Parapro Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
ParaPro	\$12.51	\$12.94	\$13.71	\$14.29	\$14.88
Substitute	\$8.75				
Parapro - CDA	\$12.86	\$13.41	\$14.28	\$14.75	\$15.22
In-School Suspension	\$14.78	\$15.65			
In-School Substitute	\$10.00				

<b>Transportation Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Regular Bus Driver	\$15.16	\$15.60	\$16.37	\$17.06	\$17.61
Extra Trips	\$12.97	\$13.43	\$14.16	\$14.74	\$15.14
Substitute	\$12.45				

<b>Food Service Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Food Service - Lead #1	\$12.39	\$13.09	\$13.58	\$13.82	\$14.07
Food Service - Lead #2	\$12.09	\$12.79	\$13.27	\$13.52	\$13.76
Production	\$11.04	\$11.64	\$12.14	\$12.25	\$12.51
Utility	\$10.32	\$10.69	\$10.99	\$11.09	\$11.24
Substitute	\$8.05				

<b>LONGEVITY LEVEL</b>	<b>YEARS COMPLETED IN THE DISTRICT</b>	<b>PER HOUR AMOUNT</b>
1	1 0	\$0.25
2	1 5	\$0.30
3	2 0	\$0.35
4	2 5	\$0.40

**KESSA Schedule A**

2008-09 - 2% Increase

<b>Bldg &amp; Ground Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Maintenance	\$16.70	\$17.46	\$18.48	\$19.31	
Substitute	\$9.50				
Custodians	\$15.67	\$16.43	\$17.45	\$18.26	
Utility	\$13.49	\$14.21	\$14.89	\$15.66	
Part-Time Custodians	\$11.32	\$11.99	\$12.33	\$13.06	
Substitute Custodians	\$8.50				

<b>Parapro Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
ParaPro	\$12.76	\$13.20	\$13.98	\$14.58	\$15.18
Substitute	\$8.75				
Parapro - CDA	\$13.12	\$13.68	\$14.57	\$15.04	\$15.52
In-School Suspension	\$15.08	\$15.96			
In-School Substitute	\$10.00				

<b>Transportation Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Regular Bus Driver	\$15.46	\$15.91	\$16.70	\$17.41	\$17.96
Extra Trips	\$13.23	\$13.70	\$14.44	\$15.03	\$15.44
Substitute	\$12.45				

<b>Food Service Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Food Service - Lead #1	\$12.64	\$13.35	\$13.85	\$14.10	\$14.35
Food Service - Lead #2	\$12.33	\$13.05	\$13.54	\$13.79	\$14.03
Production	\$11.26	\$11.87	\$12.38	\$12.50	\$12.76
Utility	\$10.53	\$10.90	\$11.21	\$11.31	\$11.47
Substitute	\$8.05				

<b>LONGEVITY LEVEL</b>	<b>YEARS COMPLETED IN THE DISTRICT</b>	<b>PER HOUR AMOUNT</b>
1	1 0	\$0.25
2	1 5	\$0.30
3	2 0	\$0.35
4	2 5	\$0.40

**KESSA Schedule A**

**2009-10 2.5% Increase**

<b>Bldg &amp; Ground Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Maintenance	\$17.12	\$17.89	\$18.94	\$19.79	
Substitute	\$9.50				
Custodians	\$16.06	\$16.84	\$17.88	\$18.72	
Utility	\$13.83	\$14.56	\$15.26	\$16.05	
Part-Time Custodians	\$11.60	\$12.29	\$12.64	\$13.38	
Substitute Custodians	\$8.50				

<b>Parapro Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
ParaPro	\$13.07	\$13.53	\$14.33	\$14.94	\$15.56
Substitute	\$8.75				
Parapro - CDA	\$13.45	\$14.02	\$14.93	\$15.42	\$15.91
In-School Suspension	\$15.45	\$16.36			
In-School Substitute	\$10.00				

<b>Transportation Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Regular Bus Driver	\$15.85	\$16.31	\$17.12	\$17.84	\$18.41
Extra Trips	\$13.56	\$14.04	\$14.80	\$15.41	\$15.83
Substitute	\$12.45				

<b>Food Service Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Food Service - Lead #1	\$12.96	\$13.68	\$14.19	\$14.45	\$14.71
Food Service - Lead #2	\$12.64	\$13.37	\$13.87	\$14.13	\$14.39
Production	\$11.54	\$12.17	\$12.69	\$12.81	\$13.07
Utility	\$10.79	\$11.18	\$11.49	\$11.59	\$11.75
Substitute	\$8.05				

<b>LONGEVITY LEVEL</b>	<b>YEARS COMPLETED IN THE DISTRICT</b>	<b>PER HOUR AMOUNT</b>
1	1 0	\$0.25
2	1 5	\$0.30
3	2 0	\$0.35
4	2 5	\$0.40

**KESSA Schedule A**

2010-11 2.75% Increase

<b>Bldg &amp; Ground Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Maintenance	\$17.59	\$18.39	\$19.46	\$20.34	
Substitute	\$9.50				
Custodians	\$16.50	\$17.30	\$18.38	\$19.23	
Utility	\$14.21	\$14.96	\$15.68	\$16.49	
Part-Time Custodians	\$11.92	\$12.62	\$12.98	\$13.75	
Substitute Custodians	\$8.50				

<b>Parapro Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
ParaPro	\$13.43	\$13.90	\$14.73	\$15.35	\$15.99
Substitute	\$8.75				
Parapro - CDA	\$13.82	\$14.41	\$15.34	\$15.84	\$16.35
In-School Suspension	\$15.88	\$16.81			
In-School Substitute	\$10.00				

<b>Transportation Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Regular Bus Driver	\$16.28	\$16.75	\$17.59	\$18.33	\$18.91
Extra Trips	\$13.94	\$14.43	\$15.21	\$15.83	\$16.26
Substitute	\$12.45				

<b>Food Service Positions</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Food Service - Lead #1	\$13.31	\$14.06	\$14.58	\$14.85	\$15.11
Food Service - Lead #2	\$12.98	\$13.74	\$14.26	\$14.52	\$14.78
Production	\$11.86	\$12.50	\$13.04	\$13.16	\$13.43
Utility	\$11.09	\$11.48	\$11.80	\$11.91	\$12.08
Substitute	\$8.05				

<b>LONGEVITY LEVEL</b>	<b>YEARS COMPLETED IN THE DISTRICT</b>	<b>PER HOUR AMOUNT</b>
1	1 0	\$0.25
2	1 5	\$0.30
3	2 0	\$0.35
4	2 5	\$0.40



## SCHEDULE B

### INSURANCE

#### 1.0 Election of Benefits

- 1.1 Election will be made annually during the open enrollment period.
- 1.2 There will be no change in elections during the school year **unless** there is a change in family status as follows:
  - 1.2.1 You have married or divorced.
  - 1.2.2 Your spouse or child has died.
  - 1.2.3 You have a new child by birth or adoption.
  - 1.2.4 Your spouse begins or terminates employment.
  - 1.2.5 You or your spouse's employment status is changed from full-time to part-time, or vice-versa.
  - 1.2.6 You or your spouse takes an unpaid leave of absence.
  - 1.2.7 You or your spouse has a significant change in your health coverage as a result of your spouse's employment.

#### 2.0 Insurance Benefits

- 2.1 Definitions of qualifying employee groups for insurance benefits:
  - 2.1.1 Level 1: Full time (40 hours per week for 52 weeks - twelve months) Maintenance, Utility, and Custodians.
  - 2.1.2 Level 2: Employees that work 30 to 39 hours per week: Parapros, Bus Drivers, Custodians/Utility/Maintenance, Food Service.
  - 2.1.3 Level 3: Employees that work 24 to 29 hours per week: Parapros, Bus Drivers, Custodians/Utility/Maintenance, Food Service.
  - 2.1.4 Level 4: Employees that work 15 to 23 hours per week: Parapros, Bus Drivers, Custodians/Utility/Maintenance, Food Service.

#### 3.0 Guidelines

- 3.1 Qualifying employees may select the benefits that best serve their personal needs per the benefit packages listed as per the designated level.

3.2 The District will contribute annually to the health savings account based upon the yearly IRS rate for qualifying employees in Levels 1-4, throughout the duration of this contract.

4.0 Qualifying Benefit Levels

4.1 Level 1

1. Health Insurance-(100% BOE paid premium)

- A. Self **or**
- B. Self & Dependent **or**
- C. Full Family

Individual Deductible per Contract Year- \$1,100

Family Deductible per Contract Year- \$2,200

**(See Priority Health Benefit Book for more details.)**

2. Dental Insurance

- A. 50/50 Single or Full Family

**(See Schedule-C for more details.)**

3. Vision Insurance

- A. District Plan

Deductibles- \$25 per person/\$50 per family

Reimbursement Allowance - One pair of glasses **or** contacts per plan year.

**(See Schedule-D for more details.)**

4. Life Insurance and Long Term Disability

- A. Life-\$25,000 employee only (BOE paid)

- B. LTD- 90 day Modified file waiting period (BOE paid)

**(See Schedule-E for LTD details.)**

**OR**

5. Cash In Lieu Of (CILO)

- A. 50% of the Health insurance qualified

- B. 75% of Dental insurance qualified

- C. 75% of Vision District Plan qualified

- D. Life- \$25,000 employee only (BOE paid)

- E. LTD- 90 day Modified file waiting period (BOE paid)

**(See Schedule-E for LTD details.)**

4.2 Level 2

1. Health Insurance

A. 100% BOE paid premium for Single Coverage

**OR**

B. 80% BOE paid premium for Self & Dependent or Full Family

Individual Deductible per Contract Year- \$1,100

Family Deductible per Contract Year- \$2,200

**(See Priority Health Benefit Book for more details.)**

2. Dental Insurance

A. None- No BOE paid premium

3. Vision

A. District Plan

Deductibles- \$25 per person/\$50 per family

Reimbursement Allowance- One pair of glasses **or** contacts per plan year.

**(See Schedule-D for more details.)**

4. Life Insurance and Long Term Disability

A. Life-\$25,000 employee only (BOE paid)

B. LTD- 90 day Modified file waiting period (BOE paid)

**(See Schedule-E for LTD details.)**

**OR**

1. Cash In Lieu Of (CILO)

A. 50% of premium for Single Health Insurance

2. Dental Insurance

A. 50/50 Single Dental **OR** 75% of 50/50 Single Dental premium

3. Vision

A. 75 % premium for Vision District Plan

4. Life Insurance and Long Term Disability

A. Life-\$25,000 employee only (BOE paid)

B. LTD- 90 day Modified file waiting period (BOE paid)

**(See Schedule-E for LTD details.)**

4.3 Level 3

1. Health Insurance

A. 80% BOE paid premium for Single Coverage.  
Individual Deductible per Contract Year- \$1,100  
(See **Priority Health Benefit Book** for more details.)

2. Dental Insurance

A. None- No BOE paid premium

3. Vision

A. None- No BOE paid premium

4. Life Insurance and Long Term Disability

A. Life-\$25,000 employee only (BOE paid)  
B. LTD- 90 day Modified file waiting period (BOE paid)  
(See **Schedule-E** for LTD details.)

**OR**

1. Cash In Lieu Of (CILO)

A. 50% of premium for 80% of premium for Single Health Insurance Coverage.

2. Dental Insurance

A. 50/50 Single Dental **OR** 75% of 50/50 Single Dental premium

3. Life Insurance and Long Term Disability

A. Life-\$25,000 employee only (BOE paid)  
B. LTD- 90 day Modified file waiting period (BOE paid)  
(See **Schedule-E** for LTD details.)

4.4 **Level 4**

1. Health Insurance

A. None- No BOE paid premium

2. Dental Insurance

A. None- No BOE paid premium

3. Vision Insurance

A. None- No BOE paid premium

4. Life and LTD

A. None- No BOE paid premium

5. Cash In Lieu Of (CILO)

A. \$35.00 per month worked from September through May.

SCHEDULE C

DENTAL INSURANCE

**(Level 1- If the employee qualifies for Dental Insurance)**

The Board shall provide Full Family dental care, per S.E.T. Ultra-Dent specifications:

A. Dental Plan Definitions:

1. **Eligible Participants** include All Active Fulltime Custodian and Maintenance employees.
2. **Eligible Dependents** (1) an employee's spouse while not divorced or legally separated from the employee; (2) each of the employee's unmarried children who are dependent within the meaning of the IRS code, to the age of 25.  
Coverage is provided through December 31 of the year in which the dependent becomes 25.
3. **Eligible Dental Year – September 1 through August 31**
4. **Annual Combined Maximum - \$1,000 per year/per person**
5. **Orthodontics Lifetime Maximum - \$1,500 per person**

B. Ultra-Dent Group Insurance Program

1. **Basic Services** 50% of R&C\*<sup>^</sup>  
Such as:
  - a. Examinations
  - b. Cleaning
  - c. Fillings
  - d. Fluoride Treatment(to age 18)
  - e. Inlays, Onlays and Crowns  
(Lifetime Deductible \$25)
  - f. Diagnostic X-Rays
  - g. Oral Surgery and Anesthetics
  - h. Root Canals (Endodontics)
  - i. Periodontics
  - j. Post/Cores and Repair
2. **Major Services** 50% of R&C\*  
Such As:
  - a. Dentures (Full and Partial)  
(Annual Deductible \$25 Maximum - 2 Per Family)
  - b. Bridges and Bridge Repair
3. **Orthodontic Services** 50% of R&C\*  
(To age 19 - Deductible \$0)

\*R&C means reasonable and customary

<sup>^</sup>An Incentive plan is incorporated in this benefit. The Benefit Level will begin at 50% on selected basic services for the first year, then it increases 10% each succeeding benefit year, to a maximum of 100%, provided you visit the dentist at least once during the calendar year for a regular exam and/or cleaning.

DENTAL INSURANCE

**(Level 2 or 3- if the employee qualifies for Dental Insurance)**

The Board shall provide Full Family dental care, per S.E.T. Ultra-Dent specifications:

C. Dental Plan Definitions:

- 6. **Eligible Participants** include All Active Fulltime Bus Drivers, Food Service Part-Time Custodial, and Para-Professionals,
- 7. **Eligible Dependents** (1) an employee's spouse while not divorced or legally separated from the employee; (2) each of the employee's unmarried children who are dependent within the meaning of the IRS code, to the age of 25.  
Coverage is provided through December 31 of the year in which the dependent becomes 25.
- 8. **Eligible Dental Year – September 1 through August 31**
- 9. **Annual Combined Maximum - \$1,000 per year/per person**

D. Ultra-Dent Group Insurance Program

- 1. **Basic Services** **50%of R&C\***  
Such as:
  - a. Examinations
  - b. Cleaning
  - c. Fillings
  - d. Fluoride Treatment(to age 18)
  - e. Inlays, Onlays and Crowns  
(Lifetime Deductible \$25)
  - f. Diagnostic X-Rays
  - g. Oral Surgery and Anesthetics
  - h. Root Canals (Endodontics)
  - i. Peridontics
  - j. Post/Cores and Repair
- 2. **Major Services** **50%of R&C\***  
Such As:
  - a. Dentures (Full and Partial)  
(Annual Deductible \$25 Maximum - 2 Per Family)
  - b. Bridges and Bridge Repair

**\*R&C means reasonable and customary**

SCHEDULE D

VISION

A. Vision Plan Specifications – The Board will provide a full family vision program as per the listed specifications.

1. Plan Year: September 01 to August 30

2. Steps for Employee Reimbursement:

- a. The employee will obtain vision services from a provider of their choice and pay at the point of service.
- b. The employee will submit a detailed paid receipt with a reimbursement form to accounts payable.
- c. Employer will remit an amount to the employee as per the listed maximum rates after \$25 individual/\$50 family deductible.
- d. Employee will receive reimbursement for only **one pair of glasses or contacts** per person per plan year.
- e. Reimbursements will be processed at the end of each month.

3. Schedule Rates:

Exam (Optometrist)	\$ 60
(Ophthalmologist)	\$ 70
Regular lens	\$135
Bifocals	\$135
Trifocals-progressive	\$175
High Index	\$175
Contacts (necessary)	\$275
(cosmetic)	\$175
Frames	\$160
Photochromics: (sun or gradient tints/colors coated)	
Single lenses	\$ 60
Bifocal	\$100
Trifocal-progressive	\$150
Polaroid:	
Single lenses	\$ 80
Bifocal	\$125
Trifocal-progressive	\$150
Oversize/Rimless/Blended Bifocal:	
Included in lens allowance shown above-employee pay balance.	

Items not covered: non-glare coatings, polycarbonates, warranties, and refractions.



## SCHEDULE E

### LONG-TERM DISABILITY

#### A. L.T.D. Plan Specifications

1. There will be ninety (90) day modified file waiting period.
2. The maximum benefit shall be 66 2/3% of your regular contractual salary subject to subject to a maximum schedule amount of \$2,500.
3. The combined limit can be 70%.
4. There will be a pre-existing condition waiver.
5. There will be a social security freeze.
6. There will be a primary social security offset.
7. There will be no exclusion on Mental & Nervous (two year limitation).
8. There will be a primary employee retirement offset.
9. Up to one year of health insurance premiums will be paid by the Board provided the employee does not have other coverage initiated by the disability.

SCHEDULE F  
GRIEVANCE FORM

Kelloggsville Public Schools

Submit to Principal or  
Immediate Supervisor in duplicate.

Distribution of Form:

1. Superintendent
2. Principal
3. Association
4. Employee

Building \_\_\_\_\_

Name/s of Grievant/s \_\_\_\_\_  
\_\_\_\_\_

Date of Occurrence \_\_\_\_\_

Date of informal discussion  
with building principal (Level I) \_\_\_\_\_

Date of formal filing of grievance \_\_\_\_\_

=====

Synopsis of facts leading up to alleged violation:

Give section and/or subsections of the contract alleged to have been violated:

What relief is requested?

LEVEL II

Received by:

\_\_\_\_\_  
Signature of Principal/Supervisor Date

\_\_\_\_\_  
Signature of Grievant Date

\_\_\_\_\_  
Signature – Association Date

Disposition by Principal/Supervisor:

Position of Grievant and/or Association:

\_\_\_\_\_  
Signature Date

LEVEL III

Received by: \_\_\_\_\_  
Superintendent Date

Date of discussion: \_\_\_\_\_

Disposition:

Response to Grievant: \_\_\_\_\_  
Date

Response to Association: \_\_\_\_\_  
Date

Position of Grievant and/or Association



## Kelloggsville Public Schools Staff Evaluation – Professional Responsibility

Staff Name:

Evaluator:

School:

Date:

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Duties:

Explanation of Ranking:

Attendance and Punctuality:

Explanation of Ranking:

Task Completion:

Explanation of Ranking:

Problem Solving:

Explanation of Ranking:

Attitude:

Explanation of Ranking:

Perception:

Explanation of Ranking:



## Kelloggsville Public Schools Staff Evaluation – Professional Responsibility

Professional Development:  
Explanation of Ranking:

Paperwork:  
Explanation of Ranking:

Responsibilities:  
Explanation of Ranking:

Comments: