

AGREEMENT

between

HUDSON AREA SCHOOLS

HEREINAFTER referred to as the “Employer”

and

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

HERINAFTER referred to as the “Union”

July 1, 2015 – June 30, 2017

TABLE OF CONTENTS

SECTION TITLE	SECTION NUMBER	PAGE
Purpose	4202	5
Union Recognition, Agency Shop and Check Off	4203	5
Agency Shop	4203.1	5
Check-Off	4203.2	5
Union Recognition	4203.3	5
Visitation	4203.4	6
Benefits	4204	6
Rights of the Board of Education	4205	6
Changes	4205.1	6
Employment	4205.2	7
Legal Rights	4205.3	7
Limitations	4205.4	7
Management	4205.5	7
Evaluation	4205.6	7
Contractual Work	4206	7
Discipline and Discharges	4207	8
Grievance Procedure	4208	8
Definitions	4208.1	8
Grievance	4208.1a	8
Timing	4208.1b	8
Works Day	4208.1c	8
Safety	4208.1d	8
Limitation	4208.1e	8
Step One	4208.1f	9
Step Two	4208.1g	9
Step Three	4208.1h	9
Step Four	4208.1i	9
Step Five	4208.1j	9
Step Six	4208.1k	10
Step Seven	4208.1l	10
Binding Decision	4208.1m	10
Holidays	4209	10
Paid Holidays	4209.1	10
Triple Time	4209.2	11
Equivalency - Vacation or Sick	4209.3	11
Equivalency - Weekend	4209.4	11
Medical Proof	4209.5	11
Insurance	4210	11
Sick Leave/Premium	4210.1	11
Hours and Work Week	4211	12
Regular Hours	4211.1	12
Week	4211.1a	12
Day	4211.1b	12
Change	4211.1c	12

	Overtime	4211.2	13
	Time and A Half	4211.2a	13
	Double Time	4211.2b	13
	Rest Periods	4211.2c	13
	Call Back and Weekend Check	4211.2d	13
	Distribution of Overtime	4211.2e	13
	Notification	4211.2f	13
Jurisdiction		4212	13
Leaves		4213	14
	With Pay	4213.1	14
	Sick Leave Bank	4213.1a	14
	Sick Leave	4213.1b	14
	Funeral – Family	4213.1c	14
	Funeral – Other	4213.1d	14
	Personal Business	4213.1e	15
	Jury Duty	4213.1f	15
	Long Term Disability	4213.1g	15
	Sick Leave - Retirement	4213.1h	15
	Worker's Compensation	4213.1i	15
	Without Pay	4213.2	16
	Disability Medical Leave	4213.2a	16
	Family	4213.2b	16
	Training	4213.2c	16
	Military	4213.2d	16
	Union Office	4213.2e	16
	Seniority	4213.2f	17
	Application	4213.2g	17
	Falsification	4213.2h	17
Mileage		4214	17
New Jobs		4215	17
	Establish New Position	4215.1	17
	Notification	4215.2	17
	Negotiation	4215.3	18
	Retroactive to Date of Hire	4215.4	18
	Salary Schedule 4299	4215.5	18
Non Discrimination		4216	18
Payroll		4217	18
	Adjustments	4217.1	18
	Classification and Compensation	4217.2	18
	Pay Computation	4217.3	18
Retirement		4218	19
Safety Practices		4219	19
	Job Hazards	4219.1	19
	Employee Responsibility	4219.2	19
	Investigation	4219.3	19
Seniority		4220	19
	Probation	4220.1	19
	Benefits to Date of Hire	4220.2	19

	Lay-Off, Recall or Demotion	4220.3	20
	Loss of Seniority	4220.4	20
	Supervisory Position	4220.5	20
	List Annually	4220.6	20
Stewards		4221	20
Strike		4222	20
Transfers and Promotional Procedures		4223	21
	Notice	4223.1	21
	Temporary Transfer	4223.2	21
Uniforms		4224	21
Vacations		4225	21
	Eligibility	4225.1	22
	Pro Rata Amount	4225.2	22
	Utilization of Time	4225.3	22
	Rotation Covering Holiday	4225.4	22
	Bonus Plan	4225.5	23
Binding Effective Agreement		4226	23
Scope, Waiver & Alteration of Agreement		4227	23
	Alteration	4227.1	23
	Waiver	4227.2	23
	Invalid Article	4227.3	23
Termination and Modification		4228	24
	Termination	4228.1	24
	Continuation	4228.2	24
	Notice	4228.3	24
	Effective Date	4228.4	25
Salary Schedule		4229	26
	Probationary Employees	4229.1	26
	Longevity	4229.2	26
	Shift Differential	4229.3	27

Purpose

4202

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

Union Recognition, Agency Shop and Check Off

4203

Agency Shop

4203.1

All employees employed in the bargaining unit, or who have become employees in the bargaining unit, who are not already members of the Union, shall within ninety (90) calendar days of the effective date of this Agreement, or within ninety (90) calendar days of the date of hire by the Employer, whichever is later, become members, or in the alternative, shall, as a condition of employment pay to the Union each month a service fee in an amount equal to the regular monthly Union membership dues uniformly required of employees of the Employer who are members.

An employee who shall tender or authorize the deduction of membership dues (or service fees) uniformly required as a condition of acquiring or obtaining membership in the Union, shall be deemed to meet the conditions of this Article so long as the employee is not more than sixty (60) calendar days in arrears of payment of such dues (or fees).

Check Off

4203.2

The Union shall submit to the Employer a statement of the same amount due to the Union by each employee for the initiation fee and Union dues. The Employer shall then deduct from each employee's pay and transmit the total deductions to the Financial Secretary of the Union on or before the 15th day of each month, following that which said deductions were made, together with a listing of each employee with the amount that is deducted each month. The Union card must be signed by the employee from whose pay said deductions are to be made.

Union Recognition

4203.3

The Employer hereby recognizes the Union as the sole and exclusive collective bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment.

The term "employee" as used here in, shall include all Building Engineers and Custodians, employees of the Employer.

Employees who fail to comply with the conditions of this article shall be discharged by the Employer within thirty (30) calendar days after receipt of written notice of such default is delivered to the Employer by the Union.

If any provision of this Article is invalid under Federal or State law, said provision shall be modified to comply with the requirements of said Federal or State law.

The Union agrees that it will make membership in the Union available to all employees covered by this Agreement on the same terms and conditions as are generally applicable to other members of the Union.

The Employer agrees that, upon hiring any new employees who are not members of the Union, or who are not paying towards the administration of this Agreement, the Employer shall send a letter advising the Union of the name and date of hiring of the new employee.

In the event that the Union refuses to accept any person so hired as a member, said person may continue in employment and would be required to pay an amount equal to the regular monthly dues.

The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Employer in reliance upon claims made by the Union that an employee must be discharged because he has not complied with this Section of Agreement.

Visitation

4203.4

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

Benefits

4204

It is agreed between the parties that any employee who is covered by this Agreement and works less than the established hours in his/her classification shall be entitled to a pro-rated portion of all of the benefits as provided under this Agreement, based on the hours the employee works for the Employer.

Rights of the Board of Education

4205

Changes

4205.1

The Board of Education has the right to changes its policies, including those policies which effect salaries, fringe benefits, and other terms and conditions of employment, if such changes do not conflict with the express terms of the Agreement.

Employment

4205.2

To hire all employees and subject to the provisions of the law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees.

Legal Rights

4204.3

The Board, on its own behalf and on behalf of the electors of the district, hereby, retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including but without limiting the generality of the foregoing, the rights:

Limitation

4205.4

To determine work load, hours of employment, and the duties, responsibilities, and assignment of employees covered under this Agreement. The exercise of the foregoing 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 there with shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are not in conflict with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

Management

4205.5

To executive management, and administrative control of the school system and its properties and facilities and the activities of its employees during the school day.

Evaluation

4205.6

The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of experienced personnel; therefore, each employee will be formally evaluated at least once during each contract year. The evaluator will be the Maintenance Supervisor in cooperation with the principal where the individual being evaluated performs his/her major duties or is assigned. The employee shall receive a copy of their evaluation.

Contractual Work

4206

The right of contracting or subcontracting is vested in the Employer as permissible by law.

Discipline and Discharge

4207

Dismissal, or suspension, and/or other disciplinary action shall be for stated causes. Written notice of such action by Superintendent or Board will be sent to the employee and Union within two (2) school days of the occurrence. Job descriptions, rules of employment and written orders of the supervisors will determine cause of such action. Verbal orders should be obeyed or above procedures will be instituted. When an employee receives a written reprimand, the Union will receive a copy of the reprimand.

Grievance Procedure

4208

Definitions

4208.1

Grievance

4208.1a

A grievance shall be defined as an alleged violation, misinterpretation, or misapplication of the express terms of this Agreement.

Timing

4208.1b

The time elements in the steps can be shortened or extended upon mutual agreement between the parties.

Work Days

4208.1c

Working days shall be defined as those days that the Central Office is open.

Safety

4208.1d

A grievance concerning alleged safety hazards may be processed directly to Step Three of the Grievance Procedure, providing all procedures of 4219 are followed.

Limitation

4208.1e

Any employee grievance or Union grievance not presented for disposition through the grievance procedure in five (5) working days of the occurrence of the condition giving rise to the grievance, or within five (5) working days of the date it is reasonable to assume that the employee became aware of the condition giving rise to the grievance, unless the circumstances made it impossible for the employee or the Union, as the case may be, to know prior to the date that there were grounds for such a claim, the grievance shall not hereafter be considered a grievance under this Agreement.

Step One

4208.1f

Any employee having a grievance shall discuss the grievance informally with his/her supervisor and then if the grievance is not settled orally the employee may request a meeting with the Steward.

The Steward then shall submit the grievance in writing to the immediate supervisor stating the remedy or correction requested, plus the facts upon which the grievance is based and the alleged contract violation. The employee and the Steward shall sign the grievance.

Step Two

4208.1g

The Supervisor of Buildings and Grounds shall then within two (2) working days meet with the Steward to discuss the grievance.

The Supervisor of Building and Grounds shall then give his decision in writing within two (2) working days of his meeting with the Steward.

Step Three

4208.1h

Any appeal of a decision rendered by the Supervisor of Building and Grounds shall be presented in writing and state the reason or reasons why the decision of the Supervisor of Buildings and Grounds was not satisfactory.

Step Four

4208.1i

The Superintendent of Schools shall meet with a Business Representative of the Union at a time mutually agreeable to them, but no later than fifteen (15) days following receipt of the appeal.

The Superintendent of Schools shall give his/her decision in writing relative to the grievance within five (5) working days of the meeting with the Business Representative of the Union.

Step Five

4208.1j

If the decision of the Superintendent of Schools is unsatisfactory, an appeal must be presented in writing relative to the grievance within five (5) working days of receipt of the decision of the Superintendent of Schools to the Board of Education. The appeal must be in writing stating the reason or reasons why the decision of the Superintendent of Schools was unsatisfactory. The Board of Education shall meet with a Business Representative of the Union at a time mutually agreeable to both parties, but no later than thirty (30) days from the date of the receipt of the appeal. The Board of Education shall give a decision in writing relative to the grievance within five (5) working days of the Business Representative's meeting with the Board of Education.

Step Six

4208.1k

If the Union so requests, the Board or its representatives will meet further with the Union to consider fairly and in good faith any other methods of settlement which might be mutually agreed upon, including mediation, as provided by Michigan State Law.

Step Seven

4208.11

If the appealing party is not satisfied with the disposition of the grievance through the services of State Mediation, then within fifteen (15) days from the date of conclusion of the last meeting of mediation, the grievance may be submitted to Arbitration. The parties agree to follow the procedures of the American Arbitration Association in the selection of an arbitrator.

The Arbitrator, the Union or the Employer may call any employee as a witness in any arbitration hearing. Each party shall be responsible for the expenses of the witnesses that they may call.

The Arbitrator shall not have jurisdiction to, subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to specify the terms of a new Agreement, or to substitute his discretion for that of any of the parties hereto.

The fees and expenses of the Arbitrator shall be borne equally by the parties.

The Arbitrator shall render his decision in writing no later than thirty (30) days from the conclusion of the arbitration hearing.

Binding Decision

4208.1m

The decision of the Arbitrator shall be final and conclusive and binding upon all Employees, the Employer and the Union, (unless found contrary to law by a court of competent jurisdiction).

Holidays

4209

Paid Holidays

4209.1

The Employer will pay regular pay for the following holidays, even though no work is performed by the employee:

- | | |
|--------------------|----------------------------|
| New Year's Eve Day | Thanksgiving Day |
| New Year's Day | The Day After Thanksgiving |
| Memorial Day | Christmas Eve Day |
| July Fourth | Christmas Day |
| Labor Day | Good Friday |

In the event that Good Friday is dismissed as a holiday, the employee's birthday would replace the Good Friday holiday.

Triple Time 4209.2

Employees required to work on any of the above named holidays shall receive double time for hours worked in addition to the regular holiday pay.

Equivalency - Vacation or Sick 4209.3

If an employee is on vacation or sick leave on any of the above named holidays, they shall be entitled to an additional day off with pay for the holiday or shall receive regular pay for the holiday.

Equivalency – Weekend 4209.4

When the scheduled holiday falls on a Saturday, the employee shall receive the Friday prior to the holiday off with pay; in the event that the scheduled holiday fall on a Sunday, the employee shall receive the Monday after the holiday off with pay. If either the Friday prior to the holiday or the Monday after the holiday are school session days, the employee shall then be granted another day at a later date that is mutually agreeable to the employee and the Employer.

Medical Proof 4209.5

Employees off sick on the holiday or the day before or after the holiday may be required to submit medical proof of illness to receive holiday pay.

Insurance 4210

The Board will provide all full-time full year bargaining unit members the following insurance benefits:

Medical/hospitalization – The board will pay the statutory cap amount. The employee is responsible for any amount above the statutory cap.

Dental

Life Insurance (term, in the amount of \$20,000 per employee)

Vision

Long term Disability

Current full-time employees who are moved to part-time will have their insurance prorated.

If no hospitalization is used, a tax-sheltered annuity will be provided at two thousand five hundred dollars (\$2,500). *In Lieu*

Sick Leave/Premium 4210.1

After an employee (five years or more) has utilized all of their district sick leave and FMLA and is still hospitalized or unable to return to work, (understanding: the employee will be able to return to work when physically and/or mentally able) the district may pay for the first three (3)

months premium of medical insurance for the employee with the stipulation the employee will pay back the full cost/100% of the premiums upon returning to work. A schedule of payments will be negotiated on an individual basis.

Hours and Work Week **4211**

Regular Hours 4211.1

Week 4211.1a

The full-time regularly scheduled workweek shall consist of forty (40) hours beginning at 12:01 a.m. Monday and ending one hundred twenty-seven (127) hours thereafter. Regular workweek will include Friday 11:00 p.m. to 7:00 a.m. Saturday.

Day 4211.1b

The normal workday for full-time employees shall be eight (8) consecutive hours plus an unpaid lunch period, which shall be mutually agreeable to the employee and the Board.

Change 4211.1c

When special maintenance duties or specific assignments are required that would deviate from the employee's normal job assignment, the supervisor shall schedule these changes.

Overtime 4211.2

Time And A Half 4211.2a

Time and a half (1 1/2) will be paid for all time worked in excess of eight (8) hours in a twenty-four (24) hour period; all time worked in excess of forty (40) hours in one work week for which overtime has not already been earned.

Double Time 4211.2b

Double time will be paid for all hours worked on Sunday, when such hours are overtime.

Rest Periods 4211.2c

Each employee covered by this Agreement shall receive one (1) fifteen (15) minute rest period during the first four (4) hours worked per day; and one (1) fifteen (15) minute rest period during the second four (4) hours worked per day.

Call Back and Weekend Check

4211.2d

Whenever an employee is required to return to work after completion of the regularly scheduled working hours, they shall receive pay for the actual time worked at time-and-one-half the regular rate or minimum of two hours pay at his/her straight time hourly rate, whichever is greater.

The respective building engineers and system engineer (4) shall be reimbursed \$8 for each weekend building check. (Maximum one hundred fourteen [114] checks per year per building.) The compensation is an auto expense allowance to check boilers during the heating season and building checks throughout the school year. The building engineers and system engineer will equally share the building checks and additional pay allotted. Six hundred eighty four (\$684) dollars per person per year.

The two (2) Building Engineers and two (2) Utility Custodians will receive travel expense of three hundred dollars (\$300.00) per year for the use of their own personal vehicle for school business.

Distribution of Overtime

4211.2e

Overtime shall be divided and rotated as equally as possible within the district according to seniority and among those employees who regularly perform such work. When overtime is awarded, it will be awarded in order from the most senior to the least senior employee. An employee refusing overtime must wait until the next overtime rotation to have an opportunity to be awarded overtime.

When the list of employees eligible for overtime has been exhausted (because of refusals of overtime, etc.) the overtime will be required to be taken by the least senior employee. In the event of a breakdown of the equipment in the building or the need to take care of a problem in the building.

1. When non-school groups use the building and are paying for use of facilities.
2. When school or civic groups of forty or more use the kitchen, cafeteria, or gym area.
3. Immediately before vacation periods, overtime will not be authorized unless the facility is being used for instructional purposes the following school day.

Notification

4211.2f

An employee shall be expected to notify their Supervisor in the event s/he is not able to report to work or is leaving before completion of regularly assigned hours. Attempts should be made two hours prior or as soon as possible.

Jurisdiction

4212

Employees of the Employer not covered by the terms to the Agreement may temporarily perform work covered by this Agreement only for the purposes of instructional training, experimentation

or in cases of emergency, except in the cases of the Grounds Maintenance Man and the temporary help who shall continue to perform work as has been historically performed in past years provided there is no discrimination against the employees covered by this Agreement.

Leaves 4213

With Pay 4213.1

Sick Leave Bank 4213.1a

Each employee shall earn Sick Leave days at the rate of one (1) per month, twelve (12) days per year to a maximum accumulation of sixty (60) days. Those employees who presently have an accumulation in excess of sixty (60) days shall have such accumulation frozen. Should their number of days drop below sixty (60) days, they shall accumulate earned days to a maximum of sixty (60) days. Days that may be accumulated annually in excess of sixty (60) days may be claimed up to ten (10) days at twenty (20) dollars per day or \$200. Each employee should request such payment by May 1st on the district Expense Form and payment will be made the last pay day of June.

Sick Leave 4213.1b

Sick Leave shall be granted to an employee when s/he is unable to perform their duties because of personal injury, personal quarantine or for medical, dental or optical examination or treatment. Sick Leave shall also be granted when a member of the immediate family is afflicted with a contagious disease and requires the care and attendance of the employee, or when the presence of the employee at their employment position would jeopardize the health of others. If the district suspects abuse of sick leave, (one warning) the district may require verification of the illness or injury from the individual's family physician or a doctor designated by the school district. The board will pay for the examination fee if the sick day is disallowed and in either case the employee shall not submit a claim for the expense to any insurance company.

Funeral - Family 4213.1c

All employees shall be granted up to five (5) working days off with pay for a death in the employee's immediate family, meaning; parents, siblings, spouse, child, parent-in-law, grandparents, son/daughter-in-law, or any other member of the family or household who has clearly stood in the same relationships as any of these. Such leave will only be granted at the time of death of immediate family. The employee may request additional time for traveling to said funeral with said days to be deducted from vacation time or taken as an unpaid leave of absence.

Funeral - Other 4213.1d

Leave not to exceed one (1) days shall be granted for the funeral of a niece, nephew, first cousin, aunt, uncle, sibling-in-law or close friend. Such leave will only be granted at the time of death.

Personal Business

4213.1e

All employees shall be entitled to a total of three (3) days per year, for personal emergency and/or business leave. Business days shall not affect the bonus vacation plan. The purpose of this leave is to relieve the employee of financial hardship in situations over which they have no control. Personal Business means an activity that requires the employee's presence during the work day and is of such a nature that it cannot be attended to at another time of the day.

Application for personal business leave, containing the reasons for the leave, must be submitted in writing at least forty-eight (48) hours in advance, except in the event of an emergency when a shorter notice may be acceptable. Unused personal business days will be added to the sick leave bank.

Jury Duty 4213.1f

Employees requested to appear for jury qualification or if they are subpoenaed as a witness in a trial, shall be expected to present their per diem payment to the Board of Education. If the employee meets these requirements, s/he shall be then paid their regular rate of pay for the time s/he is on such leave by the Employer. The employee shall have the right to any expense monies provided (meals and employee mileage). If the employee is released before the end of his/her required work day, the employee shall contact the Supervisor to determine whether the employee should report to work.

Long Term Disability

4213.1g

The Employer shall provide to each employee covered by this Agreement, a Long Term Disability Insurance Plan. Benefits shall be payable upon the 61st calendar day of disability at 66 2/3% of the employees salary to a maximum of \$2,000 monthly to age 65 years. All claims will be between the carrier and the employee.

Sick Leave - Retirement

4213.1h

Upon retirement from Hudson Area Schools an employee will receive twenty (20) dollars per day of their accumulated sick leave up to a maximum of fifty (50) days or a maximum of one thousand (\$1,000) dollars.

Worker's Compensation

4213.1i

The Board shall carry worker's compensation insurance coverage for all members of the custodial unit in the manner required by the laws of the State of Michigan.

Without Pay 4213.2

Disability Medical Leave 4213.2a

Any bargaining unit member who is unable to work because of personal illness or disability and who has exhausted all sick leave available, shall be granted a disability leave of absence up to one year. No fringe benefits will be paid during such leave. The employee must provide a physician's statement to the employer verifying their ability to return to work.

FMLA

Employees who work one thousand two hundred fifty (1,250) hours per year shall be eligible for FMLA pursuant to Board policy and the act and its regulations. Paid sick leave shall be concurrent with FMLA. An employee on his/her own volition who fails to return upon exhaustion of FMLA shall reimburse the district the health insurance premiums paid.

Family 4213.2b

A non-paid leave of absence shall be granted up to one year for required prolonged serious illness in the immediate family, which includes husband, wife, children, or parents living in the same household. All procedures provided in 4213.2a will apply. If unemployment is claimed during a non-paid leave of absence, the employee will reimburse the district for any such cost.

Training 4213.2c

Leaves of absence shall be granted for a specified period of time for training related to an employee's regular duties in an approved educational institution.

Military 4213.2d

The reinstatement rights of any employment who enters the military service of the United States by reason of an act or law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law shall be determined in accordance with the provisions of the law granting such rights. Leaves of absence will be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserved for the purposes of fulfilling their annual field training obligations, provided such employees make written request for such leave of absence immediately upon receiving their orders to report for such duty.

Union Office 4213.2e

Any employee in the bargaining unit who is elected or appointed to full-time positions or office in the Union whose duties require his absence from work shall be granted a leave of absence, without pay, for up to one (1) year. The employee may request an extension on a year-to-year basis upon approval by the Board of Education.

Seniority

4213.2f

An employee who meets all of the requirements as hereinbefore specified shall be granted a leave of absence without pay and s/he shall accumulate seniority during leave of absence and s/he shall be entitled to resume his regular seniority status and all job and recall rights.

Application

4213.2g

All reasons for leaves of absence shall be in writing stating the reason for the request and the approximate length of leave requested, with a copy of the request to be maintained by the Employer, a copy furnished to the employee and a copy sent to the Union. Leaves of absence may be granted at the discretion of the Employer for reasons other than those listed above when they are deemed beneficial to the Employer.

Falsification

4213.2h

A falsification or attempt to circumvent the provisions of leaves provided in this Article will be grounds for dismissal.

Mileage

4214

The Board will pay the approved IRS rate to the employee who uses his personal car for school business. A travel expense form must be submitted for reimbursement and must be submitted annually prior to June 1st.

New Jobs

4215

Establish New Position

4215.1

The Employer shall have the right to establish, evaluate, change and obsolete jobs, providing such action on the part of the Employer shall not be directed toward reducing the rate of a job in which no substantial change in the job itself has occurred. When a new or revised operation involves duties which are not adequately or specifically described or properly evaluated in an existing job description, specification and classification, the Employer has the right to develop and establish such new or revised job descriptions, specification and classifications rate of pay and to place them into effect. Whenever new buildings or a job is made operational, the Employer shall establish the job description.

Notification

4215.2

The Employer will notify the Union in writing of such new or changed job, and will within thirty (30) calendar days after such new or changed job is established, meet with the Union to negotiate the rate and classification.

Negotiation 4215.3

If the Union does not wish to meet the rate and classification established by the Employer, it will become permanent during the life of this Agreement.

Retroactive to Date of Hire 4215.4

Any rate adjustment so negotiated will be retroactive to date of hire.

Salary Schedule 4229 4215.5

Rate and classification will become a part of Schedule A (4229).

Non Discrimination 4216

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

Payroll 4217

Adjustments 4217.1

A custodian temporarily transferred from their classification to another classification (Four (4) hours or more in one day and approval from their immediate supervisor) shall be paid on the highest classification rate (of the two assignments) for the entire day. It is the responsibility of the employee to note the classification change on their time card.

The utility custodian and engineers will receive the higher rate after one day's assignment.

Classification and Compensation 4217.2

The parties hereto agree that the employees covered by this agreement shall be considered engaged in the type of work and classification as set forth in 4199 attached hereto and made a part hereof by reference.

Pay Computation 4217.3

All new employees will be held back for two (2) weeks for the basic hours worked and these two (2) weeks pay will be paid upon termination. It is also further agreed that all overtime payment will be delayed two (2) weeks.

Retirement **4218**

The Board will pay percentage of salary required for employees to participate in the Michigan Employees Retirement Fund.

Safety Practices **4219**

Job Hazards 4219.1

The Employer will take reasonable measures in order to prevent and eliminate any present or potential job hazards, which the employee may encounter at their places of work, which are not recognized as a part of the employees' normal jobs.

Employee Responsibility 4219.2

The employee will also be expected to inform, in writing, the Employer of any such job hazard as soon as the employee first becomes aware of such unsafe areas, conditions or equipment.

Investigation 4219.3

The Employer, upon notification of an alleged unsafe condition, shall investigate such condition and shall be expected to make adjustments in such condition if, in the Employer's investigation, the alleged unsafe condition is found to be a hazard to the employee.

Seniority **4220**

Probation 4220.1

A newly hired employee shall be on a probationary status for ninety (90) calendar days. The probationary period shall be ninety (90) calendar days taken from and including the first working day. If at any time prior to the completion of the ninety (90) calendar day probationary period, the employee's work performance is unsatisfactory, he may be dismissed by the Employer during this period without appeal by the Union. Probationary employees who are absent during the first ninety (90) calendar days of employment shall work additional days equal to the number of days absent and such employee shall not have completed his probationary period until these additional days have been worked.

Benefits to Date of Hire 4220.2

The district will provide benefits as per the Master Contract from the date of hire as those benefits are available through district carriers.

Lay Off, Recall or Demotion 4220.3

Employees shall be laid off, recalled or demoted according to their seniority in their classification previously held by the employee, provided the senior employee is qualified to hold

the position held by the employee with the lesser seniority. A twenty (20) day notice shall be given in the event of a lay off. The accumulated sick days incurred at the point of the last day worked before the lay off period begins, will be frozen for two (2) years from the last day worked.

Loss of Seniority

4220.4

An employee will lose his/her seniority for the following reasons:

1. S/he resigns.
2. S/he is discharged for cause.
3. S/he is absent for one (1) working day without notifying the Employer and/or without good and sufficient reasons.
4. Laid off for more than two (2) years without being recalled.

Supervisory Position

4220.5

Seniority shall not continue to accumulate within the bargaining unit for an employee who is transferred to a supervisory position, with that employee having the right to exercise their seniority and return to the bargaining unit in the event that s/he vacates his/her supervisory position.

List Annually

4220.6

An agreed to seniority list shall be furnished to each employee covered by this Agreement on or about July 1st of each year. Employees may object to the list within ten (10) days, thereafter the list shall be final and conclusive. Such list shall contain date of hire, employees' location and classification. Seniority in Classification shall be as of date of entry into the classification.

Stewards

4221

The employees shall be represented by a Chief Steward who shall be chosen or selected in a manner determined by the employees and the union.

Reasonable arrangements will be made to allow the Chief Steward time off with pay for the purpose of investigating grievances and to attend grievance and negotiation meetings, after arrangements have been made with his/her Supervisor.

During his/her term of office, the Chief Steward shall be deemed to head the seniority list for the purpose of shift preference, lay off and recall only; provided s/he is qualified to do the required work. Upon termination of his/her term, s/he shall be returned to regular seniority status.

Strike

4222

Accordingly, the Union agrees during the term of the agreement, it will not direct, instigate, participate in any strike against the Board by any employee or group of employees without loss

of all benefits, economic and otherwise, provided by this contract. Employees who participate in a strike are subject to dismissal.

Transfer and Promotional Procedures **4223**

Notice 4223.1

Notice of all vacancies and newly created positions shall be posted on employee bulletin boards within one (1) pay period from the date of vacancy and the employees shall be given five (5) days time in which to make application to fill the vacancy or new position. The senior employee making application shall be transferred to fill the vacancy or new position, provided s/he has the necessary qualifications to perform the duties of the job involved. Newly created positions or vacancies are to be posted in the following manner: The type of work; the place of work; the starting date; the rate of pay; the hours to be worked; and the classification.

Temporary Transfers 4223.2

Temporary transfers shall be for a period of no longer than sixty (60) days, except in the event that both parties mutually agree to an extension of the sixty (60) day time period.

Uniforms **4224**

The Employee shall be provided with three (3) uniforms per year per employee. One (1) pair of coveralls will be provided for System Engineer, Building Engineers, and Utility Custodian (a total of five at this time). Laundry being the responsibility of the employee and the replacement upon need. Uniforms will be provided with patches designating "Hudson Area Schools, Custodial Staff" and "Name of the Employee".

Uniforms must be worn by the employee during their regular working hours.

Suggestions regarding supplier will be received from employees.

Vacation **4225**

All employees who have completed one (1) year of service shall receive one (1) weeks' vacation with pay; after two (2) years' of service they shall receive two (2) weeks with pay; after (5) years, three (3) weeks with pay; after ten (10) years, four (4) weeks with pay; after twenty (20) years, 3 days plus 4 weeks.

During the first year of employment, an employee shall receive pro-rata vacation time from his/her date of hire until June 30th, at the pro-rata amount of time based upon his/her months of service.

The district will purchase back up to one (1) week of vacation pay. It is the employees' responsibility to notify the business office in writing by the first week of May to activate this benefit.

Eligibility 4225.1

To be eligible for a vacation, an employee must have worked eighty percent (80%) of his regularly scheduled working hours.

Pro-Rata Amount 4225.2

Employees terminating employment or on a leave of absence shall receive pro-rata amount vacation allowance based upon 1/12 of the vacation pay for each month or major fraction thereof between July 1st and his/her termination date, providing the employee has given the Employer a minimum of two (2) weeks' notice prior to the date s/he terminates his/her employment. One (1) year or more of employment is necessary to qualify for this provision "and every year thereafter his/her years of service will be based on June 30th with credit given for nine (9) months or more of service the first year".

Utilization of Time 4225.3

Vacation will be taken at five (5) work days at a time unless two weeks prior arrangement is made with the supervisor. All vacations will be scheduled between July 1st and June 30th. No more than one (1) employee may be on vacation at any given time unless prior approval has been granted by the System Engineer and District Supervisor.

Rotation Covering Holiday 4225.4

Vacation time that is scheduled over a holiday period shall be rotated according to seniority among all of the employees covered by this Agreement.

Bonus Plan

4225.5

All employees who have a minimum of two (2) years vacation credit may earn additional vacation days annually according to the following schedule.

Days Absent During Year	Number of Days Bonus Vacation
0	5
1	5
2	4
3	3
4	2
5	1

Binding Effective Agreement

4226

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

Scope Waiver and Alteration of Agreement

4227

Alteration

4227.1

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

Waiver

4227.2

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

Invalid Article

4227.3

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

Termination and Modifications

4228

Termination

4228.1

If either party desires to terminate this Agreement, it shall ninety (90) days prior to the termination date give written notice of termination. If either party shall give notice of termination or withdraws the same prior to termination date of this Agreement, it shall continue in full force and effect from year to year thereafter subject to notice of termination by either party on ninety (90) days written notice prior to the current year of termination.

Continuation

4228.2

This Agreement shall continue in full force and effect until June 30, 2017 with an annual reopening for the purposes of wage and benefit revisions.

Notice

4228.3

Notice of termination or modification shall be in writing and shall be sufficient if sent by certified mail to the Union, the International Union of Operating Engineers, Local #324, AFL-CIO, 500 Hulet Drive, Bloomfield Township, MI 48302; and if the Employer – addressed to Hudson Area Schools, 781 N. Maple Grove Avenue, Hudson, Michigan 49247.

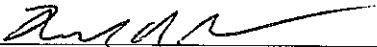
Effective Date

4228.4


The effective date of this agreement is July 1, 2015. IN WITNESS WHEREOF: the parties hereto have cause this instrument to be executed.

HUDSON BOARD OF EDUCATION


INTERNATIONAL UNION OF
OPERATING ENGINEERS,
LOCAL #324, AFL-CIO



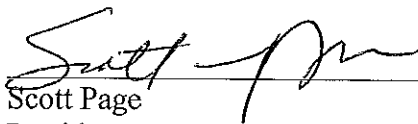
President of the Board



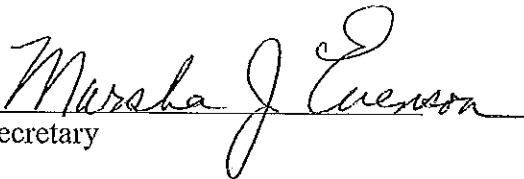
Douglas W. Stockwell
Business Manager



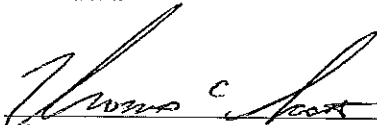
Chief Negotiator



Scott Page
President



Secretary



Thomas Scott
Recording-Corresponding Secretary

KB/ekh:UFCW876
Hudson Area Schools 2015-2017.doc

SALARIES

There shall be an annual reopening for the purposes of wage and benefit revisions.

	2013-2014	2014-2015	2015-2016	2016-2017
SCHEDULE				
<i>Description</i>				
H.S./M.S.	\$19.36	\$19.46	\$19.85	\$19.85 (\$0.50 per hour off schedule, regular pay only.)
Elementary School	\$19.05	\$19.15	\$19.53	\$19.53 (\$0.50 per hour off schedule, regular pay only.)
System	\$19.05	\$19.15	\$19.53	\$19.53
System	\$13.55	\$15.05	\$16.55	\$17.25

		2013-2014	2014-2015	2015-2016	2016-2017
SALARY SCHEDULE					
<i>Position</i>	<i>Description</i>				
Building Engineer	H.S./M.S.	\$19.36	\$19.46	\$19.85	\$19.85 (\$0.50 per hour off schedule, regular pay only.)
Building Engineer	Elementary School	\$19.05	\$19.15	\$19.53	\$19.53 (\$0.50 per hour off schedule, regular pay only.)
Utility Custodian	System	\$19.05	\$19.15	\$19.53	\$19.53
Custodian	System	\$13.55	\$15.05	\$16.55	\$17.25

1. 2015-2016
 - a. Building Engineer – 2% on schedule
 - b. Utility Custodian- 2% on schedule
 - c. Custodian - \$1.50 on schedule
 - d. Sick days to be cashed in at time of retirement for \$40 each for this year only

2. 2016-2017
 - a. Building Engineer- 2.5% off schedule
 - b. Utility Custodian- 2% off schedule
 - c. Custodian- \$.70 on schedule
 - d. Sick days to be cashed in at time of retirement for \$40 each for this year only.

Probationary Employees

4229.1

Probationary employees will receive, during their ninety (90) day period, thirty (30) cents an hour less than is provided on salary schedule 4229.

Longevity

4229.2

After 5 years of service an additional 10 cents per hour.
After 10 years of service an additional 10 cents per hour.
After 15 years of service an additional 15 cents per hour.
After 20 years of service an additional 15 cents per hour.
After 25 years of service an additional 15 cents per hour.

Shift Differential

4229.3

Employees that work the second or third shift the majority of their hours (four [4] or more hours) between the hours of 3 p.m. and 7 a.m. will receive an additional twenty-five (25) cents per hour. Regular shift will occur on vacation periods or when students are not in session, unless specifically so assigned to another shift by the Supervisor of Building and Grounds.