



AGREEMENT

between

HOWELL EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION/MEA-NEA

and

HOWELL PUBLIC SCHOOLS BOARD OF EDUCATION

2017 - 2019

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This Agreement is entered into September 11, 2017 between the Howell Board of Education hereinafter referred to as the "EMPLOYER" and the Howell Educational Support Personnel Association/MEA-NEA hereinafter referred to as the "ASSOCIATION". The term "employee" shall apply to each member of the bargaining unit unless otherwise specified.

(Note: The headings used in this agreement neither add to nor subtract from the meaning, but are for reference only.)

WITNESSETH

WHEREAS, the EMPLOYER has a statutory obligation, pursuant to the Michigan Public Employment Relations Act ("PERA", MCL 423.201 *et seq.*), to bargain with the ASSOCIATION as the representative for all personnel covered by this Agreement with respect to hours, wages, terms and conditions of employment.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1  
RECOGNITION

- A. The Employer hereby recognizes the Association as the exclusive bargaining representative as defined in the Michigan Public Employment Relations Act ("PERA", MCL 423.201 *et seq.*), for all employees engaged in full-time and regularly scheduled part-time work under the Food Service Division, the Aides/Paraprofessionals Division, the Secretaries Division, Job Placement, Hall Monitors and the Technology Division, but excluding the executive secretaries to the superintendent and to the central office administrators responsible for personnel and all others.
- B. The Employer agrees not to negotiate with any other organization purporting to represent the employees as defined in I.A. above for the duration of this Agreement.

ARTICLE 2  
PAYROLL DEDUCTIONS

Provided all required documents be submitted and verified by the payroll office at least seven (7) calendar days prior to the subsequent payroll date, the Employer shall, with the written authorization of the bargaining unit member, deduct from the wages of that member and make appropriate remittance for MEA-sponsored tax-deferred annuity, MESSA programs not fully employer-paid, contributions or any other plans or programs approved by the Employer. Only one such deduction shall be used by an employee for a tax-sheltered annuity.

ARTICLE 3  
NEGOTIATION PROCEDURE

- A. If both parties agree, any subject matter contained in this Agreement may be opened for negotiations during the term of the contract. Failure of either party to so agree shall not be the subject of any grievance, complaint, objection or charge by the other party. Memoranda of understanding which have been executed by the president on behalf of the HESPA and the superintendent or his/her designee on behalf of the Employer shall not continue to be in force and effect, it being understood that any agreements reflected in such Memoranda of Understanding shall continue to be in force and effect only if they are incorporated in this Agreement.

- B. Negotiations for a succeeding contract will commence no later than the first week of February of the year in which this Agreement expires, provided however, the parties may mutually agree on any other date for commencement of bargaining. It is acknowledged by the parties that such provision is for the purpose of the convenience of the parties and does not operate in derogation of any decision or rule of the Michigan Employment Relations Commission.
- C. In any negotiations, each party shall be free to select its negotiating or bargaining representatives. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the board of education and by the Association members present at the ratification vote, but the parties agree that all representatives selected by them shall be clothed with all necessary power and authority to make proposals, consider proposals and to make concessions in the course of negotiations or bargaining, subject only to such final ratification as above noted.
- D. The Superintendent or his/her designee(s) and the Association President and/or his/her designee(s) shall meet as needed or if requested by either party.

ARTICLE 4  
EMPLOYEES' RIGHTS AND RESPONSIBILITIES

- A. Pursuant to the Michigan Public Employment Relations Act (“PERA”, MCL 423.201 *et seq.*), the Employer hereby agrees that every employee, as set forth in Article I, Section A., shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining and/or other activities covered under the Public Employee Relations Act. As a duly elected body exercising governmental power under the law of the State of Michigan, the Employer undertakes and agrees that it will not directly or indirectly discourage or deprive any employee member of this unit with respect to wages, hours or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Employer, or his/her institution of any grievance, complaint or proceeding under this Agreement.
- B.
  - 1. The local Association and its members shall have the right to use a suitable designated area of the Employer’s building(s) for the purpose of conducting local Association meetings, subject to applicable building use policies, provided that the meeting is at reasonable hours after the work day.
  - 2. The Employer’s mail service and mailboxes shall be made available to the Association and its members, provided all such material is identified as Association material and bears the signature of the sender. Inter-school mailings shall be consistent with professional standards. The Association’s use of inter-school mailings will not violate the Michigan Campaign Finance Act. In addition, use of email and internet resources must comply with the District’s Acceptable Use policy and any other applicable user agreements.
- C. The Association may use office equipment belonging to the Employer when specific consent, in writing, has been obtained from the Employer. All supplies will be furnished by the Association, and all work will be done outside of regular working hours.

- D. Whenever an employee identifies a potential hazard in the work place, he/she shall first notify supervision. In the event the situation is not resolved, the employee may contact the appropriate outside agency.
- E. 1. The Employer will maintain a current manual of board policies and administrative procedures.
2. The Employer will provide the Association access to the manual and all approved changes.
3. Each current and new employee will be given access to all policies for which he/she is accountable. This need not occur with respect to existing policies which are in the process of being revised. Employees will also be given a copy of all new or revised policies.

ARTICLE 5  
EMPLOYER RIGHTS

The Employer, on its own behalf and on behalf of the electors of the district, retains and reserves unto itself all rights, powers, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and/or the United States or any other laws or regulations. Except as specifically stated by this Agreement, all rights, powers and authority the Employer had prior to this Agreement are retained by the Employer.

The exercise of these rights, powers, authority, duties and responsibilities by the Employer and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the terms of this Agreement. Except as expressly provided otherwise in this Agreement, the determination and administration of school policy, the operation and management of the schools and the direction of employees are vested exclusively in the Employer.

ARTICLE 6  
COMPENSATION

- A. The salaries of employees covered by this Agreement are set forth in Schedule I, which is attached to and incorporated in this Agreement, and, except as elsewhere noted, there shall be no deviation from the schedule. It is the responsibility of the Employer to determine the initial step placement on the wage schedule for new employees.

For 2017-18, regularly scheduled, full-time (eight (8) hours per day) ten-month employees may elect either twenty-one (21) or twenty-six (26) pays. Beginning in 2018-19, pay dates will be on the 10th or 25th of each month. If the 10th or the 25th of the month occurs on a banking holiday or weekend, the pay date will be moved to the week day immediately preceding the scheduled pay day. Regularly scheduled, full-time (eight (8) hours per day) employees, working less than twelve months, may elect to spread their salary over twenty-four (24) pays.

Kindergarten Registration and Additional Hours: If the scheduled hours for Kindergarten Registration are more than the employee's regularly scheduled hours, the employee will be compensated for the extra hours in either pay per hour or flex time as agreed by both the employee and the principal. If an agreement cannot be reached, the employee will receive the additional time as pay on the next scheduled payday. Additional Aide work time that results from class sizes will be assigned by seniority and then rotated at each building annually.

B. Employees shall have days off with pay as follows:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day (12 month)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- Act of God Days

When one of the above-mentioned days occurs on a Saturday or a Sunday, the Superintendent or designee will determine when the holiday will be observed. The employee may opt to be paid for the day in question or may receive a compensatory day at the supervisor's discretion.

Holiday pay will be based upon the number of hours for which the employee is normally scheduled. In cases where an employee's hours of work vary day-to-day, holiday pay will be calculated as an average of weekly scheduled hours. Employees who have regularly scheduled four-day work weeks will be compensated for holiday pay as follows: Holiday pay will be calculated based on a five-day work week. If the holiday falls on a scheduled workday, the employee will receive the average holiday pay for that day. If the holiday falls on a non-scheduled day, employees will receive their regular weekly pay for scheduled days worked and will receive the average holiday pay for the holiday day not worked.

The decision relative to working the days preceding or following a holiday shall be upon approval of the immediate supervisor who may allow this to be used as a vacation, personal business leave or unpaid day without penalty to holiday pay. The immediate supervisor has the right to limit the approval of such requests to ensure adequate staff coverage on the day preceding and the day following the holiday.

During the scheduled student year, on days when students and teaching staff are not required to report to work, a secretary may work or take accrued leave time at his/her option. A secretary may use no-pay days with the mutual agreement of the supervisor before exhausting accrued leave time. The use of no pay days on days when students and teaching staff are not required to report will not be counted towards Unpaid Personal Leave Days covered in Article XII, Section J.

C. In the event that the District shall request or agree to schedule negotiations or grievance conferences during regular school hours, such employees whose attendance is appropriate shall be released upon proper request from regular duties for the necessary period of time and shall suffer no loss of salary. When an arbitration or fact-finding session is scheduled during the working day, release time from regular duties without loss of pay will be provided for no more than six (6) bargaining unit members in each instance.

- D. The Association president or his/her designee and one representative of each division shall be released without loss of pay, upon request, at least one day each semester for the purpose of participating in MEA meetings provided she/he gives her/his supervisor at least two (2) weeks' advance notice. The Association will pay for the MPERS Contribution.
- E. If a substitute is needed to perform the duties of an absent employee, the following procedure shall be utilized. Individuals who wish to be reassigned shall notify the building administrator or his/her designee, in writing, within thirty (30) days of the commencement of the school year in order to be eligible to substitute in another bargaining unit position.
1. If the head school manager, cook manager or kitchen manager is absent, the #1 Food Service Assistant in that building must move up into the manager position. Where a food service employee other than the manager is absent, the duties of the absent employee shall be made available to the most senior employee at the work site. Should the most senior employee decline the position, the next, in seniority order, will be offered the duties of the absent employee, and so on, resulting in a substitute receiving the least number of hours at a work site. If a manager doesn't feel the substitute is capable of doing all of the assigned duties, the manager will offer the assignment to the most senior employee available to do the assignment at the time it is needed to be done.
  2. HESPA members who substitute in other higher paid HESPA positions will be paid the rate of pay that applies to that position effective on the first day of the substitute assignment at the member's current step.
  3. HESPA members shall have the right to accept substitute positions in other bargaining unit positions and to engage in a qualified bargaining unit or non-bargaining unit substitute provided, however, that all conditions listed below are satisfied:
    - a. the bargaining unit or non-bargaining unit substitute has been approved for assignment in the (given) building with supervisory approval;
    - b. the employee whose absence is to be covered (i.e., aide, secretary) has no objection to the bargaining unit or non-bargaining unit substitute who has been selected to substitute;
    - c. the employee seeking to substitute in another bargaining unit position has made all substitute coverage arrangements.
- F. Food service managers who are required to take the state mandated training or any recertification associated with the aforementioned mandated training shall be paid her/his regular wage for all the time spent in such mandated training recertification. All costs associated with the training or recertification (i.e. materials such as books and study guides - one per building, cost of class and testing fees) shall be borne by the Employer. If a Food Service employee leaves the district within sixty (60) calendar days of taking the test, the employee will reimburse the district for the cost of the mandated training. Any food service employee who takes the state mandated training at her/his own expense shall be reimbursed for all costs incurred when she/he attains manager status where the state mandated training is required on a one-time only basis for each certification/recertification cycle. An employee who does not successfully pass the testing will receive no additional compensation for that test cycle.
- G. Employees who are required in the course of their work to drive personal automobiles shall be reimbursed for actual mileage in accordance with board policy. Mileage shall be turned in monthly and must be approved by the immediate supervisor. This provision shall not apply to meetings, in-services or other such occasional opportunities which may arise.

- H. Whenever a food service employee works as a breakfast helper, she/he for that time period shall be compensated at the rate of one cent (\$.01) below her/his pay rate for all time worked unless the employee's normal rate of pay is the same as the breakfast helper.
- I. Food service employees will be paid double time for all hours worked on Sundays and time and one-half for all hours worked on Saturdays regardless of the total number of hours worked in a given pay period. In the event that an employee is allowed to accrue compensatory time in lieu of wages, compensatory time shall accrue at time and one-half (1-1/2) for all hours worked.
- J. If school is called because of an Act of God day, an employee who has requested a personal business day, vacation day or a sick day will not have that day taken from his/her accumulated days. Employees shall not be required to report on Act of God days and shall not be reduced in compensation. When an Act of God results in the closing of school after the day has commenced, then employees shall be excused without loss of pay after the last student has left the school, except that food service employees shall be excused upon the approval of the food service supervisor and paid their normal daily rate of pay if asked to report at a later time to make up unfinished work. If additional school days are needed, employees shall be required to work and shall receive their normal daily rate of pay.
- K. Employees having perfect attendance (i.e., no personal or sick leave) will be paid a stipend of three hundred dollars (\$300.00), payable each July. The Employee must complete the six (6) month probationary period to receive this incentive. The use of no-pay days, on days where students are not in attendance and with the approval of their supervisor, will not count against employees receiving the perfect attendance stipend. The use of Family Death Leave days will not adversely affect the awarding of the Perfect Attendance stipend.
- L. The work week shall normally be five (5) days, Monday through Friday. An employee who works less than forty (40) hours per week will be compensated at straight time. Employees working in excess of forty (40) hours in a given work week shall be compensated at the rate of one and one-half (1-1/2) times the regular hourly rate for the job for time worked beyond forty (40) hours. Double time shall be paid for Sundays and holidays.

With the approval of the administrator and the agreement of the employee, the employee may have additional hours paid in flex-time if the hours can be flexed within the same pay period or compensatory time at an equal rate of time for hours worked above eight (8) hours per day or forty (40) hours per week. Flex time is defined as hours that are worked over the employee's scheduled regular time; the equivalent time worked over is used as time off with pay during the same pay period. Compensatory time is defined as time that may be earned as provided in this contract and used at a later date as time off with pay. Compensatory time may be earned only with the approval of the administrator. Compensatory time can only be used with the mutual agreement of the employee and the administrator. Compensatory time sheets must be turned in on the first school day of the month.

## ARTICLE 7 EVALUATION OF PERFORMANCE

- A. An employee's performance shall be observed a minimum of two different occasions in a professional manner by his/her immediate administrative supervisor before evaluating the employee pursuant to the below referenced schedule. At no time will the administrative supervisor use the comments and/or views of other HESPA members or teachers when writing the evaluation that have not been disclosed or



substantiated. The presentation of the evaluations to the employee will be given during the employee's workday. If evaluations cannot be given during the employee's workday, the employee will be compensated in 15-minute increments. Any evaluation shall be in writing, discussed with the employee, and a copy given to the employee.

Employees shall be evaluated at least every two (2) years. If no evaluation takes place, the performance of the employee shall be deemed satisfactory.

- B. The Employer shall bring any deficiency and/or complaint to the attention of the employee within five (5) working days of the incident. Any serious deficiency and/or complaint not previously brought to the attention of the employee shall not be made part of the employee's evaluation. If a subsequent evaluation does not continue to reflect the deficiency, it shall be deemed that adequate improvement has taken place.
- C. If the evaluator believes an employee is doing unsatisfactory work, it is the responsibility of the Employer to make specific written recommendations for improvement of the employee's performance.
- D. A copy of the written evaluation shall be submitted to the employee at the time of the personal interview or within ten (10) days thereafter, and the employee shall have the opportunity to review the evaluation report. The evaluation form used shall be mutually agreed upon by the Association and Employer. The employee will sign the report signifying receipt of same. The employee's signature shall be construed as an acknowledgement of receipt and not necessarily agreement with the contents of the evaluation.
- E. In the event an employee is to be reprimanded, warned or disciplined for any infraction or delinquency in performance, the employee shall be entitled to have present, upon her/his request, a representative of the Association. If the reprimand is to be reduced to writing and made part of her/his employee record, the employee shall be furnished a written copy of such document with an Association representative present.
- F. The Employer shall avoid having any employee disciplined or reprimanded within sight or sound of a parent, teacher, student or other employee.
- G. The Employer agrees to follow a policy of appropriate and progressive discipline, with discharge as a final resort. No employee shall be discharged or demoted without just cause. Any such action may be made subject to the grievance procedure.

Disciplinary action taken in the case of any HESPA employee is to be corrective and not punitive in nature. The purpose of a program of progressive discipline is to promote and maintain a maximum level of acceptable behavior on the part of all staff, for the ultimate purpose of creating the best possible learning environment for students. A plan of progressive discipline has, as its purpose, intervention in the correction of employee misconduct through the issuance of consequences at levels that most reasonably correlate with the nature and seriousness of the offense(s).

For offenses that are minor in nature, the following steps in corrections should be expected:

- First Step Oral warning or oral reprimand\*
- Second Step Written warning or written reprimand
- Third Step Suspension without pay
- Fourth Step Discharge from employment

\*Oral warnings and/or reprimands are normally documented in writing.

Some examples of such minor offenses are tardiness, or failure to follow a work rule or practice (not resulting in harm or injury to another).

Where offenses are serious in nature, however, the employer is not bound to exhausting each of the corrective steps listed above. Some examples of serious misconduct include theft, possession and/or use of mood altering chemicals in the workplace or sexual harassment.

It should be understood that the employer bears the burden of conducting a full, fair investigation into all complaints that may result in discipline, and that employees will be afforded appropriate due process rights in the investigation (including, but not limited to having the opportunity to answer the charges) before any decision to administer discipline is made. Whenever a disciplinary letter or notice is presented, it is the employee's responsibility to sign the document, it being understood that signature indicates receipt of, but not necessarily concurrence with, the contents of the document.

- H. Each employee shall have the right upon request to review the contents of his/her personnel file, provided, however, that all initial letters of recommendation or reference shall first be removed. A representative of the Association may accompany the employee in any such review if requested by the employee.
- I. The Employer and the Association shall each appoint representatives to serve on the evaluation review committee. This committee shall review the current evaluation instrument(s) and shall make a recommendation as to any changes in the evaluation form.

## ARTICLE 8 HOURS OF WORK

### A. Secretarial/Clerical/Job Placement/Print Shop/Technical Employees

- 1. The work day normally shall be eight (8) hours per day exclusive of lunch period; the work week normally shall be forty (40) hours per week, Monday through Friday. Starting time shall be established by the immediate supervisor.

The Employer recognizes the principle of a standard forty (40) hour work week and will make every reasonable effort to set forth work schedules and make work assignments which can reasonably be completed within such standard work week.

The parties recognize that certain bargaining unit jobs have traditionally been full-time (eight-(8) hour-per-day) positions. These include secretaries, financial assistants, bookkeepers, print shop technicians, job placement and technology personnel. (As of December 1, 2012, the high school bookkeeper position shall be scheduled as an eight (8) hour per day, 40 hour per week position).

The Employer may reduce a currently-existing full-time bargaining unit position to less than forty (40) regularly scheduled hours per week, provided a reduction in scheduled hours of personnel assigned to such a position is not for the sole purpose of avoiding insurance coverage provided contractually for the full-time employee. It is, however, understood that additional positions in these classifications may well be scheduled for less than full time. In such case, the part-time positions would reflect the need for additional (but not full-time) clerical or technical support, and not an employer-instituted action to reduce fringe benefit costs.

2. All employees in this category shall be entitled to an unpaid duty-free lunch period of not less than one-half hour (30 minutes), or more than one hour (60 minutes).
  3. During the summer, variations in reporting hours may occur with the supervisor's approval.
  4. The work day for elementary school clerks is normally 5.75 hours. These hours are subject to change, however, based upon student count each school year. If the enrollment in any elementary school reaches six hundred fifty (650) students, then the clerk time for that building shall increase to six and one-half (6.5) hours per day. If an elementary building's enrollment should rise to seven hundred (700), then clerk time will increase to eight (8) hours per day. Time assignments for elementary clerks shall be established once per school year, based upon the official, unaudited fall student count. Once clerk time is established for a given elementary school, the time assigned will not change for the balance of that school year, regardless of any fluctuations in student enrollment.
- B. Food service employees who are scheduled to work the breakfast shift on days where lunch is not served will be guaranteed a minimum of three (3) hours of work paid when they are scheduled to come in. All food service employees have the option to decline any work over and above their regularly scheduled shift on days where lunch is not served.
- C. All Association Divisions
1. All food service/aide/paraprofessional and hall monitor employees shall be entitled to one-half hour (30 minutes) unpaid, duty-free, uninterrupted lunch period to be scheduled by the supervisor. If said lunch is scheduled before or after the employee's work day, the employee shall not be required to be present.
  2. The work week shall normally be five (5) days, Monday through Friday. Employees working in excess of forty (40) hours in a given work week shall be compensated at the rate of one and one-half (1-1/2) times the regular hourly rate for the job for time worked beyond forty (40) hours. Double time shall be paid for all hours worked on Sundays and holidays.
  3. Restroom facilities will be provided which may be shared with other staff, but are not available to students.
  4. All employees shall receive one (1) paid fifteen- (15) minute relief period per day for each four (4) hours worked. Full-time [six (6) hours or more] employees shall receive an additional paid fifteen- (15) minute relief period per day.
  5. The work hours of employees assigned to instructional sites shall be scheduled consecutively within the K-12 student day, with not more than one (1) hour reporting time prior to the start of the students' day and no more than two (2) hours after the end of the students' day.

6. Work Year

<b>10 Month Secretaries</b>	<b>Start Date</b>	<b>End Date</b>
Elementary Building Secretary, Elementary Library Services Coordinator, MS Guidance Secretary, MS Library Services Coordinator, MS Asst. Principal Secretaries	Monday, 2 weeks prior to the 1 <sup>st</sup> day of school	*2 weeks after the last day of school
Elementary Clerk	Monday, 2 weeks prior to the 1 <sup>st</sup> day of school  (Admin. may approve up to 8 hours/day)	*2 weeks after the last day of school  (Admin. may approve up to 8 hours/day)
HHSFC Building Secretary, HHSFC Guidance Secretary, HHSFC Library Services Coordinator, HS Secretaries, HHS Library Services Coordinator	Monday, 3 weeks prior to the 1 <sup>st</sup> day of school	*2 weeks after the last day of school
<b>11 Month Secretaries</b>	<b>Start Date</b>	<b>End Date</b>
MS Building Secretaries	Monday, 3 weeks prior to the 1 <sup>st</sup> day of school	*3 weeks after the last day of school
Central Office Bookkeeper	August 1 <sup>st</sup>	June 30 <sup>th</sup>
HHS Guidance Secretary, HHS Athletic Secretary	**August 1 <sup>st</sup>	** June 30 <sup>th</sup> (and possible July dates scheduled by Admin.)
<b>Other</b>	<b>Start Date</b>	<b>End Date</b>
Aides, Instructional Assistants, Hall Monitors, HHS Guidance Office Clerk	1 <sup>st</sup> day of school (or as determined by training schedule.)	Last day of school
Food Services	A ½ day Back-to-School workshop followed by a ½ day managers’ meeting will be held before the 1 <sup>st</sup> student day; randomly scheduled by Admin. All Food Service employees will be notified of the date prior to the last scheduled student day of the preceding school year. Food Service employees will also have 1 day in their respective kitchens the week before the 1 <sup>st</sup> day of school scheduled by the Admin.; this date may be changed with Admin. approval.	Food Service employees will receive 1 additional day of work to close the kitchen after the last scheduled student day of the school year. Dates may be changed with Admin. approval.

\*If the principal and the employee agree, the end dates may be earlier.

\*\*Alternative schedules may be worked out during the summer between the principal and employee.

ARTICLE 9  
WORK LOADS AND ASSIGNMENTS

- A. The Employer believes that equalization of work assignments within a division within the District is desirable. It is recognized that job assignments are the right of management. In making assignments, the employee's length of service with the Employer, experience, qualifications, competency and other relevant factors shall be considered.
- B. A written general job description for each position shall be on file in the personnel office. Upon interview or reassignment, a written general job description shall be given to each employee, including description of the job duties, requirements and the qualifications necessary for the performance of the job.
- C. The provisions of the Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status or participation by employees in the activities of the Association.

FOOD SERVICE

- A. Newly bid assignments will take effect with the start of the ensuing school year and shall not be subject to the forty (40) day probationary period.
- B. Bids will be made every two (2) years (in the even-numbered years), except where the Employer intends to open another facility requiring food service in the ensuing year, or in the event of closing a facility in the ensuing year, in which case bids will be entered for that year, whether or not the year is even or odd numbered.

Mini-Job Bidding for Food Service

Each year, at the Food Service Back to School Workshop Meeting, all open positions within the Food Service Division will be posted for bid. Food Service members will be able to "bid" on any posted position within their job classification, in the order of most seniority, one at a time, starting with employees who hold a manager position if an open manager position is available.

- C. Food service employees will be notified at least 30 days in advance of the job bidding date. Descriptions of all positions are to be made available to all employees at least 15 days prior to the scheduled job bidding date and are to be posted in each of the Employer's kitchens. Employees unable to attend job bidding but still wishing to bid may make arrangements with the Food Service Supervisor or Association Representative via written statement of the job they wish to bid for, and up to several alternates in order of preference. The employee's designee will then bid for the employee by seniority.
- D. An Association Representative, chosen by food service employees, will be present in the job bidding room and allowed to be available to the employees as they make their bid decisions. The Supervisor and Association Representative will arrange to meet prior to the bid day.
- E. Employees with Manager job titles are to come into the job bidding room, one at a time, by seniority. They are to bid within their job category or a lower manager's position. If they elect to bid into a Food Service Assistant position, they are to rejoin the employees awaiting bidding. Once all managers have completed their bids, those managers wishing to bid on a Breakfast Helper position will then rejoin the remaining employees. All remaining employees are to come into the job bidding room, one at a time, by

seniority. Those remaining are to bid within their job category and/or that of a Breakfast Helper. Employees may only bid into a job title that they are qualified for before entering the job bidding room. Food Service Assistants are to bid within their job title only. At the end of the bidding, any positions still open are posted through Personnel. It is the employee's responsibility to understand a job's particular requirements and make prior arrangements to meet the qualifications if interested in bidding into said job.

- F. When a food service employee declines an offered position within seven workdays of accepting that position, the position can be offered to the next qualified applicant without reposting.
- G. In the event of a food service employee absence, the position will be offered by seniority to food service employees in the affected building. The employee must be willing to cover the whole shift of the absent employee. Each position open as a result of this moving up for the day will be covered in this same manner. Substitutes may then be called in for any remaining positions to be filled at the manager's discretion - meaning that the substitute(s) will fill as much of the open position(s) as the manager deems they are capable. This will pertain to all schools.
- H. It is the responsibility of the employer to determine when school building kitchens are to be used for purposes other than regular school meal service to students. Such catering opportunities shall be offered by building where the catering occurs and rotated by seniority, and as more opportunities arise, catering will be equalized within each food service kitchen. In summer and other non-student days, catering opportunities will be offered by seniority first and then equalized by number of hours among the Food Service employees/managers who sign up on a list by June 1<sup>st</sup> of each year. If no employees are interested in doing the catering in their buildings, the catering will be offered to the high school food service staff. Compensation for catering will be at the Cook's rate of pay and at the employee's step.

ARTICLE 10  
VACANCIES AND PROMOTIONS

- A. Whenever a vacancy arises from within or is anticipated, the person in charge of personnel shall post the vacancy within thirty (30) days of the notice and furnish a copy to the Association President or his/her designee. Whenever any vacancy in an existing, restored or newly created position is to be filled, the vacancy will be posted first for application by current bargaining unit members. Notice of the vacancy will be made by posting in each work location. The posting notice shall include a job description, current qualifications, location, hours, weeks of work and rate of pay. All vacancies will be posted for a minimum of five (5) work days, and no applicant will be interviewed during the five (5)-day posting period.

Any member who has successfully passed the previous secretarial test, prior to the implementation of the new production test, at either the clerk or secretarial level, or is currently in a clerical position, will be deemed qualified and will be exempt from testing for future clerical postings.

- B. Upon the expiration of the posting, the internal applicant consideration period will commence. No non-bargaining unit applicant will be interviewed or considered for the position at this point. Applications/resumes of external candidates will be held in the personnel office during the internal candidate consideration period. Bargaining unit applicants will be interviewed, provided they meet the qualifications set forth in the posting.

In the event that the hiring supervisor determines NOT to select the bargaining unit applicants, then she/he will make a personal contact (by telephone or in person) to discuss the basis for the non-selection including feedback for improvement. At this point, applications of external candidates will be made available to the hiring supervisor for interview. The supervisor may hire from the external applicant pool, request external advertising of the position or reconsider a (previously rejected) bargaining unit member.

In the event that the position is modified in any respect (including but not limited to qualifications for the position) before it is filled, then the posting/interviewing procedures set forth in paragraphs one (A) and two (B) of this section will recommence.

- C. Seniority employees who are selected for a new (i.e., different) bargaining unit position shall be considered to be in a probationary placement for the first forty (40) work days. At any time prior to the expiration of the forty (40) day period, the employee may be administratively replaced in her/his previous position, and/or she/he may opt to return to her/his previous position. During the probationary placement period, the employee shall continue to enjoy all applicable benefits of the collective bargaining agreement (i.e., the employee shall not be considered to be a new probationary hire).
- D. Postings for Food Service Assistant shall be filled by seniority from within the current Food Service division at the time of posting (i.e., the job will be awarded to the most senior Food Service Employee who applied). The forty (40) day probationary period shall apply. Current food service employees wishing to apply for another food service assistant opportunity need only submit a letter of interest in response to a posting.
- E. Temporary Filling of Vacancies
  1. Temporary employees hired to fill the vacancy of a bargaining unit position will be allowed to work at an hourly rate commensurate with the position, while the position is posted. If the position isn't filled with a bargaining unit employee after thirty (30) days, the position will be posted every sixty (60) days until permanently filled.
  2. The above provision shall not apply to vacancies in positions that are less than twelve (12) months that occur during the last sixty (60) calendar days of the school year. However, the position shall be permanently filled prior to the beginning of the school year following the vacancy. If the position isn't filled with a bargaining unit employee prior to the beginning of the school year, the position will be posted every sixty (60) days until permanently filled.
  3. If the position cannot be filled within this time limit, extension of this time limit shall be mutually agreed upon between the Association and the Employer.
- F. Posting notices of vacancies within the bargaining unit will be emailed to all bargaining unit employees (inclusive of laid off bargaining unit employees). Vacancies which occur during the summer school recess (June-August) will also be posted by mail to each bargaining unit employee who signs up to receive summer postings by mail before the last day of the school year. If a vacancy occurs and there currently are no bargaining unit members on layoff, the District may hold vacancy postings so that only one (1) mailing to bargaining unit members in August is necessary. If postings are mailed, an additional five (5) business days will be added to the posting deadline, for a total of ten (10) business days to accommodate the post office mailing time. The Employer may, at its option (but shall not be required to) interview and consider employees on layoff until active employees have been considered for the vacant position(s). No laid-off employee shall be required to apply for any position; failure to apply shall not jeopardize recall rights.

ARTICLE 11  
PROBATION, TERMINATION, SENIORITY, LAYOFF, REDUCTION AND RECALL

- A. New employees will be in a probationary status for the first six (6) months of employment.
- B. Any employee whose services are terminated shall be notified at least two (2) weeks in advance in writing. An employee who plans to terminate his/her services shall notify his/her immediate supervisor at least two (2) weeks in advance in writing.

Layoff and Recall

- C. 1. It is hereby recognized that it is within the sole discretion of the Employer to lay off bargaining unit employees when economic conditions dictate. If and when the Employer is required to lay off bargaining unit employees, the necessity for and the effect of such reductions will be discussed with the Association. In the event of a dispute concerning the individuals to be laid off, the Association shall have a right to file a written grievance thereon within seventy-two (72) hours after the termination of the meeting during which such review will have taken place.
- 2. Seniority shall be defined as the length of continuous service with the Employer in a bargaining unit position. Accumulation of seniority shall begin on the employee's most recent date of hire. In the event that one individual has the same starting date of work, position on the seniority list shall be determined by casting lots. Continuous service shall begin with the last date of hire and continue until termination of employment. Transfer, promotions, demotions, leaves of absence and/or layoff (unless an employee fails to comply with the recall provisions as stated elsewhere in this Agreement) shall not constitute an interruption in continuous service.
- 3. Each year the Employer shall prepare a seniority list for each division and transmit copies of same to the Association on or before the first day of November and shall be updated by May 1. Divisions are as follows: Food Service, Aides/Paraprofessionals, Hall Monitors, Secretaries, Job Placement and Technology. If the Association is in disagreement on any part of the seniority list, it will notify the Employer of any alleged errors in writing within thirty (30) calendar days after receipt of the seniority list. Failure to so advise the Employer of any alleged inaccuracy in the seniority list shall be conclusively deemed to constitute agreement that the list is accurate.
- 4. No employee shall be laid off without at least thirty (30) calendar days' notice, except by mutual agreement between the employee and the supervisor. The District will strive to provide layoff or displacement notices before the last day of the school year. When a layoff takes place, employees shall be laid off by classification in inverse order of their seniority from the last date of hire, i.e., the least senior employee on the seniority list being laid off first, provided a more senior employee is qualified to perform the duties of the least senior employee. Classifications are listed under each division on the wage schedule of this agreement.
- 5. If layoffs are necessary, the administration will determine which positions have been eliminated or reduced 25% or more. The person(s) holding the eliminated position(s) will be considered "displaced" and the procedures of this section shall be followed.
  - a. An employee who has been displaced shall have the right to bump the least senior employee within his/her classification occupying a position within the same benefit level, provided he/she is qualified for the position. However, if a vacancy at the same benefit level is available for which the



displaced employee is qualified, then the employee shall be placed in the vacancy thus eliminating the need for a layoff. If there is no employee within the displaced employee's classification with the same benefit level, the displaced employee may bump into another classification within their division if the displaced employee is qualified.

- b. Subsequently, an employee bumped by the operation of section 5a, shall have the right to bump the least senior employee in the classification.
- c. "Qualified" shall mean that the employee has met all of the requirements/testing for the position. For purposes of this paragraph, qualified areas are those listed by Roman numeral under Schedule I of this Agreement. Said employee will take the position held by the least senior employee, provided she/he is qualified for the position. Should a vacancy be available for which the laid off/displaced employee is qualified, then that employee will be placed in the vacancy, thus eliminating the need for layoff of the least senior employee in the division.

6. Contractual aide time as identified in the HEA-Howell Unit contract class size language shall not be applicable to the twenty-five percent (25%) reduction rule. Reductions in contractual aide time shall be effected only at the end of a month in which the class size reduction occurs.

7. Employees laid off through the procedure as stated in this article shall be maintained on a recall list for a period of two (2) years and shall be recalled in reverse order of their layoff provided the individual meets the qualifications and has the necessary skills and experience for the vacancy.

8. Laid off employees shall be recalled to positions for which they are qualified in order of greatest seniority. An employee is qualified for recall to a position if the employee has had previous, regularly assigned experience within the District. Recall from layoff shall in all cases be by seniority, and that recalls shall be limited to those positions available from within the division from which the employee was laid off.

In the event that all laid off employees from a given division shall have been recalled (similarly, in the event that there were no layoffs from a given division), the employer may, at its option, recall employees from another division. Employees available for such recall shall be limited to those who have met all of the requirements/testing for the position. An employee recalled in accordance with the terms of this section may, without loss of recall rights, reject the offered recall and remain on the recall list, provided, however, that the employee has not been laid off for the full two (2)-year recall period.

Notice of recall shall be sent to the employee at his/her last known address by certified mail. If an employee fails to report to work within ten (10) working days from the date of mailing of recall notice, he/she shall be considered as having voluntarily terminated his/her employment. The Employer will attempt to contact each employee by telephone to provide notice of recall.

An employee shall have the right to refuse recall to a position for the following reasons and shall remain on the recall list:

- a. when said position constitutes less than seventy-five percent (75%) of the employee's most recent assignment prior to layoff as it relates to benefits, hours and/or wage rate.
- b. when said position is regularly scheduled to commence earlier than 7:00 a.m. and/or to extend beyond 5:00 p.m.

9. Each employee is responsible for keeping the Employer advised in writing of any change of address and will not be excused for failure to report for work on recall if he/she fails to receive recall notice because of his/her own failure to advise the Employer in writing of his/her change of address.

10. A recalled employee will have accumulated vacation, sick leave and personal business days restored.

None of the above terms in #8 apply to the Food Service Division or its employees.

ARTICLE 12  
LEAVES OF ABSENCE

A. 1. All benefits provided by this Agreement shall be prorated on a school-year basis for new hires, persons on leave of absence and those terminating employment with the Employer. Employees shall receive the following sick day allotment:

Secretarial Division / Job Placement Coordinator / Print Shop Technicians / Technical Employees:  
Sick leave will be earned and credited to employees at the rate of one (1) day per month of employment.

Aide, Food Service & Hall Monitor Divisions: Employees within these divisions with five (5) or fewer years experience as a Howell Public Schools employee shall receive six (6) sick leave days per year. Employees with more than five (5) years experience as a Howell Public Schools employee shall receive nine (9) sick leave days per year.

2. Sick leave days will be given on a prorated basis to employees who do not work or do not complete a full year of employment.

3. Sick leave days shall accumulate without limit, and upon termination (other than discharge) the employee shall receive her/his regular rate of pay for fifty percent (50%) of unused sick days.

4. When employees in the Aide, Food Service or Hall Monitor Divisions reach their 5th anniversary date, the employee will contact Personnel in writing to be credited with the 3 additional sick days.

B. Employees absent due to injury or illness covered by Worker's Compensation shall be paid the difference between Worker's Compensation benefits and their daily salary and this shall continue for the duration of their accumulated sick leave days.

Each day's use of sick time shall be counted as use of one-half (1/2) day of accumulated sick leave regardless of the exact amount contributed by the Employer.

C. In the event of an illness in the immediate household family, or as defined in "Immediate Family Death Leave" the employee may use his/her then accumulated sick leave. Upon request of the Employer, medical certification may be required from the attending physician.

D. Immediate Family Bereavement Leave - Up to five (5) consecutive days leave in the event of a death in the "immediate family" shall be allowed. "Immediate family" shall be deemed to include parent, spouse, domestic or life partner, child, siblings, grandparent or grandchild and up to five (5) days leave in the

event of a death of in-laws or step relatives of the above. In matters of estate business or other death-related duties, leave days may be distributed in a non-consecutive manner with the approval of the associate superintendent for labor relations and personnel. Upon the Employer's request, documentation may be required when the employee returns to work.

- E. Paid Personal Leave - Personal leave days are provided for legitimate business, professional and family obligations, including funerals that an employee regularly encounters and which cannot be met outside the regular school day. Up to two (2) days per year will be granted to each employee. No more than two (2) Personal leave days will be allowed to carry over to the next year. Any unused personal leave days in excess of two (2) will convert to sick leave as of June 30.
- F. Association Business Leave – Up to four (4) days' paid leave annually shall be authorized for the Association president or designee.
- G. Maternity/Child Care Leave/General Leave
  1. A leave of absence without pay may be granted for up to one (1) year for the purpose of maternity/adoption/child care or any other purpose approved by the Employer.
  2. The application for such leave shall be received by the Employer no later than sixty (60) calendar days prior to the effective date in the event of a pregnancy, and shall include a statement of the prospective commencement and desired termination date.
  3. Leaves for adoption of a child, or for the purpose of providing care for a chronically ill child, shall begin at a mutually agreed upon time between the Employer and the employee.
  4. If an employee does not comply with all the above conditions, approval for such leave may be rescinded.

#### H. Professional Growth

Employees attending conferences, seminars, testing, training, etc., during regular working hours, at the direction of the Employer, will be in a paid status. Employees may be granted, at the sole discretion of the employer, unpaid leaves of absence to participate voluntarily in professional growth activities. In-service educational programs should be planned jointly by the Employer and the Association. All employees for whom in-service programs are designed should be released from duty to participate in the program. Any employee who is required to attend professional development offered to them by the Employer will be in a paid status. When an employee is required to attend training as a part of their employment, the administrator shall develop a schedule where the employee can complete the requirements during his/her scheduled work day. If a schedule cannot be developed, the employee shall be paid for the time outside the normal work day required for the training.

- I. If any employee is required to serve on a jury, she/he shall be granted leave and paid the difference between her/his pay for such jury service and the money she/he would have earned under this agreement. The employee shall reimburse the District the per diem amount received by the court or the District, whichever amount is smaller. Such payment during leave shall not extend beyond a twenty (20) day period. If the employee is temporarily excused from jury service for a period of one (1) full day or more, she/he shall report for employment during such periods. In the event an employee is called by the employer to testify in any proceeding, she/he shall be granted leave with pay.

- J. Unpaid Personal Leave - With the prior approval of her/his supervisor, an employee having up to five (5) years of service in the bargaining unit may take up to five (5) consecutive unpaid days to be used as vacation or personal leave in any year. An employee having more than five (5) years of service may be granted up to ten (10) days leave without pay in a given year upon approval by the supervisor.
- K. In cases where an employee has an unanticipated absence for personal or family illness, and such absence requires less than one-half (1/2) sick leave day, the following shall apply:

With the supervisor's approval, the employee may "flex" his/her time to make up for the less-than-half-day absence, provided the time can be "flexed" during the same payroll period in which the absence occurred. If the time cannot so be made up, then the employee must take the one-half (1/2) day's leave.

Where a partial day's unanticipated absence requires more than a half day's absence, but less than a full day, then with supervisory approval the employee will be charged for one half day only, and allowed to "flex" the remaining time missed during the same payroll period.

- L. Early return from unpaid leave - An employee who is on an approved, unpaid leave of absence may return from leave prior to the leave's anticipated ending date upon written application to the district's Personnel Office. This provision shall apply only where the work of the position is being covered by a substitute employee. Should the position be filled by a regular employee, then the employee on leave may return to work only upon expiration of the leave, or in the event that a vacancy arises for which the employee is qualified per the recall provisions.
- M. When an employee is injured during the work day and is required by administration to go to the district doctor, the employee will be in a district paid status for the remainder of their scheduled work day.

ARTICLE 13  
INSURANCE

- A. The employee's primary job function is defined as that portion of his/her assignment which carries the greatest number of hours, regularly scheduled per week at a given wage rate. (For example: An aide who works twenty-five (25) hours per week as a special needs aide and eight (8) hours per week as a general education aide has as his/her primary job function the position of special needs aide.)
- B. The District shall pay no more than the full amount of the 2017 state mandated hard cap for 2017-18 and until December 31, 2018 and the 2019 state mandated hard cap beginning January 1, 2019 toward the total cost of the PAK A medical premium and taxes for employees described in Sections C below electing PAK A medical insurance.

All other non-medical PAK A benefits described in the HESPA Collective Bargaining Agreement shall continue to be fully paid by the District.

The employee's premium contribution will be payroll deducted, in equal amounts from twenty (20), twenty-two (22), twenty-four (24), or twenty-six (26) consecutive pay periods beginning using pre-tax dollars through a qualified Section 125 Plan. Employees who do not have sufficient funds through payroll

deduction to cover the required premium cost shall be responsible for paying the premium directly to the district. It is the responsibility of the employee to make such arrangements with the district as necessary to ensure that payment is made prior to the first of each month in which the premium is due.

Employees may contribute to a flexible spending account or other qualified account, through payroll deduction into a qualified Section 125 Plan using pre-tax dollars an amount to be used for child/dependent care and medical expenses.

- C. Group 587J: Employees hired prior to January 1, 2003 who are regularly scheduled to work thirty (30) or more hours per week in their primary job function and do not receive greater or substantially the same level of health insurance coverage through a policy provided by the employer of a family member and Group 587G: Employees hired after January 1, 2003 who are regularly scheduled to work thirty-six and one quarter (36.25) or more hours per week in their primary job function and who do not receive greater or substantially the same level of health insurance coverage through a policy provided by the employer of a family member shall be provided the following MESSA PAK insurance coverage:

PAK A - for employees taking medical insurance may choose as follows:

MESSA Choices II                      \$500/\$1000 deductible OV\$20/UC\$25/ER\$50 Saver Rx Mail  
(Includes \$5,000 Basic Term Life with AD&D) Or

MESSA Choices II                      \$500/\$1000 deductible OV\$20/UC\$25/ER\$50 Saver Rx Mail  
with 10% Co-Insurance (Includes \$5,000 Basic Term Life with AD&D) Or

ABC Plan 1 Or

ABC Plan 1 with 10% Co-Insurance

Delta Dental	75%/75%/75% Classes I - III \$1000 annual max
Vision	VSP 2 Silver
Negotiated Term Life	\$5,000
AD&D	\$5,000

PAK B - for employees not taking medical insurance

Delta Dental	75%/75%/75% Classes I - III \$1000 annual max
Vision	VSP 2 Silver
Negotiated Term Life	\$10,000
AD&D	\$10,000

PAK C (\$10,000 Negotiated Term Life) - for employees hired prior to January 1, 2003 who were enrolled in 587J PAK C in 2014-15 or employees hired after January 1, 2003 who were enrolled in 587G PAK C in 2014-2015 electing Negotiated Term Life only: MESSA Underwriting Rules require PAKs to include either Medical, Dental, Vision and Life or Dental, Vision, and Life at a minimum. A PAK with only Negotiated Term Life is not allowed, therefore only those employees who were enrolled in 587J PAK C or 587G PAK C in 2014-15 will be allowed to remain. If those employees leave PAK C, they will be unable to re-enter PAK C. No other employees may enter 587J PAK C or 587 G PAK C. When all current employees have left 587J PAK C and 587G PAK C, it will be eliminated entirely.

- D. Group 587X: HESPA employees hired prior to January 1, 2003 who are regularly scheduled to work at least twenty-five (25) but fewer than thirty (30) hours per week in their primary job function and who do

not receive greater or substantially the same level of health insurance coverage through a policy provided by the employer of a family member shall be provided MESSA PAK A or PAK B Insurance Coverage as described in section C above.

For employees described in this section electing PAK A insurance coverage, the district shall pay an amount equal to sixty-seven (67%) percent of the medical premium cost of the MESSA Choices II plan described in Section C above, up to the state mandated hard cap. The employee shall pay the remaining cost of the medical premium cost.

Employees who elect PAK A shall authorize payroll deduction for the remaining cost of the premium per section B above. Important: Employees who do not have sufficient funds through payroll deduction to cover the required premium cost shall be responsible for paying the premium directly to the district. It is the responsibility of the employee to make such arrangements with payroll as necessary to ensure that payment is made prior to the month in which the premium is due. In addition to the above terms of this section, employees shall be provided without cost all other non-medical PAK A benefits outlined in Section C of this Article.

- E. Eligibility Rule 587E: HESPA employees hired prior to January 1, 2003 who are regularly scheduled to work fewer than twenty-five (25) hours per week in their primary job function shall be provided \$10,000 negotiated MESSA Term Life Insurance/AD&D at no cost to the employee.

Additionally, the employee may elect, upon completion of a payroll deduction authorization form which authorizes the district to deduct one hundred percent (100%) of the premium cost from the employee's salary, non-PAK medical MESSA Choices II \$500/1000, \$20/25/50 OV/UC/ER, Saver RX once per year at open enrollment only. An employee may add said Choices II non-PAK medical plan at times other than open enrollment only if an employee experiences a MESSA qualifying event, such as loss of health insurance through a spouse. Proof of such qualifying event will be required.

Important: Employees who do not have sufficient funds through payroll deduction to cover the required premium cost shall be responsible for paying the premium directly to the district. It is the responsibility of the employee to make such arrangements with the district as necessary to ensure that payment is made prior to the first of each month in which the premium is due.

- F. Eligibility Rule 587F: HESPA employees hired after January 1, 2003 and working less than thirty-six and one quarter (36.25) hours shall be provided \$10,000 MESSA Negotiated Term Life insurance /AD&D at no cost to the employee.
- G. Optional MESSA coverages and MEA-FS options shall be available at the Employee's expense through payroll deduction during the open enrollment period.
- H. All insurance commences upon and is subject to the approval of the carrier.
- I. Members of the bargaining unit with an approved unpaid leave of absence may have their insurance premiums (subject to language in section B) paid according to the following schedule:
- Three (3) months to two (2) years seniority - Employer pays one (1) month
  - Over two (2) years seniority - Employer pays two (2) months
  - Over three (3) years seniority - Employer pays three (3) months
  - Employee is responsible for his/her contribution above cap, payable by the first of the month

- J. In the event an Employee is terminated, resigns, is on a non-medical unpaid leave or is laid off during the school year, the insurance shall be continued until the Employee has received the pro-rata portion of the twelve (12) month insurance year earned at the time of the termination or layoff. An employee hired after the first required work day of the school year shall be entitled to the above-mentioned benefits subject to the insurance company's underwriting guidelines.
- K. Employees receiving fringe benefits fully or partially paid by the Employer as of the date of ratification of this contract shall be grandparented. For purposes of this article, a grandparented employee shall continue to be entitled to the same partial or full fringe benefit so long as she/he continues to work in an assignment having the same or greater number of hours in the primary job function.

#### 403 B ANNUITY

The Board and the Association recognize the importance of each employee pursuing an active retirement savings program and in the availability of sound investment alternatives to assist them in achieving their retirement savings goals. The parties agree that MEA Financial Services shall be named as one of the vendors under the District's 403(b) plan as appropriate under IRS regulations and subject to the same terms and conditions applicable to other approved investment providers under the District's 403(b) plan.

The Board agrees that, to the extent that it chooses to contract with a third party to perform support services in administering the District's 403(b) plan, bargaining unit members will not be assessed any fee for such services. Bargaining unit members will, however, be responsible for any costs or fees assessed by an investment provider and/or investment sales agent in connection with an investment selected by the bargaining unit member under the 403(b) plan.

All bargaining unit members shall be eligible to participate in the District's 403(b) plan. The District shall adopt and maintain any 403(b) plan applicable to bargaining unit members in compliance with all applicable Internal Revenue Code requirements.

#### ARTICLE 14 VACATIONS

- A. All twelve- (12) month employees are eligible for vacation with pay after six (6) months employment with the Employer, according to Schedule II. Scheduled part-time employees will receive prorated vacation time. Vacation with pay may be taken (after the initial six (6) months) after it has been earned and with the approval of the immediate supervisor. Vacation days and/or fractions of days are earned on a month-worked basis in accordance with Schedule II. Example: Twelve- (12) month employee - one (1) year through five (5) years - ten (10) days per year earned at the rate of ten-twelfths (10/12) day per month.
- B. In the event that the employee and the supervisor agree that all vacation earned in a given fiscal year cannot be taken, then a plan to exhaust the unused vacation time must be made by the employee and the supervisor. In no case may unused vacation time be carried over beyond December 31 of the next fiscal year.
- C. Holidays occurring during the vacation period shall not be charged against the vacation allowance.

- D. Upon resignation, termination of service, or transfer to a position requiring fewer working hours or weeks of employment, employees shall receive any unused vacation allowance at the rate of pay received by them at the time the allowance is earned.
- E. When employees in the Secretarial, Job Placement and Technology Divisions reach any anniversary date for which an additional vacation day is to be awarded, the employee will contact Personnel in writing to be credited with the additional vacation day(s) earned.
- F. Unpaid Personal Leave - With the prior approval of her/his supervisor, an employee having up to five (5) years of service in the bargaining unit may take up to five (5) consecutive unpaid days to be used as vacation or personal leave in any year. An employee having more than five (5) years of service may be granted up to ten (10) days leave without pay in a given year upon approval by the supervisor.

SCHEDULE II

VACATION ALLOWANCE (SECRETARIES/JOB PLACEMENT COORDINATOR/PRINT SHOP  
TECHNICIANS/SYSTEMS ANALYST/COMPUTER-NETWORK TECHNICIANS/APPLICATION  
SPECIALIST)

<u>Years of Seniority</u>	<u>12-Month Employee</u>	<u>11-Month Employee</u>	<u>Current 10-Month Employee*</u>
1 year thru 5 years	10 days (80 hrs x base pay)	9 days (72 hrs x base pay)	8 days (64 hrs x base pay)
After 5 years	11 days (88 hrs x base pay)	10 days (80 hrs x base pay)	9 days (72 hrs x base pay)
After 6 years	12 days (96 hrs x base pay)	11 days (88 hrs x base pay)	10 days (80 hrs x base pay)
After 7 years	13 days (104 hrs x base pay)	12 days (96 hrs x base pay)	11 days (88 hrs x base pay)
After 8 years	14 days (112 hrs x base pay)	13 days (104 hrs x base pay)	12 days (96 hrs x base pay)
After 9 years	15 days (120 hrs x base pay)	14 days (112 hrs x base pay)	13 days (104 hrs x base pay)
After 10 years	20 days (160 hrs x base pay)	15 days (120 hrs x base pay)	

\* TEN-MONTH SECRETARIES HIRED ON OR BEFORE October 10, 1994.

TEN-MONTH SECRETARIES HIRED AFTER October 10, 1994, SHALL BE ENTITLED TO:

- 2 vacation days after two years of service
- 3 vacation days after four years of service
- 4 vacation days after five years of service



5 vacation days after seven years of service  
6 vacation days after nine years of service  
7 vacation days after ten years of service

ARTICLE 15  
GRIEVANCE PROCEDURE

A. The purpose of the following grievance procedure is to provide a method for equitable settlement at the lowest possible administrative level of those issues which may arise from time to time concerning the wages, hours and working conditions of employees under this Agreement.

B. Definitions

1. A "grievance" is a complaint regarding any alleged violation, misinterpretation or misapplication of any provision of this Agreement or any existing rule, order or regulation of the Employer relating to wages, hours or conditions of employment.
2. A "grievant" is any employee, group of employees or the Association who shall present a grievance under this procedure.
3. The term "days" when used in this Article shall mean Monday through and including Friday exclusive of 1) holidays as recognized in this agreement, 2) Thanksgiving, Christmas, Mid-Winter and Spring break periods.

C. Procedure--Any employee, group of employees or the Association, in its representative capacity, believing that the basis for a grievance exists as to any particular matter, shall follow the procedure as listed below:

Step 1. The grievant shall attempt to resolve any grievance by informal conference or discussion with the appropriate supervisor or administrator.

The informal conference must be initiated within seven (7) days of the occurrence complained of, or within seven (7) days of the date when said occurrence should reasonably have been known. Failure to initiate such a conference within the time limit specified shall constitute waiver of such grievance.

Step 2. In the event the grievance is not resolved at Step 1, or if no decision has been rendered in five (5) days after presentation of the grievance, the grievant shall reduce the grievance to writing on the approved grievance form, submitting the grievance to the particular supervisor or administrator involved within ten (10) days after the informal conference in Step 1. above. An appropriate form for filing and processing grievances shall be as agreed upon between the parties hereto and such forms shall be deposited with the Association.

Step 3. The supervisor or administrator shall either resolve the matter or answer the grievant and Association in writing within five (5) days. The grievant shall either accept or reject the position stated by the supervisor or administrator within five (5) days and shall communicate such information in writing to the Superintendent or his/her designee.

The processing of any grievance pertaining to general Employer-wide policies, rules, regulations or administrative directives may be subject to the following procedure in lieu of that specified above at Step 3.

Within five (5) days after such a grievance has been processed through Step 2, the Association may, upon written notice to the Superintendent or his/her designee, cause the grievance to be processed directly at Step 4.

During the period of time involved in this step of the grievance procedure, the grievant and the supervisor or administrator are encouraged to continue informal discussion to seek solutions.

Step 4. In the event the grievance is not resolved at Step 3, or at the option of the Association, as described above, it may be referred to the Superintendent or his/her designee. Individual grievances not meeting the description above may be referred to the Superintendent or his/her designee within five (5) days after rejection at Step 3, or if no Step 3 answer is received within the time limits. At this step the grievant and the Superintendent or his/her designee shall meet to seek settlement and resolution of the grievance. This step shall not continue for longer than twenty-one (21) days.

Within five (5) days after the grievance is submitted to the Superintendent or his/her designee, the Association shall contact the Superintendent or his/her designee and establish a time that is mutually acceptable to both parties. If the parties do not agree upon an acceptable time, the Association will process the grievance at Step 5. Failure to do so within fifteen (15) days terminates the grievance.

#### Step 5. Arbitration Proceedings

If the Association is not satisfied with the disposition of the grievance at Step 4, or if no disposition has been made within the period above provided, the Association may then submit the grievance to arbitration within forty-five (45) days by written notice to the Employer. If the parties cannot mutually agree as to the arbitrator within five (5) days from the notification date that arbitration will be pursued, a Demand for Arbitration form shall be filed with the American Arbitration Association and the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding. The fees and expenses of the arbitrator shall be shared equally by the parties.

#### D. Miscellaneous

1. In addition to the above methods of settlement of grievances, any other alternative methods may be used which are mutually agreed upon between the parties.
2. Failure at any step of this procedure to communicate the decision of the grievance within the specific time limit shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal the grievance to the next step within the specific time limit shall be deemed to be in acceptance of the decision rendered at that previous step.
3. The Association shall be represented by not more than three (3) employee members in any contact with the Employer. The Association may elect to have present at any discussion or grievance conference described in this Article, a representative of MEA or the Association.
4. When the grievance is settled at any time after it has originally been reduced to writing, the parties shall have five (5) days to conclude a written settlement on the grievance form. One (1) copy will be given to the Superintendent or his/her designee and two (2) copies will be given to the Association.

5. Any individual employee, acting as a grievant, may be represented at any stage of this grievance procedure by a person of his/her own choosing. When an individual grievant is not represented by the Association, the Association shall be given an opportunity to be present at any adjustment of such grievance. Only the Association may process a grievance to arbitration.
6. In the event that a supervisor or administrator is unavailable for the purpose of processing a grievance, the Superintendent or his/her designee, upon written request of the Association, shall, in writing, appoint a substitute to act at appropriate steps on this grievance procedure. Appropriate time limitation shall commence upon notification by the Superintendent or his/her designee.
7. Grievances arising under this Article shall be processed during non-work hours unless otherwise mutually agreeable.
8. No grievance shall be initiated by or on behalf of any employee after the effective date of the employee's termination.
9. The arbitrator who sustains any grievance is empowered to fashion an appropriate award.

E. Limitations Upon Arbitrator's Authority

The powers of the arbitrator are subject to the following limitations:

1. The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
2. The arbitrator shall not allow the board or the Association to assert in such arbitration proceeding any ground, or to rely on any ground, or to rely on any evidence not previously disclosed to the other party.
3. The arbitrator shall have no power to interpret state or federal law unless it is necessary to do so in order to determine whether a grievance is arbitrable. An arbitrator does have authority to interpret provisions of this Agreement which reiterate law.
4. The arbitrator shall not have the power to hear a grievance which was not filed or appealed in accordance with the contractual time limits.
5. The arbitrator shall not be allowed to hear a grievance which challenges the demotion or discharge of a probationary employee within the first three (3) months of employment unless the employee had not been formally evaluated during the probationary period; or the demotion or discharge of a probationary employee who has been employed more than three (3) months unless the employee had not been formally evaluated at least thirty (30) days prior to said demotion or discharge.
6. In the event that an arbitration is scheduled during regular working hours, employees called as witnesses to such proceeding shall be released from duty without loss of pay.

ARTICLE 16  
MISCELLANEOUS

- A. This Agreement shall supersede any rules, regulations or practice of the Employer which shall be contrary to or inconsistent with its terms.
- B. The Board may require professional development for aides as needed. The District will notify staff prior to the end of the school year of training to be held within two weeks prior to the beginning of the following school year. Staff required to attend will be paid normal hourly rate.
- C. Each employee, upon request by the Employer, shall submit to a general physical examination by a physician designated by the Employer. The cost of such examination shall be borne by the Employer. The cost of required pre-employment physicals and finger printing is borne by the employee, as a condition of employment. When the new employee's initial assignment consists of four (4) hours per day or less (or twenty [20] hours per week or less), and that employee has incurred actual, documented cost for the pre-employment physical exam, then the district shall reimburse the employee her/his cost, not to exceed one hundred dollars (\$100) as follows:
- Pre-employment physical
    - Up to fifty dollars (\$50) shall be reimbursed after six (6) months of active employment. The balance, not to exceed an additional fifty dollars (\$50) shall be paid upon the employee's completion of one (1) year of active employment.
  - Fingerprinting
    - Up to one half (1/2) of the cost shall be reimbursed after six (6) months of active employment. The balance shall be paid upon the employee's completion of one (1) year of employment.
- D. The parties recognize the importance of protecting confidential information concerning students.
- E. An employee shall not discuss collective bargaining of the Association or grievance matters with students during the course of his/her employment. Any agent of the employer shall not discuss collective bargaining, the MERC election process, the impact of accretion, etc. with the employees in such a manner as to constitute an unfair labor practice.
- F. There shall be no change in the policy established in August of 1983 covering entitlement of food service employees to lunch, without prior consultation with the Association.
- G. Access to a copy of this Agreement shall be provided at the expense of the Employer and presented to all employees now employed or hereafter employed by the Employer.
- H. Employees may be expected to supervise students at their work location at times, but shall not be required to discipline them. Nor will employees be required to contact the student's parent/guardian for disciplinary or behavior reasons.
- I. Bargaining unit members shall have a method of reporting incidents and conditions that endanger their health, safety, or well-being.
- J. Employees shall not be required to perform the duties of absent certified staff members except as the result of a legitimate reason(s) which necessitate the absence of the certified staff member. In the event that an activity requires the presence of a certified staff member during the employee's work day, the

employee shall receive compensatory time for the time spent beyond thirty (30) consecutive minutes supervising the students of the absent certified staff member (excluding teaching outside of regular assignment, i.e. team teaching).

- K. The duties of some members of the bargaining unit require, by their very nature, the supervision of students in the absence of certified staff members. These include lunchroom and playground aides, computer lab paraprofessionals and Title I aides. Staff whose duties would not typically include the supervision of students, but who are required nonetheless to perform such supervision, and who object, should do at least the following:
  - 1. Advise the administrator in charge of the concern, and seek a mutually agreeable resolution, or
  - 2. In the event that Step 1 does not resolve the problem to the satisfaction of the employee, she/he shall request a formal meeting with association and administrative representatives
- L. The private and personal life of any employee is not within the appropriate concern or attention of the district as long as it does not interfere with the satisfactory performance of school duties.

The Employer agrees to develop an employee assistance plan to address the problems posed by the illnesses of alcohol and drug abuse. The plan shall suggest steps to be taken by employees with such problems. Employee participation in the plan will not in and of itself jeopardize job security.

- M. A substitute pool for HESPA, modeled after the teacher substitute pool, will be established. The internal subbing process will remain intact and the substitute pool will be used for securing external subs.
- N. An Emergency Manager appoint by law may reject, modify, or terminate this Agreement as provided by the Local Financial Stability and Choice Act (2012 Public Act 436).

ARTICLE 17  
JOINT COMMITTEE

- A. The Employer agrees to establish a joint committee with the Association to meet during the school year to discuss problems of mutual concern.
- B. Meetings of the joint committee may be called by either party by the serving of written notice upon the other party at least forty-eight (48) hours in advance of the time of the requested meeting, or at such other times as the members of the joint committee consider necessary and are established in advance. Exceptions to the forty-eight (48) hour notice may be made if members of the joint committee whose presence is necessary are temporarily unavailable.
- C. The parties agree to establish a problem-solving committee which shall be set up as a five (5) member committee. Membership on this committee shall include two (2) Association representatives selected by the president of the Association, two (2) administration representatives selected by the Employer. None of the individual representatives to the committee shall be directly involved in the problem to be resolved.
- D. The committee shall convene within seven (7) calendar days following a request of the grievance chair for the Association and/or the Deputy Superintendent for Labor Relations and Personnel for the Employer. The seven- (7) day period may be extended by mutual consent.

ARTICLE 18  
LEAST RESTRICTIVE ENVIRONMENT/MEDICALLY FRAGILE

1. Application of this section shall apply to identified special education students in the following categories: SMI, SXI, TMI, POHI, autistic and medically fragile students.
2. If an employee has a reasonable basis to believe that a handicapped student's current Individual Education Plan (IEP) is not meeting the student's unique needs as required by law, the employee will advise his/her principal of that opinion in writing.
3. On a case-by-case basis, the Employer will determine what training and other support should be provided to an employee who will be providing services to a handicapped student. If an employee disagrees with the Employer-determined training and support, the employee may appeal to a committee composed of two (2) employees selected by the Association and two (2) administrators selected by the Employer. The committee shall invite a fifth (5th) person to participate with the committee. The fifth person invited would be the superintendent of the Livingston Education Services Agency (LESA) or that person's designee. The committee, by majority vote, shall determine the appropriate training and/or support services.
4. The Employer shall determine the need for an employee who will be providing instructional or other services to a handicapped student to participate in the IEPC which may initially place (or continue the placement of) the student in a regular education classroom. The Employer shall provide release time in the event the Employer directs or authorizes an employee to attend an IEPC which is scheduled during the time the employee is assigned to work. In the event the Employer directs or authorizes training outside regular working hours, the employee shall be in a paid status, not to exceed eight (8) hours in any given day. With prior notice the employee's regular hours may be adjusted for this purpose.
5. The parties agree to meet and confer on the operation of this section and upon formal request of either party, the other party agrees to enter into negotiations on specific issues related to implementation of this section.

ARTICLE 19  
NO STRIKE CLAUSE

- A. The Association agrees that during the term of this Master Agreement neither it nor the employees shall authorize, sanction, condone, engage in or acquiesce in any strike as defined in the Michigan Public Employment Relations Act, MCL 423.201, *et seq.* Strike shall also be defined to include slowdowns, stoppages, sit-ins, picketing, boycotts, work stoppage of any kind, the concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions, compensation or the rights, privileges or obligations of employment, and any other connected or concerted activities having the effect of interrupting work or interference of any kind whatsoever with the operation of any of the facilities of the Employer.
- B. Any employee(s) violating this Article may be subject to disciplinary action with recourse to the grievance procedure.

- C. The Association agrees that it will neither take nor threaten to take any reprisals, directly or indirectly, against any supervisory or administrative personnel or board members of the Employer regarding the administration of this contract or any grievance filed thereunder.
- D. In the event of any such violation of this Article, the Association shall endeavor to return the employees to work as expediently and quickly as possible by:
  - 1. The Association will take prompt, affirmative action to prevent strikes and picketing or any other action as described above by notifying the employees and public that the Association disavows their actions.
  - 2. Deliver immediately to the Employer a notice addressed to all employees repudiating such acts of the employees and ordering them to cease such acts and return to work; and
  - 3. Taking such other action which it deems reasonable and appropriate to bring about compliance with the terms of this Agreement.
- E. No lock-out of employees shall be instituted by the Employer during the terms of this Agreement.

ARTICLE 20  
SEVERABILITY

If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In such event the subject matter shall be negotiated by the parties for the purpose of reaching appropriate legal language.

ARTICLE 21  
ENTIRE AGREEMENT CLAUSE

This Agreement supersedes and cancels all previous Agreements, verbal or written or based on alleged Employer practices, between the Employer and the Association or any employee and constitutes the entire agreement between the parties covering employees within the bargaining unit. Any amendment or agreement supplemental hereto shall not be binding on either party unless executed in writing by the parties hereto.

ARTICLE 22  
WAIVER CLAUSE

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



ARTICLE 23  
RED CIRCLE

Notwithstanding the wage rates and vacation allowances contained herein under Schedules I and II, the Employer and the Association acknowledge that certain employees are receiving compensation and other considerations that are greater than those received by other employees in the same or similar classifications. The parties agree that it is not the intent of either party to cause these employees to suffer the loss of pay, hours, benefits or other considerations as a result of the negotiations that resulted in this Agreement. However, whenever one of these employees leaves the employ of the Employer or accepts another position with the Employer in a position or classification different from the one he/she presently occupies, the Employer may fill the vacated position with an employee who will receive the rate of pay and vacation allowance and other benefits and considerations only as provided in this Agreement.

The following individuals are red-circled as follows:

Kim Hunsanger - eligible for co-pay insurance as long as she remains in her current position regardless of the position's posted hours

Lorraine Pelky - Added only to the extent that she be able to continue her insurance benefits on the partial-contribution basis that she enjoyed as of June 8, 2009.

Compensation to be at fifteen cents (\$.15) per hour over regular wage rate for all time worked as an aide but excluding substitute assignments.

Darlene Smith  
Laura Rumohr  
Kathy Switzer

Salary Schedule  
2017-19

		Year 1	Year 2	Year 3	
A	FOOD SERVICE				
	1	Head School Manager	\$13.70	\$14.90	\$16.09
		Breakfast Manager	\$13.69	\$14.89	\$16.08
	2	Cook Manager (Secondary)	\$12.95	\$14.05	\$15.17
		Breakfast Manager	\$12.94	\$14.04	\$15.16
	3	Kitchen Manager (Elementary)	\$12.20	\$13.27	\$14.31
		Breakfast Manager	\$12.19	\$13.26	\$14.30
	4	Cook	\$12.20	\$13.27	\$14.31
	5	Baker	\$12.20	\$13.27	\$14.31
	6	Food Service Assistant	\$10.41	\$11.29	\$12.15
	7	Breakfast Helper	\$10.41	\$11.29	\$12.15
B	AIDES/PARAPROFESSIONALS				
	1	Orthopedic Aide	\$12.70	\$13.80	\$14.91
	2	Special Needs (EI, EMI, POHI, LD and LRE)	\$11.80	\$12.81	\$13.81
	3	Instructional Assistants	\$12.48	\$13.50	\$14.50
	4	General Aide	\$10.16	\$11.05	\$11.93
	5	In-School Suspension	\$15.77	\$16.69	\$17.61
	6	Copy Clerk	\$10.65	\$11.54	\$12.40
	7	Technician Mentors	\$15.29	\$16.63	\$18.01
	8	Begindergarden (BK) Aide	\$11.25	\$12.20	\$13.14
C	HALL MONITORS		\$11.32	\$12.26	\$13.23
D	SECRETARIES				
	1	Accounting Supervisor	\$17.91	\$19.42	\$20.91
	2	PC App. Specialist/Registrar	\$17.43	\$18.90	\$20.33
	3	Financial Assistant	\$16.27	\$17.60	\$18.94
	4	Central Office Secretary	\$16.08	\$17.40	\$18.71
	5	Executive Secretary - Curriculum/Staff Development	\$19.65	\$21.20	\$22.77
	6	Print Shop Technician	\$15.47	\$16.74	\$18.02
	7	Building Secretary	\$15.52	\$16.76	\$17.98
	8	Bookkeeper/Secretary	\$16.02	\$17.23	\$18.49
	9	Secretary/Library Services Coordinator	\$15.44	\$16.69	\$17.89
	10	Clerk	\$14.44	\$15.68	\$16.86
E	JOB PLACEMENT		\$17.46	\$18.99	\$20.54
F	TECHNOLOGY				
	1	System Analyst	\$16.54	\$18.01	\$19.47
	2	Comp/Network Tech/Data Res.	\$22.57	\$24.56	\$26.56
	3	Computer Lab Paraprofessional**	\$11.87	\$12.88	\$13.89

The above 2017-19 Salary Schedule is increased 1.5% from the 2016-17 Salary Schedule.

A uniform allowance of \$100, prorated monthly, shall be provided to each employee required to wear a uniform. New hires will be provided three (3) tops and three (3) aprons the first year. In subsequent years, employees may opt for any three (3) items, except, however, that the employee, with the approval of the supervisor, may opt to receive cash in lieu of the shirt. Food service employees who opt for cash-in-lieu of shirts will receive the cash payment no later than the first pay in October.

\*\*Computer Lab Paraprofessionals receive an annual stipend of \$500.

Note: A stipend of \$250 will be paid each semester to the Food Service Sub Caller for sub calling outside her/his scheduled hours if needed and as authorized by Administration prior to each semester.

Longevity Schedule:

After 10 years of service	\$100
After 15 years of service	\$150
After 20 years of service	\$200
After 25 years of service	\$250

Years of service are counted as full years as of June 30<sup>th</sup> each year and payment will be made in one lump sum the following November.

Except as otherwise provided, the provisions of this Agreement shall be effective on date of ratification by the Board and shall continue in full force and effect until June 30, 2019.

IN WITNESS HEREOF, the parties hereunto set their hands and seals this date as listed.

HOWELL PUBLIC SCHOOLS  
BOARD OF EDUCATION

*Michael E. Yenshaw*

Michael Yenshaw, President

*Brent T. Earl*

Brent Earl, Secretary

10-9-17

Date

HOWELL EDUCATIONAL SUPPORT  
PERSONNEL ASSOCIATION

*Terri Vaughn*

Terri Vaughn, President

*Ellen Oldford*

Ellen Oldford, Vice President

9-28-17

Date

**HOWELL PUBLIC SCHOOLS**  
**HOWELL EDUCATIONAL SUPPORT PERSONNEL EVALUATION**  
**(SECRETARIAL & CLERICAL EVALUATION)**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

The supervisor will evaluate and rate the employee on the job he/she is currently performing according to the following performance standards. Any rating that needs improvement must be accompanied by specific comments and an improvement plan.

**Ratings:**

- 1 Above Expectations
- 2 Meets Expectations
- 3 Needs Improvement
- NA Not Applicable

**Competency 1: Job Performance**

INDICATOR	1	2	3	NA
1. <u>Organizing &amp; Handling Office</u> : How systematically and efficiently the employee plans and organizes work; schedules work with proper sense of priorities, etc.				
2. <u>Computer Usage</u> : How proficient employee produces computer assignments using various programs that are job related to produce a quality product for intended purpose (i.e., word processing, database, reports, etc.).				
3. <u>Handling Correspondence</u> : Quality of employee's performance with respect to such things as screening incoming correspondence, preparing letters, seeing that work is handled promptly, maintaining mailing files, classifying and filing correspondence.				
4. <u>Handling Schedules &amp; Arrangements</u> : How accurately employee keeps records of schedules, appointments, meetings, etc., whether these are followed up with sufficient advance notice, etc.				
5. <u>Handling Relations With Others</u> : How effectively employee handles relations with others; how well he/she handles office contacts; answers requests; furnishes information; keeps supervisor informed regarding status of work & contacts; relates to the general public, etc.				

6. <u>Functional Knowledge of First Aid</u> : Ability of employee to render first aid and ability to relate well to sick children.				
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**Competency 2: Personal Characteristics**

INDICATOR	1	2	3	NA
7. <u>Dependability</u> : Employee's judgment, trustworthiness, loyalty displayed in carrying out job assignments. Attendance and tardiness are not a problem.				
8. <u>Ability to Express Self</u> : Employee's proficiency in handling both oral and written communications.				
9. <u>Ability to Carry Out Responsibility</u> : Employee's ability to get things done; how well he/she plans; organizes; carries out work assignments; ability to handle emergencies.				
10. <u>Interest in Job</u> : Employee's initiative shown in carrying our work assignments, willingness to accept work.				
11. <u>Pride in Work</u> : Employee displays proper concern for quality & accuracy of completed work.				

**Total Score** \_\_\_\_\_

<p><b>SUMMARY</b></p> <p>A. Comments by Evaluator:</p>          
<p>B. Comments by Employee:</p>          

IMPROVEMENT PLAN (If Applicable):

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**HOWELL PUBLIC SCHOOLS**  
**HOWELL EDUCATIONAL SUPPORT PERSONNEL EVALUATION**  
**(GENERAL AIDE/SPECIAL NEEDS PARAPROFESSIONAL EVALUATION)**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

The supervisor will evaluate and rate the employee on the job he/she is currently performing according to the following performance standards. Any rating that needs improvement must be accompanied by specific comments and an improvement plan.

**Ratings:**

- 1 Above Expectations
- 2 Meets Expectations
- 3 Needs Improvement
- NA Not Applicable

**Competency 1: RELATIONSHIPS WITH STUDENTS**

INDICATOR	1	2	3	NA
1. Seeks out information that will lead to an understanding of each student's present level of growth (physical, cognitive, emotional).				
2. Uses vocabulary appropriate to the student's age and understanding of the task.				
3. Communicates an acceptance of each individual student.				
4. Maintains a neutral attitude and voice, (i.e., physical contact (or lack of)) when carrying out a behavioral management program.				
5. Knows and uses an individual student's system of reinforcement, (i.e., physical contact or lack of).				
6. Maintains a neutral attitude when carrying out a behavioral management program.				
7. Communicates an acceptance of the student in nonverbal ways when in his/her presence (facial expression, body movements, etc.).				
8. Communicates an acceptance of the student in conversation with other staff members.				
9. Is the employee pro-active, offering suggestions for improvement in area of responsibility to the supervisor?				

**Competency 2: Assigned Instruction**

INDICATOR	1	2	3	NA
10. Accepts responsibility for tasks assigned.				
11. Takes initiative should a crisis arise.				
12. Participates in student and program planning.				
13. Implements teacher-approved instruction according to verbal and/or written directions.				



14. Asks for suggestions or help when unsure as to how to handle a particular student or instructional responsibility.				
15. Delivers individual instruction within small group, if assigned.				
16. Accepts guidance and direction to fulfill responsibilities.				

**Competency 3: Staff Relationships**

INDICATOR	1	2	3	NA
17. Follows appropriate channels when problems or crises arise.				
18. Maintains the confidentiality necessary for sustaining supportive relationships; within the classroom within the total school staff.				

**Competency 4: Work Schedule/Administrator Input**

INDICATOR	1	2	3	NA
19. Is in attendance at scheduled work days and/or training sessions.				
20. Adheres to scheduled working hours.				
21. Gives adequate notice of absence or late arrival on workdays as required.				
22. Maintains positive working relationships with others.				

**Total Score** \_\_\_\_\_

<p><b>SUMMARY</b></p> <p>A. Comments by Evaluator:</p>
<p>B. Comments by Employee:</p>
<p><b>IMPROVEMENT PLAN:</b></p>

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**HOWELL PUBLIC SCHOOLS**  
**HOWELL EDUCATIONAL SUPPORT PERSONNEL EVALUATION**  
**(FOOD SERVICE EVALUATION)**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

The supervisor will evaluate and rate the employee on the job he/she is currently performing according to the following performance standards. Any rating that needs improvement must be accompanied by specific comments and an improvement plan.

**Ratings:**

- 1 Above Expectations
- 2 Meets Expectations
- 3 Needs Improvement
- NA Not Applicable

**Competency 1: Food Production**

INDICATOR	1	2	3	NA
1. Prepares and serves food in accordance with health and sanitation				
2. Prepare attractive, appetizing and nutritious meals for students and staff				
3. Demonstrates an understanding of serving sizes to meet the USDA requirements with regard to the ages of the School Meal Pattern				
4. During meal service periods the supply of food offered is replenished				
5. Makes sure the serving area is clear of clutter, papers and is attractive				

**Competency 2: Safety and Sanitation**

INDICATOR	1	2	3	NA
6. Stores all food products to assure freshness and safety. FIFO				
7. Clean and sanitize kitchen & work areas daily utilizing all sanitary guidelines				
8. Maintains the highest standards of safety and cleanliness in the kitchen; cleans equipment, utensils and appliances on a regular basis				
9. Comes to work with clean clothes, apron and hygiene, follows dress code policy				

**Competency 3: Record Keeping**

INDICATOR	1	2	3	NA
10. Orders only what is needed, checks in orders to make sure they are accurate				
11. If cashiering, records all school lunch monetary transactions and checks, drawer balances				

12. Follows job description				
13. Completes daily production record accurately and timely				

**Competency 4: Dependability and Attitude**

INDICATOR	1	2	3	NA
14. Is courteous and friendly to all staff and students				
15. Maintains a cooperative attitude, respect and good relations with Director, Manager and co-workers				
16. Finishes all work on time, uses time efficiently				
17. Reports to work on time and time missed is minimal				
18. Helps promote program through promotions, and positive attitude				

**Total Score \_\_\_\_\_**

<b>SUMMARY</b>	
A. Comments by Evaluator:	
B. Comments by Employee:	
<b>IMPROVEMENT PLAN:</b>	
_____ Food Service Director's Signature	_____ Title
_____ Employee's Signature	_____ Date