

## **PREAMBLE**

This Agreement is entered into on the **FIFTEENTH (15<sup>TH</sup>) DAY OF MAY OF 2007**, by and between the Board of Education of the Southfield Public Schools and the Southfield Michigan Educational Support Personnel Association, hereinafter referred to as "Association."

## **PURPOSE AND INTENT**

It is agreed by all parties that providing a high quality education for the children of the Southfield Public Schools is the paramount aim of this school district. The Board, administrative staff, and the Association employees have definite responsibilities in providing such services and education, we hereby declare:

WHEREAS, Southfield Michigan Educational Support Personnel Association was selected as the duly authorized bargaining agent by virtue of an election by employees in the unit, as defined in the "recognition" paragraph of this agreement, conducted by the Michigan Employment Relations Commission of the State of Michigan on May 1, 1981: and

WHEREAS, the Board and Association have a statutory obligation to bargain one with the other, as representatives of the public and members of the bargaining unit, with respect to hours, wages, terms and conditions of employment; and

WHEREAS, the parties, following extended and deliberate negotiations, have reached certain understandings, which they desire to put into the form of an agreement: and

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

**ARTICLE I  
RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Section II of Act 336, Public Acts of 1947 as amended, for the following unit:
- B. The members of the unit represented by the Association include: bus drivers, mechanics, custodians, regular substitute custodians, Custodial Coordinators and head custodians, utility, central stores, food service, maintenance, teacher assistants, bus assistants, hall monitors, security specialists, paraprofessionals, media technicians, site technicians, dispatcher, dispatcher assistant, and regular substitute drivers, noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care financial program aides, cafeteria helpers and assistants, and Bussey enrichment employees. Secretaries, accountants, substitutes, graphic services, data processing employees, and supervisors of: transportation, custodians, central stores, maintenance and cafeterias, and any other supervisor(s) are excluded, as defined by Act 336 Public Acts of 1965.
- C. The term "employee" when used herein shall refer to employees included in the unit for bargaining as set forth in this Agreement. The term "Board" or "employer" when used herein shall refer to the Board of Education. The Superintendent, and other central office administrators, principals, assistant principals, and all other supervisory personnel are considered agents of the Board within the meaning of Act 379.
- D. The Board agrees not to aid, promote or finance any labor group or organization which purports to engage in collective bargaining for the employees as defined in C above or to make any agreement with any such group for the purpose of undermining the Association.

**ARTICLE II  
AGENCY SHOP**

- A. Employees covered by this Agreement shall maintain membership in the Association during the term of the Agreement or pay a service fee to the Association.
- B. Employees who do not wish to be members of the Association shall sign and deliver to the Board written authorization for the deduction of a service charge constituting no more than the total dues payable by members that being the amount of money equal to the Association's cost for administration of the collective bargaining Agreement.
- C. **EFFECTIVE MAY 15, 2007, THE PARTIES AGREE TO THE FOLLOWING TERMS AND PROCEDURES IN CONNECTION WITH PERCENTAGE DUES:**
1. **THE SOUTHFIELD BOARD OF EDUCATION ANNUALLY SHALL PROVIDE THE ASSOCIATION WITH A COMPLETE LIST OF BARGAINING UNIT MEMBERS, EACH MEMBER'S POSITION REQUISITION OR A PRINTOUT INCLUDING INFORMATION FROM EACH MEMBER'S REQUISITION THAT INCLUDES EACH EMPLOYEE'S JOB/ASSIGNMENT TITLE AND ROUTINELY SCHEDULED WORKING HOURS EXCLUDING HOURS FOR EXTRA OR CO-CURRICULAR DUTIES, OVERTIME AND/OR HOURS RESULTING FROM SPECIAL ASSIGNED PROJECTS BEYOND THE WORK HOURS ATTRIBUTABLE TO EACH MEMBER'S POSITION, AND THE EMPLOYEE'S HOURLY WAGE RATE FOR THE CONCLUDING SCHOOL YEAR.**
  2. **THE BOARD AGREES TO SUPPLY THE ASSOCIATION THE LISTS AND RECORDS INDENTIFIED IN ITEM 1 ABOVE BY NOT LATER THAN JULY 5 OF EACH YEAR.**
  3. **THE ASSOCIATION AGREES TO PROCESS THE EMPLOYEE INFORMATION IN A TIMELY MANNER BY APPLYING THE APPROPRIATE MEA PERCENTAGE DUES FORMULA AND RETURN TO THE SCHOOL DISTRICT NO LATER THAN AUGUST 15, A LISTING OF ALL UNIT MEMBERS AND THE SPECIFIC DUES AMOUNT TO BE DEDUCTED IN ACCORDANCE WITH THE PAYROLL DEDUCTION SCHEDULE FOR DUES.**
  4. **THE BOARD AGREES TO SUPPLY THIS SAME INFORMATION REGARDING ALL NEW HIRES IN THE UNIT WITHIN TWO WEEKS OF INITIAL EMPLOYMENT. THE ASSOCIATION AGREES TO RETURN TO THE DISTRICT THE SPECIFIC DUES AMOUNT TO BE PAYROLL DEDUCTED WITHIN TWO WEEKS OF RECEIPT OF THE NEW HIRE INFORMATION FROM THE DISTRICT.**

The Board shall deduct dues, service charges, assessments, and/or contributions from any employee from whom they have written authorization.

- D. The authorized deduction of dues, service charges, assessments, and/or contributions shall be made from a regular paycheck each month from September to June of each school year.

The Board agrees to remit to the Association all monies so deducted, accompanied by a list of employees from whom deductions have been made, within twenty (20) calendar days. In cases when a deduction is made that duplicates a payment that an employee has already made to the Association, or in any other situation where a refund is demanded, said refunds are not the responsibility of the Board.

- E. Each bargaining unit member shall, as a condition of employment, (1) on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Association/Union, or (2) pay a service fee to the Association, pursuant to the Association's "policy regarding objections to political-ideological expenditures" and the administrative procedures adopted pursuant to that policy. The service fee shall not exceed the amount of Association dues collected from Association members. The bargaining unit member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such service fee directly to the Association, or authorize payment through payroll deduction, the employer shall, pursuant to MCLA 408:477; MSA 17.277 (7) and at the request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to the provision shall be made in equal amounts, as nearly as may be, from the paycheck of each bargaining unit member.

- F. Pursuant to Chicago Teachers Union V Hudson, 106 S CT 1066 (1986), the union has established a "policy regarding objections to political-ideological expenditures." The policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non-union bargaining unit members. The remedies set forth in that policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim, or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.

- G. In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- (A) The employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and
- (B) The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the employer from any and all claims, demands, suits, damages, costs, or other forms of liability of whatsoever kind imposed by a judgment of a court's or administrative agency as a direct consequence of the employer's compliance with this Article II, deductions for professional dues. Accordingly, this provision shall not become operative until such time as the S-MESPA and the Michigan Education Association executive and deliver to the Board an Agreement under which the S-MESPA and the Michigan Education Association jointly and severally certify to the conditions of this provision.

- H. Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the employer an assignment authorizing deduction of dues, assessments, and contributions in the Association as established by the Association. Such authorization shall continue in effect from year-to-year unless revoked according to the procedures outlined in the MEA Constitution, Bylaws, and administrative procedures.
- I. Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid school year (December, January, or February). Consequently, the parties agree that the procedures in this Article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association's notification to non-members of the fee for that given school year.
- J. The Association will continue to admit all eligible employees to membership and will represent these employees without discrimination by reason of race, creed, color, national origin, age, sex, marital status, or disability. Further, the Association will continue to recognize full citizenship rights of the members of the bargaining unit.

**ARTICLE III**  
**RIGHTS AND RESPONSIBILITIES OF THE ASSOCIATION**

- A. The Association and its members will have the right to use school building facilities for meetings in accordance with school policy.
- B. The Association shall, to the limit of its ability, assist individual members in honoring Board policies and administrative regulations.
- C. Once a year, as required by the school district, and every five years as required by state law, bus drivers employed by the school district must take and pass a physical examination paid for at Board expense. This amount is paid directly to the health clinic at a cost determined by the district. All employees must complete and submit a general medical examination report as well as a tuberculin test upon initial employment at the employee's expense. Tuberculin tests must be periodically resubmitted as required by law at the employee's expense. Other than the above tests, should the district direct an employee to be examined by a Board appointed physician, such examination and reports shall be paid for by the Board.
- D. Duly authorized Association representatives may be permitted to transact official Association business on school property provided that it shall not interfere with or interrupt normal school operation.
- E. Nothing in the Agreement shall be construed to deny or restrict an employee's rights under the Michigan General School Laws or applicable civil laws.
- F. The employer will provide bulletin board space in each building, which may be used by the Association for posting official Association notices.
- G. If an employee makes any suggestions that will make a substantial improvement in time and money, then a commendation from the appropriate administrator will be placed in the personnel file.
- H. Minutes, agendas, and reports of all School Board Meetings will be sent to the Association office, Association officers, and Association representatives, as they appear in the files of the Board.
- I. The Association and the Board will continue their policy of non-discrimination against any employee by reason of his/her race, creed, color, national origin, age, gender, sexual preference, marital status, disability, religious belief, or membership or non-membership in, or association with or lack of association with, the activities of any employee organization. Further, the Association and the Board will continue to recognize full citizenship rights of employees. Further, the Association will continue to admit all eligible employees to membership and will represent these employees

without discrimination by reason of race, creed, color, national origin, age, gender, sexual preference, marital status, or disability.

- J. The Association shall be granted one hundred (100) days per contract year, to be used for Association business. Application for use of these days will be made through regular attendance channels and the Association President must authorize the application of the use of these days twenty-four hours in advance. Application will be sent and received by the department from which the Association member will be absent. There shall be no denial of the President's use of days. Association days will be not denied, unless under extreme circumstances. The Association president shall provide to the Director of Labor Relations a monthly log of scheduled activities of Association days. Such log shall include who used the days and when the days were taken.

Further, the Association President shall be released up to a maximum of one half of his/her regular work hours/work days each contract year of this agreement for the performance of Association business. Such release shall be at the employee's normal rate of pay with all benefits provided under this agreement, at no cost to the President or Association. The President shall arrange such release time through the regular attendance channels.

- K. The Board shall furnish to the Association, upon its request, information and materials necessary for the Association to process a grievance or complaint and to negotiate successor Agreements.

**ARTICLE IV**  
**RIGHTS AND RESPONSIBILITIES OF THE BOARD**

- A. Subject to the provisions of this Agreement and except as expressly provided otherwise by the terms of this Agreement, the Board and the Superintendent of Schools reserve and retain rights vested in the Board or in the Superintendent under governing law, ordinances, rules, and regulations as set forth in the Constitution, and laws of the State of Michigan and the United States, including but without limiting the generality of the foregoing, the right:
1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees on the job;
  2. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
  3. To establish courses of instruction, including special programs, and to approve the means and methods of instruction;
  4. To provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board, and to determine the duties, responsibilities, and assignments of all employees;
  5. To adopt reasonable rules and regulations which are not in conflict with this Agreement;
  6. To develop and control the budget of the school district;
  7. To determine the structure and responsibilities of its school management organization;
  8. To determine the number and location of its facilities.
- B. The Board recognizes that this Agreement sets forth limitations on the above named powers, rights, authorities, duties, and responsibilities, and hereby agrees to be bound by such limitations. Likewise the listing of specific management rights in this Agreement is not intended to be, nor shall it be restrictive of, or a waiver of, any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.



**ARTICLE V**  
**NO STRIKE CLAUSE**

- A. During the term of this Agreement the Association will not authorize, sanction, condone or acquiesce in, nor will any member of the bargaining unit take part in any strike. As used in this Article, the word "strike" shall mean 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 purpose of inducing, influencing or coercing a change in the conditions, or compensation, or the rights, privileges or obligations of employment. In the event of any strike in violation of this Agreement, the Association will post notices immediately at any or all schools affected, advising that such strike is unlawful, in violation of this Agreement and unauthorized by the Association, and the Association shall advise the striking employees to return forthwith to their regular duties. The Association shall further take any and all other action reasonably within its power to bring the strike to an end. If the Association takes the foregoing steps and has not acted in violation of its obligation under this Article, it shall not be liable in any way for such strike.
- B. The Board of Education, in the event of violation of this Article, will have the right, in addition to the foregoing, to any other remedies available under the laws of the State of Michigan.

**ARTICLE VI  
GRIEVANCE PROCEDURE**

- A. A grievance is a complaint by an employee in the bargaining unit submitted as a grievance concerning an alleged violation, misapplication, or misinterpretation of this Agreement.
  
- B. The employee shall, within ten (10) workdays of the alleged occurrence, discuss his/her problem informally with his/her immediate supervisor. An Association representative may be present at this conference.

The specific supervisor for each department covered in this Agreement will be identified by the Board and made known to the Association and its members for the purpose of expediting the grievance process.

An employee not satisfied with a personal conference with his/her supervisor may take his/her problem to the Southfield Michigan Educational Support Personnel Association for consultation.

The Association representative may visit the supervisor in the further effort to resolve the grievance; such visits shall occur within ten (10) workdays after the event giving rise to the problem.

- C. All grievances must be handled by the following procedure:

**Step 1**

If the problem is not resolved in the informal conference it shall be reduced to writing, clearly stating by Article(s) and Section(s) the claimed basis for the grievance and shall be signed by the employee and presented to the supervisor by the Association within fifteen (15) work days after the incident giving rise to the problem.

The written grievance may be presented to and discussed with the supervisor by no more than two (2) Association representatives accompanied by the employee at the discretion of the Association. Within five (5) workdays after receiving the written grievance, the supervisor shall communicate his/her decision in writing, together with the supporting reasons, to the Association.

### **Step 2**

Within ten (10) workdays after delivery of the supervisor's decision, the grievance may be appealed to the Superintendent or his/her designee. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by a copy of the decision of Step 1. Within five (5) work days after delivery of the appeal, the Superintendent or his/her designee or appropriate administrator shall investigate the grievance and conduct a hearing. In the event the superintendent's designee or the administrator serving as hearing officer is also the person that is being grieved, the superintendent shall designate another designee to serve as a hearing officer for this grievance. Witnesses and cross-examinations may occur on the part of either party at such hearing. The decision, in writing, together with the supporting reasons shall be made to the Association and to the supervisor within five (5) work days following the hearing on the matter.

### **Step 3**

If the grievance remains unresolved at the conclusion of Step 2, it may be submitted to binding arbitration at the request of the Association, provided written notice of the request for submission to arbitration is delivered to the Superintendent or his designee within twenty (20) work days after the date of the Superintendent or his designee's written communication of his decision under Step 2.

The arbitrator shall be selected according to the rules of the American Arbitration Association. The Arbitrator shall render his/her opinion only with respect to the particular grievance submitted to him/her, and such opinion shall be binding upon the Board and the Association.

- D. The arbitrator shall have no authority except to pass upon alleged violations of the express provisions of this Agreement and to determine disputes involving the application or interpretation of the express provisions of this Agreement.
- E. The arbitrator shall have no power or authority to add to, subtract from, or modify any of the terms of this Agreement. The arbitrator shall not render any decision, which would require or permit an action in violation of the Michigan School Laws. The termination of probationary employees shall not be subject to arbitration.

- F. The arbitrator's fees and expenses shall be shared equally by the Board and the Association. The expense and compensation of any witness or participant in the arbitration shall be paid by the party calling such witness or requesting such participant.
- G. Failure at any step of the grievance procedure to communicate the decision on a grievance within the specific time limit shall permit lodging an appeal at the next step of the procedure within the time which would have been allotted had the decision been given. Failure to file a grievance within the time specified shall bar the grievance. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision and shall bar future appeal. Time limits may be extended in any specific instance by mutual agreement in writing.
- H. If a grievance arises from an alleged action of authority higher than the supervisor, the grievance may be originally presented at the appropriate step of the grievance procedure.
- I. Nothing herein shall be construed to prevent an individual employee from presenting a grievance, and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been informed of such grievance, provided an opportunity to participate in hearings beyond step 1, and given opportunity to be present during all meetings held with the grievant to discuss such grievance and to copies of all correspondence and documents related to the grievance.
- J. In the case of an individual employee electing to represent himself/herself in a grievance, without the direct involvement or support of the Association, he/she may pursue such grievance to, but not including, step 3 of the procedure.
- K. It is understood that if any employee files a charge with a governmental agency such as the Equal Employment Opportunity Commission, the Michigan Civil Rights Commission, the Michigan Employment Relations Commission, the Michigan Employment Security Commission, the Michigan Department of labor Bureau of Workers' Disability, and/or a similar state or federal agency, said charge shall not be subject to arbitration under this Agreement.

The Board shall provide notice to the Association of an employee filing action in another forum as specified above within ten (10) work days of the Board's receipt of notice of such filing.

**ARTICLE VII  
COLLABORATIVE GOVERNANCE PROCEDURE**

- A. The parties agree to establish a joint council (hereinafter referred to as the PIE {Partners In Education} Council). The mission of the council is to create a working environment that improves and enhances student achievement by improving labor management relations and decision making processes between the parties,
1. The composition of the PIE Council shall be as follows:
    - a. PRESIDENT OF SEA
    - b. PRESIDENT OF S-MESPA
    - c. PRESIDENT OF ESOS
    - d. PRESIDENT OF SASA
    - e. SASA APPOINTEE
    - f. SOUTHFIELD COORDINATING COUNCIL CHAIRPERSON
    - g. EXECUTIVE DIRECTOR OF SCC
    - h. SUPERINTENDENT
    - i. CHIEF ADMINISTRATOR FOR LABOR RELATIONS
    - j. CHIEF ADMINISTRATOR FOR ADMINISTRATIVES SERVICES
    - k. CHIEF ADMINISTRATOR OF INSTRUCTION
    - l. CHIEF ADMINISTRATOR FOR HUMAN RESOURCES
  2. The PIE Council may establish subcommittees as needed. Subcommittee composition will depend on the purpose. Subcommittees are advisory and report to the PIE Council.
  3. Issues addressed by the PIE Council shall include, but not be limited to issues that:
    - a. Reflect the mission of the PIE Council
    - b. Have district-wide impact
    - c. The parties agree are of mutual interest
    - d. Are important to the parties, excluding personnel matters pertaining to individuals
  4. The PIE Council will make decisions by consensus, defined as “everyone can live with the decision and strongly advocate for the decision.”
  5. The PIE Council will meet on the first and third Thursdays of each month from 8:30 a.m. to 11:30 a.m. except as modified by the PIE Council. The meetings will be closed and if visitors attend, it must be by invitation.
  6. The PIE Council members agree to respect the confidentiality of information and issues and discussed, and to maintain confidence of decisions as mutually agreed upon. The members accept responsibility to counter misinformation.

7. The PIE Council may defer action on any issue if a member is a member is missing who has a significant connection to the issue. Any member may cause an issue to be deferred.
8. External communications will be joint and agreed upon.

B. Site Committees:

The central function of the site committee is to facilitate joint planning and problem solving that seeks to improve the quality of education and the quality of life in a school. It is a process through which those individuals responsible for the implementation of innovative programming or restructuring at the building level are actively and legitimately involved in making the decision.

1. The Site Committees shall be composed as follows with representatives selected by their peer group:

Elementary:                    3 teachers  
   1 support staff representative  
   3 parents  
   1 building principal  
   1 building secretary

K-8 and Middle School: 4 teachers  
   1 support staff representative  
   4 parents  
   1 principal  
   1 building secretary

High School:                    5 teachers  
   1 support staff representative  
   5 parents  
   1 principal  
   1 building secretary

2. The Site Committees' responsibilities shall include those of the building curriculum councils as defined in the SEA Contract, in addition to the following areas: curriculum development, staff development, scheduling, building policy issues (e.g., report cards, grading), accreditation, special event planning, and budgetary recommendations to the principal.
3. The site committee shall attempt to resolve issues by the consensus process, but that failing, any member of the committee may ask for a formal vote. A numeric majority shall carry any particular issue.
4. The site committees shall meet, minimally, on the third Monday of each month during the months school is in session.

## ARTICLE VIII SENIORITY

- A. Definition:
1. System Seniority - System seniority shall commence on the date the employee commences regular employment as a bargaining unit member with the School District except as it relates to noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care financial program aides, cafeteria helpers and assistants and Bussey enrichment employees who were hired on or before September 27, 1999. These employees shall have a system seniority date of September 27, 1999. A lottery shall be held no later than September 30, 2000 to determine their actual rank order on the seniority list.
  2. Department Seniority - Department seniority shall commence on the first work day following the expiration of the bid to a particular department as defined in Section C of this Article, except for noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care financial program aides, cafeteria helpers and assistants and Bussey enrichment employees hired on or before September 27, 1999. For these departmental seniority shall be based on their original hire date in the District in that department
- B. A current master system seniority list and departmental seniority list shall be compiled and posted each year on appropriate bulletin boards and copies given or mailed to the president and officers of the Association by October 31. New employees shall be added to these lists.
- C. For purposes of identifying departmental seniority, the following departments will be in effect:
1. Custodian (regular/permanent unassigned)
  2. Food Service (includes all eligible cafeteria employees)
  3. Hall Monitor
  4. Head Custodian (Pool Attendant)
  5. Instructional (Assistants/Paraprofessionals/Technicians other than District Media)
  6. Maintenance
  7. Mechanics
  8. Transportation (includes regular substitute drivers/dispatchers/trainers)
  9. Utility
  10. Warehouse
  11. Bus Assistants
  12. Security Specialists
  13. District Media Technicians
  14. Site Technicians
  15. Noon Duty Aides



16. Latch-Key & Community Ed Child Care Givers and program aides and instructors
17. Latch-Key & Community Ed Child Care Givers Coordinators
18. Latch-Key & Community Ed Child Care financial program aides
19. Bussey Center for Early Childhood Education

D. For the purpose of both system and departmental seniority the following shall apply:

1. In the event two (2) or more employees are assigned to a department or begin work on the same day, the date and time of the job application from which they were hired shall determine the position on the list. In the event the job application dates are the same, position on the seniority list shall be determined by lottery, except for regular substitute custodians whose position shall be determined by original hire date by the district. This provision shall not apply to those employees that are exceptions in Section A above. Tie breakers for these bargaining unit members shall be as outlined in Section A above.
2. If an employee is awarded a position in another department, then said employee's seniority into the new department shall commence the first work day after the expiration of the bid. The employee's seniority in his/her original department shall be frozen at the time of making the change.
3. Employees who work less than eight (8) hours per day but four (4) or more hours per day shall receive credit for the full seniority. Employees who work less than four (4) hours per day will receive one-half (1/2) day seniority.
4. Seniority for purpose of vacations, retirement, holidays or other fringe benefits shall be from the date of last permanent hire into the Southfield School District.
5. Department seniority is to provide job security within a department; system seniority is to provide job security in the District.

E. Seniority shall be broken and/or employees removed from the seniority list for the following reasons only:

1. If he/she resigns or is retired.
2. If he/she is discharged and the discharge is not reversed.
3. If he/she fails to return to work from layoff when recalled as set forth in the layoff procedure.
4. If he/she is on authorized unpaid leave of absence, seniority shall be frozen, as provided in Article XXIII.



**ARTICLE IX**  
**DISPLACEMENT, REDUCTION IN WORK HOURS LAYOFF AND RECALL BOARD**

Notification Requirements:

A. In the event the Board determines that it is necessary to displace personnel, reduce hours, or layoff employees, the Association shall be notified, in writing, at least sixty (60) calendar days in advance of the scheduled displacement. The purpose of the notification is to provide the opportunity, at the request of the Association, to meet on the scheduled displacement, reduction, or layoff, its necessity and possible alternatives. Employees whose positions are to be eliminated or reduced in hours, shall be so informed, in writing, at least twenty (20) calendar days in advance of the scheduled elimination or reduction.

Employees to be laid off shall be so informed, in writing, at least twenty (20) calendar days prior to the effective date of action. The Board shall make reasonable efforts to keep individuals displaced, bumped, or reassigned through the displacement process informed of their assignment status.

B. In the event that positions held by less than twelve (12) month employees are to be reduced or eliminated, the Board will normally begin the displacement, reduction, or layoff process in the spring of the preceding school year. All notice requirements will be calculated as though the last teacher workday for the year was the effective date of the reduction, displacement, or layoff. All reassignments, displacement, reductions, or layoff shall take effect at or near the beginning of the ensuing school year. However, in the event that a financial emergency occurs, the Board shall be free to implement a reduction, reorganization, or consolidation at such time, notwithstanding the language contained in this paragraph or the notice requirements contained in A above. The notice requirement shall be the same as for general education classroom aides.

However, general classroom aides shall be subject to reduction, displacement, or layoff at any time during the school year. The time lines for notification of displacement or layoff noted above shall be modified to provide a minimum thirty (30) calendar day notification, in writing, to the Association and to general education classroom aides and to the individuals who shall be laid off when reductions are necessary during the school year. The Board shall make reasonable

efforts to keep individuals displaced, bumped, or reassigned through the displacement and layoff processes informed of their assignment status.

Displacement Procedures:

- C. The following procedures shall be adhered to should it be necessary to reassign personnel who may be displaced by consolidation or reorganization.
1. Displacement shall be made by specific position within each department of position classification covered by this Agreement. The Administration shall determine and designate the specific positions to be eliminated. If vacancies exist at this time, or are to be created as a result of consolidation or reorganization, they shall not be posted, but shall be filled by qualified employees using these procedures as set forth in Article XII.
  2. Employees whose positions are to be eliminated shall be placed on a list of displaced employees ranked in order by department seniority. Such a list shall be prepared for each department where eliminations have been designated.
  3. Employees who are notified of elimination of their positions may exercise their department seniority, as defined in Article VIII, to seek reassignment within the same department by bumping the least senior individual in the department working the same number of hours and having the same length of work year. Known vacancies will be treated as positions held by the least senior department members (zero seniority). The employee who is bumped shall then be placed on the department displacement list in department seniority order. This procedure shall be followed until all personnel are assigned to the extent that positions are available.

However, in departments where employees are assigned to more than one shift, individuals shall bump the least senior individuals in the department working the same hours, length of work year, and shift where possible. Also, in departments where the Board employs individuals on a 'permanent unassigned' basis, individuals displaced from a regular assignment shall first bump the least senior individual in the department with the same hours, length of work year, and shift (where applicable) who holds a regular assignment.

4. If a reduction occurs in the Food Service Department, an equal number of positions in each position and hour classification held by the least senior employee(s), "department" shall become open. The higher seniority employee(s) who are displaced, shall select from the vacated positions in department seniority order until all such personnel are assigned. Those employees who remain unassigned may follow the same procedure into a position and hour classification, which is lower within the Food Service Department.
- D. Employees who are displaced from their present department through the procedures delineated above may be reassigned to another department provided they are qualified. Such possible reassignment shall be made according to the following procedures:
1. Reassignment shall first be based upon any department seniority held in other departments. An employee may, at his/her option, bump the least senior member in another department if the employee has greater department seniority and is qualified for the position. If the employee holds seniority in more than one other department, the employee shall select the one (1) department into which they may bump.
  2. If the employee does not possess seniority in other departments or has insufficient seniority to claim a position as detailed in #1 above, the employee may be reassigned to another department based upon his/her system seniority. Such an employee shall displace the least senior employee who has less system seniority and who holds a position for which the employee is qualified as defined on the job description as contained in Appendix B of this agreement. If the employee is considered 'full time' in his/her present position, then such employee shall first bump a 'full time' employee in other departments without regard to actual hours assigned. In the event that no less senior employee works an equal number of hours, the employee may displace the least senior employee working the next closest number of hours. An employee may not increase the number of hours worked under this provision except as provided for 'full time' employment.
- E. In all cases of displacement or layoff, the following shall apply:
1. The affected employee may elect to be placed on layoff status instead of exercising any rights provided under these provisions for reassignment.

2. An employee who has been displaced from a position that is eliminated shall have the first opportunity to return to the same position without the necessity of bidding if such position is reestablished within one (1) year of its elimination.
3. In the event a question arises concerning the employee's ability and qualifications, a trial period of thirty (30) days will be granted to the employee by the Administration. At the end of thirty (30) workdays, he/she will be given the position on a regular basis or placed on the seniority/recall list.
4. In the event the notification requirement results in a temporary surplus of staff, such individuals shall be classified as 'permanent unassigned' in the department from which they are being displaced or laid off until such time as proper notification is provided.
5. No employee shall be required to accept a position of less hours under these procedures. However, employees may elect to accept such positions and maintain their rights to recall to a position of equal hours to the position from which they were displaced pursuant to the procedures of B.2.
6. No employee shall be required to accept reassignment into another department in which they do not have department seniority.
7. Employees placed on layoff status shall have the right to available substitute work in the bargaining unit before the employment of non-unit substitutes. Employees who indicate their desire for such work will be offered such work based upon their system seniority and will be compensated for all such work at their hourly rate of pay at the time of layoff. Refusal to apply for and accept such work shall not be deemed to disqualify the employee for unemployment compensation.

Employees on layoff shall have the first right to such work before actively employed less than twelve (12) month employees.

8. The Board shall not eliminate existing full time positions or reduce hours of existing positions solely for the purpose of creating additional part time positions. When reducing hours, the Board shall combine resultant part time positions to create full time positions to the extent feasible.

- F. Upon ratification of this Agreement, both the Administration and the Association shall inform all employees of the necessity of contacting the Personnel Office to ensure that the frozen seniority dates are correctly recorded in the district's records. The Personnel Office shall double check records and make adjustments where necessary. The district shall then publish a listing of all such frozen seniority dates. All such dates shall be considered accurate after ten (10) working days of publication unless challenged.

Furthermore, seniority lists shall be prepared by the Personnel Department and revised annually. A copy of such lists shall be given to the union and copies thereof posted on employee bulletin boards. Each list shall include the employees' current department seniority dates, system seniority dates, and other appropriate information as determined by the Personnel Department. Each employee shall have the right to challenge the accuracy of such posted lists and department seniority status for thirty (30) days subsequent to its posting. If the accuracy of the list is not challenged within this period, it shall be considered correct until the next annual posting.

Recall:

- G. Employees laid off through the procedures delineated above, shall be maintained on a seniority recall list.
- H. When a vacancy arises (unless it is a position deleted through this process within the last twelve months), it shall be posted in accordance with the provisions of the Agreement. However, if there are individuals on the recall list who have seniority in the department in question, bids shall only be accepted from active employees who hold department seniority for the position. Vacancies which are not filled by this process shall be filled by first recalling the employee on the recall list who holds the most department seniority and is qualified for the position. If no employee on the recall list has department seniority and is qualified for the position, the employee with the most system seniority who is qualified for the position shall be recalled. If no such individual exists, the district shall fill the vacancy with a new hire.
- I. Should an employee be offered a position in accordance with the above for which he/she is qualified and refuses such appointment, he/she shall lose his/her rights to recall. Seniority rights while unemployed shall not be interpreted as gaining experience credit on the salary schedule. When an employee is recalled and there

is a question concerning his/her ability and qualifications, a trial period of thirty (30) workdays shall be granted to the employee by the Administration. At the end of the thirty (30) workdays, he/she will be given the position on a regular basis or placed back on the seniority/recall list.

- J. No new employee shall be hired by the Board until all laid off employees eligible and qualified under the provisions of this article for that position have been recalled or have declined the opening.
- K. An employee shall retain recall rights for a period equal to his/her system wide seniority or for five years, whichever is more.

Reduction in Work Hours:

- L. Where a reduction in hours of an active individual employee is anticipated, a meeting will be held with the Administration and the Association. Factors to be explained will include: Cause of reduction, personnel involved, and other issues relating to the new work schedule.
- M. Where there is a reduction of an active individual employee's hours worked, the employee shall be displaced unless the employee volunteers to accept the reduction in hours. Such displaced employee shall be reassigned in accordance with the displacement procedures specified in this Article.



## ARTICLE X

### PROMOTIONS WITHIN THE BARGAINING UNIT AND TRANSFERS TO ANOTHER DEPARTMENT

- A. Promotions shall be defined as assignment of an employee to a position with a greater hourly wage, an increase in the number of daily work hours, or an increase in the number of days worked during the work year. Transfers shall be defined as assignment to a different position in the bargaining unit, which is not defined as a promotion.
- B. Promotional and transfer opportunities shall be posted in accordance to the procedure outlined in Article XI and XII.

Promotions and transfers to a different department to all vacancies and new positions shall be made on the following priority basis:

- 1. The candidate is able to meet the posted qualifications for the position.
- 2. Effective August 12, 2000, any current bargaining unit member or new hire wishing to transfer/assume a paraprofessional position will be required to successfully pass a skills test. The test instrument and standards shall be as jointly developed by the parties.

Any paraprofessional/teacher assistant hired on or before August 24, 2004, who transferred/assumed a paraprofessional/teacher position must meet one of the requirements outlined below in Section 4 by January 31, 2006.

An employee subject to the requirements who is unable to meet them by the deadline shall be displaced as it relates to his/her assignment for the 2006-2007 school year in accordance with the procedures outlined in Article IX.

- 3. Should two candidates meet the posted qualifications but possess equal department seniority, selection shall be made on the basis of system seniority. The only exception shall be when no head custodian applies for a head custodial vacancy; the qualified employee with the greatest custodial seniority (if any apply) shall be awarded the position.
- 4. Effective on or after August 24, 2004, any current bargaining unit member or new hire wishing to transfer/assume a paraprofessional/teacher assistant position must meet one of the following requirements:
  - A. Complete at least two (2) years of study at an institution of higher education, or
  - B. Obtain an Associates (or higher) degree, or
  - C. Pass the state "Act Work Key" test or
  - D. Pass the State of Michigan test for teacher certification or

E. The ESP ETS Paraprofessional Assessment test.

The Association shall be notified of the individual appointed to a vacancy and the names of all internal applicants. Written notification shall be given to employees who applied and were not selected. Upon request, the Association shall be notified as to the reason an individual was appointed to fill a vacancy, which shall directly relate to the job description, posted qualifications, and seniority. The job description and posted qualifications shall reasonably relate to the major responsibilities of the posted position or function.

In the event an employee's qualifications for a new position are questioned, the specific deficiencies shall be identified by the Board and the employee shall be given an opportunity to demonstrate that he/she is qualified. Such demonstration may be through appropriate documentation, testing, application of skill(s) or appropriate related method. A reasonable period of time shall be allotted for such purpose but not to exceed three (3) workdays after the employee receives the written turn down letter. The position in question shall not be permanently staffed in these instances until these activities are concluded.

- C. An employee may refuse to accept a promotional opportunity.
- D. When an employee has been promoted said employee shall be placed at the first step, which provides an increase in wages if available. An increase in wages shall be defined as a greater hourly wage rate. However, his/her total system seniority shall apply to vacations, leaves of absence rights, and to any retirement pay pursuant to this Agreement.
- E. Effective August 12, 2000, day head custodial positions shall be converted and upgraded to building custodial coordinators. The provisions governing this conversion shall be as outlined in Appendix C.

**ARTICLE XI**  
**PROMOTIONS TO SUPERVISORY POSITIONS**

- A. The Board shall have the sole responsibility of promoting employees to positions outside the bargaining unit. The selection and promotion to supervisory levels shall not be subject to the provisions of this Agreement; however, the Board will give full consideration to employees within the unit in promoting to supervisory positions. The Board agrees to post vacancies in such supervisory positions. A list of supervisory personnel shall be made available to the Association.
  
- B. Individuals promoted from bargaining unit to supervisory positions shall retain their seniority gained prior to such promotion. So long as they are supervisors, they shall retain that amount of seniority. Should a supervisor return to a unit job, he/she shall be entitled to a job commensurate with his/her seniority gained prior to promotion to the supervisory position, if a vacancy exists.

**ARTICLE XII**  
**TRANSFERS WITHIN A DEPARTMENT**

- A. Transfers within a department shall be defined as assignment to a different bargaining unit position in the department in which the employee is currently assigned and which is not defined as a promotion. Transfers of classroom paraprofessionals and teacher assistants to the positions of career education paraprofessional, S.E.I. aide/paraprofessional, E.S.L. paraprofessional, bilingual paraprofessional, attendance paraprofessional, computer lab paraprofessional, vocational education paraprofessional, substance abuse paraprofessional, library processing paraprofessional, library audio visual paraprofessional, media tech assistant, student support group paraprofessional, Blue Jay food preparation paraprofessional, welding paraprofessional and piano accompanist paraprofessional require specialized qualifications and shall follow the transfer procedures defined in Article X, Section B. Assignments of regular substitute custodians to different locations shall not be considered a transfer.
  
- B. Employees may request a transfer in accordance with procedures outlined in Article XIII of this Agreement. Where two (2) or more employees request a transfer, departmental seniority shall be the deciding factor.
  
- C. No employee may voluntarily transfer more than once per year (July 1 - June 30). An employee shall be permitted to refuse a voluntary transfer only once within a given school year (July 1 -June 30).
  
- D. If no vacancy exists, two (2) employees may voluntarily exchange positions, provided that they are in the same department and classification. Such transfers shall be made only if there is concurrence by the employees, Association, and the Board.

- E. Involuntary transfers shall be minimized. However, it may become necessary to make involuntary transfers due to concerns of interpersonal relations between school district staff. In the event of a necessary involuntary transfer, the Board shall meet with the affected employee(s) and an Association Representative prior to the involuntary transfer in order to discuss the reasons for such action. Involuntary transfers shall not be made for the purpose of discipline or on the basis of job performance. The employee who has been involuntarily transferred may not bid back to his/her previous position for a period of one (1) year; after one (1) year, the employee who has been involuntarily transferred may bid back only with the agreement of all parties involved - the Administration and the Association. In all cases of involuntary transfers, the Association will be notified, in writing at least five (5) workdays prior to the effective date of such transfer. All involuntary transfers are subject to the grievance procedure.

Changes in the route (all runs) of a Bus Driver shall be considered an involuntary transfer and applicable under provisions of this Article. Changes in a run for reasons other than timing, overloads, added stops, special education and balancing shall be considered as involuntary transfers and applicable under provisions of this Article.

**ARTICLE XIII  
VACANCIES**

- A. A "vacancy" is an open position, except for the position of regular substitute custodian that is to be staffed on a permanent basis due to any of the following:
1. Creation of a new or additional position covered by this unit.
  2. Voluntary or involuntary termination of a unit employee.
  3. A Board of Education approved unpaid leave of absence of three (3) months duration or longer.
  4. Resignation or retirement of a unit employee.
  5. Placement of an employee on Long Term Disability.
  6. Due to Workers Compensation as provided in Article XXVIII.
- B. Vacancies shall be posted for and in all departments for five (5) workdays. During the posting period, the vacancy may be staffed on a temporary basis by a substitute.

Preference shall be given to the employee having the greatest department seniority. Active employees, those who have notified the Board that they wish to return from leave of absence and are available for work, and those who are on lay-off status shall be allowed to bid on all posted positions. If employees who bid on a posted position do not have departmental seniority, the employee with the greatest system-wide seniority shall be awarded the position prior to hiring a new employee provided the employee meets the qualifications.

In the event the most senior employee refuses or can not assume the posted position, the next most senior applicant shall be awarded the position.

Postings shall be provided on designated bulletin boards in custodial offices, staff lounges, and kitchens of each building.

- C. Selection of employees to posted vacancies that are considered "transfers" or "promotions" shall be in accordance with Article X and XII of this Agreement.
- D. Each position posted must include the following:
  - 1. Job Title
  - 2. Job Description
  - 3. Type of Work
  - 4. Location
  - 5. Starting Date
  - 6. Rate of Pay
  - 7. Hours to be Worked (Specify Shift)
  - 8. Department and Classification
  - 9. Minimum Qualifications

Postings making reference to "other duties as assigned" shall also indicate that such duties shall be related to the major responsibilities of the posted position or function.

- E. Within five (5) workdays after a position becomes vacant, the Board may eliminate such vacancy, or, subject to the terms of this agreement, change its duties and hours of work. All eligible vacancies shall be posted within five (5) workdays after the position becomes vacant. Once a job is posted, the job title, job description, type of work, location, starting date, rate of pay, hours to be worked, department and classification, and minimum requirements shall not be changed without the mutual consent of the Association.

The Board reserves the right to withdraw and/or not fill a posted position if unforeseen circumstances warrant such action. It is understood, however, that the withdrawal of a posting and/or not filling a vacancy shall not be used under any circumstances to block qualified candidates access to such positions. Such decision to withdraw and/or not fill a posted position shall be communicated to the Association, with the reasons no later than 12:00 noon of the last day of the posting period. Vacancies to be staffed shall be staffed within five (5) workdays after the expiration of the posting period.

Employees accepting or declining transfer/promotion must sign the award book in the personnel office within 24 hours after the position has been offered to the employee, unless unusual circumstances are communicated to and accepted by

the Personnel Office administration. Positions may not be accepted or declined by the employee with only verbal communication. Failure to follow this procedure shall result in another candidate being awarded the position.

- F. An employee promoted or transferred to a new position shall be allowed to return to his/her previous position until noon of the last day of the posting of such position.

In the event a transfer results in a change in additional time or additional compensation an employee shall be required to serve a thirty (30) workday trial period. At the employee's option or a result of a less than satisfactory evaluation, the employee can be returned to his/her old position. Also, if an employee's qualifications for a new position are questioned, the specific deficiencies shall be identified by the Board and the employee shall be given an opportunity to demonstrate that he/she is qualified. Such demonstration shall include up to thirty (30) workdays in the new position as determined by the administration in consultation with the Association. During a trial period the employee's previous position shall not be posted and shall be filled by a substitute. If an employee declines a transfer by this provision, such transfer counts toward the one allowed transfer per year.

- G. The Association President shall receive copies of all postings and shall be informed of the result of each posting including the names of all applicants and of the employee selected to staff the vacancy. Copies of postings shall also be sent to the designated Association representatives and the Association office.

- H. A newly hired employee who has had past experience in the same job classification for which he/she has been hired, may use two (2) years of his/her experience as accepted by the Administration for pay purposes only. An employee who is rehired by the Board shall receive full credit for prior experience in the department for which he/she has been re-employed for pay purposes only.



**ARTICLE XIV**  
**TEMPORARY ASSIGNMENTS**

- A. Employees may be temporarily reassigned to relieve other employees using leave days, sick bank days, or on a short-term leave of absence. Any employee shall have the right to refuse temporary reassignment without prejudice. The reassigned employee shall immediately receive the higher rate of pay for the classification of reassignment. The higher rate of pay during this period shall be for the actual hours worked.

The reassigned employee shall work the full schedule of the absent employee and shall remain in that position for the duration of the absence. Bus drivers shall be excluded from this provision. An employee who is the successful bidder for a posted position may be released from a temporary assignment.

- B. Should the temporary reassignment be to a lower rate classification the employee shall never receive less than his/her former job rate.

- C. 1. Temporary reassignment shall first be made from within a given department in a building. Such temporary reassignment shall be made from a list of volunteers, ranked in department seniority order, on a rotation basis. It shall be the responsibility of the immediate supervisor to organize such lists, except for the custodial and head custodial departments. In those departments, it shall be the responsibility of the afternoon (p.m.) head custodian to post and maintain the listing for temporary reassignment within the building. In the event no head custodian is temporarily reassigned within the building to a head custodial vacancy, temporary reassignment of custodians within the building (by shift) shall be made by department seniority.
2. Next, assuming the position is not filled under the provisions of Section C, 1 and the position is available for five (5) days or less, a regular substitute custodian shall be reassigned to the vacancy. If a regular substitute custodian is used to fill a temporary assignment the provisions of Article XIII, Section A shall not apply. If the position is to be of greater than five (5) days duration (eight (8) days maximum if the five (5) days or less temporary vacancy is extended due to extenuating circumstances), then utilization of temporary reassignment from outside the building shall immediately apply. Once all unit members are assigned, the administration shall be permitted to assign non-unit substitutes.
3. Next, temporary reassignment of employees outside the building, within the department, shall be done by department seniority from a list of volunteers. Such list shall be rotated. An exception to this shall be that head custodians shall not be eligible for temporary reassignment outside of their buildings. Prior to awarding temporary head custodian reassignments to employees in

other departments, such positions shall be given to custodians who volunteer for such temporary reassignment outside of their buildings on the basis of department seniority. Such list shall also be rotated.

4. *Temporary reassignment outside of department:* Temporary reassignment of employees outside of their department shall be made from a list of volunteers, ranked by system seniority order, on a rotation basis. Employees shall submit interest for such temporary reassignment, once a year, on forms to be distributed by the Board and by a date to be determined by the Board. Any employee on such lists shall be able to refuse temporary reassignment twice for justifiable reasons. More than two (2) refusals, for any reason, shall cause the employee to be removed from such lists for that year. An employee may voluntarily request removal from the lists at any time.

D. Limitations upon utilization of an employee's temporary reassignment outside of department shall be:

1. Temporary reassignment may be implemented at anytime an employee is absent, but shall not be required until such absence of the regularly reassigned employee is known to be eighteen (18) consecutive work days, at which point the Board shall be required to utilize temporary reassignment procedures. Temporary assignment to head custodian shall be on a first day basis in accordance with C1 and C2 above. If one dispatcher has been covering both dispatcher positions, then after eighteen (18) days a second dispatcher position shall be filled through temporary assignment procedures.
2. Temporary reassignment outside of the department during periods/days when school is in session shall be limited to twelve (12) month positions.
3. Temporary reassignment to the position of transportation driver shall require a State driving certificate.
4. Temporary reassignment to dispatcher shall be limited to members of the transportation driver department.
5. Employees temporarily reassigned to the maintenance department and mechanic's department are required to meet qualifications for that particular position as provided in Article XXXVII.
6. Temporary reassignment to a head custodian position shall require at least one (1) year seniority as custodian and/or head custodian. Those who have transferred into the custodian department shall have at least six (6) months seniority in the custodian department in order to be eligible for temporary reassignment as a head custodian.

7. Except in emergency, temporary reassignment shall be in lieu of the employee's normal assignment. Such reassignment shall not be combined with the regular assignment to create overtime.
  8. An employee on temporary reassignment may be replaced by a substitute employee, except where use of such substitute employee will result in denial of promotional temporary reassignment for regular employees who have volunteered and are willing to work.
- E. If an employee is disabled from performing his/her regular job by illness/injury not covered under workers compensation provisions, such employee may be temporarily reassigned to another position for a duration of up to one calendar year providing the following conditions are met:
1. Both the employee's physician and a Board appointed physician concur that the employee cannot perform his/her regular job and agree on the physical limitations under which the employee may work.
  2. A vacancy exists which the employee may bid on and for which the employee is qualified by physical condition as defined in 1.
  3. Such employee is the only unit bidder on the posted position defined in 2.

Employees placed in temporary positions, as defined above, shall have their regular positions staffed by a substitute up to one year until they either return to their position when released by both physicians as in 1 above, or go on medical leave, retire, or resign. Further, when such employee returns to his/her regular position, the temporary position which he/she held shall be posted and filled according to the vacancy, transfer, and promotion sections of this Agreement.

Finally, employees placed in temporary positions under the terms of this Article, may compensate for a lower salary rate and/or work hours by drawing on their leave banks and/or by applying to the central sick bank for as long as they are placed in the temporary assignment. In no case, however, would such person receive more pay than the posted temporary position calls for. System seniority and departmental seniority would accrue in such temporary assignments, but department seniority would not count or be added to the employee's regular job department seniority unless such temporary assignment was in the same department. A person on temporary assignment shall receive the fringe benefits of the original job.

- F. When it is determined that one-on-one aide services are required for a special need student and a substitute is placed in the position pending a final determination by the district of the need for such service, the maximum time a substitute may be utilized is thirty (30) workdays, if the position is continued beyond thirty (30) workdays it shall be posted.

**ARTICLE XV**  
**SUBCONTRACTING AND TECHNOLOGICAL CHANGES**

- A. Except as may be limited by Michigan statutes, no work which is normally or customarily performed by employees in job classifications covered by this Agreement shall be subcontracted by the Board to any outside source or agency for the purpose of eliminating current employees, avoiding overtime and/or reducing hours, unless services are withheld. However, it is agreed that the Board shall be free to use all labor saving devices and labor saving equipment that will be to the best interest of the Board and will not result in the layoff or reduction of hours of current employees in the bargaining unit.
  
- B. All buildings owned by the school district will be maintained by Association members unless a building is leased or rented and such lease or rental agreement calls for the lesser or renter to provide such services.
  
- C. Supervisors not in the bargaining unit shall not perform any work of other employees in the bargaining unit.
  
- D. The administration shall make reasonable attempts to communicate the assignment of contractors prior to the scheduled work to the Head Custodian, or, if not available, to the main school or department office.

**ARTICLE XVI**  
**SUMMER WORK ASSIGNMENTS**

A. Summer custodial work, if available, including substituting for absent unit employees, shall be assigned to employees in the bargaining unit, over new or non bargaining unit employees, provided they make written application. They will be paid at the rate: **OF THIRTEEN DOLLARS AND FIFTY-FOUR CENTS (\$13.54) PER HOUR FOR THE 2006-2007 WORK YEAR. FOR THE 2007-2008 WORK YEAR, THE RATE SHALL BE THIRTEEN DOLLARS AND SIXTY-EIGHT (\$13.68) PER HOUR.** Each subsequent year of the contract the rate shall increase by the same rate of increase applied to the salary schedule.

Employees must be available for the full period of time designated for such work.

B. Employees with past experience will qualify under the above plan.

C. Employees other than twelve (12) month employees who are awarded summer work positions shall not accrue leave days, or vacation time credit for this supplement work, nor shall they accrue any additional fringe benefits.

D. Employees other than twelve (12) month employees, who are awarded summer work that is available within their job classification, shall receive their present rate of pay which is applicable to their position. Employees assigned to other classifications for the summer, shall be paid in accordance with Section A of this Article.

E. Employees awarded summer work in their classification/department, shall be awarded such work on a classification/department seniority basis.

F. During summer months, winter breaks, mid-winter breaks, and spring breaks, when school is not in session, all shifts at all schools shall work the day shift, except at the high schools and buildings where community education programs or special activities warrant afternoon shift coverage. Further, the Board shall attempt to avoid issuing facility use permits during such periods of time. It is understood that during the summer months, the high school afternoon shifts will be staffed with at least a head custodian and two custodians regularly assigned to the building. Shift preference shall be granted to employees regularly assigned to the building on the basis of seniority.

**ARTICLE XVII**  
**SUBSTITUTES**

- A. A substitute is an employee of the District who is hired to staff the absence of any regular employee due to illness or vacation. Substitutes, except regular substitute custodians, are not members of the Bargaining Unit and will not accrue benefits or seniority.

Substitutes cannot reduce the regular schedule of any regular employee.

- B. Substitutes shall be hired to staff the absence of any regular employee due to illness or vacation. However, the Board shall give priority to fill short term vacancies of higher pay in classification to regular employees, first within the department or classification over substitutes, according to the terms of Article XIII, of this Agreement.
- C. On occasion, it may be necessary for the Board to employ non-unit substitutes for temporary extra help. Such circumstances shall be limited to a total of twenty (20) work days unless it is mutually agreed by the Association to extend such time. This provision shall not be used to supersede the provisions of overtime, temporary assignment, or summer employment for unit members. Priority for extra work for which they are qualified shall be awarded to regular substitute custodians over non-unit members.
- D. Substitutes will not be used to close and secure a school building unless a regular employee is not available.
- E. In the summer months non-unit substitutes will not be used to staff absences unless no qualified bargaining unit member is available and willing to do the work.

**ARTICLE XVIII**  
**RESIGNATION AND RETIREMENT**

- A. When an employee desires to terminate his/her employment, there must be at least ten (10) work days written notice given to the Board. Upon mutual agreement between the parties, all or part of this notice may be waived. In the event of reemployment, such employee shall be considered as a new employee.
- B. Any employee who discontinues services with proper notice does not forfeit the right to earned vacation time.
- C. In appreciation for services to the school district, a severance payment of seventy dollars (\$70.00) per year of service (up to thirty (30) years) shall be paid upon termination of employment, provided the employee shall have been employed in the school district for a period of fifteen (15) years. Leaves of absence shall not be counted as service.
- D. Should an employee retire from the District and be eligible for State School Employees Retirement, he/she shall receive the following amount to be paid upon retirement.

Retirement prior to:        June 30, 2006        \$5,000.00 for full time employees.

\$2,500.00 for employees who work  
less than four (4) hours.

- E. Further, an employee with fifteen (15) years of service with the district who resigns or retires shall be paid twenty dollars (\$20.00) for each unused leave day in their individual bank above eighty (80) days to a maximum of sixty (60) such excess days.

**ARTICLE XIX**  
**PROBATIONARY PERIOD**

- A. All S-MESPA employees newly hired by the Southfield Public Schools shall serve a ninety (90) workday probationary period. Such probationary period shall commence with the first day of work as a bargaining unit member. Employees who transfer to another unit position prior to completing the probationary period shall begin a new ninety (90) work day period beginning with the first work day in the new position. Noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care financial program aides, cafeteria helpers and assistants and Bussey enrichment employees hired in the District on or before August 11, 2000 shall not be required to serve a probationary period.
- B. Seniority shall commence upon initial employment as a bargaining unit member or as defined for some employees in Article VIII, Section A of this Master Agreement.
- C. Probationary employees shall be represented by the Association for all purposes under this Agreement during the probationary period including termination of such probationary employees which shall be subject to the grievance procedure up to but not including arbitration.
- D. All insurance benefits provided in this Agreement shall be provided to eligible probationary employees. Eligibility shall be as outlined in Article XXIII of this Master Agreement.
- E. Leave day credit and vacation time credit shall accrue during the probationary period and may be used during such period. If a paid holiday falls within a probationary period, the employee shall be paid for such holiday as per the Master Agreement.
- F. If a probationary employee is absent for an extended period of ten (10) consecutive work days or more due to an emergency such as accident, surgery, or hospitalization, the probationary period shall be extended by the duration of such emergency.
- G. Probationary employees shall be evaluated according to the procedures set forth in Article XXVII - Evaluations.



H. The Association president shall be notified of all newly hired employees and those who successfully complete the probationary period.

**ARTICLE XX**  
**DISCIPLINE, DEMOTION, AND DISCHARGE**

- A. The Board retains the right to discipline, demote, and/or discharge an employee for just and reasonable cause and with due process for violation of the terms of this Agreement. Such Board rights shall include but not be limited to dishonesty, drunkenness, conviction of a felony, repeated absence without cause, or repeated violation of established rules and regulations or policies. Prior to a recommendation to the Board of Education for dismissal of an employee, said employee shall be provided an administrative hearing. Such hearing shall be conducted so as to provide the employees the right of representation, knowledge of charges, opportunity to present witnesses and opportunity to cross-examine witnesses against the employee.
  
- B. The Association shall be notified, in writing, of any written disciplinary, demotion or discharge action of any employee unless the employee signs a waiver of such notification with a copy to the Association.
  
- C. An employee shall at all times, upon his/her request, be entitled to the presence of a representative of the Association when he/she is being reprimanded or disciplined for any delinquency in his/her performance. When a request for the presence of an Association representative is made by the employee or administrator, no action shall be taken with respect to the employee until such representative of the Association is present. The Association shall provide such representation within two (2) school days. Prior to beginning any meeting where discipline is likely to take place, the administrator/supervisor shall inform the employee of the purpose of the meeting and of his/her rights to representation. In the event the employee does not wish representation by the Association, the Board shall provide a written waiver of such for the employee's signature, a copy of which shall be transmitted to the Association.

**ARTICLE XXI**  
**PAID LEAVE OF ABSENCE**

- A. Paid Leave of Absence days are a benefit that provides salary protection when an employee is unable or not available for work due to illness or matters outside his/her control. Such days should not be viewed as entitlements or to compensate for casual time away from work. The District and the Association recognize that attendance is an important element of the work ethic and increases efficiency and effectiveness. Subject to the limitations set forth hereinafter, employees shall have the right to leave without loss of pay provided leave days in the employee's leave day bank or sick bank are available and fall within the following categories.
1. Personal illness.
  2. Illness in the immediate family which shall be interpreted as husband, wife, children, sister, brother, father, mother, father-in-law, mother-in-law, stepfather, stepmother, grandchild, grandmother, grandfather or any dependent of the immediate household.
  3. Death of relative outside of immediate family or of a close friend.
  4. Observance of religious holiday and holy days.
  5. Reasons deemed applicable by the Superintendent who may be advised by the Association.
- B. During the first year of employment, leave days shall be earned by employees as follows:
1. Probationary employees shall receive three (3) leave days.
  2. Ten (10) month employees - 1.5 days/month of employment.
  3. Twelve (12) month employees - 1.5 days/month of employment.

Upon the completion of one (1) year of employment, employees shall receive leave days earned by month as in B above and credited as follows:

1. Ten (10) month employees - 15 days/year.
2. Twelve (12) month employees - 18 days/year.

Two (2) of these days may be taken for personal business with prior notification, when possible. However, personal business days may not be taken immediately proceeding or following a holiday or school recess unless an emergency exists and upon written approval of the employee's immediate supervisor.

The above provisions in this section shall not apply to noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care financial program aides and cafeteria helpers and assistants and Bussey enrichment employees. For 2000/2001, and 2002/2003 work years, these employees shall receive six (6) leave days per year, two of which may be used for personal leave.

- C. Unused leave days will be cumulative without limit. A statement of accumulated leave days will be issued at least quarterly.
- D. Any employee except new hires during their first year of employment, noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care financial program aides, cafeteria helpers and assistants and Bussey enrichment employees, who has exhausted his/her accumulated leave days may apply to a central sick bank. The central sick bank shall be maintained by each employee depositing two (2) leave days from his/her individual accumulation annually, beginning with the 1997-98 contract year. New hires shall deposit such days beginning with their second year of employment. The Board shall also deposit six hundred (600) days in the central sick bank on July 1, 1997, and in the event the central sick bank becomes depleted during a given contractual year, the Board shall deposit additional days in the central sick bank up to a maximum of one (1) day, as necessary, for each eligible employee in the bargaining unit. Further, if an employee severs his/her relationship with the district, then all accumulated leave days, which were not paid out, shall be deposited in the central sick bank.

Withdrawals may be made from the bank upon written application to the Central Sick Bank Committee by an employee who has exhausted his/her own leave days. There shall be a five (5) workday waiting period after exhaustion of accumulated sick leave before bank days are provided. This waiting period shall be waived in the case of hospitalization at the time of application or on a case by case basis for good cause by the Central Sick Bank Committee. Use of the central sick bank shall be restricted to absences due to injury or illness of the employee only. The central committee shall be composed of two (2) members of the Administrative staff and two (2) members of the Association. The committee shall be empowered to approve or disapprove all such applications and determine the number of days allowable if approved. An employee receiving such an allowance from the bank shall not be expected to repay. If the bank has no days available and an employee would otherwise be approved for days, then he/she shall minimally be provided continuation of their Board paid health insurance and their position shall be held until they return or are eligible for LTD. Sick Bank Days shall not be granted beyond the date of eligibility for long term disability.

The Sick Bank Committee reserves the right to request a second opinion from a jointly preapproved pool of physicians. Any cost for the second opinion shall be paid by the District.

- E. If a death occurs among the members of an employee's immediate family, the employee shall be excused from work five (5) work days to attend the funeral and make other necessary arrangements without loss of pay from the day of death. The phrase "immediate family" for the purpose of this Section shall mean husband, wife, child, father, mother, sister, brother, father-in-law, mother-in-law, stepfather, stepmother, grandchild, grandmother, grandfather or any dependent for whom the employee has sole responsibility. Such leave is subject to the approval of the Personnel Office acting as the Superintendent's delegate, and the employee must be working during the time of the bereavement. Such time shall not be taken from the leave day accumulation of the employee.

Upon permission of the Personnel Office acting as the Superintendent's delegate, up to three (3) days will be allowed, when requested for the death of a relative outside the immediate family, or for other persons where the closeness of relationship warrants. An additional two (2) days may be allowed but will be deducted from leave day credit. If no leave day credit is available, there will be a full deduction of these two (2) days from the employee's pay. This provision shall not apply to noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care

financial program aides, and cafeteria helpers and assistants and Bussey enrichment employees.

- F. Any employee who is summoned for jury duty, court appearance as a witness in any case connected with the employee's employment, the school, or whenever the employee is subpoenaed to attend such proceedings, including depositions, there shall be no charge to the employee's individual leave bank, however, the employee must notify the Personnel Office, within twenty-four (24) hours of receipt of such notice or subpoena. If an employee is summoned and reports for jury duty, he/she shall be paid the difference between the amount he/she received as juror and his/her pay, which would have been received that day. This amount will be determined by calculating the average pay received, exclusive of overtime, for the ten (10) workdays proceeding the first day of such an absence. A court appearance initiated by the employee (not jury duty and not a case connected with the employee's employment or the school) shall be charged to the employee's leave bank as Personal Business, if such leave day approval is granted by the Administration.

To be eligible for jury duty pay differential, the employee must furnish the employer (supervisor and Personnel Office) with a written statement from the appropriate public official listing the dates he/she received pay for jury duty. Any employee found abusing this privilege shall not be entitled to pay differential.

- G. An employee who is exposed on the job and is subsequently absent from work because of mumps, scarlet fever, measles, chicken pox, or other health condition that can be demonstrated to be related to the working environment shall not have the time charged against his/her leave days. Verification of the illness or health condition may be requested from a doctor by the Superintendent or his designee.
- H. Vacation and leave day requests shall be submitted to the immediate supervisor who shall provide disposition within forty-eight (48) hours of submission.
- I. The Board of Education reserves the right to have an employee examined by a Board appointed physician at Board expense for reasons of illness or disability.

**ARTICLE XXII**  
**LEAVES OF ABSENCE UNPAID**

- A. Leaves of absence for reasons listed below may be granted upon written request to the Superintendent or his designee, for periods not to exceed one (1) year.
1. Eligibility for a leave of absence requires a minimum of one (1) year of continuous employment by the Board as a permanent employee.
  2. An extension of such leave of absence, but not to exceed one (1) year, may be recommended by the Superintendent and approved by the Board of Education.
  3. Where the length of leave does not exceed three (3) calendar months, there shall be no loss of seniority or insurance benefits provided under this Agreement provided the leave is not for the purpose of working in other employment. **LEAVES EXCEEDING THREE (3) MONTHS** shall receive no pay, benefits, seniority accrual, or other benefits of active employees. An employee on **SUCH** unpaid leave under this provision must notify the employer of his/her intentions as per number 5 below.
  4. An employee granted a leave of absence of longer than three (3) calendar months by the Board shall be given a position upon his/her return, provided there is an opening for which he/she is qualified. This shall be affected by the employee bidding on posted vacancies according to the procedures in Article XIII - Vacancies.
  5. An employee is required to notify the Supervisor of Personnel, in writing, at least thirty (30) calendar days preceding the expiration date of a leave indicating his/her desire to return, request an extension, or resignation. Otherwise, the employee will be considered as terminating his/her employment with the District.

Leaves of absence may be granted for the following reasons: Health (including maternity), military service, personal reasons, study or travel, Peace Corps, Volunteers in Service to American (VISTA), adoption, paternity, service in political office, and service in an Association position.



- B. Upon recommendation of a physician, a health leave without pay shall be granted. At the end of such leave, the employee must either return or resign, unless an extension is requested by the employee and recommended by the Superintendent and approved by the Board of Education. Extensions shall be requested on an annual basis or may be requested for a period of time less than one (1) year.

When the employee's health permits his/her return, he/she shall so request the Superintendent in writing, and submit a statement from a physician certifying his/her fitness to return. In the event of a question of the employee's fitness for work, the Board has the right to request an examination at Board expense, by the Board's designated physician. Persons on health leave shall not be eligible for fringe benefits.

- C. Any employee covered by the salary schedule who terminates employment in the school district to perform active service in the Armed Forces of the United States is entitled to reemployment rights in the position he/she is vacating, or one of like status and pay scale provided:

1. The position vacated is other than temporary.
2. He/she is honorably discharged from the Armed Forces.
3. He/she applies for reemployment within ninety (90) calendar days after discharge, or within ninety (90) calendar days from being certified physically fit after discharge from the hospital, resulting from incurred injury.
4. He/she is still qualified to perform the duties of the positions.

In the event of reemployment, the following provisions shall apply:

- a. Accrual of seniority shall be granted.
- b. Increments shall be added as if the employee has been in the school district during such active service in the Armed Forces.

- D. Whenever possible, surgical procedures and extensive dental work should be scheduled when school is not in session and said period would allow sufficient recuperation time.
- E. Employees are expected to fulfill their employment obligation to the district. However, there may be occasions when an employee may request voluntary time (time off without pay). Such requests shall be made to the employee's immediate supervisor at least five (5) work days prior to the time to be taken. All requests are subject to the final approval of the immediate supervisor. Such time shall be limited to ten (10) work days unless extenuating circumstances exist and final approval is granted by the employee's immediate supervisor.
- F. No new employees shall be hired until all employees who wish to return from leave of absence, and who have followed the requirements of Article XXII, Section A, paragraph 5, have been returned to active employment.

**ARTICLE XXIII**  
**ATTENDANCE PROCEDURE**

- A. Employees are responsible for reporting their absences as requested by individual department procedures. Employees will not be required to make duplicate calls. Failure to abide by department procedures can result in disciplinary action. Such procedures shall be developed and made known to employees prior to the start of the school year. Attendance procedures will not be modified unless mutually agreed to by the Board and Association.
  
- B. For those employees assigned to school buildings, once an absence is reported to the department supervisor, it shall be the responsibility of the supervisor to notify building administration of such absence.
  
- C. Employees who are absent due to personal illness for more than three (3) consecutive days, shall be required to present a doctor's verification of such illness or other verification upon their return to work in order to receive pay for the days absent.
  
- D. The parties agree to the application and institution of the Board's absenteeism control program/procedure for all S-MESPA employees in the school district in accordance with the joint understanding "issue": attendance/absenteeism" signed by the parties and dated August 19, 1990. The parties agree during the 2000-2001 work year the Labor Management Council shall review this program / procedure and make any modifications needed.

**ARTICLE XXIV  
WORKING HOURS**

A. Starting times for normal work hours shall be as follows:

	<u>No Sooner Than</u>	<u>No Later Than</u>
Maintenance - Day shift:	7:00 a.m.	8:00 a.m.
Afternoon shift:	1:00 p.m.	4:00 p.m.
Warehouse - Day shift:	6:00 a.m.	1:00 p.m.
Afternoon shift:	1:15 p.m.	4:00 p.m.
Bus Drivers	6:00 a.m.	9:00 a.m.
Bus Assistant	6:00 a.m.	11:30 a.m.
Dispatchers	6:00 a.m.	10:00 a.m.
Teacher Assistant	7:00 a.m.	1:00 p.m.
Hall Monitor	7:00 a.m.	1:00 p.m.
Paraprofessional	7:00 a.m.	1:00 p.m.
Utility	6:00 a.m.	9:00 a.m.
Mechanics - Day shift	6:00 a.m.	9:00 a.m.
Afternoon shift	9:15 a.m.	3:00 p.m.
Food Service	6:00 a.m.	11:00 a.m.
Head Custodial – Day Shift	6:00 a.m.	9:00 a.m.
Afternoon Shift	2:00 p.m.	3:45 p.m.
Midnight Shift	4:00 p.m.	12:00 a.m.
Regular Custodian – Day Shift	6:00 a.m.	9:00 a.m.
Midday Shift	9:00 a.m.	12:00 p.m.
Afternoon Shift	2:00 p.m.	3:45 p.m.
Midnight Shift	4:00 p.m.	12:00 a.m.
Security	7:00 a.m.	1:00 p.m.
Site Technician	6:30 a.m.	9:00 a.m.
Media Technician	6:30 a.m.	9:00 a.m.
Latch-Key Coordinator	6:30 a.m.	6:00 p.m.
Latch-Key Care Givers	6:30 a.m.	6:00 p.m.
Community Education Coordinator	6:30 a.m.	6:00 p.m.
Community Education Child Care Givers, Program Aides and Cafeteria Helper and Assistant	6:30 a.m.	6:00 p.m.

Noon Duty Aides

(To be determined by building principal)

Latch-Key Child Care Givers Financial Program Aides	6:30 a.m.	6:00 p.m.
Community Education Child Care Givers Financial Program Aides	6:30 a.m.	6:00 p.m.
Bussey Enrichment	6:30 a.m.	6:00 p.m.

B. All employees in the bargaining unit except teacher assistants and paraprofessionals, who shall be governed by the language in Article XXII, Section 14.4 shall receive a paid lunch and rest period as follows:

1. More than seven (7) to eight (8) daily hours - one (1) thirty (30) minute lunch period and two (2) ten (10) minute rest periods.
2. More than six (6) to seven (7) daily hours - one (1) thirty (30) minute lunch period and one (1) ten (10) minute rest period.
3. More than five (5) to six (6) daily hours - a combined lunch and rest period of thirty (30) minutes.
4. More than four (4) to five (5) daily hours - a combined lunch and rest period of twenty (20) minutes.
5. Less than four (4) daily hours - a combined lunch and rest period of fifteen (15) minutes.

Failure to take the assigned rest period shall not result in a lengthening of the lunch period or a shortening of the work day unless specifically arranged with the immediate supervisor to cover unusual occasions.

C. Overtime rates shall be paid on the following basis:

1. Time worked over eight (8) hours per day will be paid time and one-half.
2. Time worked over forty (40) hours per week will be paid time and one-half.
3. Subject to Section F, of this Article, double time will be paid for work on Sunday and Holidays (in addition to Holiday pay provided for by this Agreement).
4. Subject to Section F, of this Article, Saturday work will be paid time and one-half.
  - a. Two (2) persons who are regularly scheduled to work on Saturday will not receive overtime pay (swimming pool detail).

- b. Time and one-half will be paid to these people (swimming pool detail) for the sixth (6th) day worked. Monday shall be considered the sixth day of work.
5. Overtime shall be paid when:
- a. Custodians are requested to, and do in fact, check buildings on a weekend and such time exceeds limitations described in C-1 and C-2 of this Article.
  - b. When employees are called in on an emergency basis and such time exceeds limitations of C-1 and C-2 of this Article. Head custodians and immediate supervisors in each location shall meet and mutually agree as to a procedure as to which head custodian is to be called in emergency situation.
  - c. In the event of a and b, employees will be paid for a minimum of two (2) hours at a maximum overtime rate of time and one-half Saturday, double time on Sunday, and Holidays. Maintenance men, who are called in and work, will be paid double time a minimum of two (2) hours pay for Sundays and Holidays.
  - d. Time is worked by less than full time employees when they have completed their normal schedule and are required to return to work in the same day.
  - e. It shall be the responsibility of each employee to provide the employer with their current home phone number for the purposes of overtime notification. In the event the employee does not provide their most current phone number, the employer shall not be responsible for any overtime lost by that employee. Written confirmation of receipt of such information shall be given to the employee.
  - f. When a building is in use and a facility use permit(s) is issued, a head custodian  
or custodian must be on duty and present in the building.
  - g. A less than full time employee shall have the right to assume more than one (1) bargaining unit position provided such coupling does not result in a regular work schedule that exceeds eight (8) hours per day or forty (40) hours per week.
6. All overtime records will be made available from the Administration, upon request, to the Association President. Moreover, a copy of departmental overtime shall be posted the first (1<sup>st</sup>) workday of each month on the

department bulletin boards. It will be the responsibility of second shift (afternoon) Head Custodians to maintain and post all overtime at the building level.

D. Shift Definition:

1. First (1st) shift - Any day shift so designated in Section A of this Article.
2. Second (2nd) shift - Afternoon and midday shifts so designated in Section A of this Article.
3. Third (3rd) shift - Midnight shift so designated in Section A of this Article.

E. Shift Premiums will be paid as follows:

1. \$0.52 per hour for 2<sup>nd</sup> Shift  
\$0.60 per hour for 3<sup>rd</sup> Shift
2. Changes in shifts for regular substitute custodians shall require 24 hour notification by the Board of Education.

F. Determination of Saturday and Sunday overtime rates shall be based on the time the employee was scheduled to begin his/her work day. A normal work week shall commence with the Monday day shift and will end with the P.M. midnight shift.

G. Overtime assignments shall first be made from within a given building or given department. Individuals to be assigned overtime within their building or department shall be identified from a list of volunteers, ranked in seniority order, on a rotation basis. Employees shall sign up at the beginning of each school year or sign a waiver of overtime statement. Employees who sign up after the initial list is established shall be placed on the bottom of the listing. The afternoon (second) shift head custodian shall be responsible for maintaining and posting of the list.

Individuals to be assigned overtime outside of their building or department shall be made from a list of volunteers, ranked in seniority order, on a rotation basis. Employees shall submit interest for such assignments, once a year on a form to be distributed by the Board and by a date to be determined by the Board. Any employee on such list shall be able to refuse overtime twice for justifiable reasons. More than two (2) refusals for any reason shall cause the employee to be removed from the list for the year. An employee may voluntarily request removal from the list at any time.

Custodians and head custodians will be considered as the same department for the purpose of overtime.

- H. Overtime employees selected for a specific job shall continue until completion of that job.
- I. When school is cancelled, and official public notice over radio stations WWJ, WJR, WOMC, and television stations WJBK (2), WDIV (4), WXYZ (7), and Cable Channel 16, is announced employees classified as Transportation, Food Service, Teacher Assistants, Hall Monitors, Dispatcher, Assistant Dispatcher, Bus Assistants, Paraprofessionals, Media Technicians, Site-Technicians, Security Specialists, Noon Aides, Latch-Key and Community Education Child Care Coordinators, Latch-Key Care Givers/Community Education Child Care Givers, Latch-Key and Community Education Child Care Financial Program Aides, Cafeteria Helpers and Assistants, and Bussey Enrichment Employees will not be required to report for duty and shall not suffer loss of pay. These employees shall not be required to report for duty and shall not suffer loss of pay if an emergency or "red alert" is declared by a municipal, county or state agency. In the event of an early dismissal due to inclement weather, transportation drivers shall be paid double time for work performed under such conditions.

When an emergency is declared by the district, maintenance, transportation mechanics, head custodians, three custodians at each high school and two custodians at each middle school and one at each elementary school, shall be required to report for work. Other custodians, warehouse, and utility employees may be requested to report. Those reporting for work shall receive double time, those required but not able to report shall not lose pay but shall be charged one-half (1/2) leave day.

At the beginning of each school year the immediate supervisor and head custodians at the middle and high schools shall provide an opportunity for custodians to volunteer, by seniority, for designation as the individuals required to report under emergency conditions. Such designation shall remain in effect for the entire school year.

If any employee required to report under this provision fails to report on such day, his/her position shall be filled by another bargaining unit member.



- J. Once an emergency is declared by the Board or appropriate city, county, or state agency, it shall automatically remain in effect for at least two (2) shifts. If the emergency is declared the previous evening, such status shall immediately go into effect for all three shifts. An emergency made effective at the start of the day shift shall automatically affect the day and afternoon shifts. If called during the day shift, it shall go into effect at the time of the last student dismissal and shall automatically cover the entire afternoon shift. An emergency called effective at the start of the afternoon shift shall cover both the afternoon and midnight shift. Emergencies called during the afternoon shift shall take effect immediately and remain in effect through the midnight shift.

The Board and the Association agree that the automatic two (2) shift language which appears in this section of the Collective Bargaining Agreement is to be revised to change the criterion of emergency length to that of ending when the schools are in operational order for normal school functioning. A Joint Committee shall work out the details of this and report its conclusions by October 1, 1997.

- K. Upon mutual agreement, the Board and Association shall develop and/or continue programs of flexible hours and/or a four (4) day work week.

**ARTICLE XXV  
HOLIDAYS**

- A. All twelve (12) month employees shall be paid for:
1. Christmas Eve Day
  2. Christmas Day
  3. New Year's Eve Day
  4. New Year's Day
  5. Martin Luther King's Birthday
  6. Good Friday
  7. Memorial Day
  8. Independence Day
  9. Labor Day
  10. Thanksgiving Day
  11. Friday after Thanksgiving Day
  12. Monday following Easter
  13. Day after Christmas
  14. Five (5) paid non-work days (may be used during school breaks, excluding summer recess.

Ten (10) month employees shall be paid for all the above Holidays with the exception of Independence Day, unless they have received approval for summer extended employment which is for the period before Independence Day.

This section shall not apply to noon duty aides, latch-key directors, latch-key care givers/community education child care givers and program aides, latch-key and community education child care financial program aides and cafeteria helper and assistant and Bussey enrichment employees.

- B. Should any days designated in Section A of this Article be determined to be school days, then additional days when school is not in session, shall be mutually agreed to and granted.
- C. If any of the above holidays fall on Sunday, the following Monday shall be considered the holiday. If any of the above holidays fall on Saturday, the Friday preceding shall be considered the holiday. If an employee works on one (1) of the above holidays, he/she will receive eight (8) hours holiday pay plus double time for the hours worked. Employees regularly working less than eight (8) hours per day will receive their holiday pay on their regular workday basis, plus double time for the hours worked. Payment for double time for working on holidays shall be on the basis of when such work is performed not when it is initiated.
- D. In order to qualify for these paid holidays, an employee must work on the scheduled workday before and scheduled workday after the holiday. Employees who miss these days because of illness may be required to provide a doctor's statement or substantiate proof to receive payment for the holiday.
- E. When State or Federal statutes, laws, or regulations require that any of the holidays designated in Section A of this Article be observed on the day other than set forth above, the holiday shall be observed on the day or date prescribed by State or Federal statute, whichever is controlling.
- F. All midnight shift employee shall work the second shift on any day immediately preceding a legal holiday as identified in Section A of this Article.

**ARTICLE XXVI  
VACATIONS**

- A. Twelve (12) month employees may take vacation time during the regular school year. It shall be appropriate for twelve (12) month employees to utilize vacation during the school year. Requests for vacation may be refused by the administration for bonafide operational reasons including large numbers of employees in the same location requesting such days on the same date. System wide seniority shall determine priority for vacation in such instances except where prior approval has been granted.
- B. Employees who work less than forty (40) hours a week shall receive vacation pay based on their regularly scheduled work week.
- C. Choice of vacation for twelve (12) month employees shall be determined by seniority and shift within each building or work unit. Coordination of vacation requests and approvals shall be the responsibility of the immediate supervisor. Appeals shall be made to the Associate Superintendent for Administrative Services, whose decision shall be final.
- D. Eligibility for one's vacation period will be computed as of his/her anniversary date.
- E. Years of service for ten (10) month employees for determination of vacations are computed as of June 30, and employees will receive their checks prior to the conclusion of their regular work year. Vacations of twelve (12) month employees will not be paid in advance and will be received on the regular scheduled payday.
- F. All employees will be granted non-cumulative vacations without loss of pay, as follows:

<u>Years of Service</u>	<u>12 Month Employee</u>	<u>Less than 12 Month</u>
Less than one (1)	5/6 work day/mo.	5/6 work days/mo.
After one (1) year	10 work days	8.5 work days
After five (5) years	15 work days	12.5 work days
After ten (10) years	20 work days	17.0 work days
After fifteen (15) years	21 work days	17.5 work days
After sixteen (16) years	22 work days	18.5 work days
After seventeen (17) years	23 work days	19.5 work days
After eighteen (18) years	24 work days	20.0 work days
After nineteen (19) years	25 work days	21.0 work days

This section shall not apply to noon duty aides, latch-key directors, latch-key care givers/community education child care givers and program aides, latch-key and community education child care financial program aides and cafeteria helpers and assistants and Bussey enrichment employees.

- G. Less than twelve (12) month employees shall have the option of using earned vacation time or personal business days in order to be compensated for non-work days such as Insufficient Membership Days; any non-holidays during the Winter break, Mid-Winter break and Spring recess.
- H. If an employee is laid off, retires, resigns or is terminated by the Board, he/she shall receive any unused vacation credit, including any that might have been accrued in the current year.
- I. A vacation may not be postponed from one (1) year to the next and advance vacations shall not be permitted. However, any employee who is unable to utilize his/her earned vacation days during a given year shall either (1) be paid for such unused days on the pay period closest to his/her anniversary date or (2) be permitted to carry over a maximum of five (5) days and be paid for all in excess of five (5).
- J. When a paid holiday falls within a vacation period, the employee shall receive an additional day vacation without loss of pay.
- K. Any employee not utilizing any leave days for illness within any fiscal year shall be granted two (2) additional vacation days. It is understood by the parties, that only personal illness or family illness can break a perfect attendance record.

## ARTICLE XXVII EVALUATION

- A. All employees shall be formally evaluated by their immediate supervisor during their probationary period as described in Article XIX - Probationary Period.
- B. Probationary (newly hired) employees must be formally evaluated on or before the fortieth (40) and eightieth (80) workdays of their ninety (90) workday probationary period. Conferences shall be held on or before the fortieth and eightieth workday periods. Deficiencies shall be documented and clearly noted on the S-MESPA evaluation form in Appendix A and should be explained to the probationary employee at each conference. The probationer shall receive a copy of the evaluations, and the evaluator shall send copies to the Personnel Office.
- C. A final evaluation conference shall be held before the eightieth (80) workday. As with the other conferences, the S-MESPA evaluation form reproduced in Appendix A should be completed and given to the probationer with a copy sent to the Personnel Office. Finally, the supervisor shall submit to the Personnel Office ten (10) workdays before the expiration of the probationary period, and one (1) page final evaluation narrative. Such narrative shall minimally contain a paragraph describing the strengths of the probationer, a paragraph describing the weaknesses and deficiencies of the probationer, and a statement indicating whether the supervisor recommends permanent employment or termination.
- D. Non probationary S-MESPA employees shall normally be evaluated every three (3) years. The evaluation process shall utilize the form duplicated in Appendix A of this Agreement. The procedure of evaluation shall be as follows:
  - 1. Supervisor shall meet with employees who are scheduled for evaluation in order to explain the evaluation procedure, go over the appraisal form, and answer any questions the employees may have.
  - 2. Following the initial meeting and before the end of the year appraisal, employees may be observed in their work on an ongoing basis for two (2) twenty (20) minute periods where the nature of the position lends itself to observation and where deemed practicable by the supervisor. In any event, the supervisor may rely on the totality of his/her experience with the employee to complete the evaluation.
  - 3. Employees shall be notified in advance as to when the final evaluation conference will take place. Employees may have an Association representative in attendance if requested.

4. Where the employee is deficient and needs improvement, the evaluator shall minimally provide written comments indicating the specific nature of the deficiency, the observation(s) on which the evaluator has relied to form his/her conclusions, and specifically how improvement could be accomplished through a plan of assistance. This plan of assistance shall be developed by the appropriate supervisor in consultation with the individual employee.
  5. The completed appraisal form must be completed by the supervisor and submitted to the Personnel Office by June 30 of each second year of employment.
  6. Employees shall receive a copy of the evaluation, and will be requested to sign the evaluation as an indication of receipt, not necessarily agreement.
- E. Evaluation records shall be kept on forms provided by the Personnel Office and distributed to the appropriate administrator. The records shall show instances of outstanding performance, alertness, diligence and interest in work as well as any acts, which may tend to lessen the employee's value to the school district.
  - F. Each employee shall have the right upon request to review the contents of his/her personnel file in the presence of the appropriate administrator. The employee shall have the right to Association representation during such review. It is further understood that files maintained by supervisors or other administrators shall be subject to the terms of this Article.
  - G. Each employee shall receive a copy of his/her evaluation with right to review and challenge. Such challenge may be by virtue of a grievance or by submitting a written response, to be placed in the file with the evaluation.
  - H. Evaluating procedures and forms contained in Appendix A are hereby attached to and made a part of this Agreement. No modifications or changes will be made in the evaluation procedure without the prior, mutual agreement of both parties.
  - I. If on-site inspections are made of a building, the employee(s) will be provided with copies of any records that the Administration makes regarding the condition of the building or the quality of the work performed if such records are to be used as a basis for future evaluations.
  - J. All observations of an employee's work shall be conducted openly and with the employee's knowledge. Electronic surveillance and other covert methods of observation will not be employed.

**ARTICLE XXVIII**  
**WORKER'S COMPENSATION**

- A. Worker's Compensation shall be provided as required by law. In addition, employees drawing Worker's Compensation benefits may supplement their weekly benefits up to a maximum of their gross weekly income by drawing on their accumulated leave banks. Such used leave days shall be charged to the employee's leave bank on a pro rata basis. An employee may not draw against his/her vacation bank. The maximum period of such full salary coverage shall be no longer than the qualifying period for long term disability coverage. If an employee has no accumulated leave bank, no salary supplement shall be paid by the Board unless application is made to and approval is granted by the Sick Bank Committee. Other than as a salary supplement, there shall be no loss of leave days due to an injury on the job. Noon duty aides, latch-key directors, latch-key care givers/community education child care givers and program aides, latch-key and community education child care financial program aides and cafeteria helpers and assistants and Bussey enrichment employees shall only be eligible for a full fill of salary for the period of time they have in their own accumulated leave banks.
- B. The Board shall not be obligated to pay any such difference to an employee who receives a cash settlement, i.e., redemption, in lieu of weekly payments of compensation, when such cash amount has been agreed to in the form of a settlement or hearing finding.
- C. In the event of termination prior to the expiration of the time periods in Section A, rights to continue payment of supplemental benefits by drawing on employee leave banks shall cease.
- D. Employees on Worker's Compensation shall receive, for the first one hundred eighty (180) calendar days or the number of accumulated sick days, whichever is greater, continued accrual (loading) of leave days, holidays and vacation. Payment shall be made during that one year for vacation and holidays. In the event disability continues beyond the waiting period (one hundred eighty (180) calendar days or the number of accumulated sick days, whichever is greater) of the Long Term Disability, the employee shall be placed on such leave of absence and accrual and payment for leave days, vacation, and holidays shall cease. Seniority shall continue to accumulate as if the employee were actually working. Full insurance coverage shall be continued at Board expense for such eligible employees, as long as they continue on Worker's Compensation or Long Term Disability.



- E. If an employee is eligible for Worker's Compensation benefits, the employee's position shall be held open for a maximum period of one hundred eighty (180) calendar days or the number of accumulated sick days, whichever is greater, plus an additional three (3) months. If the Worker's Compensation eligibility exceeds this limit, the employee shall be placed on leave of absence and the position shall be considered vacant and posted in accordance with Article XII. Upon the event of termination of eligibility of the employee for Worker's Compensation benefits, whose position has been lost due to this clause, he/she shall be afforded the same rights as an employee requesting return from unpaid Leave of Absence in accordance with the return from leave provision of the Agreement E.
  
- F. The district shall implement the joint efforts developed in cooperation with Focus Management for an early return to work for all employees who are injured on the job.

**ARTICLE XXIX**  
**EMPLOYEE'S PROTECTION**

- A. The Board recognizes its responsibility to give all reasonable support and assistance to the employee with respect to his/her job.
- B. Complaints by any Supervisor shall be called to the employee's attention if a permanent record is to be made of such a complaint, if such complaint may lead to disciplinary action at a later date, or be used for evaluations.

A complaint about an employee by a person other than the employee's supervisor shall be called to the employee's attention at administrative discretion. However, if a permanent record is to be made of such a complaint, if discipline may occur, or if the complaint may affect an evaluation of the employee, such complaint shall be called to the employee's attention - specifically what the nature of the complaint is and that the complaint is being investigated. Upon completion of the investigation, the supervisor's disposition of the complaint shall be made known, in writing, to the employee. The name of the complaining party or parties shall be revealed to the employee if a permanent record is made of such complaint, if such is to lead to disciplinary action, or used in an evaluation of the employee.

- C. If any employee has a complaint against him/her lodged with the police department, or issued as a result of any action taken by the employee while in the performance of his/her regularly assigned duties and performing properly, lawfully, and in accordance with written Board policy and written administrative regulations, the Board shall refer the matter to its insurance carrier with the request that all necessary assistance be rendered to the employee in his/her defense.
- D. Time lost by an employee in connection with the complaint or suit, as mentioned in this Article, shall not be charged against the employee.
- E. Should an employee incur injury or damage to himself/herself as a result of an accident suffered in the course of his/her employment, the Board shall refer the claim to the insurance carrier for appropriate disposition. Article XXVIII of this Agreement shall apply to such case.

Should an employee incur damage or loss of personal property in the course of his/her employment, the Board shall refer the claim to the insurance carrier for appropriate disposition. If the disposition results in a claim being paid by the Board's insurance carrier, any deductible required will be paid by the Board.

Such protection shall also apply to loss of personal property as long as:

1. Prior notice and written approval of the supervisor has been obtained for the use of said property in the building.
2. Loss as the result of forced entry into the area where the property was locked up and/or stored.

Both parties recognize the need for consideration of possible measures to provide greater security for employee property. Therefore, both parties agree to confer during the term of this Agreement to attempt to resolve this mutual concern.

- F. Employees shall not be required to work under conditions detrimental to their health, safety, or well being, including excessive temperature. Employees shall not be obligated or required to do personal errands for supervisors or administrators.
- G. In order to protect the safety and well-being of employees who work alone on a regular basis in any building or work alone due to absence of a fellow employee without substitute, a procedure will be established for contact with such employee on a regular basis. The Association and the Board shall mutually develop such procedures to protect the safety and well being of employees working alone in buildings.
- H. The parties agree to establish a Joint Committee which will meet bi-monthly whose task shall be to develop ways to implement and advise members of their rights under the "Employee Right to Know Law" and to resolve Safety, Health and Security issues.

**ARTICLE XXX**  
**PAYROLL DEDUCTIONS**

- A. All employees in the bargaining unit must have on file an exemption card for withholding tax as required by I.R.S. in the Personnel Office. Any employee desiring a change in exemptions shall do so by filing a new card. Deductions are based upon a schedule supplied by the Federal Government.
- B. Employees may request that additional deductions be made from their pay for the following purposes:
1. United Foundation
  2. Detroit Teachers Credit Union/South Oakland County Credit Union
  3. Southfield Michigan Educational Support Personnel Association dues, service charges, assessments, and/or contributions
  4. United States Savings Bonds
  5. M.E.S.S.A. and/or M.E.A. Financial Services Options as follows:
    - Survivor Income Insurance
    - Hospital Confinement Indemnity (individuals currently in the program only.)
    - Basic Term Life Insurance
    - Supplemental Life Insurance
    - Dependent Life Insurance
    - Group Term Life Insurance
    - Short Term Disability (may not be purchased with negotiated option dollars.)
    - Long Term Disability is not available for individual purchase.
    - M.E.A.F.S. Auto Insurance
    - M.E.A.F.S. Home Owners Insurance
    - M.E.A.F.S. Tax Deferred Annuity Programs
    - M.E.A.F.S. Mutual Funds
    - M.E.A.F.S. Individual Retirement Accounts
    - M.E.A.F.S. Single Premium Deferred Annuities
    - M.E.A.F.S. P.R.D. Classic Life Program (Universal Life, Adjustable Life, and Whole Life.)
    - Verity - Long Term Care

Additions to this listing of M.E.S.S.A./M.E.A.F.S. programs for payroll deductions may be made only if mutually agreed to by the parties.

6. Detroit City Income Tax
  
7. Tax-Sheltered Annuities (existing vendors only)
  - a. M.E.A. Financial Services
  - b. Equitable Life Assurance Company
  - c. Fidelity Investments
  - d. First of Michigan
  - e. Lincoln National Life Insurance Company
  - f. Prudential
  - g. Washington National Life
  - h. Consolidated Financial Services
  - i. Great American
  - j. V.A.L.I.C.
  - k. EschelsDeductions for one (1) or two (2) carriers allowed.
  
8. Southfield Community Foundation

**ARTICLE XXXI**  
**WORKING CONDITIONS**

- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety or well being.
- B. The Employer shall provide adequate rest areas, lounges and restrooms for employees' use.
- C. The employer shall provide reasonable support and assistance to employees with respect to the maintenance of control and discipline of students in the employee's assigned work area. The employer or its designated representative shall take reasonable steps to relieve the employee of responsibilities with respect to students who are chronically or seriously disruptive or repeatedly violate rules and regulations.
- D. The Board shall provide a First Aid kit to be located in the Head Custodian office and Cafeteria of each building. Further, approved Red Cross First Aid kits will be provided in each Maintenance vehicle.
- E. The District will provide latex gloves and appropriate containers for disposal for employee use; a training program will be provided to instruct employees in the proper use of such equipment.

**ARTICLE XXXII**  
**MISCELLANEOUS**

- A. This Agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms.
- B. The Board agrees to establish an inventory of all tools needed to operate efficiently. Subject to Board approval, employees using their own personal tools at work may have them replaced, upon proof of theft, or repaired, if they are broken and in need of repair. The Board shall order such replacement or repair of tools in a reasonable period of time.
- C. Upon the approval by the Board, all employees will be encouraged and allowed to participate in in-service training programs in order to improve their efficiency on the job. Employees who participate in such a Board sponsored program that improves their efficiency and benefits the School District, will be compensated at the regular hourly rate, or released from regular duty to participate. C.P.R. (cardio-pulmonary resuscitation) training will be provided for all employees.

Effective with the 2000-2001 work year three (3) full days of professional development shall be scheduled. Two (2) of these days shall be building/work-site/departmental based. One (1) of these days shall be district-wide. All bargaining unit members shall participate in the District-Wide Day except special education drivers who have been assigned out-of-district runs that day. During the 2000-2001 school year, day custodians who would normally have responsibilities on Election Day (November 7, 2000) must have approval of their immediate supervisor in order to participate in that professional development day.

On the District-Wide Day, the workday shall be eight (8) hours, which shall include a one (1) hour duty free lunch period. The workday for the other two days shall be consistent with the normal work schedule.

An employee may not use a paid non-workday or a single vacation day in order to receive compensation for a professional development day.

A Joint Professional Development Committee shall be convened to establish the content and the design for such a day. Minimally the committee shall be made up of the president or designee from each MEA unit, the Executive Director of SCC, the

Supervisor of Instructional Technology and Professional Development and three (3) representatives designated by the school district.

The Joint Committee shall also be responsible for reviewing plans for building/work-site professional development days.

- D. The parties of this Agreement support the cooperative enforcement of safety rules and health regulations. The safety and sanitary conditions of work and the condition of all equipment shall comply with applicable State and Federal laws. A joint standing safety committee will review methods for cooperative establishment and enforcement of safety rules.
- E. If any provision of this Agreement, or any application of the Agreement to any employee or group of employees, shall not be deemed valid and subsisting except to the extent permitted by law, all other provisions or applications shall continue in full force and effect. In the event that any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provisions shall be void and inoperative and subject to renegotiations.
- F. Loyalty to the school district by all employees, including non-instructional personnel, administration, and Board members, is necessary for the good and welfare of the students, schools, and community. Employees are encouraged to perform loyal and efficient work and service, to improve the District's standards, and to cooperate with the School Board in promoting the welfare of the District and improving its service.
- G. Employees' personal lives are not within the appropriate concern of the Board of Education as long as they do not adversely affect the performance of their duties.
- H. The Board agrees that neither they nor their agents shall attempt to initiate any exceptions to this Agreement, except through the Association or through specific mechanisms agreed to hereunder.
- I. Any employee using his/her personal car for school business at the direction of the building principal or unit supervisor will be paid at the then current per mile rate



allowed by the Internal Revenue Service of the United States Department of Treasury. Proper forms must be submitted for Board approval of mileage expense.

- J. The parties agree to establish the following programs to promote in-service, education, and upgrading of skills for all employees.
1. The parties hereby establish a Joint Committee to administer a program of tuition reimbursement/in-service education for employees. The committee will oversee the funding, establish procedures and guidelines for tuition reimbursement, devise yearly in-service programs for all departments on days when school is scheduled as half-days (as approved and scheduled by the administration), and shall be free to discuss all credible proposals and concepts of benefit to the School District. The Board agrees to provide twenty thousand dollars (20,000) for 2000-2001 for this purpose. Each subsequent year of the contract the amount shall increase by the same rate of increase applied to the salary schedule. There shall be no carry-over of funds from one year to the next.
  2. The parties hereby agree to establish a structured training program for bargaining unit employees to allow for advancement opportunity into the Maintenance Department when vacancies occur as defined by Article XIII, Vacancies. Such structured training program shall be implemented through the above joint committee.
- K. Classes and in-services held within the district or otherwise approved by the district for the purposes of this provision and held after the regular workday will be compensated at the rate of time and one-half (1-1/2) for all hours over eight hours total in that work day. This provision shall not apply for approved conference attendance or to noon duty aides, latch-key directors, latch-key care givers/community education child care givers and program aides, latch-key and community education child care financial program aides and cafeteria helpers and assistants and Bussey enrichment employees.
- L From time to time, representatives of the Board and the Association shall meet, upon the request of either party, to review and attempt to resolve problems or concerns.
- M The Board and Association shall develop and implement a comprehensive plan to increase the number of minority employees in the district. Such plan may include,

but not be limited to recruitment, peer support, and administrative assistance. It is understood that such plan shall be consistent with the terms of this Agreement.

N. An employee to whom the Board provides a uniform and/or provides a uniform allowance shall be required to wear the uniform while on duty. The Association shall appoint employees to assist in the selection of uniforms, which shall be determined by mutual agreement. New employees shall be furnished uniforms within a reasonable period of time.

O. Immediate Supervisors

1. Employees shall have one immediate supervisor.
2. The person designated as the immediate supervisor shall be the building principal if assigned to a school building, or shall be the Department Supervisor if assigned to some other location.
3. The immediate supervisor as defined in 2 above may designate another administrator as the immediate supervisor. In such instances, the employee shall be notified, in writing, no later than the first day of school, of who the principal or Department supervisor has named as the designated immediate supervisor for the school year.
4. During times when school is not in session, with the exception of the high schools, the immediate supervisor of the Custodial Department will be the Assistant Manager of Building and Grounds. The immediate supervisor of the high schools will be the Facility Managers in their respective facility.
5. Additionally, employees will receive notice of who will function as the immediate supervisor whenever the immediate supervisor is absent.
6. Employees who have been notified of their immediate supervisors per numbers 1-5 above, shall assume that such supervisors have not changed from year to year unless so notified by the Administration.

P. The Board and the Association agree to meet and modify the drug testing policy/procedure.

**ARTICLE XXXIII  
INSURANCE**

- A. The Board agrees to furnish to all employees and dependents except noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care financial program aides, cafeteria helpers and assistants and Bussey enrichment employees the following MESSA-PAK insurance protection:

**Plan A:** For employees electing MESSA Health Insurance.

Health:

**CHOICES II**

**EFFECTIVE JULY 1, 2007, THE CO-PAY ON PRESCRIPTION DRUGS SHALL BE \$10/\$20 AND THERE SHALL BE NO DEDUCTIBLE FOR IN-NETWORK AND \$250 INDIVIDUAL AND \$500 PER FAMILY PER CALENDAR YEAR FOR OUT-OF-NETWORK.**

**AT THE OPTION OF THE DISTRICT, THE DISTRICT MAY USE INDIVIDUAL RATES OR THE PAK RATE, WHICHEVER IS LESS.**

**Long Term Disability:**        70%  
   \$5,000  
   Modified fill or 180 Calendar Days whichever is greater  
   Freeze on offsets  
   Alcohol/Drug - Same as any other illness  
   Mental/Nervous - 2 years  
   COLA Provision

Benefits, if disabled prior to age sixty (60) will be paid through the end of the school year in which a person reaches age sixty five (65). If disabled after age sixty (60), benefits will be paid to the end of the school year in which they reach age seventy (70).

**Delta Dental:**                    100:90/90/90:        \$1,500  
   or if spouse has coverage by another carrier  
   50/50/50:        \$1,000 (with sealants)

**Negotiated Life**                    \$45,000 Accidental Death & Dismemberment at  
   Double Indemnity

**Vision:**                                VSP-3 Plus

Where applicable and at the employee's option, MESSA-Care Exact Fill Complimentary Coverage and Medicare premiums shall be paid by the Board for the employee, spouse and/or eligible dependents, in lieu of MESSA Super Care I premiums.

**Plan B:** For employees not electing MESSA Health Insurance.

**Long Term Disability**            70%  
   \$5,000  
   Modified fill or 180 Calendar Days whichever is greater  
   Freeze on offsets  
   Alcohol/Drug - Same as any other illness  
   Mental/Nervous - 2 years  
   COLA Provisions

Benefits, if disabled prior to age seventy (70) will be paid through the end of the school year in which a person reaches age seventy (70).

**Delta Dental:**                    100: 90/90/90: \$1,500  
   or if spouse has coverage by another carrier  
   50/50/50: \$1,000 (with sealants)

**Negotiated Life:**                \$45,000 Accidental Death & Dismemberment at  
   Double Indemnity

**Vision:**                                VSP-3 Plus

B. Effective July 1, 1981 and thereafter, all new employees covered by this Agreement shall have their premium for eligible insurance paid by the Board as follows:

1. Life - One hundred percent (100%) for all employees working five (5) hours or more per day and noon duty aides, latch-key directors, latch-key care givers/community education child care givers and program aides, latch-key and community education child care financial program aides and cafeteria helpers and assistants and Bussey enrichment employees regardless of length of workday. Other bargaining unit members are not eligible for this insurance if their workday is less than five (5) hours per day.
2. Health and Dental (if eligible)

- a. Four (4) hours per day - minimum of sixteen (16) hours per week. Fifty percent (50%) premium payment by Board.
  - b. More than four (4) hours per day but less than five and one-half (5-1/2) per day - sixty-six and two-thirds (66 2/3) premium payment by the Board.
  - c. At least five and one-half (5 1/2) hours per day to eight (8) hours per day, one hundred percent (100%) premium paid by the Board.
3. Vision and L.T.D. - All Employees except noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care financial program aides and cafeteria helpers and assistants and Bussey enrichment employees.

Employees whose hours were reduced and full fringe benefits were continued shall retain such coverage. Employees who in the future are reduced in hours below the level requiring full fringe benefits shall also continue such coverage.

- C. The Board shall pay insurance premiums throughout the year (12 months) for all less than twelve (12) month employees who fulfill their work year with the School District.
- D. The terms of any contract or policy issued by an insurance company hereunder, shall be controlling as to all members concerning benefits, eligibility, termination of coverage, and other related matters.
- E. The Board, by payment of the premium payments required to provide the coverage, shall be relieved from all liability with respect to the benefits provided by the insurance coverage as above described. The failure of an insurance company to provide any of the benefits for which it had contracted, for any reason, shall not result in any liability to the Board or the Association, nor shall such failure be considered a breach by either of them of any obligation.
- F. Differences between employees or beneficiaries of employees and any insurance company shall not be subject to the grievance procedures.
- G. Employees on leave of absence for health reasons may continue under group coverage for one (1) year at their own expense. During such time the employee shall be responsible for submitting premium payments directly to the Board. At the end of one (1) year, the employee will be dropped from the Board's group coverage. Employees on Worker's Compensation or Long Term Disability due to injury on the job shall be provided fringe benefits, at the Board's expense, as if they were continuing to work.
- H. In the event of strikes and stoppages by the Association, during the term of this Agreement, all benefits under this Article shall be immediately terminated and discontinued.

I. Employees who are eligible for District coverage and who are covered under another employer-paid health insurance program may select optional MESSA benefits as delineated in Article XXX, Payroll Deductions, (exclusive of Accident Insurance Program and Short Term Disability with board dollars), or receive a cash payment as follows:

1. Employees working four (4) hours per day, minimum of sixteen (16) hours per week - \$90/month-12 months.
2. Employees who work more than four (4) hours per day but less than five and one half (5 1/2) hours per day/\$100/mo.-12 months.
3. At least five and one half (5 1/2) up to eight (8) hours per day - \$125/month-12 months.

Twenty five dollars (\$25.00) of the above indicated amounts per month shall be applied to M.E.S.S.A options. This benefit shall be available to employees whose spouse is also employed by the Board. This amount may be added to the cash payment.

J. Appropriate government documents and enrollments needed to comply with Section 125 of the IRS Code shall be done through the MESSA Option All Program.

**ARTICLE XXXIV**  
**FOOD SERVICE**

- A. Cafeteria equipment and cooking facilities will not be used unless a head cook or other food service employee is on duty unless such use is limited to preparation not involving major kitchen appliances.
- B. In the absence of the head cook, the main dish cook, then the Baker, shall be the responsible party in charge. In the event there is no baker at the site, the assistant main dish cook shall be responsible. If an assistant main dish cook is not available, the responsible party in charge shall be the most senior cashier/helper assigned to the building.
- C. To cover the cost of uniforms and shoes, cafeteria employees will receive One Hundred Fifty Dollars (\$150.00). Employees shall receive this payment in one lump sum.
- D. Cooks shall be reimbursed for classes or in-services that are job related and have prior approval of their supervisor.
- E. All cafeteria personnel shall have their regular work hours posted. If there are any additional hours to be added, the Association shall be notified and the new hours will be put up for bid. If the additional time is of a duration of thirty (30) minutes or less, it need not be posted. If the time is above thirty (30) minutes, the position will be posted. However, if such posting causes displacement of an employee, the displaced employee will automatically be granted the position vacated by successful bidder. Head cooks shall work a minimum of 172 days each year.
- F. If the head cook feels that certain menus or quantity factors call for added hours, on occasion, they should contact the Food Service supervisor and request such hours. The supervisor shall take steps to provide relief, if necessary.
- G. Food Service employees who work more than one (1) classification shall be paid at the higher rate for the total hours of work.
- H. The Board and Association shall jointly establish a planned comprehensive program of in-service and pre-service training for all Food Service employees.

- I. Except in cases of snow emergency, food service employees will be given at least twenty-four (24) hours notice if work is not provided on a scheduled workday. Failure to meet the twenty-four (24) hour notice shall result in full payment of wages to the employees.  
If work is not provided on one or more scheduled workdays, affected employees shall be offered available substitute food service work. All such employees shall be paid for actual hours worked and be paid at the higher of their own rate or the beginning rate of the position in which they are substituting.
- J. Food service employees shall utilize time clocks to record hours worked.
- K. Substitute food service employees shall not work more hours on a daily basis than regular employees at the same location.
- L. In order to promote professional excellence, all who work as or aspire to work as head cook, main dish cook, baker, and assistant main dish cook must successfully complete four (4) professional development classes offered through Oakland Schools: 'School Food Service Basics,' 'Sanitation and Safety,' 'Successful Communication,' and 'Main Dish Preparation' as a mandatory job qualification. All such course fees receiving prior authorization will be paid by the Board.



**ARTICLE XXXV  
CUSTODIANS**

1. If at all practical, any custodian called in early to fill a station will be permitted to work their full shift, in addition to the extra hours worked. If extra sections are assigned during a custodian's regular shift, overtime shall be provided upon administrative approval. Or such work shall be done to the degree that time permits, as determined by the Head Custodian. Emergency plans for such work shall be developed by the Head Custodian and approved by the immediate supervisor.
2. Coveralls and gloves will be provided to custodians when they are required to assist in cleaning boilers.
3. Custodians are responsible for securing the section to which they are assigned.
4. Custodians may not be forced to do a job that was not in their job description.
5. If a section within a building becomes vacant, a custodian, within the same shift, may request assignment to the section by the head custodian. If the request is made by more than one (1) custodian and is honored, the assignment shall be by building seniority. If the request is denied, the custodian will be advised in writing, of the reasons(s) for denial. A custodian, whose request has been denied by the head custodian, may appeal to the immediate supervisor, who shall have final authority.
6. In the event use of buildings when custodians are not on duty results in extra custodial work being needed, overtime shall be provided or such work shall be done to the degree time permits.
7. The Board shall provide rubber gloves and other safety equipment or apparel. Further, the Board shall provide five (5) uniforms per custodian, per year. New employees shall be furnished uniforms within a reasonable period of time.
8. Custodians who are classified as 'permanent unassigned' shall be normally used to cover for needed custodial services. However, during emergencies or other unforeseen circumstances, they may be temporarily reassigned to other areas providing the Association is given prior notification, and the employee is qualified.

Those having certification as transportation drivers may be utilized in that department, but will not be eligible for OT/ET and will not gain seniority in that department. Otherwise, permanent unassigned custodians shall have all rights and privileges of the Agreement, including but not limited to, full custodial pay, fringe benefits, and bidding rights. Permanent unassigned custodians shall be assigned a regular shift, which can be changed by the Board, upon twenty-four (24) hour notice.

#### Pool Attendants

1. They shall be required to attend classes and other training in areas of pool equipment and pool health standards.
2. They shall be required to train other personnel in the duties of pool attendants.
3. The pool attendant shall advise the immediate supervisor of any suspected or real health condition affecting the pool for appropriate administrative action. In the event the recommendation of the pool attendant is not upheld by the immediate supervisor such disposition shall be in writing.

#### Head Custodians

1. Each head custodian shall have equal status and authority as to custodial functions during each shift. The immediate supervisor and head custodians at each location shall meet bi-weekly to coordinate shift responsibilities. the Board agrees to assign one head custodian for each shift in each building.
2. The immediate supervisor and other supervisors will normally give orders to custodians through the head custodians when such personnel are available.
3. Head custodians are to be provided five (5) uniforms per year to be maintained by the individual.
4. Custodians shall not be removed from their normal work stations unless the head custodian of that shift is notified in advance whenever possible.
5. Head custodians will be responsible for the operation of the building unit (boilers, pumps, controls). The cleaning of grease traps and boilers shall be the responsibility of the head custodian, who may be assisted by custodians. The afternoon head custodian of each location shall be responsible for operation and posting of the overtime list for the building.

6. All head custodians are responsible for the security and proper maintenance for all custodial equipment used in their building.
7. All head custodians will receive training in the district as needed pertaining to low pressure boiler operation, pumps, controls, and other systems for which they have responsibility.
8. Head custodians shall have responsibility for minor repair and preventative maintenance at the building level. Incidental, touch up or casual painting may be assigned. In the event painting requested appears to be more than incidental, touch up or casual to the head custodian, the department supervisor and Association shall be consulted prior to initiation of the assignment.
9. During the summer months and major school breaks, the a.m. head custodian shall be responsible for the coordination of work planned with supervisors and the custodial office for all shifts. A.M. head custodians will, however, confer with the other head custodian(s) in the building on such matters. At the beginning of the summer and major breaks in the school year the immediate supervisor and head custodians shall meet to plan work to be done. Supervisors from the custodial office may attend. If they are not present the immediate supervisor is to transmit a letter to the custodial office describing decisions made with the custodians.
10. Head custodians shall be responsible for work assignments and general coordination of custodial employees assigned to them, as directed by the immediate supervisor.
11. A.M. head custodians will be called in to clear snow on days when district maintenance crews are plowing if required to do so by the manager of building and ground services.
12. The head custodian at the Senior High Schools may assign two (2) custodians to work in the lunchroom at lunch time.
13. In the event extra activities are to take place in a building and the head custodian feels that such calls for added hours, he/she shall contact the immediate supervisor who shall take steps to provide relief, if necessary.

14. All head custodians in a building with a pool will be trained in the operation of the pool, pool equipment, and pool health standards.
15. Whenever district maintenance crews are called in to plow snow, all head custodians will be notified and authorized to report for duty for the purpose of clearing snow from walks. A minimum of two hours pay shall be authorized.
16. The Labor Management Council shall identify job responsibilities, qualifications and job descriptions for the new Building Custodial Coordinator positions. Until the new areas have been designed BCCs shall follow the job descriptions and responsibilities of Head Day Custodians.

**ARTICLE XXXVI  
MAINTENANCE**

A. In order to be placed in a specific general maintenance classification, as stated above, the employee must meet the following conditions.

1. General Skill Areas
  - a. Electrical (HVAC)
  - b. Plumbing
  - c. Carpentry and Hardware
  - d. Painting
  - e. Grounds and Field Maintenance
  - f. Other specialized skills which are demonstrated to be useful to the School District (i.e., masonry, locksmith, etc.)
  
2. The employee must demonstrate skill in the above areas and be classified as follows:

General Maintenance I	Skill in one (1) area.
General Maintenance II	Skill in Two (2) areas plus one (1) year in the Maintenance Department
General Maintenance III	Skill in three (3) areas plus two (2) years in the Maintenance Department
  
3. Skill may be demonstrated by virtue of:
  - a. Journeyman's Card
  - b. Course or Class Work
  - c. Certificate or License issued by the State of Michigan
  - d. Demonstration of Ability
  - e. Work History in the Maintenance Department
  - f. Evaluations and/or Work References on File
  
4. General maintenance employees will be assigned from time to time in a variety of skill areas to allow acquisition of skills.

B. Skilled Trades

1. Skilled trades will be as defined:
  - a. Electrician                      Boiler Controls - State license or journeyman card and six (6) years experience in field.

- b. Mechanical Temperature controls and Refrigeration and Air Conditioning - License and/or certified and six (6) years experience in field of climate controls.
- c. Plumber State license or journeyman card and six (6) years experience in field.
- d. Carpenter Journeyman card (past or present) and six (6) years experience in field.
- e. Mason Journeyman card (past or present) and six (6) years experience in field.
- f. Painter Journeyman card (past or present) and six (6) years experience in field.
- g. Groundskeeper Skill in three (3) areas of ground maintenance, and six (6) years work experience in grounds maintenance and must be able to operate equipment required of grounds maintenance.
- h. Communications Skill in repair and installation of telephone systems and six (6) years experience in field.

2. At least one person, who meets the qualifications will be assigned to each skilled trade position.
3. Those assigned to skilled trade positions may be assigned out of their trades but would continue to be paid their regular rate.
4. Classifications agreed upon now shall remain, and no new classifications will be made or adopted without mutual agreement between administration and Association employees.
5. No lay-offs or reduction of the department in classifications for any purpose can be done without total department seniority being followed regardless of

license, holding of a journeyman card, or field experience provided the provisions of skilled trades - Section B can be met by reassignment within the department.

6. Classification - Shall have a meaning of qualifying for a skilled trade through "schooling". A school can be not only state, county or city run but one run by an agency or company specializing in that craft. Schooling to improve or change classification must be pre-approved as an accredited course by both the administration and the Association. Upon the completion of each course with passing grades the Board shall reimburse the employee for the cost of the course.
- C. Double time (2) will be paid for all work performed over twenty (20) feet from the ground on any structure other than a permanent building, and similar pay for any work performed more than five (5) feet below ground.
- D. Each maintenance employee will be provided with six (6) uniforms per week to be maintained by the Board.
- E. When an emergency occurs and overtime is to be used to bring the School District back to normal working operation, a dinner hour and breaks will be allowed as during normal eight (8) hours of work time. Up to a maximum of Twenty Dollars (\$20.00) will be paid by the Board to offset the cost of dinner. A receipt for this meal expenditure must be submitted and actual costs will be reimbursed.
- F. No maintenance employee shall work more than fifteen (15) hours a day. If an emergency continues into the following day, the rate of double time will be paid.
- G. Maintenance employees called into work during an emergency situation and who work fifteen (15) hours, which continue into the following scheduled work day, shall not need to report for work, without loss of any leave days. If required to report, such employee shall receive double time.
- H. All maintenance personnel shall be provided jackets at Board expense.
- I. The employee will be reimbursed by the Board for all costs of attaining/retaining required licenses and certification.

**ARTICLE XXXVII**  
**TRANSPORTATION/MECHANICS/UTILITY/WAREHOUSE**

- A. Transportation Dispatcher
  - 1. In emergency situations, the dispatcher may be utilized as a bus driver.
  - 2. In the event of an absence of a dispatcher, the second dispatcher shall have the right to work both shifts.
  
- B. Transportation
  - 1. Route Selection
    - a. Routes for the new school year shall be available to drivers for a review 48 hours prior to selection. The bidding shall take place one (1) week prior to opening day of school.
    - b. All drivers must rehearse their routes within forty-eight (48) hours of receiving their package. Drivers of out-of-district packages with earlier school start dates may be required to rehearse such routes sooner than within forty-eight (48) hours. Further, all drivers must contact the building principal to review Kindergarten/Bussey Center routes within this forty- eight (48) hour period.
    - c. The five and one-half (5-1/2) hour and/or seven and one-half (7-1/2) hour package shall include lunch and break time, pre-trip inspection, cleaning and warm-up time. All drivers, other than permanent unassigned drivers, shall be guaranteed a five and one-half (5-1/2) hour work day during the school year for students.
    - d. Opening routes for the school year shall be selected by seniority as described in a. The two (2) hour block to constitute seven and one-half (7-1/2) hours per day shall be selected by seniority on an availability basis.
    - e. Any driver who cannot report to make a route selection the day of bidding, as set by the transportation supervisor, shall inform the supervisor, in writing, of his/her intent to continue to drive for the new school year, and have completed and submitted all requirements and material necessary to be certified as a bus driver.
    - f. Drivers for all special education pupils (physically or mentally impaired, adjusted study program, perceptual development program, etc.) shall be selected by the transportation supervisor based on seniority, the frequency of time off in the previous year (not to exceed 24 occurrences), and their ability to handle these children. Openings will



be posted in accordance with Article XIII of this Agreement. Special Education drivers/assistants' work calendars may differ from the Southfield School District work calendar. These employees shall be scheduled to work in accordance with the calendar of their assigned route.

Special Education drivers/assistants that are assigned to the same route may not both be absent on the same day(s) for reasons of vacation or personal business.

- g. Kindergarten runs will have no more than 30 students assigned per bus or an assistant will be assigned to the run. Bussey Center runs will have no more than 20 students assigned per bus or an aide will be assigned.
  - h. All drivers will receive \$0.21 per hour wage differential due to the fact that they are required to work a split shift.
  - i. All runs will have the actual time of run indicated for bidding and posting purposes. All time worked over such time (the actual time of the run) will be counted as extra time.
  - j. Drivers are obligated to keep noon runs all year, except for promotion purposes.
  - k. If a split occurs in a noon run, the driver who is affected will have preferred choice. Other drivers who have no noon run will be selected by seniority.
  - l. If early dismissal of out-of-district Special Education runs occurs, the driver will be obligated to take the in-district Kindergarten or Bussey Center run, and a substitute will be placed in the out-of-district run. Placing substitutes in other noon runs will be left to the discretion of the Supervisor.
  - m. All routes will be designed as fairly and equally as possible when established.
  - n. Drivers shall be allowed to express an interest in becoming trainers; selection will be made by the supervisor; trainers will be exempt from extra time/field trips.
2. Permanent unassigned drivers shall be paid two (2) hours a.m. and two (2) hours p.m. in the event they report as scheduled and we have no available route. They shall be paid the regular assigned time for route driven. When not driving, they may be assigned other duties in the Transportation Department.

3. Overtime/Extra Time:
- a. The Transportation Department shall have one list of drivers that have requested, in writing, their desire to work extra time. This list shall be referred to as overtime and extra time (OT/ET) and must be posted in the department no later than the third (3rd) Friday of the start of the new school year. Time beyond the regular assigned package will be counted as extra time.
  - b. Distribution of OT/ET within the drivers shall be offered as defined below.
    - OT/ET list will start with the driver with most seniority and continue the rotation of drivers for four (4) weeks or for pay purposes, two (2) bi-weekly pay periods. The next four (4) week period to be used for equalizing OT/ET Hours. Daily noon runs shall be assigned by seniority and not rotated. The supervisor shall meet monthly with a driver representative committee for the purposes of ensuing equalization practices.
    - A driver who is available and refuses OT/ET shall be charged with the total hours that were charged to the driver that accepted the OT/ET involved.
    - All OT/ET worked beyond the regularly assigned hours shall be charged to the driver for purpose of determining position on the OT/ET list, except as noted in Section a.
    - A driver shall not be allowed to exchange an OT/ET assignment with another driver or accept an OT/ET assignment unless approved by the transportation supervisor. However, exchanging will not warrant or guarantee the driver's additional OT/ET as result of the change as allowed by the supervisor.
    - Drivers offered OT/ET hours shall be notified at least twenty four (24) hours in advance or as soon as possible of the scheduled trip. Those drivers not given an advance notification of twenty-four (24) hours and who do not accept the trip shall not be charged the OT/ET hours that was offered the driver.
    - Drivers shall have the opportunity to sign up for OT/ET at the beginning of each semester, each school year.
  - c. A probationary driver shall not be offered or charged OT/ET assignments involving runs inside or outside the District unless all seniority drivers refuse the trip.
  - d. Unposted trips resulting from last minute requests received by the transportation office that involve OT/ET shall be assigned to the next

available driver on the OT/ET list. The driver(s) that accept these hours will then be charged hours worked.

- e. Early dismissals shall not be charged to OT/ET if part of the driver's own package.
  - f. Meal reimbursement shall be defined as follows:
    - Over three (3) but less than eight (8) hours \$5.00 Breakfast or Lunch.
    - Over eight (8) hours Field Trip \$5.00 Breakfast and/or Lunch, \$8.00 Dinner.
    - Overnight lodging plus all meals.
    - Proof of purchase must be submitted, actual cost will be paid up to a maximum as defined above.
  - g. When a driver receives a parking ticket on a field trip due to no fault of his/her own, the Board will pay for it.
  - h. OT/ET trips for bus drivers that begin after the end of their normal day shall be paid overtime. OT/ET trips beginning prior to or at the end of the normal workday for five and one-half (5-1/2) hour drivers shall not be paid overtime until two and one-half (2-1/2) additional hours have elapsed.
4. Saturday and Sunday Overtime/Extra Time
- a. Saturday and Sunday trips, OT/ET will be assigned by seniority and rotated. These trips will be placed on a separate list in the Transportation Department. In the event there is not notification by noon on Friday, refusal of that trip shall not change the rotation of the driver on the list. The trip will be offered to the next driver on the Saturday/Sunday list. The driver that accepts the trip shall consider the said trip their turn in the rotation. Saturday or Sunday trips for the same day may only be traded with prior approval of the supervisor.  
  
Trips which begin on one weekend and end on a subsequent weekend will be assigned as two (2) separate trips.
  - b. Field trips shall be paid based on the starting time of the scheduled trip, time and one half for Saturday and double time for Sunday and/or holiday trips for actual driving time. Layover rates for weekend trips shall be paid at straight time. Lay-time for holiday trips shall be paid at double time.
  - c. A driver called in or assigned a run between his/her normal driving time but not adjoining shall be paid a minimum of two (2) hours.

- d. All drivers shall be provided with all weather jackets, which shall be worn while on duty when normal weather conditions warrant.
5. Summer Work, including Transportation Office Work.
- a. Drivers shall be paid at their regular school rate of pay.
  - b. All drivers wanting summer work in transportation will sign one list by June 1. This list will then be posted in the department. They may not sign up for summer work in other departments, if they are on the transportation list.  
  
All bus driving summer work packets must be posted five (5) work days prior to the end of each school year or sooner if known by that date. Hours worked and length of the packet shall be included. Such packets shall be bid by seniority. Summer packets that are identical to those operated during the school year shall have the same number of hours. There shall be a minimum of 5-1/2 hours for summer packets with an A.M. and P.M. run.
  - c. Drivers wishing summer work in other departments other than the transportation will sign one list by June 1. They may not sign on the list for summer transportation work assignment.
  - d. Additional runs that are available after the closing of the posting date will then be posted and awarded to the drives by seniority starting with the most senior driver not awarded a packet with the initial posting. A driver that turns down a packet after bidding will miss his/her turn on the rotation list.
  - e. Additional trips, packages or transportation office work shall be awarded to drives by seniority and to those not currently driving a packet.
  - f. The supervisor shall meet monthly with a driver representative committee for the purposes of insuring equalization practices.
6. Employees from other departments in the bargaining unit who drive during their regular workday shall be paid the regular rate for Drivers. Driving outside of their regular day shall be paid at the regular bus driver overtime rate.
7. School busses and vans used in the transportation of students shall be driven by state certified bus drivers or other qualified unit members only.
8. The Board shall pay for all licenses required for unit members as part of their work responsibilities.

9. Drivers who accumulate more than six (6) points on their driver's licenses shall be removed from their positions as drivers and be placed on an unpaid Leave of Absence. While on such Leave of Absence, such driver shall be allowed to avail themselves of the provisions of Article XIV, Section E. for the entire length of time required to attain the deletion of all points from their record. Drivers must bid back to the transportation department after the deletion of all points.

The employee shall notify, in writing, the transportation and personnel offices of his/her desire to return from such leave. Such employee shall be awarded a position in accordance with the return from leave provisions contained in this Agreement. Should a driver accumulate a second instance of more than six points on his/her driver's license any time within his/her tenure as a driver, he/she shall be placed on unpaid leave of absence with no right to bid on any transportation job in the future. Any return to active employment with the district will be governed by the return from leave provisions contained in this Agreement.

10. The current field trip committee provision for equalizing overtime hours will be implemented. The objective of the committee is to try to keep the overtime differential among drivers to approximately 5 to 10 hours. (The composition of the committee is to be determined at a later date.)
11. Non unit substitutes shall not be used to staff runs on Holidays and during breaks unless there are no bargaining unit members available who meet the criteria of Section 1-f.

C. Transportation Mechanic

1. Qualifications for each classification shall be:

AA = Mechanic must pass and be certified in fourteen (14) test areas of the National Institute for Automotive Service Excellence (N.I.A.S.E.).

A = Mechanic must pass and be certified in fourteen (14) test areas of the State of Michigan.

B = Mechanic must pass and be certified in eight (8) test areas of the State of Michigan.

2. Test areas are as follows:

- a. Automobiles

- Engine Tune-up
- Electrical systems
- Engine repairs
- Brakes
- Steering, front end

- Automatic transmissions
  - Manual transmissions and repair axle
  - Heating and air conditioning
- b. Heavy Duty Trucks
- Gas engine repair
  - Diesel engine repair
  - Drive train
  - Brake and braking system
  - Suspension steering
  - Electrical system
3. Work Coordinators - One work coordinator shall be assigned to each shift. The responsibilities of the work coordinator shall be the same as current leaders. Individual currently serving as leaders will be awarded the positions of work coordinators. Future vacancies of work coordinators shall be filled with the most senior employee in the highest classification held by current staff. Work coordinators shall be paid at \$0.75 per hour differential over the highest paid mechanic on any and all shifts.
4. The Board will pay the cost for training, licenses, and taking tests.
5. Vacancies - For one (1) year, a current mechanic having at least fifty percent (50%) of the requirements for a posted vacancy and being the most senior shall have priority for awarding of bids over individuals not in the bargaining unit. In such case the mechanic shall meet the qualifications within 120 workdays. During such qualification period the mechanics shall be paid at the rate of pay for which he/she is qualified. Upon completion of additional qualifications, the higher rate of pay shall be paid retroactive to the first date of assuming the higher classification position.
6. Future vacancies in classification AA will result in posting a position in the lowest classification rather than awarding a bid to an individual not employed by the Board.
7. Each transportation mechanic employee will be provided with eight (8) uniforms per week to be maintained by the Board.
8. Winter jackets and gloves will be made provided to all mechanics for use while on duty.
9. Mechanics shall not be required to transport students.
10. Two (2) mechanics will be on duty at all times.

11. When called out on road calls for school buses requiring wrecker service, two mechanics will be called.
12. Effective February 1, 2002, a transportation mechanic shall be considered a skilled trade position.

D. Transportation Assistants

1. Bus assistants shall be paid on a five and one-half (5-1/2) and seven and one-half (7-1/2) hour per day basis in accordance with paragraph two (2) of this section.
2. Routes shall be selected by seniority prior to the first day of regular employment for the school year.
3. Bus assistants shall be reimbursed for classes that are job related and have prior approval of their supervisor.
4. Bus assistants shall be certified as drivers and shall be utilized as substitute drivers on their own runs in the absence of the regular driver when the assistant has requested such work. When so utilized as drivers, the Board shall provide a substitute bus assistant.
5. Bus assistants shall receive training in emergency medical treatment and working with students who are severely handicapped and/or retarded as established by the Administration.
6. The severely physically and mentally impaired bus runs shall be twelve (12) months positions for bus assistants.
7. All transportation assistants will receive \$0.21 per hour wage differential due to the fact that they work a split shift.

E. Regular Substitute Drivers

The Board agrees to maintain three (3) regular substitute driver positions, whose wages, hours and working conditions shall be defined by this section as follows:

1. Their rate of pay shall be \$11.82 per hour for each year of this Agreement. They shall be guaranteed a minimum of twenty four (24) hours of employment per week. They shall be assigned as and when needed.
2. They shall receive Board paid single subscriber health coverage.
3. They shall receive five (5) days of vacation after they have completed one (1) year. After the second year the regular vacation allotment as defined in Article XXVI, Section F shall apply. They shall not be eligible to utilize the paid

non-work days defined in Article XXV, Section A. They shall only be eligible for leave without pay.

4. They shall be afforded all other contractual rights as defined in this Agreement.

For the initial postings only, any bargaining unit members who are awarded one of these positions shall not be reduced in benefits they had at the time of the award. Therefore, number 3 above shall not apply.

F. Utility

1. Each utility employee will be provided with six (6) uniforms per week to be maintained by the Board.
2. Winter jackets and gloves will be made available to all utility employees for use while on duty.
3. Utility employees shall continue to accrue departmental seniority in Transportation as well as Utility.
4. Once a utility employee picks his/her hours of work they shall not be changed unless an emergency situation arises. For the purpose of this paragraph an emergency situation shall not be interpreted to mean that the Board can change working hours to avoid paying overtime rate of pay.
5. The Board shall make available, while on duty, one (1) rain suit to each utility employee.
6. Utility employees shall be paid at the warehouse wage level one during summer months only.
7. Utility drivers shall only take vacation time during periods when school is not in session.

G. Warehouse

1. Each warehouse employee will be provided with six (6) uniforms per week to be maintained by the Board.
2. Winter jackets shall be made available for warehouse employees who are required to work in and out of the Food Service freezer.
3. Employees classified as Warehouse I shall be reclassified after a minimum of thirty (30) workdays or no longer than one (1) calendar year.



4. Overtime driving of Board owned trucks for transporting equipment, supplies, property or materials shall be assigned to warehouse employees who volunteer, on a rotation by seniority basis. Actual driving time shall be paid at normal overtime rates, except lay over time shall be paid at straight time.

**ARTICLE XXXVIII**  
**PARAPROFESSIONALS/TEACHER ASSISTANTS**

**TEACHER ASSISTANTS**

- A. Assistants and Paraprofessionals are to be considered to be within the same department.
- B. If a teacher assistant/paraprofessional is asked to report to work on a day when students are dismissed early, they shall be paid a minimum of one-half (1/2) of their regular workday.
- C. In-service for members of this department are highly desirable. The Board shall undertake to institute such in-service sessions and members shall receive their regular compensation for attending such activities.
- D. Teacher assistants/paraprofessionals shall be reimbursed for classes that are job-related and have prior approval of their supervisors.
- E. The work year for teacher assistants and paraprofessionals shall at least include all student days, records and preparation days of teachers, and any school day which is reduced for the purpose of in-service or parent-teacher conferences. Child Development Center teacher assistants and paraprofessionals shall work on days of student screening.

If the beginning and ending of the identified work year for assistants/paraprofessionals is other than the regularly established school year, the dates for such work year shall be made known to the affected assistants/paraprofessionals at least thirty (30) calendar days prior to the date of such work year.

- F. Once the work year is defined as in item #5 it shall not be changed for that given year unless an emergency occurs. If such an emergency occurs that requires a change, the Association and assistants/paraprofessionals shall be notified and consulted at least five (5) workdays in advance.
- G. To be classified as a paraprofessional an employee must either:
  - 1. Have a minimum of thirty (30) semester hours or forty-five (45) credit hours in allied or related classes.
  - 2. Five (5) years of service with the Southfield Public Schools in the area of responsibility and a minimum of five (5) related classes (15) credit hours or (10) semester hours.

- H. The normal workday for paraprofessionals and teacher assistants shall be seven (7) hours per day, except for the E.S.L. and preprimary programs. Half time paraprofessionals and teacher assistants shall work fifty percent (50%) of the normal workday for full time employees in the same type position.
- I. When evening conferences or building orientations are scheduled, the Administration shall determine if teacher assistants and paraprofessionals will work, and, together with the teacher, shall determine the nature of their assignments. Customary job duties as delineated in the employees' job descriptions may be modified as determined by the teacher and Administration.
- J. A uniform allowance of \$75.00 per year will be provided by the district to paraprofessional/teacher assistants when they are required.
- K. Hours and Utilization of Assistants/Paraprofessionals:
  - 1. The basic function is to provide instructional assistance under the direct supervision of the teacher such as individual and small group instruction.
  - 2. Time shall be provided for the assistant/paraprofessional to perform functions to assist the teacher (i.e. dittos, correcting papers, etc.).
  - 3. Time shall be allocated for joint communication, planning, preparation and exchange of ideas between the teacher and assistant/paraprofessional. Periodically a greater block of time should be provided for more intensive planning.
  - 4. Teacher assistants/paraprofessionals shall work the same calendar and essentially the same schedule as the teacher to whom they are assigned.

Teacher assistants/paraprofessionals will not be assigned lunchroom or playground duties, but may be assigned instructional duties outside their assigned teachers' classrooms, where students to whom they customarily provide instructional support are in need of assistance. Further, where teachers are teaming together or working as an instructional support team during a non-instructional time and one or more of the teachers has a teacher assistant/paraprofessional, the team (including the assistant/paraprofessional/s) may decide, and the aides' supervising teacher may direct, the aide/aides to work with or observe any of the children assigned to the team. The scheduling of the aide/aides in this case is situational and instructionally driven and is not to be part of a pre-determined long term assignment.

- L. At the end of the school year class size overage teacher assistant/paraprofessionals shall be retained in their current position and not displaced until the next upcoming school year following the September Count Day.
- M. At the start of a school year class size overage teacher assistants/paraprofessionals shall be placed based on actual attendance following the Fourth Wednesday of September.
  - 1. Teacher assistants/paraprofessionals may also be assigned to such general building functions as early entry of the students to the building, student supervision at assemblies, assisting students during passing time, assisting as assigned during extra teacher preparation or conference hours, and assuming non instructional duty assignments just as all other teaching staff. Furthermore, teacher assistants/paraprofessionals' starting and ending schedules need not be the same as the teachers to whom they are assigned.
  - 2. In a shared situation, priority shall be given to assign the assistant/paraprofessional to those situations where classroom instruction rather than support services are offered.
  - 3. Once these basic guidelines are met, it is appropriate to assign teacher assistants/paraprofessionals to other responsibilities provided they do not replace someone else or perform responsibilities normally assigned to other bargaining units or other departments within this bargaining unit.

**ARTICLE XXXIX**  
**SECURITY SPECIALISTS**

- A. Uniforms: The employer will provide to the employee any uniforms required for regular duty. If security specialists are required to patrol out of doors, appropriate outer wear will be provided by the employer including gloves, rainwear, etc.
- B. Work Coordinators: One work coordinator shall be assigned to each building with more than two (2) security specialists. Normally, supervisors will give orders to security specialists through the Coordinator. Coordinator vacancies will be filled with the most senior employee. Work coordinators shall be paid at **ONE DOLLAR(\$1.00)** per hour differential.
- C. Training/Testing: The Board will pay the cost of all training and testing.
- D. During the school year, all security specialists will work a five day, forty hour week including days when students are not in attendance except on days recognized as paid holidays by this Agreement.
- E. The work year for ten month security specialists shall at least include all student days, records and preparation days of established school year.
- F. Once the work year is defined as in item #5 above, it shall not be changed without 30 calendar days notice to the Association and the employee.
- G. The parties have agreed to continue present district practice with regard to assignment in emergencies, overtime, building location, and investigation of incidents as warranted and required, and to create a joint committee to study these issues and other issues of concern.
- H. The parties agree to establish guidelines for emergency deployment of security specialists to different locations within the district and to develop an on-call system for situational emergencies.

**ARTICLE XXXX  
SITE TECHNICIANS**

- A. The assignment of locations for the deployment of Site Tech Services shall be rotated on an annual basis.
  
- B. Training for installation and servicing of approved district software packages will be provided.

**ARTICLE XXXXI**  
**LONGEVITY**

There shall be paid to any employee working five (5) or more hours per day, who has ten (10) or more years of service to the school district the following amounts:

A. Upon completion of ten (10) years service, and each year following through nineteen years of service, the following amounts shall be paid:

Less than twelve (12) month employee	545.00
Twelve (12) month employee	595.00

B. Upon completion of twenty (20) years of service and each year thereafter, the following amounts shall be paid:

Less than twelve (12) month employee	620.00
Twelve (12) month employee	670.00

These payments shall be made the first pay period in December and shall be non-accumulative. Longevity may be prorated. Such payments shall be made in a separate check.

This Article shall not apply to noon duty aides, latch-key directors, latch-key care givers/community education child care givers, latch-key and community education child care financial program aides and cafeteria helpers and assistants and Bussey enrichment employees.

## **ARTICLE XXXXII**

### **OTHER JOB CATEGORIES**

During the 2003-2004 work year, the Labor Management Council shall review the qualifications and update job descriptions for bargaining unit positions. The Council shall have the authority to make any necessary changes.



**ARTICLE XXXXIII**  
**CONCLUSION AND DURATION**

- A. 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 all of the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- B. This Agreement shall continue in full force and effect until the eleventh (11) day of August, 2008. Upon written notice by either party on or before March 1, 2008, the parties agree to commence negotiations on a new Agreement.

The first contract year of this Agreement shall begin on August 12, 2006 and end on August 11, 2007. The second contract year shall begin on August 12, 2007 and end on August 11, 2008.

**ARTICLE XXXXIV  
COMPENSATION**

- A. Appropriate wage steps for employees will be based on their anniversary date. This applies only to increment increases.
- B. For the 2006-2007 work year, all wage schedules **SHALL CONTINUE AT THE 2005-2006 RATE. HOWEVER, ONE PERCENT (1%) OFF SCHEDULE WAGE COMPENSATION SHALL BE PAID TO ALL CURRENT BARGAINING UNIT MEMBERS EMPLOYED FOR THE 2006-2007 WORK YEAR.**

For 2007-2008 work year, all wage schedules for the 2006-2007 work year shall be increase by an additional one and ONE percent (1%) across the board.

**NOTE: IN ADDITION THE WAGE SCHEDULE SHALL BE MODIFIED AS FOLLOWS:**

1. **JWE HEAD CUSTODIANS ADDED TO POOL AND MIDDLE SCHOOL WAGE CATEGORY 2006-2007 - \$22.74, 2007-2008 - \$22.97**

## FOOD SERVICE

### 2004-2005

<b>Steps:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Work Coordinator				
Head Cook – Satellite Base	16.10	16.99	18.14	19.36
Head Cook – High School	15.50	16.41	17.54	18.81
Head Cook – Middle School	14.87	15.85	16.49	18.38
Head Cook – Elementary School	14.09	15.08	15.44	16.98
Main Dish Cook/Baker	13.21	14.22	14.97	16.08
Assistant Main Dish Cook	13.03	13.74	14.45	15.63
Helper/Satellite Cook/Cashier	11.81	12.89	13.77	15.22

### 2005-2006

<b>Steps:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Work Coordinator				
Head Cook – Satellite Base	16.34	17.24	18.41	19.65
Head Cook – High School	15.73	16.66	17.80	19.09
Head Cook – Middle School	15.09	16.09	16.74	18.66
Head Cook – Elementary School	14.30	15.31	15.67	17.23
Main Dish Cook/Baker	13.41	14.43	15.19	16.32
Assistant Main Dish Cook	13.23	13.95	14.67	15.86
Helper/Satellite Cook/Cashier	11.99	13.08	13.98	15.45

### 2007-2008

<b>Steps:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Work Coordinator	17.50	18.41	19.59	20.85
Head Cook – Satellite Base	16.50	17.41	18.59	19.85
Head Cook – High School	15.89	16.83	17.98	19.28
Head Cook – Middle School	15.24	16.25	16.91	18.85
Head Cook – Elementary School				
Main Dish Cook/Baker	13.54	14.57	15.34	16.48
Assistant Main Dish Cook	13.36	14.09	14.82	16.02
Helper/Satellite Cook/Cashier	12.11	13.21	14.12	15.60

## CUSTODIAL

<u>CUSTODIANS</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
Steps:			
1	15.50	15.73	
2	17.19	17.45	
3	18.18	18.45	
4	19.61	19.90	

(Note: Shift differentials shall be added to these rates where appropriate)

<u>HEAD CUSTODIANS/POOL ATTENDANTS</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
High School	22.98	23.32	23.55
Pool, Middle School, JWE Head Cust.	22.40	22.74	22.97
Elementary and Midnights	21.83	22.16	22.90

<u>MAINTENANCE</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
Electrician (AM)	31.93	32.41	32.73
Electrician (PM)			33.25
Plumber (AM)	30.17	30.62	30.93
Plumber (PM)			31.45
Carpenter	28.39	28.82	29.11
Communications	28.39	28.82	29.11
Grounds	28.39	28.82	29.11
Mason	28.39	28.82	29.11
Mechanical	28.39	28.82	29.11
Painter	28.39	28.82	29.11
General Maintenance III (A.M.)	25.60	25.98	26.24
General Maintenance II (A.M.)	24.74	25.11	25.36
General Maintenance I (A.M.)	24.14	24.50	24.75

(Note: Shift differentials shall be added to these rates where appropriate)

## TRANSPORTATION

	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>	
<u>Dispatcher</u>	25.60	25.98	26.24	
<u>Assistant Dispatcher</u>	22.61	22.95		
<u>Trainer</u>	Steps:			
	1	16.30	16.53	16.70
	2	17.99	18.25	18.43
	3	18.98	19.25	19.44

4	20.41	20.70	20.91
---	-------	-------	-------

**TRANSPORTATION** (CONTINUED)

		<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
<b><u>Bus Driver</u></b>	<b>Steps:</b>			
	1	15.50	15.73	16.10
	2	17.19	17.45	17.83
	3	18.18	18.45	18.84
	4	19.61	19.90	20.31
<b><u>Bus Assistant</u></b>	<b>Steps:</b>			
	1	13.45	13.65	14.00
	2	14.14	14.35	14.70
	3	14.87	15.09	15.45
	4	15.58	15.81	16.18
<b><u>Substitute Bus Driver</u></b>				11.94

<b><u>MECHANICS</u></b>		<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
Classification AA (AM)		29.01	29.45	29.74
Classification AA (PM)				30.26
Classification A (AM)		27.25	27.66	27.94
Classification A (PM)				28.46
Classification B (AM)		25.43	25.81	26.07
Classification B (PM)				26.59
General (PM)		21.30	21.62	21.84
Leader AA (AM)				30.49
Leader AA (PM)				31.01

(Note: Shift differentials shall be added to these rates where appropriate)

<b><u>UTILITY</u></b>		<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
	<b>Steps:</b>			
	1	15.50	15.73	15.89
	2	17.19	17.45	17.62
	3	18.18	18.45	18.63
	4	19.61	19.90	20.10

<b><u>WAREHOUSE</u></b>		<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
Leader – Dispatcher		24.18	24.54	24.79
Warehouse II		22.40	22.74	22.97
Warehouse I		21.83	22.16	22.38

<u>PARAPROFESSIONALS</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
	20.12	20.42	20.62

<u>TEACHER ASSISTANTS</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
Steps:			
1	13.47	13.67	13.81
2	14.22	14.43	14.57
3	15.01	15.24	15.39
4	15.76	16.00	16.16
5	16.56	16.81	16.98

<u>DISTRICT MEDIA TECHNICIANS</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2005-2006</u>
	25.67	26.06	26.32

<u>SITE COORDINATORS</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
Steps:			
1	19.62	19.91	20.11
2	20.36	20.67	20.88
3	21.12	21.44	21.65
4	21.94	22.27	22.49
5	22.74	23.08	23.31
6	23.58	23.93	24.17
7	24.50	24.87	25.12
8	25.47	25.85	26.11

<u>HALL MONITORS</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
	17.23	17.49	17.66

<u>SECURITY SPECIALIST</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
	25.60	25.98	26.24
<u>SECURITY SPECIALIST (PM)</u>			26.76
<u>SECURITY SPECIALIST COORDINATOR</u>			26.99

<u>NOON AIDES</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2007-2008</u>
Steps:			
1	10.98	11.14	11.25

2	12.08	12.26	12.38
3	13.18	13.38	12.38
4			13.51

**LATCH-KEY**

	<b><u>2004-2005</u></b>	<b><u>2005-2006</u></b>	<b><u>2007-2008</u></b>
Care Giver	9.34	9.48	9.57
Bookkeeper	13.18	13.38	13.51
Director	14.83	15.05	15.20
Instructor I	17.97	18.24	18.42
Teacher	18.34	18.62	18.81

**COMMUNITY ED CHILD CARE**

	<b><u>2004-2005</u></b>	<b><u>2005-2006</u></b>	<b><u>2007-2008</u></b>
Care Giver	9.34	9.48	
Child Care Instructor	13.74	13.95	
	<b>Steps:</b>		
Child Care Director	1	16.47	16.72
	2	17.57	17.83
	3	18.67	18.95

**ENRICHMENT**

	<b><u>2004-2005</u></b>	<b><u>2005-2006</u></b>	<b><u>2007-2008</u></b>
Care Giver	9.34	9.48	9.57
Instructor I	14.27	14.48	14.48
Instructor II	15.65	15.88	
Instructor III	16.47	16.72	
Instructor IV	19.77	20.07	
Instructor V	20.04	20.34	
Instructor Assistant I	12.36	12.55	
Instructor Assistant II	13.51	13.71	13.71

**APPENDIX A  
SOUTHFIELD PUBLIC SCHOOLS  
S-MESPA EMPLOYEE PERFORMANCE APPRAISAL**

NAME OF EMPLOYEE: \_\_\_\_\_  
LAST FIRST

DEPARTMENT: \_\_\_\_\_ BUILDING \_\_\_\_\_

POSITION IN WHICH EMPLOYEE IS EVALUATED \_\_\_\_\_

DATE EMPLOYEE CAME UNDER YOUR SUPERVISION \_\_\_\_\_

EMPLOYEE STATUS PROBATIONARY \_\_\_\_\_ PERMANENT \_\_\_\_\_ SUBSTITUTE \_\_\_\_\_

DATE OF EVALUATION \_\_\_\_\_

RATING SCALE:      1 = ABOVE AVERAGE              NA = NOT APPLICABLE  
                          2 = ACCEPTABLE                              NO = NOT OBSERVED  
                          3 = NEEDS IMPROVEMENT

This appraisal form must be completed by the employee's immediate supervisor and submitted to the Personnel Office ten (10) workdays prior to the end of the probationary period and by June 30 of each third year of employment.

The evaluator must evaluate the employee on all of the criteria listed below. If an attribute or skill is not applicable or not observed, circle the appropriate response.

If the employee is rated as "needs improvement" on any of the criteria, the comments sections must be used to indicate the specific nature of the deficiency, the observations which the evaluator has relied on to form this conclusion, and specifically how improvement would be accomplished.

<b>I. <u>QUALITY OF WORK</u></b>	<b><u>PLEASE CIRCLE</u></b>
A. DEMONSTRATES JOB KNOWLEDGE	1 2 3 NA NO
B. MAINTAINS AND USES EQUIPMENT APPROPRIATELY	1 2 3 NA NO
C. COMPLETES JOB ASSIGNMENTS	1 2 3 NA NO
D. FOLLOWS INSTRUCTIONS	1 2 3 NA NO
E. PERFORMS DUTIES ACCURATELY AND NEATLY	1 2 3 NA NO
F. WORKS EFFECTIVELY	1 2 3 NA NO

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_



---

**II. QUALITY OF WORK**

**PLEASE CIRCLE**

- |    |   |   |   |   |    |    |
|----|---|---|---|---|----|----|
| A. | COMPLETES WORK AS ASSIGNED                            | 1 | 2 | 3 | NA | NO |
| B. | MEETS DEADLINES AND SCHEDULES                         | 1 | 2 | 3 | NA | NO |
| C. | SHOWS INITIATIVE TO DO OTHER THAN ROUTINE ASSIGNMENTS | 1 | 2 | 3 | NA | NO |

COMMENTS: \_\_\_\_\_

---

**III. HABITS AND ATTITUDES**

- |    |   |   |   |   |    |    |
|----|---|---|---|---|----|----|
| A. | IS DEPENDABLE                             | 1 | 2 | 3 | NA | NO |
| B. | IS PUNCTUAL                               | 1 | 2 | 3 | NA | NO |
| C. | MAINTAINS ACCEPTABLE ATTENDANCE           | 1 | 2 | 3 | NA | NO |
| D. | PERFORMS WORK IN AN ORDERLY MANNER        | 1 | 2 | 3 | NA | NO |
| E. | COMPLIES WITH INSTRUCTION                 | 1 | 2 | 3 | NA | NO |
| F. | FOLLOWS JOB AND SAFETY RULES/REGULATIONS  | 1 | 2 | 3 | NA | NO |
| G. | WORKS INDEPENDENTLY                       | 1 | 2 | 3 | NA | NO |
| H. | ACCEPTS RESPONSIBILITIES OF JOB WILLINGLY | 1 | 2 | 3 | NA | NO |
| I. | DEMONSTRATES INTEREST IN WORK             | 1 | 2 | 3 | NA | NO |

COMMENTS: \_\_\_\_\_

---

**IV. PERSONAL QUALITIES**

- |    |  |   |   |   |    |    |
|----|--|---|---|---|----|----|
| A. | USES GOOD JUDGMENT                         | 1 | 2 | 3 | NA | NO |
| B. | ADAPTS TO EMERGENCIES AND NEW SITUATIONS   | 1 | 2 | 3 | NA | NO |
| C. | DRESSES APPROPRIATELY FOR THE JOB          | 1 | 2 | 3 | NA | NO |
| D. | DISPLAYS ACCEPTABLE HYGIENE                | 1 | 2 | 3 | NA | NO |
| E. | ACCEPTS PRAISE OR CORRECTION APPROPRIATELY | 1 | 2 | 3 | NA | NO |
| F. | UNDERSTANDS PURPOSE OF JOB/GOALS OF DEPT.  | 1 | 2 | 3 | NA | NO |
| G. | WORKS AS A MEMBER OF A TEAM                | 1 | 2 | 3 | NA | NO |

COMMENTS: \_\_\_\_\_

---

**V. RELATIONSHIP WITH OTHERS**

- |    |  |   |   |   |    |    |
|----|--|---|---|---|----|----|
| A. | WORKS COOPERATIVELY WITH OTHER EMPLOYEES | 1 | 2 | 3 | NA | NO |
| B. | RELATES TO STUDENTS EFFECTIVELY          | 1 | 2 | 3 | NA | NO |
| C. | REPRESENTS SCHOOL DISTRICT APPROPRIATELY | 1 | 2 | 3 | NA | NO |
| D. | FOLLOWS PROPER CHANNELS OF COMMUNICATION | 1 | 2 | 3 | NA | NO |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. SUPERVISORY ABILITIES (IF APPLICABLE)**

A.	ACCEPTS RESPONSIBILITY FOR SUPERVISION	1	2	3	NA	NO
B.	DEMONSTRATES FAIRNESS AND IMPARTIALITY	1	2	3	NA	NO
C.	ABILITY TO MAKE DECISIONS	1	2	3	NA	NO
D.	ABILITY TO TRAIN AND INSTRUCT EMPLOYEES	1	2	3	NA	NO
E.	ABILITY TO PLAN AND ASSIGN WORK	1	2	3	NA	NO
F.	ABILITY TO MEET DEADLINES	1	2	3	NA	NO

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. OVERALL EVALUATION**

THIS EMPLOYEE'S OVERALL PERFORMANCE  
CAN BEST BE CHARACTERIZED AS: 1 2 3 NA NO

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF EVALUATOR/SUPERVISOR

\_\_\_\_\_  
DATE EVALUATION PRESENTED  
TO EMPLOYEE

\_\_\_\_\_  
TITLE

I HAVE REVIEWED THIS EVALUATION WITH MY SUPERVISOR AND HAVE A COPY.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

COMMENTS BY THE EMPLOYER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX B

### SOUTHFIELD PUBLIC SCHOOLS S-MESPA LETTER OF AGREEMENT

In accord with the understandings reached by representatives of the Southfield Public Schools and the Southfield-MESPA, the parties agree as follows with respect to the subject of qualifications and job descriptions:

1. All Bargaining Unit Member employed as of this date will be deemed to be fully qualified for the positions, which they currently hold.
2. The indication 'high school graduate' on the agreed to job descriptions shall be interpreted as meaning a high school graduate, G.E.D. holder, or having the equivalent in training/experience. The administration shall not bar a transfer on the basis of an employee not possessing a high school diploma or G.E.D., unless it can demonstrate to the Association that the candidate in question has such severe deficiencies in this area so as to make him/her unable to perform the job duties.
3. Where a position requires qualifications which exceed the qualifications required for other positions within the same department, a Bargaining Unit Member must meet the higher qualifications for transfer into that position. This requirement will also apply in situations involving displacement, layoff, and recall.
4. In the event it is necessary to modify any qualification or job description previously agreed to at times other than during the collective negotiations process, the Qualification Committee shall be reconvened to discuss such changes. The administration shall discuss proposed job descriptions for new positions with the Association. Failing agreement on such new positions, the administration shall implement such additions, while the Association shall have recourse to the grievance procedure for final resolution. Nothing contained herein precludes the administration from implementing such additions prior to final resolution of the issue. Should mutual agreement be reached on the changes or new positions, such modifications or additions shall be submitted to the parties for ratification. If ratified by parties, such changes or new positions shall become attached to and a part of the Board/S-MESPA Agreement.\*

\* The Board currently reserves the right to eliminate positions for reasons of cost, changing organizational priorities, declining student enrollment, or similar reasons, and nothing contained herein shall abridge such right.

**APPENDIX C**  
**LETTER OF AGREEMENT**

This Letter of Agreement hereby confirms that the parties undersigned below, have reached the following agreements during the course of negotiations:

1. Effective August 17, 1987, regular substitute custodians will be made full-time (40 hours per week) members of the custodial department, with all rights and privileges thereto, except as noted below and in the Master Agreement.
  - A. Wage schedule placement will be determined as follows:
    - If in position less than six (6) months - Step I
    - If in position six (6) months or more - Step II
  - B. Step adjustment (anniversary date) for all current regular substitute custodians will be determined to be August 17, 1987.
  - C. Vacation credit earned to date will be granted as of the anniversary date (August 17, 1987) on a prorated basis.
  - D. Southfield MESPA hereby agrees that there will be no minimum number of regular substitute custodians which must be employed by the District.
2. The parties agree to the application and institution of the Board's absenteeism control program/procedure for all S-MESPA employees in the School District in accordance with the joint understanding "Issue: Attendance/absenteeism" signed by the parties and dated August 19, 1990.
3. The parties agree to the application and institution of the joint understanding "Issues: Return from Leave, Board Right to Have Employee Examined by Board Physician" signed by the parties and dated August 19, 1990.
4. Pursuant to the joint understanding "Issues: Sick Bank, Medical Verification Form, Communicable Diseases, Return from Leave, Board Right to Have Employee Examined by Board Physician", signed and dated August 19, 1990, the parties agree that the issue of employees with communicable diseases which are not known to be spread by casual contact shall be assigned to a joint committee which shall prepare language on the issue to be incorporated in the Agreement. Furthermore, the parties agree that said joint committee shall clarify and revise the existing language dealing with communicable diseases which are known to be spread by casual contact (editorial changes) as such language interrelates with the primary issue.

5. The parties agree to refer the matter of insurance benefits to a joint committee for further study, with specific language regarding the issues and the committee charge to be developed by the parties.

**APPENDIX D**  
**LETTER OF AGREEMENT**

In accordance with the discussion held during October, 1992 between the representatives of the Board of Education of Southfield Public Schools (hereinafter referred to as the Board) and the S.E.A., S-MESPA and E.S.O.S (hereinafter referred to as the Union), the parties do stipulate to the following with respect to collective bargaining:

1. Both the Board and the Union recognize the value of collaborative efforts as they apply to collective bargaining and problem solving.
2. Both the Board and the Union are committed to study the many models of collaborative decision making, particularly as they apply to the collective bargaining process.
3. Both the Board and the Union shall work towards a suitable process for collaborative bargaining and problem solving tailored to enhance a positive working relationship.

**APPENDIX E**  
**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**  
**BOARD OF EDUCATION OF THE SOUTHFIELD PUBLIC SCHOOLS**  
**AND THE**  
**SEA, S-MESPA, AND ESOS**

In accord with the agreement reached in recent discussions between representatives of the Board of Education and the S.E.A., S-M.E.S.P.A., and the E.S.O.S., the parties do hereby stipulate to the following with respect to implementation of the Tobacco-Free School Law.

1. The parties agree that smoking in school owned vehicles, on or off school property, is expressly prohibited at all times for bargaining unit members.
2. The parties agree that the Board will offer smoking cessation support, activities within the school district as well as provide information about outside support groups/activities by other organizations to bargaining unit members.
3. The parties agree that any disciplinary action taken by the school district against a bargaining unit member for violating the provisions of the new Tobacco-Free Schools Law (Public Law 459) and/or District Policy on smoking, shall be disciplined in accordance with the provisions in the existing collective bargaining agreements, and such discipline shall comport with the procedures commonly referred to as progressive discipline.
4. It is agreed by the parties that bargaining unit members on "break time" (e.g. employee lunch time, 10 minute S-M.E.S.P.A. rest time, 15 minute E.S.O.S. relief period) shall be allowed to leave school property for purposes of smoking.

It is understood that this Memorandum of Understanding constitutes the entire understanding of the parties in regard to the aforesaid matter, under the conditions so stipulated herein, and as such shall not effect or otherwise modify, or be deemed precedent setting with respect to any or all of the Master Contract now in effect or to be in effect at a future date, or any grievance filed or to be filed at a future date.

**APPENDIX F  
LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHFIELD PUBLIC SCHOOLS  
AND  
SOUTHFIELD-MESPA**

**RE: Application of Family and Medical Leave Act of 1993 (FMLA)**

The Southfield Board of Education and the Southfield-MESPA do hereby agree to the following provisions as it relates to the Family and Medical Leave of 1993 (FMLA) and its application and implementation in the District.

1. An eligible (\*) employee may make application for FMLA Leave for any of the following purposes:
  - a. The birth, or placement for adoption or foster care, of a child;
  - b. The serious health condition of a family member;
  - c. The bargaining unit member's own serious health condition;
  - d. The care of a child under age 18.

\* To be an "eligible employee", an individual must meet both of the following qualifications. He or she must:

- Have worked for the employer for at least 12 months
- Have worked at least 1,250 hours during the year preceding the start of leave

2. Such leave shall be granted for up to twelve (12) weeks a year. For purposes of FMLA Leave a year shall be defined as the twelve-month period measured from the date of the employee's first day of FMLA Leave.
3. Where an employee is eligible for insurance under the Master Agreement, such benefits shall be provided and continued by the Board during the leave.
4. Should the employee require additional time off beyond the twelve weeks, he/she shall have the right to exercise any and all other contractual provisions.
5. Wherever practical, the bargaining unit member will provide the Board at least thirty (30) calendar days written notice of the request for the leave. The request shall include the reason for the leave, the expected beginning date, the expected ending date and whether the bargaining unit member intends to use paid leave and/or vacation time for any part of the FMLA Leave. Should the bargaining unit member elect to apply to the Community Sick Bank, all appropriate procedures must be followed by the employee.



6. A Family and Medical Leave may be taken on an intermittent or reduced schedule basis for a serious health condition. Such intermitted or reduced time shall be granted. Arrangements for the schedule shall be done on a case by case basis after recommendation of the immediate supervisor and approval of the Personnel Office.
7. For the purpose of a Family and Medical Leave, a child is defined as the biological, adopted, or foster child, step-child, legal ward or individual under 18 for whom the bargaining unit member serves in loco parentis. A family member is defined as a child, spouse, parent, step-parent, grandparent, or an individual over 18 who is incapable of self-care because of a physical or mental disability for whom the bargaining unit member stands to loco parentis.
8. The Personnel Office shall notify the employee the status of his/her request by utilizing the Southfield Public Schools FMLA Response Form (See Attachment A). Should medical certification be required the employee shall submit the certification on a completed Southfield Public Schools FMLA Physician Certification Form (See Attachment B).
9. As in the case of catastrophic illness, any days absent from work that have been approved as FMLA days shall not count against the employee as it relates to provisions of the Attendance/Absentee Procedures as agreed to by the parties in 1990.

**APENDIX G  
LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHFIELD PUBLIC SCHOOLS  
AND  
SOUTHFIELD-MESPA**

**RE: Creation of Two New Bargaining Unit Positions**

The Southfield Board of Education (hereinafter referred to as "The Board") and the Southfield-MESPA (hereinafter referred to as "The Union") do hereby agree to the following:

1. Effective February 1, 2001, Instructor I and Instructor II shall be added to the Community Education Child Care Center. The rate of compensation shall be the same as was negotiated for Instructor I and II at the Bussey Enrichment Program.
2. Those bargaining unit members who are currently performing the duties and responsibilities associated with these positions shall be retained in these jobs and upgraded.
3. The manager of the program shall provide a list of these individuals to personnel, payroll and The Union.
4. These employees shall be deemed qualified for the position. However, as vacancies occur any bargaining unit member requesting a transfer to these jobs and/or any new hire must meet all qualifications in order to assume one of these positions.

**APPENDIX H  
LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHFIELD PUBLIC SCHOOLS  
AND  
SOUTHFIELD-MESPA**

**RE: Change in Classification and Rate of Compensation for Bussey Enrichment Instructors**

The Southfield Board of Education (hereinafter referred to as "The Board") and Southfield-MESPA (hereinafter referred to as "The Union") do hereby agree to the following:

1. Effective February 1, 2001, the positions of Bussey Instructor III, IV and V shall be reclassified Instructor II. However, those employees hired before February 1, 2001, shall continue in these former classifications and receive salaried improvements consistent with the base wage improvement for the MESPA contract each year as long as they remain in the position.
2. Any employee hired as an Enrichment Instructor after February 1, 2001, shall be placed and compensated either as an Instructor I or Instructor II depending on the job posting.

**APPENDIX I  
LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHFIELD PUBLIC SCHOOLS  
AND  
SOUTHFIELD-MESPA**

**RE: Consolidation of Bussey Enrichment Instructor Assistants I and II**

The Southfield Board of Education (hereinafter referred to as "The Board") and Southfield-MESPA (hereinafter referred to as "The Union") do hereby agree to the following:

1. Effective February 1, 2001, the positions of Bussey Instructor Assistants I and II shall be combined into a single classification. This new position shall be titled Instructor Assistant.
2. The new position shall be compensated at the negotiated Assistant II rate.

**APPENDIX J  
LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHFIELD PUBLIC SCHOOLS  
AND  
SOUTHFIELD – MESPA**

**RE: Summer Work at Community Education Child Care Center**

The Southfield Board of Education (hereinafter referred to as "The Board") and the Southfield-MESPA (hereinafter referred to as "The Union") do hereby agree to the following:

1. As provided in Article XV summer work assignments in the master contract, Community Education Child Care bargaining unit members shall have the right by job category and seniority to sign up for summer work. Volunteers shall be scheduled for work first. However, if positions are unable to be filled by current department employees and/or qualified candidates from the District wide summer sign up list then the District may hire from outside the bargaining unit.
2. First priority for work shall be given to those assigned to the program during the regular work year.
3. Those employees schedule to work during the summer shall have the right to take non-paid vacation during this time. Consideration by seniority shall occur for such scheduling. Scheduling of days off shall be subject to the approval of the manager of Community Education Child Care. Every effort shall be made to honor such requests. Request will be honored provided they do not present a hardship to the program.
4. The summer session shall be defined as the period from the next workday following the last regular teacher work day in a school year to the work day immediately proceeding to the first teacher work day in the subsequent school year.

**APPENDIX K**  
**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**SOUTHFIELD PUBLIC SCHOOLS**  
**AND**  
**SOUTHFIELD - MESPA**

**RE: Assigning Ratios for Latch Key and Community Education Programs**  
**As Revised**

The Southfield Board of Education (hereinafter referred to as "The Board"), the Southfield-MESPA (hereinafter referred to as "The Union") do hereby agree to the following:

1. Effective August 12, 2000 staff assigning ratio for Caregivers in the Latch Key and Community Education Programs shall be as follows:

Latch Key Program

Ages 4- 5 years	1:12
Ages 6-12 years	1:20

(Note: Blended groups will be consistent with State Law)

Community Education Care Program

Ages 2 months – 2 ½ years	1: 4
Ages 2 ½ – 3 years	1:10
Ages 4 years or more	1:12

(Note: Blended groups will be consistent with State Law)

2. Head counts may be taken at any given time to determine assigning ratios
3. In the event State requirements for assigning ratios change during the life of the contract, the Union agrees upon request of the District to renegotiate these ratios
4. There shall be one director who is a bargaining unit member for each Latch Key Program
5. Effective August 12, 2000 staff assigning ratio for noon aides shall be as follows:

Elementary/K-8	1: 70 (Excluding Tabulator)
Middle School	1:250
High School	1:250

**APPENDIX L  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD – MESPA**

**RE: Job Description for Teacher Assistant/Paraprofessional  
for Middle School/K-8 Media Center Position**

The Southfield Board of Education (hereinafter referred to as “The Board”) and the Southfield-MESPA (hereinafter referred to as “The Union”) do hereby agree to the following:

Effective immediately, the attached job description will be applicable to the position of Teacher Assistant/Paraprofessional for Middle School/K-8 Media Center in the Southfield-MESPA bargaining unit.

**TEACHER ASSISTANT/PARAPROFESSIONAL FOR MIDDLE SCHOOL/K-8 MEDIA CENTER POSITION  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Demonstrates good use of standard English, both oral and written. Can exhibit good skills of spelling, sentence structure and punctuation.
2. Demonstrates basic knowledge of math, have good organizational and filing skills, and be able to operate office machines.
3. Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary.
4. Must be able to accept the assigned responsibilities of the position.
5. Ability to work with/relate to children and adults.
6. Knowledge in (or ability to learn) instructional computer software.
7. Must be high school graduate or equivalent.
8. Must have good attendance record.

**RESPONSIBILITIES:**

1. Assist with lamination.
2. Assist with magazine check-in and magazine processing for shelves
3. Assist with new book processing.
4. Assist with book repairs.
5. Assist with book review copying, clipping and filing.
6. Assist with book check-out and shelving.
7. Assist with catalog filing.
8. Assist with video shelving.
9. Assist with overdue materials and automated reports.
10. Assist with student aides assigned to library.
11. Assist with producing copies of educational materials.
12. Assist with the sorting of media materials.
13. Assist with maintaining periodicals and publisher’s files.
14. Other duties as assigned.

**SUPERVISOR:**

The building principal or designee.



**APPENDIX M  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD - MESPA**

**RE: Conversion of Personal Licenses for Skilled Trade Employees**

The Southfield Board of Education (hereinafter referred to as "The Board") and the Southfield-MESPA (hereinafter referred to as "The Union") do hereby agree to the following:

1. In order to comply with new state and local regulations, on an annual basis, The Board may request that MESPA bargaining unit members who are assigned to skilled trade positions, to turn over their personal skilled trade licenses on an annual rotating basis in the job category for purposes of pulling permits. The compliance with such a request shall be solely voluntary on the part of the employees. No adverse action shall be taken against any employee who elects not to convert his/her license.
2. Since the conversion of said license severely limits the bargaining unit member's ability to do private outside work during non-duty hours, during the year he/she agrees to turn over his/her license, The Board agrees that any employee who turns over his/her license shall be compensated an additional Three Thousand Dollars (\$3,000.00) for that year. For purposes of defining a year, it shall be consisted with the terms of a contractual year. (i.e. August 12, 2003, through August 11, 2004.)
3. During the first year of this agreement, bargaining unit members in this category shall receive the full amount and shall not be prorated.

**APPENDIX N  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD-MESPA**

**RE: Application of Article XXI Section B as it Relates to Certain  
Bargaining Unit Members**

The Southfield Board of Education (hereinafter referred to as "The Board"), the Southfield-MESPA (hereinafter referred to as "The Union") do hereby agree to the following:

1. As specified in Article XXI Section B, paid leave of absence days provided to Noon Aides, Latch Key and Community Care Directors, Latch Key and Community Education Child Care Givers, Community Education Child Care Program Aides, Latch Key and Community Education Child Care Bookkeepers, and Bussey Enrichment Employees shall be frontloaded each year. However, The Board reserves the right to seek reimbursement on a prorated basis for any days paid out to an employee in this category who resigns or is terminated prior to the end of his or her work year.
2. Any employee in the above referenced categories who was absent from work and called in between August 12, 2000 to date and has not received compensation through the utilization of these days shall be retroactively paid.

**APPENDIX O  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD - MESPA**

**RE: Interpretation and Application of Contract Language Relating to the  
Assignment of Summer Work for Security Personnel**

The Southfield Board of Education (hereinafter referred to as "The Board"), the Southfield-MESPA (hereinafter referred to as "The Union") do hereby agree to the following:

1. The parties reaffirm that as provided in Article XVI Section E employees shall be awarded summer work in their classification/department by seniority. However, effective June 15, 2001, the awarding of summer work for security specialists shall be done on an annual rotating basis by those signing up for such work.
2. Therefore, for the summer session immediately following the 2000 - 2001 school year, the two (2) most senior (based on classification/departmental seniority) employees electing to work shall be awarded the positions. The following school year, they shall go to the bottom of the list and shall not be eligible for work until such time as all other employees electing to work have been awarded such work.
3. This rotation shall continue each year as provided above.
4. This rotating system shall only apply to security specialists and shall serve as no precedent for any other department regarding the assignment of summer work for less than twelve (12) month employees.

**APPENDIX P  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD - MESPA**

**RE: Establishment of Two New Bargaining Unit Positions:  
Diabetic Health Care Monitor and Diabetic Health Care Monitor Assistant  
Extra Duty Positions**

The Southfield Board of Education (hereinafter referred to as "The Board"), the Southfield-MESPA (hereinafter referred to as "The Union") and do hereby agree to the following:

1. Effective January 2, 2002, two new extra duty positions shall be added to the bargaining unit: Diabetic Health Care Monitor and Diabetic Health Care Monitor Assistant. The qualifications, responsibilities and job description shall be as outlined in Attachment A and Attachment B.
2. For purposes of classification these positions shall be considered in the teacher assistant/paraprofessional department. However, no accrual of departmental seniority shall occur as a result of being assigned one these positions.
3. The rate of compensation shall be eighty percent (80%) of the current hourly rate for a paraprofessional position paid on a daily, rather than an hourly rate. For example, the daily rate for either position shall be **SIXTEEN DOLLARS AND THIRTY-THREE CENTS (\$16.33) FOR THE 2006-2007 CONTRACT YEAR. FOR THE 2007-2008 CONTRACT YEAR, THE RATE SHALL BE SIXTEEN DOLLARS AND FORTY-NINE CENTS (\$16.49)**
4. Compensation shall only be provided for days students are scheduled for attendance based on the school calendar. The assistant shall only be compensated for assumption of responsibilities in the absence of the monitor. There shall be no adjustment of compensation due to intermittent absence of the student(s). However, compensation shall cease after the 10<sup>th</sup> consecutive day of absence of a student if the monitor is only assigned that student. Compensation will resume upon the students return to school. In addition, compensation shall not be paid when leave days are taken, holidays or non-paid workdays.
5. The maximum number of students a monitor may service is two (2).
6. The establishment of these positions shall not serve as a precedent as it relates to the administration of any other medical services and/or dispensing of medication by the bargaining unit.

7. The opportunity for diabetic training shall be made available to all Southfield – MESPA employees prior to June 30, 2002. Every effort shall be made to provide such training on an annual basis. Such training shall include:
  - a. education about diabetes,
  - b. the management procedures that the student and/or school personnel will be responsible for during the school day,
  - c. the early warning signs of hypoglycemia and hyperglycemia,
  - d. what to do in case of hypoglycemia or hyperglycemia,
  - e. reporting procedures for changes in the student's physical or emotional behavior and condition.
8. In order to be able to assume one of these positions, The Employee must have a current assignment in the building where the position is located. In addition, his or her regular work schedule shall be consistent with the time needed to perform the responsibilities of the monitor or assistant.
9. As provided in Article XIII – Vacancies, a vacancy shall be filled by the most senior paraprofessional in the building that applies and meets the qualifications. If no paraprofessional applies or is awarded the position, the bargaining unit member with the most system seniority and qualifications in the building shall be awarded the position. In the event no bargaining unit member in the building applies and/or is not awarded the position(s) then The Board shall have the right to fill the position from outside of the bargaining unit for the remainder of the school year.
10. Each position shall be posted on an annual basis. The Board reserves the right not to post a position if there are no students needing the service in the building. In filling a vacancy, preference shall be given to an employee who has previously held the position and completed the training.
11. The work year for these positions shall be equal to and consistent with the number of student days in the school calendar for that year.
12. The scheduling of time for The Employee to perform the responsibilities of the position shall be done by the principal in the building after consultation with The Employee and the assigned teacher or other appropriate person where applicable. The scheduling of this time shall not restrict the right of The Employee to have a duty free lunch period as required by the contract.
13. Thirty (30) calendar days notice shall be given to The Union if the position is to be discontinued in a building. Twenty (20) calendar days notice shall be given to the affected employee.

14. On or before June 30, 2002, the parties shall review the effectiveness of the program. Any modifications of this agreement shall be in writing and only by mutual agreement of the parties.

**APPENDIX Q  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD - MESPA**

**RE: Disciplinary Procedures**

In order to provide a more consistent and effective process for dealing with disciplinary matters in the Southfield – MESPA bargaining unit, the Southfield Board of Education (hereinafter referred to as “The Board”), the Southfield – MESPA (hereinafter referred to as “The Union”) do hereby agree, effective immediately, that the following provisions shall be implemented:

1. A progressive disciplinary program shall govern actions taken. The progression shall be as follows:

Step 1	Verbal Warning (with Union Representation Present)
Step 2	Written Warning
Step 3	Written Reprimand
Step 4	Paid/Unpaid Suspension
Step 5	Demotion/Termination
2. The Board reserves the right, on a case-by-case basis, to jump over steps based on the severity of the charges facing The Employee.
3. In turn, this agreement shall not be used or considered as any waiver on the part of The Union on behalf of an employee to challenge through the grievance procedure or any other appropriate legal avenue, the substantive issues in a case, whether other tenants of just cause were present and/or whether the discipline issued merited the alleged offense.
4. Pending an investigation, if an employee is relieved of work responsibilities, he or she shall be placed on paid administrative leave until such time as the investigation has been completed and a determination of the matter has been made.

**APPENDIX R  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD - MESPA**

**RE: Establishment of New Bargaining Unit Position – Latchkey Instructor I**

The Southfield Board of Education (hereinafter referred to as “The Board”), the Southfield-MESPA (hereinafter referred to as “The Union”) do hereby agree to the following:

1. Effective January 2, 2002, the current bargaining unit position of Latch-key Instructor shall be designated as an Instructor II.
2. The qualifications, responsibilities and all aspects of the job description shall be the same, as it currently exists in the contract as contained on page 155.
3. Effective January 2, 2002, a new position shall be established, “Latch-Key Instructor I”. The qualifications, responsibilities and all aspects of the job description shall be as attached (See attachment A).
4. The rate of compensation for an Instructor I shall be Sixteen dollars and thirty nine cents (\$16.39) per hour for the 2001–2002 contract year and Seventeen dollars and Eighty-Eight cents (\$17.88) per hour for the 2002–2003 contract year.
5. The Board must make a determination prior to the posting of a vacancy as to whether it shall be an Instructor I or an Instructor II. Such a determination shall not be based on the specific qualifications of any potential candidates for the position.

**APPENDIX S  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD - MESPA**

**RE: Clarification on Article XXIV Section G**

Article XXIV Section G outlines the provisions governing how overtime is assigned within a given building or given department. In order to clarify a question that has been raised regarding this section as it relates to what rights a bargaining unit member who is on temporary assignment (at another location/department) has to overtime in his or her original building/department. The Southfield Board of Education and the Southfield-MESPA do hereby agree to the following:

1. An employee on temporary assignment to another location/department shall be given access to overtime in his/her original building/department after those individuals who are currently within their building/department have declined said overtime. In addition, this preference shall also be given prior to contacting and assigning individuals who are on the District outside the building/department list.
2. This interpretation shall be immediately effective upon execution of this letter of understanding. Therefore, the parties reaffirm that such interpretation shall not be retroactive for the 2001-2002 school year.



**APPENDIX T  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD - MESPA**

**RE: Modification of Article XXXVIII Section H**

The Southfield Board of Education (hereinafter referred to as "The Board") and Southfield – MESPA (hereinafter referred to as "The Union") do hereby agree to the following:

In order to better address the needs of The Board as it relates to the working hours of certain paraprofessionals and teacher assistants that work in district E.I. and A.I. programs at Eisenhower Elementary School and McIntyre Elementary School, the language of Article XXXVIII Section H shall be modified as follows:

Effective August 12, 2002, the normal workday for paraprofessional and teacher assistants shall be seven (7) hours per day, except for the E.S.L., preprimary programs, E.I. and A.I. at Eisenhower and McIntyre and District Wide E.I. at Birney and Southfield-Lathrup. These bargaining unit members shall have a normal work day of seven and a half (7½) hours. Half time paraprofessionals and teacher assistants shall work fifty percent (50%) of the normal workday for full time employees in the same type position.

Therefore, any paraprofessional or teacher assistant assigned to the E.I. or A.I. program at Eisenhower and McIntyre Elementary Schools who took a paid leave day as of August 12, 2002, and who was compensated for seven hours per day, shall receive compensation retroactive based on a seven and half hour day. Specifically, this shall apply to the following people: Gwen Loving, Carla Martin, Wansley Wright, Cindy Krigle, Deborah Ray and Judith Wahl.

**APPENDIX U  
LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
SOUTHFIELD – MESPA**

**RE: Temporary Assignment Clarification**

The Southfield Board of Education and the Southfield-MESPA do hereby agree to the following:

1. Once an employee is temporarily assigned they shall not be reassigned to another temporary position. (i.e. Temporary PM head custodian may not fill in for a temporary head AM custodian).
2. Emergency staffing: Any absence not reported to the Office of Building and Grounds within 24 hours of the absence may be considered a staffing emergency and may be staffed from a non-unit sub for the first day only.
3. Regular custodians in the high school and middle school who wish to fill in open regular custodial sections may do so only with the approval of the immediate supervisor. (Regular to regular shall not be considered a temporary assignment.)
4. An employee who is on temporary assignment who is a successful bidder on a position shall immediately be released from the temporary assignment.
5. By virtue of this letter the Board and the Union agree to establish an experimental program under the following guidelines.
  - A. Effective September 1, 1999 all regular substitute custodians (RCS's) shall be upgraded to the position of regular custodians with all rights and privileges that accompany that position.
  - B. This program shall specifically expire June 30, 2000. The parties shall meet on or before June 1, 2000 for purposes of evaluating this program and making a determination to mutually agree to any continuation thereof. In the event a decision is made not to continue this program, then those employees who were upgraded shall be returned to RSC status effective July 1, 2000, and all terms and conditions of employment shall be contractually consistent with that status.

This Letter of Understanding regarding temporary assignment shall be in effect for the duration of the Master Agreement except as it relates to Section 5-B above. The Board and the Association agree to meet and mutually solve all unforeseen problems that may arise from this Letter of Understanding.

## **ATTENDANCE PARAPROFESSIONAL JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must meet requirements to be classified as a paraprofessional as contained in the S-MESPA Agreement. (Article XXXVIII, Paraprofessional, Section 7).
3. Computer experience required with a good understanding of computer logic and organization, editing, and the manipulation of computer records.
4. Must possess good keyboarding skills.
5. Must have good record keeping and organizational skills.
6. Must demonstrate good use of basic math as well as Standard English, both oral and written. Can exhibit good skills of spelling, sentence structure, and punctuation.
7. Must possess good human relations skills.
8. Must have good attendance record.

### **ASSIGNED RESPONSIBILITIES:**

1. Be responsible for the computerization and maintenance of attendance records.
2. Notify and keep appropriate parties informed of attendance problems.
3. Contact parents as assigned.
4. Must be able to generate various standard reports of attendance records from the computer.
5. Must be able to design/draft various documents for attendance center use. (Reports, forms, etc.)
6. Other duties as assigned.

**SUPERVISOR:** The building principal or designee.

## **AUDIO-VISUAL PARAPROFESSIONAL JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must meet requirements to be classified as a paraprofessional as contained in the Southfield-MESPA Agreement (Article XXXVIII, Section 7, Paraprofessional). Two year Library Technical Training or Audio-Visual Technical Training Associate Degree, or the equivalent in background and/or experience preferred for new candidates.
3. Proficiency in the use and repair of audio-visual materials.
4. Demonstrated computer experience.
5. Must be accurate and have good record keeping/organizational skills.
6. Must have good attendance record.

### **RESPONSIBILITIES:**

1. Distribute, facilitate, and inventory audio-visual equipment.
2. Assist in the operation of equipment (projectors, filmstrip viewers, tape recorders, etc.)
3. Perform simple repairs on audio-visual equipment.
4. Keep records for audio-visual equipment sent to district media.
5. Produce spirit masters, transparencies, and copies of educational material.
6. Assist in the maintenance of media supplies.
7. Operate and schedule use of video and cable television within the school.
8. Schedule audio-visual equipment/films for staff.
9. Check in orders of new media materials (print and non-print).
10. Assist in library circulation procedure as necessary.
11. Prepare graphics, slide copying and photostat copying for staff as assigned.
12. Produce signs and posters for staff as assigned.
13. Operate copy machine for media center.
14. Assist in annual inventory of library equipment and materials.
15. Other duties as assigned.

### **RESPONSIBLE TO:**

The Building Principal (or designee) under the direction of the professional staff member.

**AUDIO-VISUAL PARAPROFESSIONAL  
JOB DESCRIPTION  
(Middle School)**

**QUALIFICATIONS:**

1. Must meet requirements to be classified as a paraprofessional as contained in the Southfield-MESPA Agreement (Article XXXVIII, Paraprofessionals, Section 7). Two (2) year Library Technical Training or Audio-Visual Technical Training Associate Degree, or the equivalent in background and/or experience preferred for new candidates.
2. Proficiency in the use and repair of audio-visual materials.
3. Demonstrated computer experience.
4. Must be accurate and have good record keeping/organizational skills.
5. Must have good attendance record.

**RESPONSIBILITIES:**

1. Distribute, facilitate, and inventory audio-visual equipment.
2. Produce spirit masters, transparencies, and copies of educational material.
3. Request and maintain library/media supplies.
4. Assist in maintaining bulletin boards.
5. Operate and schedule the use of video and cable television within the school.
6. Complete the processing of materials as indicated by the Librarian.
7. Assist in retrieving overdue materials.
8. Assist in annual inventory of library materials.
9. Rebind and repair materials.
10. Assist student aides in shelf reading and shelving.
11. Maintain periodical and publishers files.
12. Keep records for audio-visual equipment sent to district media.
13. Perform simple repairs on audio-visual equipment.
14. Schedule audio-visual equipment and materials for staff.
15. Assist in operating computerized circulation system.
16. Assist in preparation of bibliographic information.
17. Organize materials for vertical file.
18. Check and maintain the mail desk of the library.
19. Other duties as assigned.

**RESPONSIBLE TO:**

The Building Principal (or designee) under the direction of the professional staff member.

## **BILINGUAL PARAPROFESSIONAL JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Demonstrates good use of Standard English, both oral and written. College level course work in English. Can exhibit good skills of spelling, sentence structure, and punctuation.
2. Must be able to speak and understand the Chaldean and/or Arabic languages.
3. Must be familiar with Chaldean and/or Arabic cultures.
4. Demonstrates basic knowledge of math, have good organizational and filing skills, and be able to operate office machines.
5. Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary.
6. Must be able to accept the assigned responsibilities of the position.
7. Ability to work with and relate to children and adults.
8. Knowledge in (or ability to learn) instructional computer software.
9. Must be high school graduate or equivalent.
10. Must have good attendance record.
11. Must meet requirements to be classified as a paraprofessional as contained in Southfield-MESPA Agreement (Article XXXVIII, Section 7, Paraprofessional).

### **RESPONSIBILITIES (as assigned by teacher):**

1. Familiarize bilingual students with environmental characteristics.
2. Act as an interpreter at parent-teacher conferences and Open House when requested.
3. Make bilingual phone calls on the request of the teacher or parent.
4. Organize, circulate, maintain, and inventory classroom learning materials and stations.
5. Serve as a cultural liaison person between families of different cultures and the teacher and school.
6. Production of materials to be used by students.
7. Production of information for parents and/or students.
8. Assisting in the supervision of student classroom activities.
9. Working with groups of children to accomplish a specific task assigned by the teacher.
10. To specifically assist students in the utilization and understanding of English.
11. Sharing the responsibility of safety and well-being of students.
12. Providing general assistance with students and their needs.
13. Assisting with A/V hardware and software.
14. Assisting students in the utilization of instructional computer software.
15. Other duties as assigned.

**SUPERVISOR:** The building principal or designee. Daily responsibilities will be determined by the assigned teacher.

## **BLUE JAY TEACHING ASSISTANT/PARAPROFESSIONALS JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate.
2. Persons applying must have a minimum of two years experience in food services and/or an Associate Degree in a vocational field and one year experience in food service.
3. Must be able and willing to compliment, supplement, and reinforce a positive attitude towards vocational students.
4. Must demonstrate good use of basic math as well as Standard English both oral and written. Can exhibit good skills of spelling, sentence structure, and punctuation.
5. Must possess good human relations skills.
6. Must have good attendance record.
7. Must be able to accept the assigned responsibilities of the position.

### **ASSIGNED RESPONSIBILITIES:**

1. Assist the Blue Jay classroom teacher in working with students individually and in groups.
2. Assist in maintaining files and records as directed.
3. Organizing, ordering, maintaining, and inventorying instructional materials and related food service and preparation items for the Blue Jay Cafeteria.
4. Production of materials to be used by students.
5. Production of information for parents and/or students.
6. Assisting in the supervision of student classroom activities.
7. Working with groups of children to accomplish specific tasks assigned by the teacher. (To include, but not be limited to: food preparation, menu preparation, health and hygiene practices, ordering of food, equipment, and supplies).
8. Sharing the responsibility of safety and well-being of students.
9. Responsible for all money collected and records total expenditures daily.
10. Performs laundry duties for the Blue Jay daily as required.
11. Other duties as assigned.

### **SUPERVISOR:**

The building principal or designee. Daily responsibilities will be determined by the assigned teacher.

## **BUS DRIVER JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must meet all school bus driver certification requirements.
3. Must be physically capable to perform all assigned responsibilities.
4. Must have good attendance record.
5. Must be willing to accept direction and operate under minimum supervision.
6. Must be able to meet and accept the assigned responsibilities of the position.
7. Must have good reading and communication skills (written and verbal).
8. Must have exemplary driving record. (No current points)
9. Must be capable of appropriate coping and behavior control skills with groups of children.

### **RESPONSIBILITIES:**

1. Transporting of students to school and back punctually.
2. Keeping maps and student records up to date.
3. Reporting vehicle problems on proper forms.
4. Gassing of vehicle.
5. Checking gauges, mirrors, tires and accessories to assure proper functioning of vehicle.
6. Check for necessary equipment; i.e., flares, fuses, etc.
7. Cleanliness of vehicle. Responsible for cleaning vehicle according to Department standards.
8. Control of students while on the bus.
9. Take direction from Transportation Supervisor or other Administrators.
10. Be aware of policies and district procedures of the transportation department for staff and students.
11. Ability to administer emergency first aid.
12. Other duties as assigned.

### **RESPONSIBLE TO:**

Supervisor of Transportation (or designee)



**BUS DRIVER ASSISTANT  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate.
2. Must be a certified school bus driver or qualify (willing) for department training.
3. Must have ability to assist and aid handicapped and special education children.  
(Must have appropriate physical ability).
4. Must have good attendance record.
5. Must be able to meet and accept the assigned responsibilities of the position.
6. Must have ability to work with/relate to children and adults.

**RESPONSIBILITIES:**

1. Assist bus driver with severely handicapped and retarded children.
2. Assist bus driver with routing and loading of students.
3. Ability to administer emergency first aid.
4. Assists driver in the maintenance of records.
5. Other duties as assigned.

**RESPONSIBLE TO:**

Supervisor of Transportation (or designee)

## **BUS DRIVER TRAINER – POSITION A JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have three years of school transportation experience.
3. Must meet all school bus driver certification requirements for Michigan.
4. Must have completed KRESA Defensive Driving Course.
5. Must have completed a state approved trainer program.
6. Must possess Crisis Prevention Intervention (CPI) certification.
7. Must be physically capable to perform all assigned responsibilities.
8. Must have good attendance record.
9. Must be willing to accept direction and operate under minimum supervision.
10. Must be able to meet and accept the assigned responsibilities of the position.
11. Must have good reading and communication skills (written and verbal).
12. Must have exemplary driving record. (No current points).
13. Must be capable of appropriate coping and behavior control skills with groups of children.
14. Knowledge of transportation procedures for special needs students.

### **RESPONSIBILITIES:**

1. Take direction from Transportation Supervisor or designee.
2. Be aware of policies and procedures of the transportation department for staff and students.
3. Instructing new trainee drivers on proper methods of Pre-Trip/Skills Test/Road Test as required under CDL.
4. Instruct new trainees in proper driving techniques.
5. Instruct new trainees in map reading and preparing.
6. Instruct new trainees on acceptable student management techniques.
7. Instruct new trainees on district and department policies and procedures.
8. Instruct new trainees in proper methods of loading/unloading/securing wheelchairs/child positioning devices.
9. Instruct new trainees in acceptable methods of transporting special needs students.
10. Instruct new trainees in acceptable methods of student discipline both general and special education students.
11. Tutor drivers for successful completion of annual CDL test.
12. Assist drivers with student management skills.
13. Maintain training records.
14. All other duties as assigned.

**HOURS:** 9:30 a.m. – 2:30 p.m.

**RESPONSIBLE TO:** Supervisor of Transportation or designee.

**BUSSEY ENRICHMENT CENTER  
COMMUNITY EDUCATION CHILD CARE CENTER  
INSTRUCTOR I  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Minimum of two (2) years of college with not less than twelve (12) semester hours in child development, child psychology or early childhood education or CDA.
2. Ability to relate well with children, parents and staff
3. Experience working with young children
4. Ability to meet the physical demands of the job
5. Current TB test, physical and CPR training
6. Good attendance record
7. Ability to perform the essential duties and responsibilities
8. Ability to communicate both orally and written
9. Able to pass background check as verified through police records

**ASSIGNED RESPONSIBILITIES:**

1. Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
2. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities.
3. Encourages pupils to express themselves creatively in art, music, and dramatic play.
4. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
5. Cooperates and seeks assistance from other professional staff members.
6. Creates an effective environment for learning through functional and attractive displays, interest centers, and exhibits of pupils' work.
7. Provide individual, small and large group instruction designed to meet the individual needs of pupils.
8. Plans and coordinates the work of paraprofessionals, parents and volunteers in the classroom and on field trips.
9. Communicates regularly with parents about the instructional program in order to strengthen parental understanding.
10. Enriches educational program through study trips to community resources such as museums, parks, and through classroom visits by resource person from the school and community.
11. Selects and requisitions instructional aids, supplies, and schedules snacks.
12. Promotes parent participation and involvement in education activities provided for their children.

**SUPERVISOR:**

Building Principal/Manager. Day-to-day direction from Program Director.

**BUSSEY ENRICHMENT CENTER  
COMMUNITY EDUCATION CHILD CARE CENTER  
INSTRUCTOR II (Enrichment Teacher)  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Bachelor's degree (B.A.) from a 4-year college or university with not less than twelve (12) semester hours in child development, child psychology or early childhood education.
2. Ability to relate well with children, parents and staff.
3. Experience working with young children.
4. Ability to meet the physical demands of the job.
5. Current TB test, physical and CPR training.
6. Good attendance record.
7. Ability to perform the essential duties and responsibilities.
8. Ability to communicate both orally and written.
9. Able to pass background check as verified through police records.

**ASSIGNED RESPONSIBILITIES:**

1. Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
2. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities.
3. Encourages pupils to express themselves creatively in art, music, and dramatic play.
4. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
5. Collaborates and seeks assistance from other professional staff members.
6. Creates an effective environment for learning through functional and attractive displays, interest centers, and exhibits of pupils' work.
7. Provide individual, small and large group instruction designed to meet the individual needs of pupils.
8. Plans and coordinates the work of paraprofessionals, parents and volunteers in the classroom and on field trips.
9. Communicates regularly with parents about the instructional program in order to strengthen parental understanding.
10. Enriches educational program through study trips to community resources such as museums, parks, and through classroom visits by resource person from the school and community.
11. Selects and requisitions instructional aids, supplies, and schedules snacks.
12. Promotes parent participation and involvement in education activities provided for their children.

**SUPERVISOR:**

Building Principal/Manager. Day-to-day direction from Program Director.

**BUSSEY ENRICHMENT PROGRAM  
INSTRUCTIONAL ASSISTANT  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Demonstrates use of Standard English, both oral and written. Can exhibit good skills of spelling, sentence structure and punctuation.
2. Demonstrates basic knowledge of math, have good organizational and filing skills, and be able to operate office machines.
3. Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary.
4. Must be able to accept the assigned responsibilities of the position.
5. Ability to work with/relate to children and adults.
6. Knowledge in (or ability to learn) instructional computer software.
7. Must be high school graduate or equivalent.
8. Must have good attendance record.
9. Able to pass background check as verified through police records.

**RESPONSIBILITIES:**

1. Organizing, circulating, maintaining and inventorying of classroom learning materials and stations.
2. Production of materials to be used by students.
3. Production of information for parents and/or students.
4. Assisting in the supervision of student classroom activities.
5. Working with groups of children to accomplish a specific task assigned by the teacher.
6. Sharing the responsibility of safety and well-being of students.
7. Providing general assistance with students and their needs.
8. Assisting with A/V hardware and software.
9. Assisting students in the utilization of instructional computer software.

**SUPERVISOR:**

The building principal or designee (daily responsibilities will be determined by the assigned instructor).

## **CAFETERIA HELPER JOB DESCRIPTION**

### **QUALIFICATIONS**

1. Must be high school graduate.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading and communication skills (written and verbal), and basic math skills.
5. Must be willing to accept direction and operate under minimum supervision.
6. Must be physically able to perform all assigned responsibilities.

### **ASSIGNED RESPONSIBILITIES:**

1. Assist in the preparation of foods as assigned.
2. Follow the work schedule assigned by the Head Cook and Supervisor.
3. Report any personal accidents to the Supervisor during the same day the accident occurred. Complete and file appropriate injury report forms with the Supervisor.
4. Maintain sanitation standards.
5. Use and care for equipment as instructed.
6. Wash utensils, dishes, and pots and pans as required.
7. Assist in the storage of food items.
8. Assist in clean-up of the food service area.
9. Perform weekly cleaning duties assigned by the Head Cook.
10. Assist in the serving of foods.
11. Other duties as may be assigned.

### **SUPERVISOR:**

Food Service Manager (or designee). Day to day assignments will be coordinated by the Head Cook.

## **CAFETERIA HELPER/CASHIER JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading and communication skills (written and verbal), and basic math skills.
5. Must be willing to accept direction and operate under minimum supervision.
6. Must be physically able to perform all assigned responsibilities.

### **ASSIGNED RESPONSIBILITIES:**

1. Assist in the preparation of foods as assigned.
2. Follow the work schedule assigned by the Head Cook and Supervisor.
3. Report any personal accidents to the Supervisor during the same day the accident occurred. Complete and file appropriate injury report forms with the Supervisor.
4. Maintain sanitation standards.
5. Use and care for equipment as instructed.
6. Wash utensils, dishes, and pots and pans as required.
7. Assist in setting up the serving line.
8. Assist in clean-up of the food service area.
9. Obtain change book from Head Cook, check it, fill coin box, and open cash register or coin box.
10. Perform cashier or server/cashier function during serving period.
11. Fill out cash deposit slip.
12. Consolidate cash and make out reports under the direction of the Head Cook.
13. Return all cash to Head Cook or to school vault as directed.
14. Perform weekly cleaning duties assigned by the Head Cook.
15. Other duties as may be assigned.

### **SUPERVISOR:**

Food Service Manager (or designee). Day to day assignments will be coordinated by the Head Cook.

## **CAREER EDUCATION SPECIALIST JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must meet requirements to be classified as a paraprofessional as contained in the Southfield-MESPA Agreement (Article XXXVIII, Paraprofessionals, Section 7).
3. Working knowledge of community resources.
4. Ability to establish and maintain effective working relationship with students, staff, and public.
5. Experience in career or personnel counseling.
6. Knowledge and familiarity with wide range of occupations and jobs.
7. Very good interpersonal skills.
8. Very good written and verbal skills.
9. Good attendance.
10. Experience with computers and computer functions.

### **RESPONSIBILITIES:**

1. Order, organize and disseminate all available career information.
2. Organize the Career Information Center for student and teacher use.
3. Arrange for resource persons to be available to students through field trips, classroom visits or other appropriate means.
4. Operate, utilize and organize classes for use of computers, M.O.I.S. materials and student participation.
5. Cooperate with counselors in career planning by:
  - a. helping students with their career plans,
  - b. fostering decision-making skills,
  - c. expanding career exploration opportunities,
  - d. helping students identify and evaluate personal values, and in the classrooms,
  - e. assisting in group guidance activities in the Center and in the classrooms,
  - f. helping students develop future career options based on interests, needs skills, etc.
  - g. assist in teaching employability skills.
6. Work with classroom teachers in career activities.
7. Maintain liaison with placement offices.
8. Evaluate effectiveness and use of Career Center.
9. Write materials, speak and/or attend conferences as appropriate.
10. Maintain contact with Career Education Supervisor, Oakland Schools, and the State Department of Career Education.
11. Provide up-to-date career information to staff.
12. Assist the counselors, and Special Needs and OTEC coordinators.
13. Coordinate scholarship information and summer program information.
14. Other duties as assigned.

**RESPONSIBLE TO:** The building principal or designee.



**COMMUNITY CHILD CARE  
CAFETERIA HELPER  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading and communication skills (written and verbal) and basic math skills.
5. Must be willing to accept direction and operate under minimum supervision.
6. Must be physically able to perform all assigned responsibilities.
7. Able to pass background check as verified through police records.

**ASSIGNED RESPONSIBILITIES:**

1. Assist in the preparation of foods as assigned.
2. Follow the work schedule assigned by the Coordinator of Child Care.
3. Report any personal accidents to the Coordinator during the same day the accident occurred. Complete and file appropriate injury report forms with the Coordinator.
4. Maintain sanitation standards.
5. Use and care for equipment as instructed.
6. Wash utensils, dishes, pots and pans as required.
7. Assist in setting up the serving line.
8. Assist in clean up of the food service area.
9. Perform weekly cleaning duties.
10. Assist with ordering food.
11. Assist with inventory of supplies including putting food into cupboards and/or refrigerator for storage.
12. Other duties as may be assigned.

**SUPERVISOR:**

Community Education Manager (or designee).

**COMMUNITY CHILD CARE  
CAFETERIA HELPER ASSISTANT  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
3. Must have good attendance record.
4. Must be able to accept the assigned responsibilities of the position.
5. Must have good reading and communication skills (written and verbal) and basic math skills.
6. Must be willing to accept direction and operate under minimum supervision.
7. Must be physically able to perform all assigned responsibilities.
8. Able to pass background check as verified through police records.

**ASSIGNED RESPONSIBILITIES:**

1. Assist in the preparation of foods as assigned.
3. Assist with the work schedule assigned by the Coordinator of Child Care.
4. Assist in reporting any personal accidents to the Coordinator during the same day the accident occurred. Complete and file appropriate injury report forms with the Coordinator.
5. Assist in maintaining sanitation standards.
6. Assist with the use and care of equipment as instructed.
7. Assist with washing utensils, dishes, pots and pans as required.
8. Assist in setting up the serving line.
9. Assist in clean up of the food service area.
10. Assist in performing weekly cleaning duties.
11. Assist with ordering food.
12. Assist with inventory of supplies including putting food into cupboards and/or refrigerator for storage.
13. Assist with other duties as may be assigned.

**SUPERVISOR:**

Community Education Manager (or designee).

## **COMMUNITY EDUCATION CHILD CARE COORDINATOR JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. High school graduate or equivalent and CDA
2. Ability to relate well with children, parents and staff
3. Experience working with children
4. Current TB test, physical and CPR training
5. One year successful experience in child care programs
6. Demonstrated ability to communicate in written and verbal form
7. Demonstrates knowledge of basic math skills
8. Must have good attendance record
9. Must be physically able to perform the duties
10. Must be flexible in accepting assigned responsibilities of the position
11. Must be willing to accept direction and operate under minimum supervision
12. Knowledge of basic budgeting
13. Able to pass background check as verified through police records

### **RESPONSIBILITIES:**

1. Ensure program meets all State licensing requirements.
2. Manage all phases of the Child Care operation.
3. Provide positive, supportive supervision for all employees of the Child Care Center.
4. Provide a training and orientation program for staff as needed.
5. Provide orientation for newly registered families.
6. Update handbook as needed.
7. Make decisions regarding the purchase of all equipment and supplies while maintaining an inventory of all equipment and supply purchases.
8. Work with the staff in planning seasonal activities, special events, and weekly themes.
9. Plan and direct summer programs, if applicable.
10. Develop monthly newsletters/bulletin boards as needed.
11. Implement student disciplinary action and recommend exclusion of students when necessary.
12. Monitor funds and identify delinquent accounts.
13. Monitor environment for cleanliness and safety.
14. Prepare educational activities.
15. Prepare caregiver's schedules.
16. Maintain positive relations with principal.
17. Conduct daily activities with children.

### **SUPERVISOR:**

Community Education Manager, Child Care and Partnership Coordinator.

**CUSTODIAN / R.S.C. / PERMANENT UNASSIGNED  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept/meet the assigned responsibilities of the position.
4. Must have good reading, math, and communication skills (written and verbal).
5. Must be willing to accept direction and operate under minimum supervision.
6. Must be physically able to perform all assigned responsibilities.

**ASSIGNED RESPONSIBILITIES:**

1. Perform the following duties on a schedule as determined by the immediate supervisor and as communicated by the Head Custodian:
  - a. Dustmop floors daily and wet-mop corridors as needed or assigned.
  - b. Empty wastebaskets and trash.
  - c. Dust surfaces when noticeable dust accumulates - or at least weekly.
  - d. Maintain lighting by replacing bulbs and florescent tubes throughout.
  - e. Sweep stairs where appropriate.
  - f. Mop lavatories; clean and disinfect sinks, toilets, and urinals.
  - g. Clean mirrors, glass surfaces, and chalkboards on a regular basis.
  - h. Keep outside grounds clear of glass, bottles and other debris.
  - i. Cut and trim grass and maintain bushes and plant beds.
  - j. Shovel snow from sidewalks, keeping entrances particularly free of accumulated snow and ice.
  - k. Fill all paper towels tissue and soap dispensers.
  - l. Maintain adequate supplies in assigned area.
  - m. Perform minor miscellaneous repairs when maintenance requisition is not required.
  - n. Prepare school areas, in accordance with the Principal or Supervisors requests, for special programs or activities.
  - o. Check in materials and record inventory, report to the Head Custodian.
  - p. Lock and unlock doors as scheduled.
  - q. Wax and buff floors and corridors as needed or assigned.
  - r. Secure assigned sections by inspecting for closed windows and locking doors when appropriate.
  - s. Other duties as may be assigned.

**SUPERVISOR:**

Building Principal (or designee) with direction through the Head Custodian.

**DIABETIC HEALTHCARE MONITOR ASSISTANT  
EXTRA DUTY POSITION  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be willing to be trained (within thirty calendar days of being awarded the position) in the areas of information about diabetes, what to do in a medical emergency, insulin injection and other related service areas or have completed a diabetic training program within the past three years.
2. Must demonstrate willingness to work with diabetic students.
3. Must be able to assist in administering diabetic medication orally and/or by injection.
4. Must be able and willing to monitor insulin doses, diet, food intake and exercise.
5. Must be able and willing to monitor blood glucose levels.
6. Must be able to follow treatment plans.
7. Must be willing to accept direction from an administrator and operate with minimal supervision.
8. Must be currently assigned to the building where the monitoring of a diabetic student is needed.
9. Must have work hours in their regular position that are consistent with times needed to perform health care services.
10. Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary.
11. Must be able to accept the assigned responsibilities of the position.
12. Ability to work with/relate to children and adults.
13. Must be high school graduate or equivalent.
14. Must have good attendance record.

**RESPONSIBILITIES:**

1. Assume duties of Diabetic Health Care Monitor in the person's absence in the following areas:
  - a. Assist students with administration of diabetic medication.
  - b. Monitor insulin doses, diet, food intake, exercise and glucose levels.
  - c. Assist student in following specific treatment plans and recording information.

**SUPERVISOR:** The building principal or designee.

**DIABETIC HEALTHCARE MONITOR  
EXTRA DUTY POSITION  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be willing to be trained (within thirty calendar days of being awarded the position) in the areas of information about diabetes, what to do in a medical emergency, insulin injection and other related service areas or have completed a diabetic training program within the past three years.
2. Must demonstrate willingness to work with diabetic students.
3. Must be able to assist in administering diabetic medication orally and/or by injection.
4. Must be able and willing to monitor insulin doses, diet, food intake and exercise.
5. Must be able and willing to monitor blood glucose levels.
6. Must be able to follow treatment plans.
7. Must be willing to accept direction from an administrator and operate with minimal supervision.
8. Must be currently assigned to the building where the monitoring of a diabetic student is needed.
9. Must have work hours in their regular position that are consistent with times needed to perform health care services.
10. Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary.
11. Must be able to accept the assigned responsibilities of the position.
12. Ability to work with/relate to children and adults.
13. Must be high school graduate or equivalent.
14. Must have good attendance record.

**RESPONSIBILITIES:**

2. Assist students with administration of diabetic medication.
3. Monitor insulin doses, diet, food intake, exercise and glucose levels.
4. Assist student in following specific treatment plans and recording information.

**SUPERVISOR:**

The building principal or designee.

## **E.S.L. PARAPROFESSIONAL JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must meet requirements to be para-professional.
2. Demonstrates good use of Standard English, both oral and written. College level course work in English. Can exhibit good skills of spelling, sentence structure, and punctuation.
3. Demonstrates basic knowledge of math, have good organizational and filing skills, and be able to operate office machines.
4. Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary.
5. Must be able to accept the assigned responsibilities of the position.
6. Ability to work with and relate to children and adults.
7. Knowledge in (or ability to learn) instructional computer software.
8. Must be high school graduate or equivalent.
9. Must have good attendance record.

### **ASSIGNED RESPONSIBILITIES:**

1. Familiarize foreign language speaking students with environmental characteristics.
2. Organize, circulate, maintain, and inventory classroom learning materials and stations.
3. Serve as a cultural liaison person between families of different cultures and the teacher and school.
4. Produce materials to be used by students.
5. Produce information for parents and/or students.
6. Assist in the supervision of student classroom activities.
7. Work with groups of children to accomplish a specific task assigned by the teacher.
8. Assist students in the utilization and understanding of English.
9. Share the responsibility of safety and well-being of students.
10. Provide general assistance with students and their needs.
11. Assist with A/V hardware and software.
12. Assist students in the utilization of instructional computer software.
13. Other duties as assigned.

### **SUPERVISOR:**

The building principal or designee. Daily responsibilities will be determined by the assigned teacher.

## **GENERAL MAINTENANCE JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Successful completion of a test in reading, math and communication skills (written and verbal).
3. Possess a valid Michigan chauffeur's license and have the ability to drive a manually transmission vehicle.
4. Successful passage of a test in basic knowledge in the following areas:
  - a. Minor electrical repair and wiring.
  - b. Heating and cooling.
  - c. Plumbing.
  - d. Carpentry.
  - e. Hardware.
  - f. Grounds and Field Maintenance.
5. Must be able to climb and work in excess of twenty (20) feet from ground on any surface other than a permanent building and work more than five (5) feet below ground as necessary.
6. Must have a good attendance record.
7. Must be able to accept the assigned responsibilities of the position.

### **ASSIGNED RESPONSIBILITIES:**

Performs all general maintenance work as assigned by the supervisor.

### **SUPERVISOR:**

Director of Building and Grounds Services or designee. (Directions will be given at times by the skilled trade individual as assigned.)



## **HALL MONITOR JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept/meet the assigned responsibilities of the position.
4. Must have good reading, math, and communication skills (written and verbal).
5. Must be willing to accept direction and operate under minimum supervision.
6. Must be physically able to perform all assigned responsibilities.
7. Ability to establish and maintain appropriate relationships with high school students.
8. Must show common sense in decision making, possess appropriate physical agility and be able to take initiative when necessary.

### **RESPONSIBILITIES:**

1. Move through the assigned hall areas several times each class period.
2. Check that each student in the hall during class period or after school hours has a hall-pass or identification. Any irregularities shall be noted.
3. Assist students to proceed to their destination in a quick and quiet fashion.
4. Request non-students to obtain a visitor's pass from the main office.
5. Report to main office any student seen violating school rules or property.
6. Maintain and file daily reports on any incidents.
7. Assist in crowd control.
8. To use reasonable restraint in order to break up a fight and to direct those individuals to an administrator.
9. Cooperate in every way possible with police whenever they are on school property.
10. Participate in training programs and sessions when required.
11. Cooperate with the school administrator, staff and students whenever required for assistance.
12. Perform all duties as assigned within the parameters of the position.

**SUPERVISOR:** The building principal or designee.

**HEAD COOK  
JOB DESCRIPTION  
(High School, Middle School, Elementary School)**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good math, reading and communication skills (written and verbal).
5. Must be willing to accept direction and operate under minimum supervision.
6. Must have completed or be enrolled in the Michigan Food Service Association recommended sequence of courses for food handlers: Food Service Basics, Sanitation and Safety, Communication, Main Dish preparation, etc. - the eight week sequences of courses.
7. Must be physically able to perform all assigned responsibilities.
8. Must be able to accept the assigned responsibilities of the position (e.g., demonstrated ability to cook, etc.)

**ASSIGNED RESPONSIBILITIES:**

1. Prepare and serve menus which meet type A requirements.
2. Maintain adequate food supplies; receive and store these items.
3. Utilize efficiently and properly care for all foods including leftovers and government commodities.
4. Supervise the preparation of all food using standard recipes and procedures.
5. Supervise the dishwashing procedure and insure that health department regulations are being observed.
6. Assist with or perform the functions of cook or helper when needed.
7. Report all accidents to the supervisor in accordance with Board Policy.
8. Report needed equipment repair to the supervisor.
9. Propose purchase of new equipment when needed.
10. Maintain appropriate sanitation standards as determined by the Supervisor.
11. Prepare work schedules for regular and periodic cleaning duties.
12. Care for and maintain stock rooms.
13. Merchandise new items and display foods in an attractive and appealing manner.
14. Provide a positive image and promote the benefits of the school lunch program.
15. Attend in-services to increase professional knowledge when directed by the Supervisor.
16. Inventory and place orders for kitchen with vendors as directed by the Supervisor.
17. Schedule and lead kitchen meetings as required.
18. Attend Head Cooks meetings when required.
19. Assist the Supervisor in training personnel in the use and care of all equipment.
20. Prepare work schedules.

## **HEAD COOK JOB DESCRIPTION (continued)**

21. Keep required daily, weekly, monthly, and annual reports and records including lunch counts, food costs, time sheets, record of sales and cash deposits, etc. for Supervisor as required.
  - a. Sell cafeteria meal tickets.
  - b. Maintain cash banks properly. Secure cash banks in building office when not in use.
  - c. Obtain change from bank as required.
22. Report sales fluctuations and changing menu demands to Supervisor.
23. Be responsible for instructing, assigning duties, and maintaining discipline of student helpers.
24. Report all concerns to the Supervisor.
25. Assemble time cards and record overtime for Supervisor.
26. Perform periodic catering and special function duties as accepted by the employee.
27. Assist the Supervisor in checking the daily health status of the kitchen.
28. Assist the Supervisor in operating the department on a sound financial basis.

### **SUPERVISOR:**

Food Service Manager (or designee)

## **HEAD COOK (Satellite Base)**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position (e.g., demonstrated ability to cook, etc.).
4. Must have good math, reading and communication skills (written and verbal).
5. Must be willing to accept direction and operate under minimum supervision.
6. Must possess a valid driver's license.
7. Must have completed or be enrolled in the Michigan Food Service Association recommended sequence of courses for food handlers: Food Service Basics, Sanitation and Safety, Communication, Main Dish preparation, etc. - the eight week sequences of courses.
8. Must be physically able to perform all assigned responsibilities.

#### **ASSIGNED RESPONSIBILITIES:**

1. Prepare and serve menus which meet type A requirements.
2. Maintain adequate food supplies; receive and store these items.
3. Utilize efficiently and properly care for all foods including leftovers and government commodities.
4. Supervise the preparation of all food using standard recipes and procedures.
5. Supervise the dishwashing procedure and insure that health department regulations are being observed.
6. Assist with or perform the functions of cook or helper when needed.
7. Report all accidents to the supervisor in accordance with Board Policy.
8. Report needed equipment repair to the supervisor.
9. Propose purchase of new equipment when needed.
10. Maintain appropriate sanitation standards as determined by the Supervisor.
11. Prepare work schedules for regular and periodic cleaning duties.
12. Care for and maintain stock rooms.
13. Merchandise new items and display foods in an attractive and appealing manner.
14. Provide a positive image and promote the benefits of the school lunch program.
15. Attend in-services to increase professional knowledge when directed by the supervisor.
16. Personally deliver food products to satellite elementary schools in emergency situations.
17. Inventory and place orders for kitchen with vendors as directed by the Supervisor.
18. Attend Head Cooks meetings when required.
19. Assist the Supervisor in training personnel in the use and care of all equipment.
20. Prepare work schedules.
21. Keep required daily, weekly, monthly, and annual reports and records including lunch counts, food costs, time sheets record of sales and cash deposits, etc. for Supervisor as required.
22. Report sales fluctuations and changing menu demands to Supervisor.

## **HEAD COOK JOB DESCRIPTION (Satellite Base) (continued)**

23. Be responsible for instructing, assigning duties, and maintaining discipline of student helpers.
24. Report all concerns to the Supervisor.
25. Assemble time cards and record overtime for Supervisor.
26. Perform periodic catering and special function duties as accepted by the employee.
27. Assist the Supervisor in checking the daily health status of the kitchen.
28. Assist the Supervisor in operating the department on a sound financial basis.
29. Other duties as may be assigned by the Supervisor.

### **SUPERVISOR:**

Food Service Manager (or designee)

## **HEAD CUSTODIAN JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading, math, and communication skills (written and verbal).
5. Must be willing to accept direction and operate under minimum supervision.
6. Must be physically able to perform all assigned responsibilities.

### **ASSIGNED RESPONSIBILITIES:**

1. Coordinate work assignments and give directions to custodians on his/her shift.
2. Implement instructions from Principal (or designee) on daily special job assignments and leave written daily report on supplied form indicating status of building.
3. Implement building security procedures, including arming alarm system, assuring that all external doors and windows are locked before leaving the building.
4. Operate and clean boiler, pumps, and clean grease traps, and in-service other custodians in this function so that back-up personnel is available.
5. Place all materials delivered to the building in a safe, secure storage area. Notify the main office when materials are delivered.
6. Maintain adequate building supply levels and requisition custodial supplies as needed.
7. Initiate maintenance requisitions, review with other Head Custodians when building or equipment repairs are needed and cannot be done by the custodial staff on your shift. Normally, head custodians are expected to: Change faulty plugs on equipment, change light switches and power outlets, replace ballasts, replace small sections of ceiling tile, perform touch up painting of small areas, replace small sections of floor tile, minor plumbing, and make simple furniture repairs.
8. Collect custodian time cards and send to immediate supervisor.
9. Coordinate complete care of building and grounds.
10. Coordinate building safety program: a) insure that all custodial equipment is up to standard, clean, and in proper working condition; b) report all safety hazards to the building administrator; c) test all fire alarm systems daily; d) assure that all equipment is properly grounded.
11. Attend all required in-service programs that relate to building needs, and attend head custodian meetings as called by the supervisors.
12. Perform general custodial cleaning duties as required or assigned.
13. Perform normal custodian duties (climb a ladder, make repairs, change ballasts, descend stairs, change air circulation belts, oil and grease roof vents).
14. Other duties related to custodian activities as assigned by the immediate supervisor.

**SUPERVISOR:** The Building Principal (or designee).

**LATCH-KEY AND COMMUNITY CHILD CARE  
FINANCIAL PROGRAM AIDE  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. High school graduate or equivalent
2. Ability to use district approved software for bookkeeping.
3. Ability to communicate effectively both orally and written
4. Ability to perform mathematical computations
5. Knowledge of basic accounting procedures
6. Good attendance record
7. Able to pass background check as verified through police records

**RESPONSIBILITIES:**

1. Write routine reports and correspondence.
2. Maintain accurate financial records.
3. Ability to perform data entry.
4. Prepare and issue tax documentation reports.
5. Performs other duties as assigned.

**SUPERVISOR:**

Building principal: Daily responsibilities determined by Program Coordinator.

## **LATCH-KEY INSTRUCTOR JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Bachelor's degree (B.A.) from a 4-year college or university.
2. Ability to relate well with children, parents and staff.
3. Experience working with young children.
4. Ability to meet the physical demands of the job.
5. Current TB test, physical and CPR training.
6. Good attendance record.
7. Ability to perform the essential duties and responsibilities.
8. Ability to communicate both orally and written.
9. Able to pass background check as verified through police records.

### **ASSIGNED RESPONSIBILITIES:**

1. Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
2. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities.
3. Encourages pupils to express themselves creatively in art, music, and dramatic play.
4. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
5. Collaborates and seeks assistance from other professional staff members.
6. Creates an effective environment for learning through functional and attractive displays, interest centers, and exhibits of pupils' work.
7. Provide individual, small and large group instruction designed to meet the individual needs of pupils.
8. Plans and coordinates the work of paraprofessionals, parents and volunteers in the classroom and on field trips.
9. Communicates regularly with parents about the instructional program in order to strengthen parental understanding.
10. Enriches educational program through study trips to community resources such as museums, parks, and through classroom visits by resource person from the school and community.
11. Selects and requisitions instructional aids, supplies, and schedules snacks.
12. Promotes parent participation and involvement in education activities provided for their children.

### **SUPERVISOR:**

Building Principal/Manager. Day-to-day direction from Program Coordinator.



## **LATCH-KEY INSTRUCTOR I JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Minimum of two (2) years of college with not less than twelve (12) semester hours in Child Development, Child Psychology or Early Childhood Education or a CDA.
2. Ability to relate well with children, parents and staff.
3. Experience working with young children.
4. Ability to meet the physical demands of the job.
5. Current TB test, physical and CPR training.
6. Good attendance record.
7. Ability to perform the essential duties and responsibilities.
8. Ability to communicate both orally and written.
9. Able to pass background check as verified through police records.

### **ASSIGNED RESPONSIBILITIES:**

1. Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
2. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities.
3. Encourages pupils to express themselves creatively in art, music, and dramatic play.
4. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
5. Collaborates and seeks assistance from other professional staff members.
6. Creates an effective environment for learning through functional and attractive displays, interest centers, and exhibits of pupils' work.
7. Provide individual, small and large group instruction designed to meet the individual needs of pupils.
8. Plans and coordinates the work of paraprofessionals, parents and volunteers in the classroom and on field trips.
9. Communicates regularly with parents about the instructional program in order to strengthen parental understanding.
10. Enriches educational program through study trips to community resources such as museums, parks, and through classroom visits by resource person from the school and community.
11. Selects and requisitions instructional aids, supplies, and schedules snacks.
12. Promotes parent participation and involvement in education activities provided for their children.

### **SUPERVISOR:**

Building Principal/Manager. Day-to-day direction from Program Director.

**LATCHKEY, COMMUNITY EDUCATION AND BUSSEY  
CENTER CARE GIVER  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. High school graduate or equivalent
2. Ability to relate well with children, parents and staff
3. Experience working with children
4. Current TB test, physical and CPR training
5. Demonstrated ability to communicate in written and verbal form
6. Demonstrates knowledge of basic math skills
7. Must have good attendance record
8. Must be physically able to perform the duties
9. Must be flexible in accepting assigned responsibilities of the position
10. Must be willing to accept direction and operate under minimum supervision
11. Able to pass background checks as verified through police records

**RESPONSIBILITIES:**

1. Conduct daily activities with children according to the Coordinator's plan
2. Conduct structured and unstructured activities in a variety of curricular areas
3. Stimulate the interests and creative abilities of the children
4. Assist in positive and effective group management
5. Assist in the care of children at all times
6. Maintain an orderly physical environment
7. Observe and keep a daily log (i.e. student attendance, behavior, unusual incidents, etc.)
8. Share information with appropriate staff members and parent/guardian, as needed
9. Attend latchkey staff meetings and in-service training
10. Monitor children and assist with clean up when finished
11. Read and observe rules in Latch Key/Staff Handbook
12. Perform other duties as assigned
13. Varied hours with willingness to work different shifts as needed

**SUPERVISOR**

The Building Principal or designee. Latch Key Coordinator will determine daily responsibilities.

## **LIBRARY PROCESSING PARAPROFESSIONAL JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Shall qualify as a Paraprofessional under Board/S-MESPA Agreement. (Two-year Library Technical Training degree or the equivalent in background and/or experience, as well as library work experience, preferred for new candidates).
2. Computer proficiency.
3. Must possess good typing (keyboarding) skills.
4. Must have good record keeping, cataloging, and organizational skills, with particular attention to detail and accuracy.
5. Must demonstrate good use of basic math as well as Standard English, both oral and written. Can exhibit good skills of spelling, sentence structure, and punctuation.
6. Must possess good human relations skills.
7. Must have good attendance record
8. Must be high school graduate or equivalent.

### **ASSIGNED RESPONSIBILITIES:**

1. Type purchase orders, correspondence, and any additional typing for librarians as requested.
2. Service all elementary and middle school libraries.
3. Process librarians' selected reviews for meetings.
4. Assist in annual Rainbow Reader Program. (Prepare list; order books and prizes; process books; type book pockets and cards; prepare bookmarks, materials for librarians, and program booklet; budget; assist on day of program.)
5. Maintain record of library budgets and expenditures.
6. Maintain files for catalogs, correspondence, purchase orders, and other records pertinent to elementary and middle school libraries.
7. Compile lists of periodicals and books to be ordered.
8. Catalog books as needed.
9. Order, process, and distribute all library books, periodicals, and supplies.
10. Perform lamination work for librarians.
11. Attend librarian book selection meetings; take minutes.
12. Other duties as assigned.

### **SUPERVISOR:**

Supervisor of Elementary Instruction or designee.

## **ASSISTANT MAIN DISH COOK JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading and communication skills (written and verbal), and knowledge of simple math.
5. Must be willing to accept direction and operate under minimum supervision.
6. Must have completed or be enrolled in the Michigan Food Service Association recommended sequence of courses for food handlers: Food Service Basics, Sanitation and Safety, Communication, Main Dish preparation, etc. - the eight week sequences of courses.
7. Must be physically able to perform all assigned responsibilities. Must be able to accept the assigned responsibilities of the position (e.g., demonstrated ability to cook, etc.).
8. Must be able to accept the assigned responsibilities of the position (e.g. demonstrated ability to cook, etc.)

### **ASSIGNED RESPONSIBILITIES:**

1. Assume responsibilities of Main Dish Cook or Baker in case of absence as required by the Agreement.
2. Prepare foods as assigned including soups, salads, main dishes, vegetables, gravies, baked goods, and desserts.
3. Follow the work schedule assigned by the Head Cook and Supervisor.
4. Report any personal accidents to the Supervisor during the same day the accident occurred. Complete and file appropriate injury report forms with the Supervisor.
5. Be responsible for the orderliness and cleanliness of the work area at all times.
6. Maintain sanitation standards.
7. Assist in serving of food, cash register operations, and general cleanup as assigned.
8. Assist in the storage of food and supplies.
9. Use and care for equipment as instructed.
10. Wash utensils, dishes, and pots and pans as required.
11. Other duties as may be assigned.

### **SUPERVISOR:**

Food Service Manager (or designee). Day to day assignments will be coordinated by the Head Cook

## **MAIN DISH COOK AND BAKER JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading and communication skills (written and verbal), and knowledge of simple math.
5. Must be willing to accept direction and operate under minimum supervision.
6. Must have completed or be enrolled in the Michigan Food Service Association recommended sequence of course for food handlers: Food Service Basics, Sanitation and Safety, Communication, Main Dish preparation, etc. - the eight week sequences of courses.
7. Must be physically able to perform all assigned responsibilities.
8. Must be able to accept the assigned responsibilities of the position (e.g. demonstrated ability to cook, etc.).

### **ASSIGNED RESPONSIBILITIES:**

1. Prepare foods served according to menu.
2. Maintain food production standards as established.
3. Assume responsibilities of Head Cook when required.
4. Prepare foods as assigned including soups, salads, main dishes, vegetables, gravies, baked goods, and desserts.
5. Follow the work schedule assigned by the Head Cook and Supervisor.
6. Report any personal accidents to the Supervisor during the same day the accident occurred. Complete and file appropriate injury report forms with the Supervisor.
7. Be responsible for the orderliness and cleanliness of the work area at all times.
8. Maintain records as required by the Supervisor.
9. Maintain sanitation standards.
10. Assist in serving of food, cash register operations, and general cleanup as assigned.
11. Assist in receiving of food and supplies, and the upkeep of the storage area.
12. Perform duties of other personnel when assigned.
13. Assist Head Cook with monthly inventory when assigned.
14. Other duties as may be assigned.

### **SUPERVISOR:**

Food Service Manager (or Designee). Day to day assignments will be coordinated by the Head Cook.

**MEDIA CENTER COMPUTER LAB  
PARAPROFESSIONAL  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must meet requirements to be classified as a paraprofessional as contained in the Southfield-MESPA Agreement (Article XXXVIII, Paraprofessionals, Section 8).
3. Must possess the ability to perform minor cleaning and maintenance of computer lab equipment.
4. Must have good record-keeping and organizational skills.
5. Must have a good attendance record.
6. Demonstrated computer experience.
7. Must meet all qualifications for the regular Teacher Assistant/Paraprofessional position.

**RESPONSIBILITIES:**

1. Be under the supervision of the two library media specialists (librarians).
2. Direct teaching and/or instructionally related questions and problems to the media specialists.
3. Remain in the computer lab during the school day.
4. Schedule classes into the lab.
5. Accommodate individual students in the lab.
6. Follow established procedures regarding the use of equipment and software.
7. Oversee the distribution of Appleworks materials.
8. Other duties as assigned by the supervisor as long as deemed reasonable and specifically related to the position.

**RESPONSIBLE TO:**

The building principal or designee. Day to day assignments will be coordinated by the assigned professional staff member.

**MEDIA TECHNICIAN ASSISTANT  
DISTRICT CABLE OPERATIONS  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Basic knowledge of the operation of video equipment.
3. Ability to operate modern video equipment.
4. Must demonstrate good use of basic math as well as Standard English, both oral and written. Can exhibit good skills of spelling, sentence structure and punctuation.
5. Ability to perform preventive maintenance of video equipment.
6. Must possess good human relations skills.
7. Must have good attendance record.
8. Must be able to accept the assigned responsibilities of the position.
9. Must possess the appropriate physical ability to move equipment.

**ASSIGNED RESPONSIBILITIES:**

1. Operate department video equipment including VHS recorders, cablecasting equipment, TV monitors, cameras, character generators, editors, film chain, etc.
2. Provide training for building personnel in the operation of video equipment.
3. Coordinate the transporting of video equipment to the building sites.
4. Coordinate and prepare equipment for loan.
5. Assist production crews with recording.
6. Perform diagnostic problem solving of video equipment.
7. Enter information as directed into the District's Cable TV character generators.
8. Provide audio and video at Board of Education meetings and back-up operation.
9. Perform preventive maintenance of video equipment.
10. Maintain Channel 35 video inventory.
11. Other duties as assigned.

**SUPERVISOR:**

Director of Information Services.

## **MEDIA TECHNICIAN - DISTRICT VIDEO PRODUCTION JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. At least two years college education, with formal college-level course work in video communications.
2. Previous experience in video program production and cablecasting with preference for a K-12 public educational setting.
3. Ability to operate modern video, audio, lighting, and editing equipment.
4. Must demonstrate good use of basic math as well as Standard English, both oral and written. Can exhibit good skills of spelling, sentence structure, and punctuation.
5. Must possess good human relations skills.
6. Must have good attendance record.
7. Must be able to accept the assigned responsibilities of the position.
8. Must possess the appropriate physical ability to move and handle equipment.

### **ASSIGNED RESPONSIBILITIES:**

1. Maintain the operation and coordinate the scheduling of the district television studio and equipment, program playback equipment, editing equipment and location production equipment.
2. Train students and staff in the operation of the above equipment with the goal of producing quality programming for the educational access Channel 35.
3. Assist staff and students in effective methods of communication and presentation by exploring the aesthetics of the video media.
4. Provide complete technical support in the production of programming in the studio as well as local schools.
5. Coordinate and supervise the district student cable crew (recruiting, hiring, training, scheduling) in the production of programming for the educational access Channel 35.
6. Coordinate the set-up of equipment for location video production.
7. Responsible for the technical and aesthetics aspects of the production and broadcast of district production (board meetings, public hearings, special reports, etc.).
8. Responsible for the daily presentation of programming on the educational access channel.
9. Act as liaison between the school district and the cable franchise concerning equipment repairs covered by the 1984 franchise agreement before Continental Cablevision and the City of Southfield.
10. Assists in the coordination of all technical and student personnel in the production of video programs.
11. Other duties as assigned.

### **SUPERVISOR:**

Director of Information Services.



**MEDIA TECHNICIAN  
INSTRUCTIONAL RESOURCE CENTER  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Basic knowledge of the operation of audiovisual equipment.
3. At least two years experience in equipment repair.
4. Ability to perform diagnostics and repair of A/V equipment including microcomputers and their peripherals, audio recorders, projectors, (filmstrip, opaque, overhead, slide, 16 mm, sound filmstrip, etc.), video equipment (receivers, monitors, recorders, etc.), and telecommunication equipment (modems, protocol converters, etc.).
5. Specific ability to diagnose and correct problems on Apple and IBM microcomputers and their peripheral equipment.
6. Skill necessary to operate the audiovisual equipment listed in qualification #3.
7. Ability to understand and interpret block and schematic diagrams.
8. Must demonstrate good use of basic math as well as Standard English, both oral and written. Can exhibit good skills of spelling, sentence structure, and punctuation.
9. Must possess good human relations skills.
10. Must have good attendance record.
11. Must be able to accept the assigned responsibilities of the position.
12. Must possess the appropriate physical ability to move and handle equipment.

**ASSIGNED RESPONSIBILITIES:**

1. Receive, set-up, install, and repair District AV equipment including: microcomputers and their peripherals (disk drives, printers, etc.), audio recorders, projectors (filmstrip, opaque), overhead, slide, 16 mm sound filmstrip, etc., video equipment (receivers, monitors, recorders, etc.), telecommunication equipment (modems, protocol converters, etc.).
2. Perform preventive maintenance on this equipment.
3. Maintain inventory of this equipment.
4. Maintain district spare parts inventory including ordering of needed parts.
5. Train building personnel in the operation of this equipment.
6. Assist in operating the district cablecasting equipment.
7. Other duties as assigned.

**SUPERVISOR:** Supervisor of Secondary Instruction.

**PIANO ACCOMPANIST PARAPROFESSIONAL  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. A college, university, or equivalent school of music degree in piano performance or the equivalent in private study/experience is required.
3. Above average score and piano sight reading.
4. Must be able to read open score in all combinations.
5. Ability to transpose basic accompaniments.
6. Must have good attendance record.
7. Must be able to accept the assigned responsibilities of the position.

**ASSIGNED RESPONSIBILITIES:**

1. Interpret and perform compositions according to style and performance practice as directed by the teacher.
2. Be available for both day and evening performances as necessary.
3. Work with students at the direction of the teacher.
4. Assess instrument (piano) condition and advise teacher of needed repairs/regulations.
5. Assist in maintenance of music library.
6. Other duties as assigned.

**SUPERVISOR:**

The Building Principal or designee. Daily responsibilities will be determined by the assigned teacher.

## **POOL ATTENDANT JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must be physically able to perform all assigned responsibilities of the position.
3. Must have good reading, math, and communication skills (written and verbal).
4. Must be willing to accept direction and operate under minimum supervision.
5. Must have a good attendance record.
6. Must be able to accept the assigned responsibilities of the position.
7. Ability to climb a ladder and descend stairs.

### **ASSIGNED RESPONSIBILITIES:**

1. Responsible for full operation of pool area and its mechanical properties.
2. Shall be required to attend classes and other training in areas of pool equipment and pool health standards.
3. Shall be required to train other personnel in the duties of pool attendance.
4. The pool attendant shall advise the immediate supervisor of any suspected or real health condition affecting the pool for appropriate administrative action.
5. Vacuum pool bottom daily.
6. Monitor chlorine and PH water tests three (3) times daily. Secure water samples every Tuesday, or as required, and submit to Oakland County Health Department.
7. Monitor all gauges and pumps.
8. Keep pool and associated areas free from debris.
9. Clean, maintain, disinfect pool deck (twice daily), bleacher area, stair wells to locker rooms (twice daily), boys' locker rooms and all other related areas.
10. Maintain filter system to highest degree of operation.
11. Maintain "Swimming Pool Operation Report" on a daily basis. Submit completed monthly report to Oakland County Health Department.
12. Enforce all safety and health requirements as required by State and County Health Departments which govern swimming pool operation.
13. Perform other duties as assigned.

### **RESPONSIBLE TO:**

The Building Principal or Designee.

**SATELLITE COOK (SERVER)  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading and communication skills (written and verbal) and knowledge of simple math.
5. Must be willing to accept direction and operate under minimum supervision.
6. Must be physically able to perform all assigned responsibilities.

**ASSIGNED RESPONSIBILITIES:**

1. Inventory and place orders with vendors (milk, juice) and with Main Satellite Kitchen as required.
2. Arrange and display foods in an appealing and attractive manner.
3. Serve food observing portion control standards.
4. Clean up the food service area.
5. Maintain sanitation standards as determined by the Supervisor.
6. Order cleaning, food and other necessary supplies as required from appropriate designated sources using printed forms.
7. Perform weekly cleaning duties as designated by the Head Satellite Cook.
8. Tally daily records of lunch count and milk invoices on Food Service Record Form.
9. Send bills on Friday and the last day of each month to the Food Service Manager's office.
10. Send the Food Service Record Form (totaled and balanced) to the Food Service Manager's office on the last day of each month.
11. Send time cards to Food Service Manager's office bi-weekly.
12. Report inventory on hand to Main Satellite Kitchen before the last day of each month.
13. Report any personal accidents to the Supervisor during the same day the accident occurred. Complete and file appropriate injury report forms with the Supervisor.
14. Report any equipment problems to the Supervisor.
15. Coordinate with the school secretary to assure accurate meal counts.
16. Other duties as may be assigned.

**SUPERVISOR:** Food Service Manager (or designee).

## **SECURITY SPECIALIST JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Possess an Associate of Arts Degree in Criminal Justice Law Enforcement or Security or
2. Have completed fifty percent (50%) of the requirements of Item #1 with a one (1) year period to complete the Degree requirements or
3. Possess M.L.E.O.T.C. Certification and
4. Have one (1) year experience in Law Enforcement, Military Police or Major Corporation Security Force.
5. Good attendance record.
6. Must be able to accept assigned responsibilities of position.
7. Must be high school graduate or equivalent.

### **ASSIGNED RESPONSIBILITIES:**

1. Patrol all areas, both inside and outside of assigned building (i.e., hallways, parking lots, restrooms, locker rooms, cafeteria, etc.) to prevent vandalism, theft, rules, and/or law violations, loitering or any other questionable activity.
2. Politely challenge all persons entering the building, directing those with authorized entry to their destination, and removing unauthorized persons.
3. Assist in investigation of security matters related to students.
4. Provide security during the loading and unloading of busses. Provide assistance to the bus drivers whenever requested.
5. Identify those persons responsible for violations or school rules and regulations or laws, when observed.
6. Report all safety hazards and unsafe conditions to the building administrators.
7. Be familiar with the facility, administration, staff and students at your assigned building.
8. Provide security at school athletic events, parent-teacher conferences, graduations and other school related functions.
9. Investigate and report, on S.P.S. Incident Reports, all incidents related to security.
10. Cooperate in every way possible with the police whenever they are on school property.
11. Participate in training programs and sessions when required.
12. Cooperate with the school administrators, staff and students whenever required for assistance.
13. Perform other duties as assigned by the Supervisor.

**SUPERVISOR:** Manager of Buildings and Grounds (or designee).

## SKILLED TRADES JOB DESCRIPTION

### QUALIFICATIONS:

1. High School graduate or equivalent.
2. Skilled in one of the following eight trades:
  - a. Electrician: Boiler Controls (State license or journeyman card and six (6) years experience in the field.
  - b. Mechanical: Temperature controls and Refrigeration and Air Conditioning. License and/or certified and six (6) years experience in field of climate controls.
  - c. Plumber: State license or journeyman card and six (6) years experience in field.
  - d. Carpenter: Journeyman card (past or present) and six (6) years experience in the field.
  - e. Mason: Journeyman card (past or present) and six (6) years experience in the field.
  - f. Painter: Journeyman card (past or present) and six (6) years experience in the field.
  - g. Groundskeeper: Skill in three (3) areas of grounds maintenance and six (6) years experience in grounds maintenance and must be able to operate equipment required of grounds maintenance.
  - h. Communications: Skill in repair and installation of telephone systems and six (6) years experience in the field.
3. Ability to perform work over twenty (20) feet from ground on any surface other than a permanent building, and work more than five (5) feet below ground as necessary.
4. Must have good reading, math, and communication skills (written and verbal).
5. Must be physically able to perform all assigned responsibilities.
6. Must be willing to accept direction and operate under minimum supervision.
7. Must have a good attendance record.
8. Must be able to accept the assigned responsibilities of the position.

### ASSIGNED RESPONSIBILITIES:

Perform all skills trades work as assigned by the supervisor.

### SUPERVISOR:

Manager of Building and Grounds Services or Designee

## **STUDENT SUPPORT GROUP PARAPROFESSIONAL JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Paraprofessional status, with a minimum of three (3) years of successful experience working with adolescents in an educational setting.
2. A minimum of two (2) years experience working with adolescence substance abuse.
3. Basic Chemical Dependency Workshop and Co-Facilitator training; understanding of family dynamics in the chemically dependent family.
4. Applicant will have (or obtain within 6 months) the State License: Apprentice Substance Abuse Counselor.
5. Must be able and willing to compliment, supplement, and reinforce a positive and helping attitude.
6. Must demonstrate good use of basic math as well as Standard English, both oral and written. Can exhibit good skills of spelling sentence structure, and punctuation.
7. Must possess exemplary human relations skills.
8. Must have good attendance record.
9. Must be able to accept the assigned responsibilities.
10. Must be high school graduate or equivalent.

### **ASSIGNED RESPONSIBILITIES:**

1. To assist Student Group Coordinate (teacher) in all phases of support group coordinating, facilitating, and training.
2. Organizing, circulating, maintaining, and inventorying program learning materials and stations.
3. Production of materials to be used by students.
4. Production of information for parents and/or students.
5. Assisting in the supervision of student classroom and group activities.
6. Working with groups of students to accomplish specific tasks assigned by the teacher.
7. Sharing the responsibility of safety and well-being of students.
8. Assisting with A/V hardware and software.
9. Assisting students in the utilization of instructional computer software and/or assisting in the administration of survey counseling instruments.
10. Assist in identifying community referral resources/agencies and maintaining positive school/community relations.
11. Maintain records and data as assigned.
12. Assist in coordination and facilitation of student support groups.
13. Help in identifying and placing at-risk students.
14. Work with staff on identifying and referring at-risk students.
15. Assist with crisis intervention.
16. Remain current on developments in the Substance Abuse Field through lectures, seminars, and in-service training.

**ASSIGNED RESPONSIBILITIES:** Continued

17. Help in planning and implementing family programs.
18. Work with parents in support groups; both in training and referral sources.
19. Other duties as assigned.

**SUPERVISOR:** The building principal or designee. Daily responsibilities will be determined by the assigned teacher.



**TEACHER ASSISTANT/PARAPROFESSIONAL  
FOR MIDDLE SCHOOL/K-8 MEDIA CENTER POSITION  
JOB DESCRIPTION**

**QUALIFICATIONS:**

9. Demonstrates good use of standard English, both oral and written. Can exhibit good skills of spelling, sentence structure and punctuation.
10. Demonstrates basic knowledge of math, have good organizational and filing skills, and be able to operate office machines.
11. Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary.
12. Must be able to accept the assigned responsibilities of the position.
13. Ability to work with/relate to children and adults.
14. Knowledge in (or ability to learn) instructional computer software.
15. Must be high school graduate or equivalent.
16. Must have good attendance record.

**RESPONSIBILITIES:**

15. Assist with lamination.
16. Assist with magazine check-in and magazine processing for shelves
17. Assist with new book processing.
18. Assist with book repairs.
19. Assist with book review copying, clipping and filing.
20. Assist with book check-out and shelving.
21. Assist with catalog filing.
22. Assist with video shelving.
23. Assist with overdue materials and automated reports.
24. Assist with student aides assigned to library.
25. Assist with producing copies of educational materials.
26. Assist with the sorting of media materials.
27. Assist with maintaining periodicals and publisher's files.
28. Other duties as assigned.

**SUPERVISOR:**

The building principal or designee.

## **TEACHER ASSISTANT/PARAPROFESSIONAL JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Demonstrates good use of Standard English, both oral and written. Can exhibit good skills of spelling, sentence structure and punctuation.
2. Demonstrates basic knowledge of math, have good organizational and filing skills, and be able to operate office machines.
3. Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary.
4. Must be able to accept the assigned responsibilities of the position.
5. Ability to work with/relate to children and adults.
6. Knowledge in (or ability to learn) instructional computer software.
7. Must be high school graduate or equivalent.
8. Must have good attendance record.

### **RESPONSIBILITIES:** (As assigned by teacher)

1. Organizing, circulating, maintaining and inventorying of classroom learning materials and stations.
2. Production of materials to be used by students.
3. Production of information for parents and/or students.
4. Assisting in the supervision of student classroom activities.
5. Working with groups of children to accomplish a specific task assigned by the teacher.
6. Sharing the responsibility of safety and well-being of students.
7. Providing general assistance with students and their needs.
8. Assisting with A/V hardware and software.
9. Assisting students in the utilization of instructional computer software.

### **SUPERVISOR:**

The building principal or designee (daily responsibilities will be determined by the assigned teacher).

## **TRANSPORTATION - UTILITY JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading and communication skills (written and verbal).
5. Must be willing to accept direction and operate under minimum supervision.
6. Must meet all school bus driver certification requirements.
7. Must be physically capable to perform all assigned responsibilities.

### **ASSIGNED RESPONSIBILITIES:**

1. Drive a bus route coordinating with Food Service responsibilities.
2. Attend advanced training class annually as required.
3. Load, deliver and pick up food carts.
4. Report maintenance problems with food carts to Supervisor.
5. Report any delivery equipment problems promptly to Head Satellite Cook.
6. Perform warehouse person duties when assigned during summer.
7. If time allows after the completion of duties 1-5, the employee may be assigned to assist the transportation mechanics with the following duties:
  - a. Price, order, mark, and rack mechanical parts in bus garage (includes parts chasing).
  - b. Read gas pumps and take mileage.
  - c. Take and pick up work rags.
  - d. Discard mechanical parts which are not used.
  - e. Paint buses as assigned.
  - f. File bills and work orders.
8. Other duties as assigned.

### **SUPERVISOR:**

Transportation Manager (or designee).

## **TRANSPORTATION – UTILITY JOB DESCRIPTION**

### **QUALIFICATION:**

1. Must be high school graduate or equivalent.
2. Must have a good attendance record
3. Must be able to meet and accept the assigned responsibilities of the position.
4. Must be able to read, write and follow verbal instructions.
5. Must have the ability to understand shop manual procedures and possess good eye-hand coordination.
6. Body and Equipment Repair:  
Must have at least five (5) years verifiable body repair experience preferably in truck or bus body repair, plus two (2) years of related school.
7. Must be able to repair rust and rust holes.
8. Must be able to repair dents, replace body panels, doors, hoods, fenders and glass.
9. Must be able to do metal finishing, frame straightening and body alignment.
10. Must be able to do welding, sanding, sand blasting, body filters, auto priming, auto painting, rub out paint, polishing, trim work and metal fabricating.

### **RESPONSIBILITIES:**

1. Inspect and perform the preventive body maintenance and body repair duties on a routine basis.
2. Perform necessary body repairs on school equipment.
3. Aid in the care of tools, equipment and facilities of the bus garage.
4. Other duties as assigned (inventory of mechanical parts, fuel reserve, monitoring of the wash rack status, etc.).

### **SUPERVISOR:**

Transportation Manager (or designee).

## **TRANSPORTATION DISPATCHER JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must be a certified bus driver.
3. Must have public relations skills and good communication skills (written and verbal).
4. Must have good attendance record.
5. Must show common sense in decision making and be able to take initiative as necessary.
6. Must be able to meet and accept the assigned responsibilities of the position.
7. Must demonstrate good organizational skills (record keeping, detail work).
8. Must have some hands-on experience with personal computers.

### **RESPONSIBILITIES:**

1. Coordinate bus routes and work assignments in the Transportation Department.
2. Maintain coverage of all regular bus routes.
3. Develop and maintain field trip requests for buses.
4. Develop and maintain athletic requests for buses.
5. Monitoring route time schedules.
6. Assist supervisor in establishment of routes, maps and schedules.
7. Assist supervisor in development of state and local reports.
8. Keep knowledgeable regarding daily absentee records.
9. Assist drivers in answering questions and providing assistance as needed.
10. Take information about driver absence as needed.
11. Start the driver fan-out when school is closed because of inclement weather or other reason.
12. Shall be able to direct the operation of the Transportation Department as per Department policy in the absence of the Transportation Supervisor in regard to routing and driver assignment to assure orderly transportation of pupils.
13. Perform any other duties as assigned by the Transportation Supervisor.

### **RESPONSIBLE TO:**

Supervisor of Transportation (or designee).

## TRANSPORTATION DISPATCHER II JOB DESCRIPTION

### QUALIFICATIONS:

1. Must be high school graduate or equivalent.
2. Must be certified bus driver
3. Must have public relations skills and good communication skills (written and verbal).
4. Must have good attendance record.
5. Must show common sense in decision-making and be able to take initiative as necessary.
6. Must be able to meet and accept the assigned responsibilities of the position.
7. Must demonstrate good organizational skills (record-keeping, detail work).
8. Must have some hands-on experience with personal computers.

### RESPONSIBILITIES:

1. Coordinate bus routes and work assignments in the Transportation Department.
2. Review and coordinate all special education routing, including summer routing, and coordinate information flow between parents, special education department and drivers.
3. Maintain coverage of all regular bus routes.
4. Develop and maintain field trip requests for buses.
5. Develop and maintain athletic requests for buses.
6. Monitor route time schedules.
7. Assist supervisor in establishment of routes, maps and schedules.
8. Assist supervisor in development of state and local reports.
9. Be knowledgeable about daily absentee records.
10. Assist drivers in answering questions and providing assistance as needed.
11. Take information about driver absence as needed.
12. Start driver fan-out when school is closed because of inclement weather.
13. Shall be able to direct the operation of the Transportation Department as per Department policy in the absence of the Transportation Supervisor in regard to routing and driver assignment to assure orderly transportation of pupils.
  14. Perform any other duties as assigned by the Transportation Supervisor.

**ASSISTANT TRANSPORTATION DISPATCHER  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must be a certified bus driver.
3. Must have public relations skills and good communication skills (written and verbal).
4. Must have good attendance record.
5. Must show common sense in decision making and be able to take initiative as necessary.
6. Must be able to meet and accept the assigned responsibilities of the position.
7. Must demonstrate good organizational skills (record keeping, detail work).
8. Must have some hands on experience with personal computers.

**RESPONSIBILITIES:**

1. To assist the dispatcher in his/her duties and to assume the duties of the dispatcher in the dispatcher's absence.
2. Maintain coverage of all regular bus routes.
3. Develop and maintain field trip requests for buses.
4. Develop and maintain athletic requests for buses.
5. Monitoring route time schedules.
6. Assist supervisor in establishment of routes, maps and schedules.
7. Assist supervisor in development of state and local reports.
8. Keep knowledgeable regarding daily absentee records.
9. Assist drivers in answering questions and providing assistance as needed.
10. Take information about driver absence as needed.
11. Start the driver fan-out when school is closed because of inclement weather or other reason.
12. Shall be able to direct the operation of the Transportation Department as per Department policy in the absence of the Transportation Supervisor in regard to routing and driver assignment to assure orderly transportation of pupils.
13. Perform any other duties as assigned by the Transportation Supervisor.

**RESPONSIBLE TO:**

Supervisor of Transportation (or designee).

## TRANSPORTATION MECHANIC JOB DESCRIPTION

### QUALIFICATIONS:

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to meet and accept the assigned responsibilities of the position.
4. Must be able to read, write, and follow verbal instruction.
5. Must have the ability to understand shop manual procedures and possess good eye-hand coordination.

### CLASSIFICATIONS:

- A. Mechanic must pass and be certified in fourteen (14) test areas of the National Institute for Automotive Service Excellence (N.I.A.S.E.).
- B. Mechanic must pass and be certified in fourteen (14) test areas of the State of Michigan.
- C. Mechanic must pass and be certified in eight (8) of the test areas of the State of Michigan.

General - Mechanic having passed less than eight (8) of the test areas of the State of Michigan.

### Test areas are as follows:

#### Automobiles:

1. Engine tune-up
2. Electrical systems
3. Engine repairs
4. Brakes
5. Steering, front end
6. Automatic transmissions
7. Manual transmissions and repair axle
8. Heating and air conditioning

#### Heavy Duty Trucks:

1. Gas engine repair
2. Diesel engine repair
3. Drive train
4. Brake and braking system
5. Suspension steering
6. Electrical system

### RESPONSIBILITIES:

1. Shall inspect and perform the preventative maintenance and mechanical repair duties on a routine basis.
2. Shall perform necessary mechanical repairs on school equipment.
3. Shall aid in the care of tools, equipment and facilities of the bus garage.
4. Other duties as assigned (inventory of mechanical parts, fuel reserve, monitoring of wash rack status, etc.)

**RESPONSIBLE TO:** Supervisor of Transportation (or designee).



**TRANSPORTATION MECHANIC WORK COORDINATOR  
JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Must meet Board/S-MESPA agreement requirements.
2. Must be high school graduate or equivalent.
3. Must be able to meet and accept the assigned responsibilities of the position.
4. Must have good attendance record.
5. Must be able to read, write, and follow verbal instruction.
6. Must have the ability to understand shop manual procedures and possess good eye-hand coordination.

**RESPONSIBILITIES:**

1. Perform all duties of transportation mechanic.
2. Assists the supervisor in organizing and coordinating the mechanical vehicle repair operations for the district during his/her assigned shift, to include:
  - a. Shall coordinate all mechanics and trainees assigned to the bus garage.
  - b. Shall plan and organize the mechanical work of the bus garage.
  - c. Shall initiate orders for all mechanical parts needed for repairs.
  - d. Shall maintain maintenance records in accordance with the district, county, and state requirements.
  - e. Shall instruct bus drivers and maintenance personnel on the proper operation of equipment.
  - f. Shall provide the proper preventative maintenance on all school district equipment used in this position.
  - g. Shall coordinate, diagnose, and perform mechanical repairs as necessary.
  - h. Shall provide proper care and control of equipment and tools assigned to the garage.
  - i. Shall attend county and state in-service programs and meetings assigned by the transportation supervisor.
3. Other duties as assigned.

**RESPONSIBLE TO:**

Supervisor of Transportation (or designee).

## **WAREHOUSE JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading and communication skills (written and verbal).
5. Must be willing to accept direction and operate under minimum supervision.
6. Must have good driving record.
7. Must be physically capable to perform all assigned responsibilities.

### **ASSIGNED RESPONSIBILITIES:**

1. Operate all warehouse equipment (lift gate truck, hi-lo, van, pallet lift).
2. Drive a van or truck to various locations in district delivering supplies, furniture, food, or other items as required.
3. Deliver mail or film to school as required.
4. Receive, process and distribute shipments to district at central warehouse.
5. Unload deliveries and store in appropriate warehouse location.
6. Deliver district bank deposits to bank.
7. Report to and work under the direction of the Warehouse Leader.
8. The scope of work covered by this job description shall not be limited to all of the above, but shall include any other duties as assigned by the Supervisor through the Warehouse Leader.
9. Work in walk-in freezer as necessary.

### **RESPONSIBLE TO:**

Manager of Purchasing (or designee) with direction given through the Warehouse Leader.

## **WAREHOUSE LEADER JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be high school graduate or equivalent.
2. Must have good attendance record.
3. Must be able to accept the assigned responsibilities of the position.
4. Must have good reading, math, and communication skills (written and verbal).
5. Must be willing to accept direction and operate under minimum supervision.
6. Must have good driving record.
7. Must be physically capable to perform all assigned responsibilities.

### **ASSIGNED RESPONSIBILITIES:**

1. Assigned work to warehouse person I and II.
2. Assign work to Utility person sent to warehouse when available.
3. Operate all warehouse equipment (lift gate truck, hi-lo, van, pallet lift).
4. Drive a van or truck to various locations in district delivering supplies, furniture, food, or other items as required.
5. Deliver mail or film to school as required.
6. Receive, process and distribute shipments to district at central warehouse.
7. Unload deliveries and store in appropriate warehouse location.
8. Deliver district bank deposits to bank.
9. Schedule all trucks for pickup and delivery.
10. Maintain inventories at prescribed levels by submitting materials to be ordered to purchasing. Perform periodic inventory counts as required.
11. Make out repair orders to keep warehouse equipment and trucks in first condition.
12. Maintain warehouse and all inventory in good order and clean.
13. Maintain both mail and film schedules with men and vehicles.
14. Must be able to price and fill Common and Custodial Supply Requisitions.
15. The scope of work covered by this job description shall not be limited to all of the above, but shall include any other duties as assigned by the Supervisor.
16. Coordinate shipping, receiving, and inventory procedures.
17. Work with all levels of the school district (non-contractual, teachers, and administrators).
18. Have pleasant telephone manner with vendors, as well as clients.
19. Work in walk-in freezer as necessary.
20. Other duties as may be assigned.

### **SUPERVISOR:**

Manager of Purchasing and Warehouse Services (or designee).

## **WELDING LAB PARAPROFESSIONAL JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Must be a high school graduate or equivalent.
2. Persons applying must have a minimum of two years experience and/or an Associate Degree and one year experience in the welding area.
3. Must be able and willing to compliment, supplement, and reinforce a positive attitude towards special needs students.
4. Must demonstrate good use of basic math as well as Standard English, both oral and written. Can exhibit good skills of spelling, sentence structure, and punctuation.
5. Must possess good human relations skills.
6. Must have good attendance record.
7. Must be able to accept the assigned responsibilities of the position.

### **ASSIGNED RESPONSIBILITIES:**

1. Assist the classroom teacher in working with students individually and in groups.
2. Assist in maintaining files and records as directed.
3. Organizing, circulating, maintaining, and inventorying classroom learning materials and stations.
4. Production of materials to be used by students.
5. Production of information for parents and/or students.
6. Assisting in the supervision of student classroom activities.
7. Working with groups of children to accomplish specific tasks assigned by the teacher.
8. Sharing the responsibility of safety and well-being of students.
9. Providing general assistance with students and their needs.
10. Assisting with A/V hardware and software.
11. Assisting students in the utilization of instructional computer software.
12. Other duties as assigned.

### **SUPERVISOR:**

The building principal or designee. Daily responsibilities will be determined by the assigned teacher.

**IN WITNESS WHEREOF**, the parties have executed this document by their duly authorized representatives the day and year first above written.

Board of Education of Southfield Public Schools,

BY \_\_\_\_\_  
Paul Cooper, President

BY \_\_\_\_\_  
Deborah Wardell, Secretary

Southfield Michigan Educational Support Personnel Association,

BY \_\_\_\_\_  
Michael A. Graves, President

BY \_\_\_\_\_  
Patricia Haynie, Executive Director

Association Negotiation Team:

\_\_\_\_\_  
Kandra Chinn

\_\_\_\_\_  
Judy Douglas

\_\_\_\_\_  
Cynthia Dowell

\_\_\_\_\_  
Mary Jane Pasini