

**MASTER AGREEMENT**

**between the**

**WEST BLOOMFIELD SCHOOL DISTRICT  
BOARD OF EDUCATION**

**and the**

**WEST BLOOMFIELD  
CMMT, MEA/NEA**

**JULY 1, 2011 THROUGH JUNE 30, 2012**

**WEST BLOOMFIELD SCHOOL DISTRICT  
WEST BLOOMFIELD, MICHIGAN 48324**

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## **AGREEMENT**

This Agreement is made this 1st day of July, 2011 between the West Bloomfield Schools Board of Education, Oakland County, Michigan, hereinafter referred to as the Employer and the West Bloomfield Education CMMT, MEA-NEA, hereinafter referred to as the Union.

### **PURPOSE AND INTENT**

The purpose of this AGREEMENT is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Board, its employees and the Union.

The parties recognize that the interest of the School District and the job security of the employees depend upon the Employer's and the Employee's success in establishing adequate and reliable service to the community.

The parties recognize that the obligation of the school system is to provide the best possible educational program for young people and adults, and that all employees should assist in providing a courteous and effective service.

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

It is hereby mutually agreed as follows:

### **ARTICLE I** **RECOGNITION**

- A. The Employer recognizes the Union as the exclusive representative, for purposes of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment, of all Custodial, Maintenance, Vehicle Technicians and Technical employees listed in Schedule A but excluding executive personnel, supervisors, employees working less than twenty (20) hours per week, substitute employees and temporary employees.
- B. In the application and interpretation of the provisions of this Agreement, the following definitions shall apply:
  - 1. Regular Employee:  
An employee who is scheduled to work on a regular basis.
  - 2. Substitute Employee:  
A person who takes the place of a regular employee on a non-permanent, day-to-day basis, until the regularly assigned employee returns or is replaced.
  - 3. Temporary Employee:  
An employee who provides services when help is required and said job assignment or position is not of a regular nature and does not exceed sixty (60) work days per year (Article XVII, A).

4. Work Study Programs:  
It is recognized that several co-op work study programs in the schools are a valuable and necessary experience for the educational welfare of our students and that the hiring of these students in no way interferes or conflicts with the duties or privileges of employees. It is understood that the provisions of this Agreement do not apply to these temporary employees.
5. Employer:  
The term Board or Employer, when used herein, shall refer to the Board of Education. The Superintendent, Assistant Superintendent for Human Resources, other central office administrators, principals, assistant principals and all other administrative and supervisory personnel are considered agents of the Board, except for the grievance procedure.

## **ARTICLE II** **UNION DUES**

- A. Within ten (10) days after the thirtieth (30th) day of the ratification of this Agreement or within ten (10) days after the thirtieth (30th) day of employment, all employees who do not wish to join the Union shall, as a condition of employment, pay a service charge comparable to that amount required of a member of the Union for the duration of this Agreement.
- B. Employees who fail to join the Union or pay a comparable service charge shall be discharged by the Board as follows:
  1. The employee shall be notified in writing by the Union when he/she is sixty (60) days in arrears in payment of his/her monthly membership dues or monthly service fee. A signed copy of this Union notice to the Employee will be sent to the Board.
  2. The Union, in its notice, shall notify the Employee that unless the requirements set forth in the Article are complied with within thirty (30) days, the Union shall request the Board, in writing, to terminate the Employee. If the Employee does not comply within the thirty (30) day period, the Board will be notified of the employee's non-compliance and request that the employee be discharged immediately. Employees may, at their option, change from the Union membership to service fee status annually during the month of August.
- C. Employees who wish to do so may sign and deliver to the business office an assignment authorizing deduction of membership dues of the Union or the service charge, as set forth above. Deductions shall be made in twenty-six (26) equal installments, beginning with the first check in July, after receipt of the authorization. Any such dues deduction authorization so delivered to the business office shall be irrevocable for the duration of this Agreement.
- D. All sums deducted by the Employer shall be remitted to the treasurer of the Union, by ten (10) days after each deduction.

- E. The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits and other forms of liability, that may arise by reason of the Employer's complying with the provisions of this Article.

**ARTICLE III**  
**RIGHTS OF THE EMPLOYER**

- A. It is expressly agreed that all rights which ordinarily vest and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Employer, shall continue to vest exclusively in and be exercised exclusively by the Employer without prior negotiations with the Union either as to the taking of action under such rights or with respect to the consequence of such action during the terms of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right to:
1. Manage and control its business, its equipment and its operations and to direct the working forces and affairs of the Employer's school district.
  2. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing but not in conflict with the specific provisions of this Agreement and the right to establish, modify or change any work or business or school hours or days.
  3. The right to direct the working forces, including the right to hire, promote, demote, suspend and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force and to lay off employees but not in conflict with the provisions of this Agreement.
  4. Determine the services, supplies and equipment necessary to continue its operations and to determine all methods and means of distributing and disseminating its services, methods, schedules and standards of operation, the means, methods and processes of carrying on the work including automation or contracting thereof or changes therein, the institution of new and/or improved methods or changes therein.
  5. Adopt reasonable rules and regulations.
  6. Determine the qualifications of employees, including physical conditions.
  7. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
  8. Determine the placement of operations, production, service, maintenance or distribution of work and the source of material and supplies.
  9. Determine the financial policies, including all accounting procedures and all matters pertaining to public relations.
  10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Employer shall not abridge any right from the employees as specifically provided for in this Agreement.

11. Determine the policy affecting the selection, testing or training of employees providing that such selection shall be based upon lawful criteria.

The above are not to be interpreted as abridging or conflicting with any specific provision in the Agreement.

**ARTICLE IV**  
**NON-DISCRIMINATION POLICY**

- A. The Employer and the Union agree to conform with the law and no person shall, on the basis of sex, race, color, religion, age, marital status, national origin, weight, height disability or sexual preference be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment of any of its programs or activities.
- B. The Employer agrees that there shall be no discrimination against any member of the bargaining unit by reason of membership in the Union. The Union and its members agree that there should not be harassment, intimidation, social pressure, or non-cooperation with any non-member or exempt employee, supervisor or secretary.

**ARTICLE V**  
**REPRESENTATION**

- A. The Union shall furnish the Employer with the names of the officers, representatives, committee chairpersons and staff representatives of the Union with whom it may be dealing. Until the Employer has received written notice from the Union, it shall not be required to deal with employees purporting to be representatives.
- B. Whenever possible, grievance problems shall be handled at times other than when the Employee is at work. If it becomes necessary for a Union representative to leave work, he/she shall first seek and obtain permission from his/her supervisor. Such time shall be deducted from union business time.
- C. Any Union representative entering a building other than his/her own, on union business, shall first stop at the office and state his/her business, and visibly display his/her employee name tag at all times.
- D. The Board shall provide a total of ten (10) days (80 hours) of paid leave per year to be used by the Union for union business. The President of the Union shall notify the Office of Human Resources and the immediate supervisor at least two (2) working days in advance, except in emergency situations.
- E. The Union's bargaining team shall be composed of not more than six (6) members plus the MEA staff person.
- F. Both the Union and the Employer shall notify the other party of members of their respective bargaining teams prior to the onset of bargaining.
- G. In any negotiations of a new agreement, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside of the school district.

**ARTICLE VI**  
**GRIEVANCE PROCEDURE**

- A. A grievance is defined to be a complaint by an employee within the unit or the Union based upon an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of this Agreement.
- B. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any supervisory or administrative personnel and having the grievance adjusted without intervention of the Union provided the adjustment is not inconsistent with the terms of this Agreement and the Union has been given the opportunity to be present at such adjustment.
- C. Grievances shall be resolved in the following manner:

Step 1: Prior to the initiation of the formal grievance procedure, the employee(s) shall discuss the problem with the immediate supervisor. Immediate Supervisor, for the purposes of this Article, shall be defined as Supervisor of Facility Operations, Supervisor of Pupil Transportation, Supervisor of Media or Director of Technology. The employee(s) may have a representative of the Union present, if requested. Every effort shall be made to resolve the problem informally. If the matter is not resolved, the employee(s) may file a formal written grievance with the Union.

The parties agree that Step 1 should occur as promptly as possible, but shall take place within ten (10) working days immediately following the event or condition that is the subject or basis of the grievance, or within the ten (10) working days from which he/she has knowledge of such event or condition.

Step 2: A grievance submitted to Step 2 shall be presented to the immediate supervisor within five (5) working days of the informal meeting described in Step 1. A meeting shall be held on the grievance within the next five (5) working days and shall be attended by the employee(s) and representative(s). The immediate supervisor's written disposition shall be rendered within the next five (5) working days.

Step 3: If the grievance has not been resolved at Step 2, then the Union shall present the grievance in writing to the Assistant Superintendent for Human Resources within ten (10) working days of the Step 2 written response. A meeting shall be held on the grievance within the next ten (10) working days and shall be attended by the employee(s) and representative(s). The Assistant Superintendent's decision shall be rendered within the next five (5) working days.

Step 4: If the grievance has not been resolved at Step 3, then the Union may present the grievance in writing to the Superintendent of Schools or his/her designee within the next five (5) working days. The Superintendent of Schools or his/her designee shall meet with the Association and the aggrieved in an attempt to resolve the grievance within the next five (5) working days. The Step 4 disposition shall be rendered within the next five (5) working days.

Step 5: If the grievance is still unresolved, the Union may, within thirty (30) working days after the Step 4 disposition, by written notice to the other party, request arbitration.

Within ten (10) working days after such notice to arbitrate, the Union and the Employer shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree, a request for a list of arbitrators will be made to the American Arbitration

Association within the next five (5) working days. The parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

The arbitrator so selected will hear the matter promptly and will issue his/her decision no later than thirty (30) days from the date of the close of the hearings. The arbitrator's decision will be in writing and will set forth his/her findings of facts, reasoning, and conclusions on the issues submitted.

The arbitrator shall have no authority except to pass upon alleged violations of the provisions of this Agreement and to determine disputes involving the application or interpretation of such provisions. The Arbitrator shall have no power or authority to add to, subtract from, or modify any of the terms of this Agreement, nor shall he/she render any decision, which would require an action in violation of the Michigan School Law.

The cost of the Arbitrator's service, including expenses, if any, shall be paid for by the losing party. If there is no clear loser, then the costs shall be borne equally by the parties. Employees participating in an arbitration hearing shall be released from their regular duties and paid by use of Union business time.

- D. The time limits set forth in Steps 1 through 5 may be extended in writing for good cause shown or mutual consent of the parties. Time limits set forth herein or agreed upon shall be considered as substantive, and failure to conform to them shall mean default by the party failing to conform.
- E. It is understood by the parties that no grievance shall be filed or based upon any prior or previous agreement or upon any alleged grievance occurring prior to the effective date of this Agreement.
- F. The Employer shall not be liable for a financial remedy greater than the amount of lost pay due the grievant for a period up to twelve (12) months. This provision does not apply in cases involving discharge.

#### **ARTICLE VII** **DISCHARGE AND DISCIPLINE**

- A. No employee shall be discharged, disciplined, demoted, suspended, and/or reduced in compensation without just cause. The Employer agrees that should an employee be discharged, suspended, or given a written reprimand, a copy of such will be sent to the Union President within five (5) days of such action.
- B. When an employee has reasonable grounds to believe that an interview with an administrator is an investigatory interview in which the risk of discipline reasonably inheres, he/she may request that a Union representative be present as a witness for the employee.
- C. Appeal of a discharge or discipline action will be made through the grievance procedure.
- D. This provision is not applicable to an employee during his/her probationary period.
- E. Disciplinary actions two (2) years old or older shall not be used against an employee on any current disciplinary charge unless the actions will show a pattern of behavior by the employee.



**ARTICLE VIII**  
**SENIORITY, LAYOFF, RECALL**

- A. The seniority for all employees shall commence with the first day of work within the school district as a permanent employee. Beginning July 1, 2006 the seniority for all employees shall commence with the first day of work within the bargaining unit. This seniority shall be known as district seniority. All employees shall also gain department seniority. Department seniority shall commence with the first day of work within a department of the WBCMMT. Departments, for the purpose of this Article, shall be defined as Maintenance, Vehicle Technician, Utility, Technical and Custodial.
- B. In the event that more than one employee has the same seniority date (either district or department) the tie shall be broken by drawing lots. The time, place and date of all such drawings shall be mutually agreed to and announced so that all interested parties may be present. Drawings will only take place when ties need to be broken. Once a tie has been broken, the seniority order shall be considered permanent.
- C. An employee will lose his/her seniority and terminate his employment with the Employer for the following reasons:
- (1) Employee quits or retires;
  - (2) Employee is discharged and the discharge is not reversed;
  - (3) Employee is absent for three (3) consecutive working days without notifying the Employer unless the employee is physically unable to notify the Employer;
  - (4) If the employee fails to return to work when recalled from layoff as set forth in the recall procedure provided herein unless the employee is physically unable to notify the Employer;
  - (5) Involuntary layoff for four (4) years;
  - (6) If the employee gives a false reason for a leave of absence;
  - (7) If the employee engages in other employment during a leave except in proper cases where exception is made;
  - (8) If the employee alters, fraudulently, pertinent information on his/her application for employment (the falsification may come to light sometime after the employee's date of hire or date of acquiring seniority).
- D. A seniority list shall be constructed and maintained by the Employer. The list shall be divided by department listing each employee, district seniority date, department seniority date and classification. Each employee shall be ranked according to department seniority. Frozen seniority, by department, will also be maintained. CMMT bargaining unit members employed on July 1, 1999 shall retain all frozen transportation department seniority. The Union shall be furnished with a seniority list upon request of the president. The President shall be notified by the Office of Human Resources of all new hires, terminations and leaves of absence as they occur.
- E. No changes or adjustments to the seniority list will be made without mutual agreement of the parties. Such agreements shall be reduced to writing and appended to the master seniority list.
- F. The probationary period for employees new to the bargaining unit shall be one hundred twenty (120) regularly scheduled working days. That is, the probationary employee must actually work one hundred twenty (120) days of the normal work schedule to complete probation. Any accumulated overtime does not apply toward probation. Health insurance benefits for new employees shall be provided on the first day of the month following completion of the first thirty (30) working days. Employees may elect to

purchase insurance from the first date of hire until the first of the month following completion of the first thirty (30) working days. Upon completion of probation, the employee will be granted all sick leave from date of hire. New members of the bargaining unit who have completed a probationary period in another bargaining unit within the school district shall serve a sixty (60) working day probationary period. There will be no interruption of the employee's fringe benefits and the employees accrued sick and vacation days will transfer to this unit.

G. Layoff shall be defined as a reduction in the work force due to a decrease in work, a lack of funds, elimination of a job function or a return from leave resulting in a loss of position.

H. Should it be necessary to reduce positions, the employer will, to the extent possible, retain higher seniority employees over temporary, probationary and lower seniority employees. District seniority shall be used in all layoff and bumping. The procedure to reduce positions will be as follows:

1. The employer will determine the positions to be eliminated. Employees holding these positions will be considered displaced employees.

2. If there are no vacancies in the bargaining unit (which the employer intends to fill) equal to the number of displaced employees, the employer will notify the least senior employees (regardless of department or classification) equal to the number of displaced employees of layoff.

3. Displaced employees not notified of layoff may exercise their district seniority to bump into any department/classification for which they are qualified which is equal or lower (in pay rate) to their current position. Displaced employees will be notified of a meeting date and site where they will elect their bump (subject to their district seniority).

4. Following this meeting the first level of employees bumped will be notified of such by the employer. These employees will also be notified of a meeting date where they will elect their bump (subject to their district seniority).

5. Following the meeting in #4 the second level of employees bumped will be notified of such by the employer. These employees will also be notified of a meeting date where they will elect their bump if one or more employees have sufficient seniority to bump.

6. Meetings described in #4 and #5 will continue until only those employees notified of layoff remain.

7. Classifications will be ranked by the Step 6 pay amount to determine bumping order. This figure, not the individual employee's rate of pay, will be used.

8. In each meeting described in #3, #4, #5, #6, the employee in the highest paying classification (or the highest senior employee in the highest paying classification) will bump first, and the others will follow in the same order.

9. The Union will be included in all meetings described above.

I. An employee who is eligible or any employee in the custodial classification may elect a voluntary layoff instead of bumping, subject to the following:

- (1) Employee will be eligible for unemployment compensation.
- (2) Employee must return if recalled to his/her previous classification.

- (3) Employee shall remain on recall list and available for a recall for four (4) years.
- J. No employee shall be able to claim, through recall or bumping, a position in a higher paying classification.
- K. Prior to notification of layoff, the Union shall be provided with a list of those scheduled for layoff. Employees shall have a minimum of twenty (20) calendar days notice prior to the effective date of layoff.
- L. No new employee will be hired while there are laid off employees, subject to the laid off employee's ability to do the work.
- M. Laid off employees, in seniority order, shall be given the first opportunity for any temporary work and shall be paid at the temporary employee rate of pay. Any laid off employee who elects to sub shall be placed at the top of the sub list and called before all other substitutes.
- N. Employees shall remain on the recall list for four (4) years.

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

- O. Laid off employees shall be recalled in reverse order of layoff. Any positions which become vacant or are newly created while employees are on the recall list will first be posted internally and, if not filled, will be subject to the recall provisions. Employees who have exercised their seniority to bump or who have been bumped shall be given the first opportunity to return to their former classification.
- P. Recall shall be by written, certified mail, return receipt requested, to the employee's last known address. Such notice shall require that the employee report for work within fourteen (14) days of delivery or proof of non-delivery. Copies of all recall notices shall be provided to the Union.

#### **ARTICLE IX** **VACANCIES, PROMOTIONS, TRANSFERS**

- A. A vacancy shall be defined as a newly created position or a present position within the bargaining unit which the district intends to fill and has become vacant due to resignation, retirement, termination, leave, death, demotion, transfer or promotion. Vacancies shall be posted within ten (10) working days of the vacancy. In cases where posting within ten (10) days isn't possible, the Association President will be notified and provided with the circumstances and a new posting timeline. The posting shall be sent to the Association President and each Plant Engineer. The Plant Engineer will place the posting for five (5) working days in a designated location accessible to all members of the unit. Time limits may be altered by mutual agreement of the parties.
- B. A transfer shall be defined as a move between shifts and/or building locations within the same job classification. Employees shall indicate their interest in transferring in writing. The most senior (department seniority) employee within the job classification will be awarded the position.

- C. Should no one within the job classification apply for a transfer, other employees in the bargaining unit may apply and shall receive consideration along with outside applicants. The position shall be filled by the most qualified applicant as determined by the Employer. In the event a bargaining unit member is denied the position, reasons for denial shall be provided if requested by the unsuccessful candidate.
- D. A promotion is defined as a movement from one job classification to a higher paying job classification. The position shall be awarded to the most qualified individual as determined by the Employer.
- E. If the Employer determines the candidates meet the qualifications, then the most senior qualified employee within the department (department seniority) will be given the job for a forty (40) working day trial period before hiring from outside the bargaining unit. If an employee selected from within the bargaining unit is unsatisfactory in the new position, he/she shall be returned to his/her former classification. In the event a bargaining unit member from within the department does not receive the promotion, reasons for denial shall be provided if requested by the unsuccessful applicant.
- F. If a bargaining unit member is selected for promotion or transfer, he/she will be given a twenty (20) working day trial period during which he/she may revert back to his/her former classification if he/she so desires.
- G. During all trial periods, the employee will receive the pay rate of the new position; however, his/her seniority will continue to accrue in the old/original department. When the employee successfully completes a trial period, his/her seniority (back to the first day of the trial period) shall revert to the new department.

#### **ARTICLE X COMPENSATION**

- A. Wages shall be set forth in Schedule A attached hereto.
- B. Wages will be paid bi-weekly via direct deposit in accordance with the payroll schedule and the direct deposit guidelines.
- C. A regular employee substituting for a plant engineer or night leader for a minimum of four (4) hours per day shall be paid the plant engineer's or night leader's rate of pay on the substituting individual's step. Only regular employees shall substitute for plant engineers and night leaders except in extreme emergencies. Plant engineers; night leaders (or other regular employees) performing building checks on Saturday or Sunday shall receive a lump sum payment of Forty Dollars (\$40.00) for elementary schools, Forty-Five Dollars (\$45.00) for middle schools and Fifty Dollars (\$50.00) for the high school per building check, in lieu of an hourly rate. Building checks on holidays shall be paid at the rate of Sixty Dollars (\$60.00).
- D. Employees required in the course of their work to drive personal automobiles from one building to another or on other approved school business shall receive a car mileage allowance at the established annual IRS rate. Reimbursement shall be requested on no more than a once per month basis and shall be requested by June 30 for reimbursement from the previous year.
- E. Employees in the technical department who use their vehicles for school business on a regular basis (as determined by the supervisor) shall be given a vehicle allowance of Five

Hundred Fifty Dollars (\$550.00) per year. Payment shall be made at the end of each school year. Employees must complete the school year in order to be eligible for the payment.

- F. In the event that the Employer provides in-service training and requires attendance at such in-service, employees shall be paid their regular hourly rate.
- G. Employees may request approval to take outside courses of instruction in areas directly related to their employment responsibilities. If such request is approved by the Superintendent or his/her designee, tuition and books (but not additional wages or transportation) shall be paid upon submission of evidence of satisfactory completion of approved course(s).
- H. Costs for taking tests necessary to achieving vehicle technicians certifications will be paid by the Board of Education. However, the individual will not be paid for the time to take the test unless the test is required by the Employer. Any cost for the issuance of the certificate will be borne by the employee.
- I. Upon separation (excluding termination) from the school district, employees shall be paid Forty Dollars (\$40.00) per day for unused sick time.

Such separation (excluding termination) pay will be paid provided the employee has been employed by the West Bloomfield School District for five (5) years. If an employee dies while employed by the West Bloomfield Schools, the separation pay for the unused sick time will be paid to that employee's estate. Any days accumulated beyond one hundred eighty (180) days will be donated to the joint WBCMMT/WBT Sick Bank at the time the employee separates from the district.

- J. Upon retirement from the school district, employees who are eligible for MPSERS benefits under the regular or early retirement plans (excluding deferred retirement and disability retirement) will be paid Fifty Dollars (\$50.00) for each unused sick day up to a maximum of 180 days. Such funds will be deposited by the district into one of the 403(b) plans offered by the district. The employee shall select the plan. Any accumulated days beyond one hundred eighty (180) days will be donated to the joint WBCMMT-WBT sick bank.
- K. The positions of (21) Mail Truck and (20) Food Truck in the Utility Department shall be paid an additional stipend of One Dollar (\$1.00) per hour.
- L. Any employee who is laid off and subsequently terminates his/her employment will have all unused sick days donated to the joint WB-CMMT-WBT sick bank.
- M. An employee who is subbing for a Plant Engineer or Night Leader will receive the higher rate of pay while doing overtime work during the subbing assignment.
- N. When Plant Engineers or Night Leaders are absent the following provisions will determine who will sub the position(s).

Elementary

If the Plant Engineer is absent, the Night Leader will sub the position, If the Night Leader is absent, the most senior Custodian(s) in the building will be offered the position or if no one wants the position it will be assigned to the custodian(s) in the building in reverse rotating seniority order.

Middle School

If the Plant Engineer is absent, the Night Leader will sub the position. If the Night Leader is absent the Custodian(s) in the building will be offered the position in department seniority order or if no one wants the position it will be assigned to the custodian(s) in the building in reverse rotating order.

High School

If the Plant Engineer is absent, the subbing opportunity will be offered to the two Night Leaders in department seniority order. If the Night Leader is absent, the subbing opportunity will be offered to the High School Coordinator. If the High School Coordinator is absent, the subbing opportunity will be offered, in department seniority order, to the Custodian(s) on the shift of the absent Night Leader. If no one wants the position it will be assigned to the custodian(s) on the shift in reverse rotating order.

If a subbing situation requires another solution, and the absence is more than one day, the district will confer with the association to arrive at a solution.

**ARTICLE XI  
HOURS OF WORK**

- A. For the purpose of definition, the first shift is any shift that regularly starts at or after 4:00 a.m., but before 11:00 a.m.  
  
The second shift is any shift that regularly starts at or after 11:00 a.m., but before 7:00 p.m.  
  
The third shift is any shift that regularly starts at or after 7:00 p.m., but before 4:00 a.m.
- B. The hours for first shift employees consist of eight and one-half (8-1/2) hours including an unpaid thirty (30) minute lunch period.
- C. Second and third shift employees shall work an eight (8) hour shift including a thirty (30) minute paid lunch period. Such paid lunch is in lieu of a shift differential.
- D. All employees shall have a duty free lunch period except where it is necessary because of an emergency for them to perform duties during the lunch period. In these cases, if the period is unpaid, the employee shall be offered an equal amount of time.
- E. The starting and ending times of the custodial shifts will not be altered by more than one (1) hour during the school year unless there is an agreement between the District and the Association.
- F. The Employer shall notify the Union of summer shift hours for custodial employees on or about June 1st and shall set a date during the five (5) days following notification at which time the Union may confer.
- G. Shifts may be reasonably adjusted when deemed necessary by the Employer. No shift changes will be made for a period of less than one (1) week unless there is mutual agreement between the parties.
- H. Employees shall be guaranteed a minimum call-in time of one (1) hour. This time will be considered emergency overtime and will not be equalized or counted for or against an employee on the overtime list.

- I. Employees may take up to a maximum of two (2) fifteen (15) minute breaks during each shift period.

**ARTICLE XII**  
**OVERTIME PROVISIONS**

A. General Provisions

1. Holidays and paid sick leave shall be included as work time for purposes of determining overtime for all departments.
2. Any employee who works on a Sunday (as long as it is not included in his/her regular work week) shall be paid double his/her hourly rate. Any employee who works on a holiday (as listed in Article XIII) or on a Sunday attached to a holiday, shall be paid triple time for all hours worked.
3. All employees who wish overtime shall be placed on an overtime list by department seniority. Overtime shall be distributed on a rotation basis starting with the highest department seniority employee and rotated to the least senior employee. Thereafter, overtime shall be offered on the basis of low hours.
4. Employees who sign up for overtime after the initial list for the period is established will be placed at the bottom of the list at high hours.
5. Overtime lists shall be posted and updated as overtime occurs. Employees not desiring overtime shall indicate, in writing, each period that they do not want overtime. Should an employee wish to begin or return to the overtime list, he/she may do so at the beginning of each overtime period. Any employee on the overtime list who declines overtime three (3) consecutive times will be removed from the list for the remainder of the period. The Employer reserves the right to require overtime whenever its needs exceed the availability of volunteer list.
6. Employees will be credited for overtime worked or charged for overtime refused at the rate they would be paid: i.e., eight (8) hours on Saturday equals twelve (12) hours of pay and eight (8) hours on Sunday equals sixteen (16) hours of pay.
7. Overtime will be equalized among employees in a department or (for custodians) by building according to the periods noted in the specific department below.
8. Regular straight time hourly pay rates will be granted for management required attendance at approved classes, whether attendance is within or outside of the employee's regular work hours if such classes require the employee to work no more than eight (8) hours in a day or forty (40) hours in a week or Saturday work.
9. If an employee is scheduled for vacation on Friday and if he/she does not wish to work overtime or perform building checks on the weekend, he/she will not be scheduled or charged for overtime.

B. Vehicle Technician

1. Approved overtime will be paid at the rate of time and one half (1-1/2) for work over eight (8) hours per day or forty (40) hours per week or for Saturday work.
2. Overtime in the Vehicle Technicians Department will be equalized on a yearly basis from July 1 to June 30. Whenever there is a vehicle technician with eight (8) or more hours than the next highest employee, a review will be conducted to determine the reason and correct the problem.

C. Maintenance/Utility

1. Employees in this department are all maintenance employees; food truck driver, mail truck driver and groundskeeper/utility I and II.
2. Approved overtime will be paid at the rate of time and one half (1-1/2) for work over eight (8) hours per day or forty (40) hours per week or for Saturday work.

3. Each employee in this department may be offered overtime in his/her specific trade/area.
  4. All maintenance employees are eligible to sign the overtime list for athletics and snow plowing. Employees will be ranked on this list by overtime hours, including trade specific hours. This list will be rotated and equalized to the extent possible.
  5. Overtime will be equalized every six months on these lists on July 1 and January 1.
  6. Emergency overtime will be defined as available work for which there is not at least twenty-four hours notice. Coming in early or staying late for one's shift will be counted as emergency overtime. Refusal of emergency overtime is not counted against an employee, neither in charging hours or counting as a refusal. All emergency hours worked are counted according to A. 6. of this article.
- D. Technical – Information Technology
1. Employees in this department are the computer technicians.
  2. Approved overtime will be paid at the rate of time and one half (1-1/2) for work over eight (8) hours per day or forty (40) hours per week or for Saturday work.
  3. Overtime will be equalized every six months on July 1 and January 1.
- E. Technical - Media
1. Employees in this department are the Auditorium Technical Coordinator, the Assistant Auditorium Technical Coordinator, Offset Printer, Video Engineer, Video Technicians, Radio Station Manager and Electronic Technicians.
  2. Employees in this department/classification, may, with the approval of their supervisor, create a schedule which may include paid overtime, flex time or compensatory time. If flex time is used, such time will normally be scheduled within a pay period. A limit to the amount of compensatory time banked may be set by management and at no time shall the limit exceed those limits outlined by state law.
  3. Approved paid overtime will be paid at the rate of time and one half (1-1/2) for work over eight (8) hours per day or forty (40) hours per week or for Saturday work. Compensatory time will be accumulated in a like manner.
  4. When overtime is offered, every effort will be made to ensure fairness to all employees in this department. Overtime usage will be reviewed for fairness every six months.
- F. Custodial
1. Approved overtime will be paid at the rate of time and one half (1-1/2) for work over eight (8) hours per day or forty (40) hours per week or for Saturday work.
  2. Overtime will be equalized every four (4) months on June 1, October 1 and February 1 at the high school and every six (6) months on July 1 and January 1 at all other buildings. At equalization times, employees will be ranked by hours with the lowest hours first. Previous hours will not continue to be posted on the new list. At the high school only, a separate list will be maintained for Sunday overtime.
  3. Each new employee or transferred employee shall be provided training by the Plant Engineer and/or night leader within twenty (20) working days of the employee's date of hire or assignment regarding the mechanical and emergency procedures unique to the building. The employee shall then indicate if he/she wishes to be on the overtime list. The names will be added to the overtime list and will become part of the rotation for the duration of that four-month period.
  4. Whenever there is an employee with fifty (50) or more overtime hours more than the next highest employee, a review will be conducted by the supervisor with a report and rationale to be submitted to the Assistant Superintendent for Human Resources to identify the reason for this discrepancy.
  5. The employer shall provide training for the employees at the high school who wish to be considered for general building maintenance overtime.



6. All overtime opportunities shall be posted by Tuesday morning. Employees have until Thursday at 4:00 p.m. to sign up or refuse overtime. Any overtime opportunities which come in after Tuesday morning shall be posted as soon as they are known.
7. Emergency overtime will be defined as available work for which there is not at least twenty-four hours written notice. Coming in early or staying late for one's shift when substitute custodian(s) are unavailable will be counted as emergency overtime. Refusal of emergency overtime is not counted against an employee, either in charging hours or counting as a refusal. All emergency hours worked are counted according to A.6 of this article.

**ARTICLE XIII**  
**HOLIDAYS AND VACATIONS**

A. Holidays

1. The following paid holidays shall be granted to all non-probationary employees, provided the employee:
  - a. Worked his/her scheduled hours on the day previous to and after the holiday;
  - b. Was absent prior to or following the holiday with substantiated sick leave;
  - c. Any other exception granted by the Superintendent or his/her designee;
  - d. Is on approved paid vacation.

**HOLIDAYS**

Labor Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
December 24 - Christmas Eve  
December 25 - Christmas Day  
December 31 - New Year's Eve  
January 1 - New Year's Day  
Martin Luther King, Jr., Day  
Good Friday  
Memorial Day  
\*July 4 - Independence Day

\*This holiday will apply only to 12-month employees.

2. Holiday pay will be based on the employee's hourly rate and regular work day (not to exceed eight (8) hours immediately prior to the holiday).
3. Should any of the designated holidays fall on Saturday or Sunday or on a work day for teachers and/or pupils, they shall be observed on alternate work days as established by the Employer.

B. Vacations

1. Employees shall be granted vacations which shall be scheduled with and approved by the employer subject to the following:
  - a. Requests for vacation for more than one (1) day shall be submitted in writing at least seven (7) days in advance.
  - b. Requests for vacation of one (1) day or less shall be made first verbally with the appropriate supervisor, at least 48 hours in advance, and then followed in writing if approved.
  - c. All vacation is subject to the approval of the employer.

- d. Exceptions to the above timelines may be made by the employer at their discretion.

Regular full-time, twelve (12) month employees shall earn vacation pay in accordance with the following schedule:

First year of employment - Prorated, based on ten (10) days per year, after completion of probation through June 30.

After 1 year through the 5th year.	.	.	10 days
After 5 years through the 10th year	.	.	15 days
After 10 years through the 15th year	.	.	20 days
After 15 years and over	.	.	25 days

An employee working in more than one department during the same year shall receive vacation for the department in which he/she works for the majority of his/her wages during the school year.

- 2. No more than thirty (30) days of annual leave may be accumulated and normally all vacation earned should be taken on an annual basis. Special circumstances may cause more days to be accumulated beyond the thirty (30) days. All accumulations of more than 30 days must be approved by the supervisor.
- 3. An employee who resigns with two (2) weeks notice or is discharged shall receive pay for any vacation time accrued prior to his/her resignation or discharge. Layoffs shall be treated in the same manner as resignations.
- 4. Vacation pay will be based on the employee's hourly rate and regular work day (not exceeding eight (8) hours) immediately prior to the vacation period.

**ARTICLE XIV**  
**INSURANCE**

- A. The Board shall provide, one of the following plans to each employee who works at least twenty (20) hours per week and ten (10) months per year. Beginning July 1, 2011 employees choosing PAK A will pay \$50.00 per month (pre-tax) for healthcare.

**MESSA PAK A**

MESSA Choices	\$10/\$20 Drug Card
	\$200/\$400 Deductible
	\$20 Office Visit Rider
Delta Dental:	80/80/80/50 or 50/50/50/50
Life Insurance:	\$30,000 with AD and D
Vision:	VSP-2

**MESSA PAK B**

(for employees not needing health insurance)

Delta Dental:	80/80/80/50 or 50/50/50/50
Life Insurance:	\$30,000 with AD and D
Vision:	VSP-2
Additional Salary:	\$100.00 per month

As long as at least ten (10) members elect MESSA PAK B the additional salary will be \$200.00 per month. Should it fall below ten (10), then the additional salary will revert to \$100.00 per month.

The Board shall provide to employees hired after June 30, 2008, who work at least twenty (20) hours per week and ten (10) months per year, the MESSA PAK A option for the employee only. Employees choosing PAK A will pay \$50.00 per month (pre-tax) for healthcare.

The employee will be eligible to purchase either short-term or long-term disability insurance through payroll deduction.

- B. If the employee or his/her spouse is covered under another hospital/medical benefit program, the employee involved will not be eligible for hospital/medical coverage with the Employer. It is understood that double coverage is prohibited. However, dental and vision insurance will have both internal and external coordination of benefits. For appropriate coverage, new employees shall certify in writing that they are entitled to such insurance coverage.
- C. The provisions of the group policies and the rules and regulations of the carriers will govern the benefits and all other aspects of the coverage. Any complaint arising from the specific provisions of any insurance carrier's policies, assuming the policies comply with all state and federal laws and the negotiated specifications of this Agreement, shall not be subject to the grievance procedure.
- D. Employees who are laid off or on extended leave shall have health insurance benefits provided for a thirty (30) day period after the effective date of the layoff or leave (excluding FMLA leave).
- E. It is the responsibility of the employee to make application for any of the insurance plans offered and to keep all such records current.
- F. Employees may participate with district approved tax-deferred annuities. The companies are not endorsed, guaranteed or recommended by the Employer or Union. The decision to participate with any company is the employee's alone and neither the Employer nor Union shall be liable for monies invested.
- G. A voluntary sick bank will be created covering employees in CMMT and Transportation. Only those employees who enroll in the sick bank will be eligible to use the bank. Each year between November 1 and November 30 there will be an enrollment period. For purposes of the sick bank, the sick bank year will be December 1 through November 30. All days previously donated to the sick bank from prior years will remain in the bank and form the foundation for the new voluntary sick bank.

To join the sick bank (or to rejoin the bank), an employee must donate two (2) sick leave days. To maintain membership in the bank, day(s) must be donated as requested by the sick bank committee. Only non-probationary employees are eligible to join the sick bank. Any employee who is on probation during the November enrollment period shall have thirty (30) calendar days immediately following completion of his/her probation to join the sick bank. Beginning July 2006 any current employee who is not a member of the sick bank now and wishes to join the sick bank must contribute two (2) sick leave days plus any days assessed from July 2006 to time of joining.

The sick bank will be administered by the sick bank committee. This committee will be made up of two (2) representatives from the Union, one from WBCMMT, one from Transportation and two (2) representatives from the Employer. The committee shall determine the need for additional assessments. Any sick bank member who notifies the sick bank in writing that he/she does not wish to give additional days shall be dropped from the sick bank. No days previously donated shall be returned.

A sick bank member shall make written application to use sick bank days after exhausting all personal accumulation of sick leave and all vacation time. All requests must be accompanied by a doctor's statement. The sick bank committee reserves the right to request additional medical information and/or a second physician's opinion. The committee also reserves the right to make exceptions to these rules for good cause. The decision of the sick bank committee is final and non-grievable.

Once approved for sick days, the member must serve a five (5) day waiting period without pay. Days will be granted on this schedule:

First fifty (50) days:	100% of daily rate
Next one hundred (100) days:	75% of daily rate
Beyond 150 days:	50% of daily rate

Sick bank days may only be used for personal illness or injury of the employee. Leave days provided in Article XIII-A will not be counted against sick bank days. If an employee is utilizing the sick bank on an inclement weather day in which the district closes, that day will not be counted against the sick bank unless he/she would be required to work as described under Article XVII-F. If the employee would have been required to work, that day will be covered from the sick bank. Days loaned to an employee will not exceed 260 days for a twelve (12) month employee or 196 days for a ten (10) month employee in any five (5) year period. Members may donate additional days to the bank. A member who is without any sick leave days during the initial establishment of the bank, or during the annual donation period, or at the time of additional assessments, may borrow the needed days from the district.

All days loaned to the employee from the sick bank must be repaid to the sick bank from the employee's future accrued leave time. Such repayments will not begin until employee has been back to work for two pay periods. Employees returning to work after having used sick leave days from the bank will have a negative balance reflecting the days borrowed from the bank. As the employee accrues additional sick leave time, that accrued time shall be paid back to the bank until all days have been repaid. Repayment to the bank shall be taken from the accrued sick leave time only.

- H. If an employee terminates his/her employment with the District and still owes days to the sick bank those days will be repaid from any accrued sick days prior to the payout for the unused days according to Article X – I & J.
- I. Beginning with the 1995 tax year, an Uninsured Health Care Program option will be made available to bargaining unit members. The plan, which shall be established by the Board of Education, will allow bargaining unit members to enroll beginning November 1, 1994. Thereafter, bargaining unit members may enroll in the plan during the month of November for the next tax year.

Also beginning January 1, 1995, a Dependent Care Program option will be made available to bargaining unit members. The plan, which shall be established by the Board of Education, will allow bargaining unit members to enroll beginning November 1, 1994.

Thereafter, bargaining unit members may enroll in the plan during the month of November for the next tax year.

The initial plan shall be handled through Consolidated Financial, Inc. The Board may choose to change the carrier of this plan, but shall not do so without providing the Association at least sixty (60) days notice of any change.

- J. Hospital-Surgical-Medical Benefits may be extended to same-sex domestic partners per the criteria and requirements outlined in Appendix B.

#### **ARTICLE XV PAID LEAVES OF ABSENCE**

- A. All employees shall earn and be credited with leave days at the rate of ~~7~~ .55 days per bi-weekly payroll period for those employees who are working and earning pay. There shall be unlimited accrual of unused days.
- B. Attendance Incentive:  
Employees who have perfect attendance (no absences) from July 1 to June 30 shall receive attendance incentive pay of Three Hundred Twenty-Five Dollars (\$325.00). Employees with no more than one (1) absence will receive an incentive of Two Hundred Dollars (\$200.00). All absences are cumulative and include time off without pay (00), illnesses (01), personnel business (02), and workers' compensation (05).
- C. Sick Leave:
  - (1) Personal illness of the employee. The Employer may, at its discretion, request a doctor's certificate stating that the employee is able to return to work. A physician's verification of illness may be required at any time, which is subject to the approval of the Superintendent for absences due to illness of three (3) consecutive days or more and/or if a definite pattern of absence is established.
  - (2) Absence for serious illness in the immediate family (spouse, children, parents, brother, sister or other relative living in the same household).
- D. Special Leave:  
Special leave for the following reasons, not to exceed three (3) days per year (but cannot be utilized on a school day immediately before or after a holiday vacation, or the first day or last day of the school year):
  - (1) Legal business that could not be handled after work or on Saturday.
  - (2) Additional special leave (over and above the three [3] days listed above) for important and urgent matters, such as the wedding of an employee that cannot be handled outside school hours. Special leave days must be approved by the Supervisor and the Assistant Superintendent for Human Resources.
- E. Funeral Leave:  
In the event of the death of an employee's spouse, children or parents, the employee shall be granted funeral leave of up to five (5) days. Such leave shall not be deducted from the sick leave accumulated. In the event of a death in the immediate family (mother/father-in-law, brother, sister, grandparents, grandchildren, brother/sister-in-law or any person living in the same household) the employee shall be granted funeral leave not to exceed three (3) days. Such leave shall not be deducted from the sick leave

accumulation. Additional days may be granted as special leave with approval; however, these days are deductible from the employee's sick leave accumulation.

F. On leave days for special leave, as well as any other leave, whenever possible such leaves must be requested in advance, in writing, and approved by the Assistant Superintendent for Human Resources. The request shall include a statement by the employee that the leave request is for a purpose authorized within this Section, as set forth above. The employee may be requested to set forth a specific reason for such leave. All leave days shall be subject to the following: Leave days shall not be used for personal pleasure such as hunting, fishing, skiing, sports events or extended vacations. Abuse of temporary leaves may be subject to disciplinary action.

G. The above paid leaves will be granted only to the extent that current leave days are available as accrued by the employee, except for funeral leave.

H. Jury Duty:

Employees who are summoned for jury duty examination and investigation must notify the Human Resources Office within twenty-four (24) hours of receipt of such notice. If such employee then reports for jury duty, he/she shall be paid an amount equal to the difference between the amount of wages such employee would otherwise have earned by working that day and the daily jury fee paid by the Court for each day on which he/she reports for or performs jury duty and on which he/she otherwise would have been scheduled to work. Jury Duty checks will be presented to the Payroll Office and copied as evidence of the deduction from regular wages. Such time spent on jury duty shall not be charged against an employee's leave days.

I. Worker's Compensation:

An employee who is absent because of a work-related disability that is compensable under the Worker's Compensation Act will be paid as follows:

- (1) If the absence is for seven (7) calendar days or less, the Board shall pay the employee his/her regular wages, not chargeable to the employee's accumulated sick leave bank.
- (2) If the employee is absent by reason of such disability for more than seven (7) calendar days, and is eligible to receive Worker's Compensation payments the Board shall pay the difference between the amount paid or payable pursuant to the Michigan Worker's Compensation Act and the employee's regular salary, not chargeable to the employee's accumulated sick leave for a period of no more than twenty (20) days. The combined payments received by an employee hereunder shall not exceed the employee's regular salary for the period of disability.

If the absence is for more than twenty (20) calendar days, the employee may elect to receive the difference between the amount or payable by the Worker's Compensation carrier and the employee's regular wages, chargeable to the employee's accumulated sick leave bank pro rata. The combined payments received by the employee shall not exceed the employee's regular wages or the accumulated sick leave including loans, if any, from the bargaining unit's sick leave bank. If the employee exhausts his/her sick leave bank but is continuing to receive payment from the Worker's Compensation carrier, the employee's insurances shall be held intact.

- (3) All absences must be verified by a doctor's statement before any payments will commence. The doctor's statement must specify the diagnosis, treatment recommended, and the length of time the employee will be absent.
- (4) If an employee has been released by the doctor to return to work and a follow-up visit is necessary, a doctor's statement must be submitted specifying the date of the visit. The Board shall pay for the absence (since this is not compensable by the Worker's Compensation carrier), not chargeable to the employee's accumulated sick leave bank.
- (5) If the Worker's Compensation carrier disputes the claim filed by the employee, the employee is expected to return to work without restriction. The employee shall retain the right to file an appeal with the Worker's Compensation carrier and utilize his/her sick leave bank, subject to a doctor's recommendation to remain off work. If the employee fails to return to work upon exhaustion of his/her sick leave bank, the employee shall be considered on unpaid leave. An unpaid leave shall be granted for up to one (1) year. Extensions beyond one (1) year shall be at the discretion of the Employer and failure to extend the unpaid leave is not subject to the grievance procedure. However, the leave must be extended if the employee has not had his/her Worker's Compensation claim adjudicated. The employee shall not be eligible for sick leave accrual or vacation leave accrual and shall be responsible for the payment of his/her own insurance benefits as provided for under the COBRA Act. If the employee returns to work by the end of the unpaid leave, the employee shall be reinstated to his/her former position, or one of equal classification. If the employee fails to return to work by the end of the unpaid leave, the employee shall be considered as terminated.

J. Maternity Leave:

An employee who becomes pregnant may use her accumulated sick days for her period of confinement. The employee must report for work when her physician determines she is able to perform her duties if she does not request an unpaid leave.

K. Court Appearance:

An employee who is required to appear in court at the request of the Employer, or with the approval of the Employer as a result of a job-related incident, will receive pay for all time spent in court. Such time shall not be deducted from the employee's paid leave bank. This provision does not apply to any legal action taken against the district. An employee who is subpoenaed to appear in court as a result of a non-job-related incident will be subject to the special leave provisions of Article XV, D.

## **ARTICLE XVI**

### **UNPAID LEAVES OF ABSENCE**

All employees shall be eligible to request a leave of absence after completion of their probationary period, as specified below:

A. Personal or Professional:

Leave of absence, without pay, for good cause shown may be granted employees for a period of up to one (1) year upon request of the employee and upon approval of the Employer. Neither seniority nor pay schedule credit will be granted for the leave, but accumulated leave days at the time of leaving will be maintained.

- Any employee covered by this contract shall not lose seniority with approved unpaid leave of twenty-five (25) working days or less. Any employee requesting and given approval for leave exceeding twenty-five (25) days shall cease to accrue seniority beginning on the twenty-sixth (26th) day of the leave and extending until the leave terminates and the employee returns to work.
- B. Public Office:  
Any employee elected or appointed to a public office, which takes him/her from his/her employment with the Employer, shall, upon written request of the employee, be granted a leave of absence without pay or benefits. The leave of absence shall not exceed one (1) year, but may be renewed or extended for a similar period at any time upon request of the employee. Neither seniority nor salary credit will be granted for the leave.
- C. Military Leave:  
A military leave of absence shall be granted to any employee who shall be inducted or shall enlist (for the term of one [1] enlistment only) for military duty in any branch of the Armed Forces of the United States. Upon return from such leave, an employee shall be placed at the same position on the salary schedule as he/she would have been had he/she been employed by the Board during such period. The period of said leave shall not exceed the period of one (1) enlistment if the employee enlists or the period covered by the original induction orders if the employee is drafted. Seniority shall continue to accumulate during this leave.
- D. Union Business:  
Any bargaining unit employee elected or appointed by the Union to do work which takes him/her from his/her employment with the Employer shall, at the written request of the employee, be granted a leave of absence without pay. The period of the leave of absence shall not exceed one (1) year, but it may be renewed or extended for a similar period at any time upon the request of the employee and approval of the Employer. The seniority of the individual on leave for Union business shall continue to accumulate, excluding pay increments, during the leave.
- E. Medical Leave:  
A medical leave of absence shall be granted to employees for up to one (1) year. The leave may be extended for another year. This leave must be substantiated by a physician. If an employee is released to return to work by the physician before the expiration of the leave, he/she will be required to give the Employer at least thirty (30) calendar days notice to be reinstated. Seniority shall continue to accumulate excluding pay increments, during the leave.
- F. When an employee is on leave due to sickness or injury, the employee may return to the same position held prior to the leave, provided that he/she returns to work before ninety (90) working days have lapsed following the last day of the employee's personal paid leave days or sick bank days or vacation days.
- G. An employee on a non-medical leave of absence shall return to his/her position only if the unpaid leave is for sixty (60) working days or less.
- H. Upon termination of an unpaid leave of absence, the employee shall be reinstated to a position in his/her same classification, consistent with his/her department seniority rights. If an employee is released by his/her personal physician before the expiration of a health-related leave, he/she will be required to give the Employer at least a thirty (30) calendar day notice to be reinstated. Should the employee be unable to return to work due to lack of seniority or lack of vacancies, he/she shall be considered laid off.



I. Family and Medical Leave:

After a full year (at least 1250 hours) of employment, employees will be eligible to request an unpaid leave of up to twelve (12) weeks for the birth of a child, adoption of a child, foster care of a child, care of a child 18 years or younger, care for a spouse, child or parent if such relative has a serious health condition, or for their own serious illness. To be eligible for the leave, the employee must have been actively employed for one (1) full year prior to the commencement of the leave. The Board may require that the employee exhaust all paid leave entitlement as part of the mandated twelve (12) week leave period.

Application for leave under this provision shall be made by completing the district-provided application form at least thirty (30) days prior to the commencement of the leave. If it is not possible to complete the application form in advance of the leave, the form must be completed and signed within ten (10) days of the start of the leave. The form shall state (1) the reason for the leave; (2) relationship to the individual; (3) expected beginning and ending dates; (4) physician's verification; (5) agreement to reimburse the costs of medical premiums should the employee sever employment, subject to the exceptions as outlined in the Family and Medical Leave Act Rules and Regulations.

The Board may request medical verification or other information verifying the need for the leave. The commencement and duration of the leave may be dependent on the special leave rules set forth for academic institutions in the Family and Medical Leave Act as determined by the Employer. Seniority shall continue to accrue during the leave. Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were at work. If the employee returns to work immediately following the twelve (12) weeks of leave, he/she shall return to the same position or a position equivalent to the position held prior to the leave. If the leave continues for longer than twelve weeks, the employee will return under the conditions stated in Section F or H of this Article.

**ARTICLE XVII**  
**GENERAL PROVISIONS**

A. Temporary Employees

Temporary employees (those hired for a period of sixty (60) working days or less per year) are not considered part of the regular work force and are not entitled to seniority, sick leave or other benefits. Any employee working more than sixty (60) consecutive days in any one (1) year shall be considered a regular employee on the sixty-first (61st) day.

B. Union Bulletin Board

The Employer will provide one (1) bulletin board per building apart from student sections of the building and in a location approved by the principal or immediate supervisor which may be used by the Union for posting Union notices. The Union shall also have access to the inter-school mailing system for distribution of notices to be posted.

C. Facility Use

The Union will be permitted to use the school facilities for regular and special business meetings of the Union and for committee meetings on Union business provided the facilities/rooms are arranged and approved in advance. In addition, meetings shall be held during non-work hours and without disrupting other commitments for use of the premises.

D. Work/Building and Grounds

Employees in the custodial/maintenance department shall work in the buildings and on the grounds as necessary.

E. Inclement Weather Days

On inclement weather days when school is canceled by the Superintendent, plant engineers, night leaders, and maintenance people and mechanics will be expected to report to work if at all possible on their regular shift unless notified differently by administration. Those reporting will receive additional vacation hours equal to hours worked. In the event these employees are not able to report to duty, they will be charged a leave day. Other custodial employees will not normally report to work, but will be paid for the day. If they are asked to report to work, and if they do, they will be granted an additional leave day. Employees who are not required to report on inclement weather days will not be charged sick or vacation days.

When community education activities are cancelled for the evening due to inclement weather, the Operations Office will contact Plant Engineers or Night Leaders to discuss the situation and to determine an early release time. Prior to leaving the building, the most necessary jobs will be completed. This will include cleaning and sanitizing all bathroom areas, straightening rooms, emptying trash, and verifying that all doors and windows are secure. The building must be presentable and ready for students and staff the next day. The third shift will have the option of reporting early to assist with completing the most necessary jobs, or working their regular shift. After a discussion has taken place with the Operations Office, the high school Plant Engineer, or Night Leader, will be responsible for calling the third shift crew.

F. Uniforms

(1) Maintenance

Maintenance/Utility will receive five (5) uniforms per year (shirts and trousers); three (3) T-shirts; two (2) sets of coveralls (or bibs and vests) per year; one (1) winter jacket and one (1) spring jacket every two years beginning with the 2009-10 school year. The District will provide Carhartt brand jackets.

(2) Vehicle Technicians

Vehicle technicians will receive five (5) uniforms per year; two (2) sets of insulated coveralls per year (or bibs and vests); one (1) Carhartt winter jacket and one (1) spring jacket every two years beginning with the 2009-10 school year.

(3) Custodians

Custodians will receive five (5) shirts (either T-shirt or collared at employee choice) per year. It is understood that no other shirt will be worn over the collared or T-shirt. The district will provide one (1) winter jacket every two (2) years beginning with the 2009-10 school year. Plant engineers will receive two (2) sets of coveralls (one lightweight and one heavyweight or bibs and vests) per year and night leaders will receive one (1) set of coveralls (or a bib or vest) per year provided they remove snow from the entrance ways and areas immediately surrounding the building. Trousers are to be limited to jeans or uniform-type material. Short shorts are not an acceptable replacement for trousers and shorts worn must be approved by the supervisor.

- (4) Technicians  
Technicians will be provided five (5) knit shirts per year and one (1) winter jacket every two years beginning with the 2009-10 school year for technical employees who are required to travel between buildings.
  - (5) Employees in the Custodial and Technical Departments will be provided with a trouser allowance in the amount of Eighty Dollars (\$80.00).
  - (6) Measurements will be provided by a selected company to ensure a proper fit. All uniforms provided by the Employer will be in a style and color specified by the supervisor. Shirts and jackets shall be imprinted with school name and logo. Employees will wash and press their own uniforms. Uniforms will be kept clean and well pressed at all times. Employees agree to eliminate the wearing of any other clothing with names, pictures, graphics, slogans or statements of any kind. Exceptions will be designer's name or manufacturer's name on clothing and Union insignia. Issued uniforms must be worn at all times by employees. To receive a new jacket, employees must turn in their old jacket to the supervisor. Upon termination from the district, an employee must turn in all uniforms and jackets in their possession.
  - (7) The maximum dollar limit needed to provide the Carhartt jackets/coveralls will be set by the Operations Supervisor annually however, it will not be lower than the 2008-2009 amount. If the employee's purchases for the board provided items are less than the allocated amount, the remaining fund may be used to purchase other work related items.
- G. Cleaning Service  
The West Bloomfield Vehicle Technicians will be provided with uniforms and a cleaning service for uniforms.
- H. Shoe and Boot Allowance  
Employees will be provided with a yearly leather shoe and boot allowance in the amount of Eighty-Five Dollars (\$85.00). Said allowance shall be paid at the end of each school year. Employees must complete the school year in order to be eligible for the allowance. All employees receiving a boot allowance must wear protective shoes during working hours.
- I. Computer Use  
Employees will be allowed to use district owned computers for appropriate work related use subject to Board Policy #4200. Computers available for employee use will be designated at each work site. Each employee will be provided with an e-mail address and basic training on the computer. Board Policy #4200 will be distributed to each employee. Use of computers will be restricted to the employee's training, break and lunch times unless computer use is part of the employee's regular work.

**ARTICLE XVIII**  
**HEALTH EXAMINATIONS**

In compliance with Act 290 of P.A. of 1966, as amended, the Employer shall require evidence of freedom from communicable tuberculosis as a condition of entering and maintaining employment. Evidence shall be a report of a negative tuberculin skin test or chest x-ray showing no evidence of active tuberculosis. The cost of the tuberculin skin test, which must be taken at the Oakland County Health Department, shall be borne by the Employer. However, if the employee furnishes evidence that he/she is allergic to the skin test or the medical need for an X-ray, the Employer shall pay the cost of a chest X-ray not to exceed that charged by the Oakland County Health Department.

**ARTICLE XIX**  
**CONFORMITY TO LAW**

This Agreement is subject in all respects to the laws of the State of Michigan with respect to the powers, rights, duties and obligations of the Employer, the Union, and employees in the bargaining unit and in the event that any provision of this Agreement shall at any time be 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. However, all other provisions of this Agreement shall continue in effect.

**ARTICLE XX**  
**NO STRIKE, NO LOCKOUT**

- A. During the life of this Agreement, the Union will not authorize, sanction, condone, participate in, or acquiesce in, nor will any member of the bargaining unit take part in any strike as defined in Michigan Public Act 336 of 1947, as amended by Michigan Public Act 379 of 1965 to-wit: "The concerted failure to report for duty, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment."
- B. No lockout of employees shall be instituted by the Employer during the term of this Agreement.

**ARTICLE XXI**  
**WAIVER**

- 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 the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter existing on its effective date and not specifically referred to or covered in this Agreement even though such subjects or matters may not

have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.


- B. Either party may request to meet for the purpose of negotiating supplemental agreements. Such negotiations are voluntary on the part of each party and will only be entered into by mutual consent. Any supplemental agreement to cover new job classifications within the unit or other mandatory subjects for collective bargaining shall be subject to the approval of the Employer and the Union. Any such supplemental agreement shall be approved or rejected within a period of thirty (30) calendar days following the date of tentative Agreement.

**ARTICLE XXII**  
**DURATION OF AGREEMENT**


This Agreement represents the entire Agreement between the Employer and the Union and supersedes all prior Agreements and cancels all previous Agreements, verbal or written, between the parties, and shall become of full force and effect from July 1, 2011 and shall continue in full force and effect until midnight, June 30, 2012 and from year to year thereafter unless either party hereto shall give the other party at least sixty (60) days written notice, by certified mail, before the end of the term of this Agreement or before the end of any annual period thereafter, of its desire to terminate.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**WEST BLOOMFIELD SCHOOLS BOARD OF EDUCATION:**

  
\_\_\_\_\_  
Assistant Superintendent for Human Resources, Labor  
Relations and Pupil Accounting  
Rick L. Arnett

6/16/11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board of Education President  
David Einstead

6/16/11  
\_\_\_\_\_  
Date

**WEST BLOOMFIELD CMMT, MEA-NEA:**

  
\_\_\_\_\_  
President, WB CMMT  
Melissa Bochnig

6/16/11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
MEA Representative  
Cyndi Austin

6/16/11  
\_\_\_\_\_  
Date

## APPENDIX A

### CUSTODIAL DEPARTMENT

Plant Engineer – H.S.:	The high school plant engineer will possess and maintain a Pool Operator Certificate.
Night Leader – H.S.:	The high school night leader will possess and maintain a Pool Operator Certificate.
Coordinator- H.S.	See job description in Custodial Handbook.

### MAINTENANCE DEPARTMENT

Maintenance I, II, III:	A Maintenance I, II, III employee will hold a CDL.
Groundskeeper/Utility I:	A Groundskeeper/Utility I employee will hold at least one (1) Certification and hold a CDL.
Groundskeeper/Utility II:	A Groundskeeper/Utility II employee will hold at least two (2) Certifications (one of which must include the Pesticide Application Certification), hold a CDL and have served as a Groundskeeper/Utility I employee for five (5) years.

The certification areas can include but are not limited to the following areas:

- Pesticide Application Certification
- Sports Turf Certification
- Playground Equipment Inspector Certification
- Pool Operator Certification
- Operator of Heavy Equipment Certification
- Other acceptable certificates as determined by the employer

### TECHNICAL DEPARTMENT

This department includes the Auditorium Technical Coordinator, the Assistant Auditorium Technical Coordinator, Offset Printer, Computer Technicians, Video Engineer, Video Technicians, Radio Station Manager and Electronic Technicians.

Technician I:	An employee without specific post high school technical experience or training.
Technician II:	An employee with basic technical experience or training. Employees advancing from Technician I status to Technician II status will be placed at no lower than a Step 4 and at the determination of the employer.
Technician III:	An employee who graduates from an accredited training school, having successfully completed course work.
Technician IV:	After five (5) years of experience within the West Bloomfield School District or five (5) years of comparable experience, a Technician III may advance to the Technician IV Classification.

## APPENDIX A

IT Technician I:	An employee without specific technical experience or training.
IT Technician II:	An employee with basic computer troubleshooting skills without specific accredited computer/information systems course work or certifications.
IT Technician III:	An employee with advanced computer troubleshooting skills or possesses a degree or certification from an accredited computer/information systems training school.
IT Technician IV:	An employee with advanced network and/or training experience with responsibilities for administrating and maintaining IT systems.

### VEHICLE TECHNICIAN DEPARTMENT

Vehicle Technician I:	No Certification
Vehicle Technician II:	3 Certifications
Vehicle Technician III:	6 Certifications or more

Certifications to be obtained are based on the State of Michigan Mechanic Certifications Tests as defined below:

1. Gas Engine Repair
2. Diesel Engine Repair
3. Drive Train
4. Brake and Brake Systems
5. Suspension and Steering
6. Electrical
7. School Bus Certification

Vehicle technicians needing to be re-certified in order to maintain current classification placement will have three (3) opportunities to re-certify; one (1) during the life of the certification and two (2) immediately after the certification lapses. If a vehicle technician fails all of these tests, the vehicle technician will revert back to a lower classification as provided by the contract. Vehicle technicians failing the recertification test and reverting back to a lower classification must become recertified and pass all six (6) certification areas within one (1) year. Failure to do so may result in an employer imposed plan to recertify.

### UTILITY DEPARTMENT

Food Service:	Primarily drives food truck during the school year and works on the groups crew in the summer. May be assigned other utility duties.
Mail Truck:	Primarily drives mail truck all year and may be assigned other duties during the summer. May be assigned other utility duties.
General:	To provide general utility throughout the district as assigned. If assigned to other departments, employees in the Utility Department will be eligible for overtime in those departments.



## APPENDIX B

### SAME- SEX DOMESTIC PARTNERS HEALTH COVERAGE

#### Definition of Health Care Coverage

Health care coverage shall include the following insurance plan coverage:

- Hospital-Surgical-Medical Benefits

#### Eligibility Criteria

A same-sex domestic partner relationship is defined as a relationship between two individuals who meet **ALL** of the following criteria:

- Are the same sex.
- Have shared a continue committed relationship with each other for not less than twelve (12) consecutive months, intend to do so indefinitely and have no such relationship with any other person or persons.
- Are jointly responsible for each other's welfare and financial obligations.
- Have resided in the same household and intend to continue to reside together indefinitely and maintain no permanent separate households.
- Are not related by blood to a degree of kinship that would prevent marriage from being recognized under the laws of the State of Michigan.
- Each is over age 18, or legal age, and is legally competent to enter into a legal contract.
- Neither is married to a third party.
- A signed and notarized affidavit will be required to confirm conformity with the eligibility as outlined above (obtained from the district's benefits office).
- A same-sex domestic partner must be covered under the health care plans in order to have the same-sex domestic partner's legally dependent children covered under the plans. (The only exception to this is if the same-sex domestic partner dies. In such cases, the employee must show evidence of being the children's legal guardian to continue coverage. Appropriate legal documentation must be provided.)
- Employees with same-sex domestic partners cannot participate in the Dependent Care Reimbursement Account to pay for day care costs related to the domestic partner's children per IRS regulations.
- Current retirees are no longer employees of the West Bloomfield School District and are not eligible for health benefits through the West Bloomfield School District. Active employees, who retire while covering a same-sex domestic partner and/or that domestic partner's eligible dependent children, must contact the state retirement agency, the Michigan Public Schools Employees Retirement System (MPERS) regarding any desire to continue coverage of their same-sex partner and/or the same-sex partner's eligible dependent children. The West Bloomfield School District has no role in such a process and does not assume any obligation to do so under any of its policies, procedures or under any terms in the bargaining unit contract.
- In addition to the signed and notarized affidavit, the employee who claims initial and continued eligibility for a same-sex domestic partner and/or for the eligible dependent children of a same-sex domestic partner, shall furnish whatever documentation that the district requests to substantiate the claimed eligibility of the dependent, such as IRS Form 1040. Refusal or failure to provide such documentation when requested to do so, shall result in denial or withdrawal of eligibility of such dependents.

#### Enrollment and Confidentiality

The West Bloomfield School District will keep records containing domestic partner information confidential to the extent permitted by law.

### **Taxability**

State and/or federal law does not recognize same-sex domestic partners as legal “spouses”. Therefore, the value of the health care coverage is subject to income tax and FICA taxes and will be reported as imputed income on the employee’s W-2 Form. The same-sex domestic partner may, however, qualify as an IRS “eligible dependent” if more than half of the partner’s support for the year comes from the employee, the partner earns less than the IRS exemption amount and the partner is a member of the household maintained and occupied by the employee. An employee who believes her or his situation meets these qualifications should verify this with a competent attorney, at her or his own expense. The district assumes no tax responsibility or tax liability for the veracity of continuing veracity of the statements contained in this section, taxability, and no employee should rely on information contained herein as being definitive on this subject. An employee’s same-sex domestic partner’s children may be eligible for coverage if they meet the dependent requirements under Section 151 and 152 of the IRS Code. The employee must submit competent legal documentation, at his or her own expense, that the children meet these requirements.

### **Termination of Domestic Partner Relationship**

Employees will be required to submit an “Affidavit for Termination of Domestic Partner Benefits” (obtained from the district’s benefits office) if the partnership ends, has ended or if the partner dies. The employee will be liable for her or his failure to provide this documentation within two weeks of the termination of the relationship for the costs of any premium paid by the district or for any benefit services received by the domestic partner or the partner’s children after they are no longer eligible to be covered. Benefit eligibility for the same-sex domestic partner will cease upon the same-sex domestic partner’s death or upon the date the same-sex partner relationship ends, as stated on the “Affidavit for Termination of Domestic Partner Benefits.”

### **Addition of a New Same-Sex Domestic Partner**

In the event that an employee chooses to delete a same-sex domestic partner from her or his coverage, s/he shall not be eligible to add a new domestic partner until twelve (12) months have elapsed since the deletion of the former same-sex domestic partner and must satisfy **ALL** of the eligibility requirements set forth above.

### **COBRA or COBRA Like Continuation Coverage Benefits**

Because COBRA does not require that an employer provide continuation coverage benefits to persons other than employees, their spouses, and dependents who were participants in the health plan, the district does not offer COBRA or any other such continuation coverage benefits to same-sex domestic partners. Oral representations that may be made by an administrator or other person who might be or could be considered to have the authority to make such representations must be considered by the employee who signs this document and by the same-sex domestic partner as misrepresentations and cannot be relied upon to circumvent the plain language in this section of this document.

### **Coverage Limited to Same-Sex Domestic Partners**

This coverage is limited to same-sex domestic partners. It is part of a negotiated bargaining unit contractual agreement and is based upon the fact that this group does not have the legal option to marry. Should the laws regarding the legality of same-sex domestic partner marriages or some form of state recognized union, the provisions in this contract that permit same-sex domestic partner benefits shall become null and void and the same-sex domestic partners shall be required to be married or enter into state-recognized union in order for the same-sex domestic partner who is not an employee and/or her or his eligible dependent children to continue to be covered under the district’s benefits plans.

**\* SCHEDULE A**  
**2011-2012**  
**\* SEE LETTER OF UNDERSTANDING**

<b>DEPARTMENT/ CLASSIFICATION</b>	<b>STEP 1-START</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
<b>UTILITY</b>						
20. Food Service	13.91	16.40	16.57	16.73	17.00	18.92
21. Mail Truck	13.91	16.40	16.57	16.73	17.00	18.92
22. General	13.91	16.40	16.57	16.73	17.00	18.92
<b>CUSTODIAN</b>						
30. Custodian	13.91	16.40	16.57	16.73	17.00	18.92
31. Night Leader - Elem.	15.30	17.53	17.70	17.87	18.18	20.17
32. Night Leader - M.S.	15.81	17.99	18.19	18.33	18.62	20.67
33. Night Leader - H.S.	16.15	18.33	18.52	18.70	18.98	21.05
34. Plant Engineer - Elem.	16.45	18.66	18.84	19.00	19.31	21.41
35. Plant Engineer - M.S.	17.69	19.90	20.11	20.30	20.53	22.79
36. Plant Engineer - H.S.	19.53	22.14	22.31	22.50	22.82	25.27
37. Day Shift Coordinator – H.S.	15.45	17.68	17.85	18.02	18.33	20.30
<b>TECHNICAL</b>						
39. Tech I	12.15	14.35	14.91	15.73	16.56	17.67
40. Tech II	16.15	18.35	18.55	18.73	19.00	21.09
41. Tech III	18.03	20.28	20.45	20.61	20.90	23.16
42. Tech IV	21.22	23.93	24.15	24.36	24.72	27.35
44. IT Tech I	16.15	18.35	18.55	18.73	19.00	21.09
45. IT Tech II	18.03	20.28	20.45	20.61	20.90	23.16
46. IT Tech III	21.22	23.93	24.15	24.36	24.72	27.35
47. IT Tech IV	22.08	24.28	25.39	27.04	28.17	30.37
<b>VEHICLE TECHNICIANS</b>						
50. Helper/Utility	13.91	16.40	16.57	16.73	17.00	18.92
51. Vehicle Technician I	17.61	19.86	20.06	20.19	20.50	22.75
52. Vehicle Technician II	18.88	21.11	21.30	21.49	21.77	24.12
53. Vehicle Technician III	21.51	24.23	24.46	24.67	25.03	27.67
<b>MAINTENANCE</b>						
60. Maintenance I	16.15	18.35	18.55	18.73	19.00	21.09
61. Maintenance II	18.03	20.29	20.45	20.61	20.90	23.16
62. Maintenance III	21.22	23.93	24.15	24.36	24.72	27.35
63. Groundskeeper/Utility I	15.94	18.11	18.39	18.55	18.82	20.99
64. Groundskeeper/Utility II	17.19	19.51	19.71	19.80	20.08	22.22

Each "step" represents one calendar year. If hired between July 1 and January 31, the employee will move up a STEP on the following July 1 and each July 1 thereafter. If hired between February 1 and June 30, the employee will have to wait until the second July 1 to move up a STEP and then each July 1 thereafter.

**APPLIES TO CUSTODIANS HIRED AFTER JUNE 30, 2008**

**CUSTODIAN**

38. Custodian \$11.00 per hour – no step increments

**LETTER OF UNDERSTANDING**  
between the  
**WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION**  
and the  
**WEST BLOOMFIELD CMMT, MEA/NEA**  
**Off-Schedule Reductions**

The Association and the District agree to continue the 10% off-schedule wage cut for the 2011-12 school year (see attachment 1). This letter will expire on June 30, 2012.

**ATTACHMENT 1: SCHEDULE A**  
**Off-Schedule Reduction of 10% - Step Freeze**  
**EFFECTIVE JULY 1, 2011 THROUGH JUNE 30, 2012**

<b>DEPARTMENT/ CLASSIFICATION</b>	<b>STEP 1-START</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
<b>UTILITY</b>						
20. Food Service	12.55	14.80	14.95	15.10	15.34	17.07
21. Mail Truck	12.55	14.80	14.95	15.10	15.34	17.07
22. General	12.55	14.80	14.95	15.10	15.34	17.07
<b>CUSTODIAN</b>						
30. Custodian	12.55	14.80	14.95	15.10	15.34	17.07
31. Night Leader - Elem.	13.81	15.82	15.98	16.13	16.41	18.20
32. Night Leader - M.S.	14.27	16.24	16.42	16.54	16.81	18.66
33. Night Leader - H.S.	14.57	16.54	16.71	16.88	17.13	19.00
34. Plant Engineer - Elem.	14.85	16.84	17.01	17.15	17.42	19.32
35. Plant Engineer - M.S.	15.97	17.96	18.15	18.33	18.53	20.57
36. Plant Engineer - H.S.	17.62	19.98	20.13	20.31	20.60	22.81
37. Day Shift Coordinator – H.S.	13.95	15.96	16.11	16.26	16.54	18.33
<b>TECHNICAL</b>						
39. Tech I	10.96	12.95	13.45	14.19	14.94	15.95
40. Tech II	14.57	16.56	16.74	16.90	17.15	19.04
41. Tech III	16.27	18.31	18.46	18.60	18.87	20.90
42. Tech IV	19.15	21.59	21.79	21.98	22.31	24.68
44. IT Tech I	14.57	16.56	16.74	16.90	17.15	19.04
45. IT Tech II	16.27	18.31	18.46	18.60	18.87	20.90
46. IT Tech III	19.15	21.59	21.79	21.98	22.31	24.68
47. IT Tech IV	19.93	21.92	22.91	24.41	25.42	27.41
<b>VEHICLE TECHNICIANS</b>						
50. Helper/Utility	12.55	14.80	14.95	15.10	15.34	17.07
51. Vehicle Technician I	15.89	17.93	18.11	18.22	18.51	20.53
52. Vehicle Technician II	17.04	19.05	19.23	19.40	19.65	21.76
53. Vehicle Technician III	19.41	21.87	22.08	22.27	22.59	24.98
<b>MAINTENANCE</b>						
60. Maintenance I	14.57	16.56	16.74	16.90	17.15	19.04
61. Maintenance II	16.27	18.32	18.46	18.60	18.87	20.90
62. Maintenance III	19.15	21.59	21.79	21.98	22.31	24.68
63. Groundskeeper/Utility I	14.38	16.34	16.60	16.74	16.99	18.94
64. Groundskeeper/Utility II	15.51	17.60	17.78	17.87	18.13	20.05

Each "step" represents one calendar year. If hired between July 1 and January 31, the employee will move up a STEP on the following July 1 and each July 1 thereafter. If hired between February 1 and June 30, the employee will have to wait until the second July 1 to move up a STEP and then each July 1 thereafter.

**APPLIES TO CUSTODIANS HIRED AFTER JUNE 30, 2008**

**CUSTODIAN**

38. Custodian \$9.93 per hour – no step increments

**LETTER OF UNDERSTANDING**  
**between the**  
**WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION**  
**and the**  
**WEST BLOOMFIELD CMMT, MEA/NEA**

**EVALUATIONS**

The parties agree that there will be no evaluation system for employees in this unit and no annual or sporadic performance reviews will be conducted.

If an employee has a documented work performance issue or issues the supervisor will meet with the employee to clarify the issue(s) and create a plan of improvement.

**LETTER OF UNDERSTANDING**  
**between the**  
**WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION**  
**and the**  
**WEST BLOOMFIELD CMMT, MEA/NEA**

**ARTICLE VII – SENIORITY, LAYOFF, RECALL**

The District agrees to meet with the Association during the 2011-12 school year to discuss changes to Article VIII G-P (Layoff and Recall). Should the parties agree to changes a letter of understanding will be signed to reflect the agreed changes.