

**MEMORANDUM OF UNDERSTANDING  
Contract Extension**

Between the  
Port Huron Schools Association of Paraprofessionals  
and the  
Port Huron Area School District

It is recognized and acknowledged that the following provisions apply for a contract extension for the 2015-2016 school year. All other provisions of the current contract will remain in effect through the 2015-2016 school year. This MOU will not establish a precedent for any future negotiations.

- The District will provide 1% lump sum payment (paid as bonus) for those paraprofessionals that are employed on October 31, 2015.
- The District will have the option to offer paraprofessionals the current health insurance plan without a Health Savings Account (HSA) contribution in addition to the current plan with an HSA contribution. Total cost will be adjusted accordingly. The employee has the option of choosing the alternate plan.
- A committee will be formed during the 2015-2016 school year to review and revise the current evaluation form.
- The Association may determine a maximum number of hours for the Sick Leave Bank. When the maximum is reached the Association may discontinue employee contributions to the Bank for that school year. The Association shall notify the District in writing when this occurs. Deductions will resume the following school year unless written notification is received by the District from the Association.

Signatures:

  
For the Association

6-22-15  
Date

  
For the District

6/22/15  
Date

MASTER AGREEMENT

BETWEEN

PORT HURON AREA SCHOOL DISTRICT

AND

PORT HURON SCHOOL  
ASSOCIATION OF PARAPROFESSIONALS

2013/2014

2014/2015



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# AGREEMENT

It is mutually agreed as follows:

## ARTICLE I

### RECOGNITION

The District recognizes the Association as the sole and exclusive representative for the purpose of collective bargaining with respect to the rights of pay, wages, hours of employment and other conditions of employment for the entire term of this Agreement for all paraprofessionals and excluding all other employees.

## ARTICLE II

### ASSOCIATION RIGHTS

- A. Duly authorized Association representatives may be permitted to visit work locations provided they do not interfere with or interrupt work activities or normal operations. Any duly authorized Association representative must first secure permission from the Building Administrator and shall advise the Administrator of the reason for said visit.
- B. No paraprofessional will engage in Association activities during the paraprofessional's working hours that may interfere with her/his normal productivity. Permission based on the above considerations will come from the paraprofessional's immediate supervisor.
- C. The Association shall have the right to use the school building facilities under the same policies as other organizations in the District.
- D. The Association shall have the right to schedule Association membership meetings during the work day, provided the District and the Association mutually agree.
- E. Reasonable use of bulletin boards shall be made available to the Association and its members for notices and news of Association business.
- F. Use of inter-office mail service shall be made available to the Association and its members for Association business, provided that such use does not interfere with, or add to, normal schedules or operation.
- G. The Association shall have the right to use equipment such as computers, photocopying equipment and calculators, at reasonable times when such equipment is not otherwise in use after regular school hours. The Association shall be responsible for such equipment and pay for the actual costs of all labor and supplies associated with such use.
- H. The District and the Association mutually pledge themselves to continue to recognize the full constitutional and civil rights of all paraprofessionals. No religious or political activities in the personal life of a paraprofessional, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such paraprofessional. The provisions of the Agreement shall be applied without regard to race, color, national origin, sex, age, disability, height, weight, religion, or marital status.
- I. Paraprofessionals Executive Board: The District agrees to continue to meet with representatives of the Association as requested to discuss the interpretation and administration of the Agreement as it relates to day-to-day activities. Meetings shall be scheduled after school as needed for the Council to meet. These conferences are not meant to be an extension of the collective bargaining process;

they are meant as informational meetings only. Minutes may be taken at such meetings and placed in a notebook for future reference.

- J. Whenever it is necessary for any officer or any other member of the Association to leave her/his work to handle a grievance, he/she shall be entitled to the necessary administrative leave required with the approval of the Building Principal or immediate supervisor with notification to the Human Resources Department.
- K. Paraprofessionals will be provided an annual Identification Card that will provide as a pass for the paraprofessionals and one other person to attend, at no charge, all District sponsored athletic events.
- L. The District agrees to provide copies of this Agreement, at the District's expense, to the Association or any individual member of the bargaining unit upon request.
- M. The Port Huron School Association of Paraprofessionals will furnish the District with the names of its officers and duly authorized Association representatives by no later than November 1 of each year and such changes as may occur from time to time in personnel so that the District may, at all times, be advised as to the authority of the individual representatives of the Association. The District shall not be required to deal with employees who are not duly authorized representatives.
- N. The paraprofessional is expected to carry out reasonable directions of his/her immediate supervisor that are not contrary to the terms of this Agreement nor will endanger the paraprofessional's health and well being.
- O. A paid leave of absence to attend professional meetings, at the request of the Association, shall be granted without deduction from accumulated leave time. All requests should be submitted prior to the actual date requested, not after the fact. Such requests shall include an authorization of the request by the Association. Leave days for Association purposes shall be at the expense of either the paraprofessional or the Association, except for a substitute, and shall be charged to the Association's fifteen (15) day allowance, of which ten (10) of the substitute days will be paid by the District and five (5) days of the substitute will be paid by the Association. A minimum charge of one-half (1/2) day will be used.
- P. Individual rights: Nothing contained within this Agreement shall be construed to deny or restrict to any bargaining unit member rights he/she may have under the Michigan General School Laws or other applicable State or Federal laws or regulations. The rights granted to bargaining unit members hereunder shall be deemed to be in addition to those provided elsewhere.

### ARTICLE III

#### CLASSIFICATION AND SENIORITY

- A. New and Probationary Paraprofessionals -
  - 1. Each new paraprofessional shall serve a forty-five (45) working day probationary period during which time there shall be no responsibility on the part of the District for his/her continual employment. During such probationary period, the paraprofessional will be paid at the appropriate rate for her/his classification towards the 45-day probationary period. If a probationary paraprofessional cannot be returned to their previous year's building assignment and is assigned to a new building, up to 25-working days of the previous probationary assignment will count.
  - 2. The District has the right to hire a returning paraprofessional at any rate within the confines of the Salary Schedule it deems commensurate with her/his experience or training. A

returning paraprofessional shall start with no seniority. Returning paraprofessionals shall not be required to serve an additional probationary period. The District may adjust the rate of pay of the returning paraprofessional at the time it so deems the change is justified.

3. On occasion the District may employ non-classified personnel for part or full time work. The District will notify the Association of any such placements. These employees are intended to be temporary personnel only. Such paraprofessionals will not be hired during a lay-off period unless all laid-off paraprofessionals who are qualified refuse the assignment.

B. Seniority --

1. Seniority Date - The District agrees to establish for each paraprofessional a seniority date beginning the first day the paraprofessional began work in a regular position on a continuous basis.
2. In the event of more than one (1) employee having the same effective date of employment, the last four digits of the social security numbers will be used to determine placement on the seniority list. Such employees will be placed in order; the employee with the lowest social security number to be listed first on the seniority list. The employee with the lowest social security number will have the higher seniority. No part of a paraprofessional's social security number will be printed on the seniority list.
3. Seniority - Seniority will be lost for the following reasons:
  - a. If the paraprofessional quits.
  - b. If the paraprofessional is discharged for just cause.
  - c. If the paraprofessional fails to report for twenty-four (24) hours or more without notifying the Human Resources Department or his/her building principal not later than the start of his/her shift on the second day unless such absence is caused by a situation over which he/she has no control. Such absence will be explained upon his/her return.
  - d. In the event of a layoff, if the paraprofessional fails to return to work within five (5) days after being notified to report for work by certified mail with return receipt.
  - e. If the elapsed time of layoff period exceeds the seniority at the time of layoff up to a maximum of two (2) full years from date of actual layoff. A paraprofessional on layoff who substitutes 137 days in a school year shall not be considered on layoff for purposes of loss of seniority under this section.
  - f. Retirement.
4. Seniority List - Paraprofessionals will be placed on the seniority list according to their seniority date. A copy of an up to date seniority list shall be provided to the officers and members of the union by November 1 of each year and the President of the Association will be notified of all changes as they occur.
5. Employees on unpaid leave for less than one year will continue to accrue seniority. At the end of one year, he/she shall have his/her seniority credit frozen until returned from leave.

## ARTICLE IV

### LAYOFF AND RECALL

- A. All allocations are determined by the District.
- B. All allocations and vacancies received by May 15th will be included in a list of staff needs. This list will include the position, location, hours and job descriptions outlining the qualifications and training required.
- C. The District will meet with the Association to review the list of staff needs in order to determine the placement of paraprofessionals.
  - 1. Positions will be staffed with paraprofessionals returning to their previous year's assignments, if available.
  - 2. Placement of paraprofessionals **in building**. The highest senior paraprofessional will be placed in any building vacancy, if available. If none are available, may bump the least senior paraprofessional, provided they meet the qualifications as determined by the District. Those paraprofessionals bumped out of a position will be added to the List of Displaced Paraprofessionals.
  - 3. Placement of displaced paraprofessional **district wide**. The highest senior displaced paraprofessional will be placed into any district vacancy, if available. If none are available, may bump the least senior paraprofessional, provided they meet the qualifications as determined by the District.
  - 4. Once a placement is offered (phone or email), the paraprofessional has three (3) calendar days to respond to the District, whether to accept the position (phone or email) or remain on the displaced list. If no response is received by the District within the three (3) calendar days, the paraprofessional will remain on the displaced list.
  - 5. Vacancies (new, resignations or retirements) will be posted, bid and awarded by seniority. Paraprofessionals must meet the required qualifications, training or other considerations for the assignment.
- D. If any paraprofessional cannot be placed in a position as a result of the above process, she/he will be immediately placed on the Layoff List according to the paraprofessional's seniority ranking.
- E. The District will send assignment (placement, move with student, award of bid and layoff)-letters to all paraprofessional and will include the position, location, hours and job description.
- F. The District will provide each building Principal or Administrator and the Association with the Placement List which will indicate the paraprofessional's name, assignment, hours and times.
- G. Recall of Paraprofessional from Layoff List
  - 1. May be recalled into any unfilled positions that become available in order of seniority, provided they meet the qualifications. In the event the laid off paraprofessional is qualified for the position and refuses the assignment, the laid off paraprofessional may be terminated and shall relinquish their unemployment compensation at the time of refusal.
  - 2. As overload positions are allocated for the current school year, those on the layoff list will be placed in such positions based on seniority, provided they meet the qualifications.



3. Those paraprofessionals who are placed in an overload position are not prohibited from bidding on future positions as outlined in Article VI, I.
- H. All paraprofessional on layoff status desiring to work as a substitute must be employed through PCMI or the District's designated third party contractor prior to working at the Port Huron Area School District.
- I. The District has the right in all cases to adjust remaining staff to meet existing needs.

## **ARTICLE V**

### **VACANCIES AND TRANSFERS**

- A. The transferring of employees is the sole responsibility of the District. The President of the Association will be informed of any transfer of a member in a timely manner. Consideration will be given:
  1. To those paraprofessionals currently employed and who have indicated an interest in the position (by bidding).
  2. To those paraprofessionals who meet job qualifications and training.
  3. To the paraprofessional's record of past performance.
- B. The District shall make every effort to reach a conclusion on a posted vacancy within fifteen (15) working days after the posting has expired. Persons awarded a position who had substituted continuously in that position shall have their seniority established retroactively to the first day they substituted in that position.

The District agrees to promptly post all vacancies. The vacancy posting shall include:

1. Title and category
2. Building location
3. Special qualifications
4. Job Description
5. Hours of work/work year

These shall be posted for five (5) working days within the school system through written notice posted in each building and on the District's website. Paraprofessionals may apply during the posting period, in writing, to the Human Resources Department for the vacancy. Bid forms will be supplied by the District.

In the period between school closing for the summer and re-opening, the District shall publicize vacancies by posting on the District Website on Fridays, for at least seven (7) calendar days.

- C. The President of the Association shall receive, within five (5) working days in each instance, copies of all postings and notices of vacancies filled.
- D. A paraprofessional's seniority shall be the determining factor in making assignments providing they meet the qualifications and/or training for the assignment.
- E. Any position which becomes vacant or is newly created (with the exception of overloads) will be posted in accordance with the provisions of this Agreement. After all such new positions are filled; any resulting vacancies will be posted in turn.
- F. As overload positions are allocated for the current school year, those on the layoff list will be placed in such positions based on seniority and qualifications. If no one remains on the layoff list, then

position will be posted in accordance with the above procedure.

- G. If a posted position remains unfilled, qualified paraprofessionals on the Layoff List will be offered this position beginning with the most senior person on the Layoff List provided they meet the qualifications of the position listed on the job description.
- H. The District is not obligated to consider requests for transfer by probationary paraprofessionals during their probationary period. This does not apply to a request for a transfer that would be effective after completion of the probationary period.
- I. When an employee transfers, she/he must remain in that position for the remainder of the school year. However, a paraprofessional may transfer once more if they are part-time transferring into a full-time (30 hours per week or more) position or vice versa.
- J. Seniority paraprofessionals shall be given first consideration for summer school openings. Compensation shall be at the hourly rate of pay in effect at the end of the previous year. There will be no continuation of regular year contractual benefits.

## **ARTICLE VI**

### **EVALUATION PROCEDURE**

- A. The evaluation procedure is designed to serve the dual purpose of reviewing the paraprofessional's performance as it relates to their specific job description and provide an excellent basis for self-evaluation.
- B. Upon written request to the Human Resources Department, paraprofessionals shall be allowed to review the total content of their own personnel files and may appeal objectionable items defined under existing laws.
- C. The Human Resources Department shall maintain a personnel record for each employee. Such record shall include a written evaluation to be completed at least once every two years. The evaluation form is attached to, but not made a part of the contract. The absence of a completed evaluation shall be considered as a satisfactory performance of the paraprofessional.
- D. A probationary paraprofessional will be evaluated at the end of the forty-five (45) working days by the person responsible for the paraprofessional's work. The paraprofessional will be given one (1) copy and the other copy will become part of her/his permanent record.
- E. Upon written request from any paraprofessional to the Director for Human Resources, the district has the discretion of appointing another person to evaluate the paraprofessional.
- F. The District will not make changes in the form without first consulting with the Paraprofessional Executive Board. All evaluation forms shall be signed by the paraprofessional indicating her/his receipt of the evaluation. The paraprofessional's signature on the evaluation does not indicate agreement with the evaluation.
- G. An objectionable evaluation may be answered by providing the administrator a written rebuttal within ten (10) days of the completed evaluation. The paraprofessional's rebuttal will become a part of the evaluation for that year.
- H. All adverse material, including complaints, letter of reprimand, and evaluations, shall be removed from the personnel files four (4) years after their issuance for the paraprofessionals.

## ARTICLE VII

### LEAVE TIME PROCEDURES

#### A. Paid Leave Time Accumulation -

All current Paraprofessionals will be granted one (1) day for each month worked subject to a maximum of ten (10) days per year.

Paraprofessionals hired after December 31, 2013 will be granted one half (.5) days for each month worked subject to a maximum of five (5) days per year. After completing four (4) years of service paraprofessionals will be granted one (1) day for each month worked subject to a maximum of ten (10) days per year.

For each day of leave time allowed, the employee will be paid on the basis of the number of daily hours of work for that employee just prior to the absences and equivalent number of days deductions will be made from the leave bank. Leave shall be allowed for the following reasons, such time to be charged against leave time:

1. Personal illness or quarantine:
  - a. Before an employee may return to work after being ill five (5) duty days or more, she/he may be required to have a certificate of health from her/his physician.
  - b. In case an employee's record shows frequent absences due to recurring illness which appears to be the result of chronic illness, the Board of Education may require the employee to seek treatment from his/her physician.
2. Serious injury or serious illness in the immediate family which requires the presence of the employee with a limit of five (5) duty days allowed per occurrence. One day shall be allowed to arrange for the care of the family member in case of injury or illness. Immediate family is defined as anyone living in the household, and/or father, mother, spouse, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother or sister.
3. Household Emergency - One (1) day. Limited to an emergency of such a nature that previous knowledge of the problem was lacking to the extent that arrangements to handle the problem could not be handled in advance of the emergency.
4. Deaths:
  - a. Death in the immediate family which requires the presence of the employee. Five (5) duty days allowed per occurrence. Immediate family is defined as anyone living in the household, and/or father, mother, spouse, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother and sister.
  - b. Death in the non-immediate family, which requires the presence of the employee, with a limit of three (3) days allowed per occurrence. Non-immediate family is defined as grandparents, grandchildren, aunt, uncle, cousin, nephew, sister-in-law, brother-in-law and niece. If travel time is involved, time may be requested under 5 below.
  - c. Death of a close personal friend, which requires the presence of the employee, with a limit of one (1) day allowed per occurrence.
5. Personal Business Day:

The District shall provide to paraprofessionals two (2) non-cumulative personal business days each school year. Use of such leave shall be charged to the paraprofessional's individual leave bank. The paraprofessional planning to use such a day shall notify his/her principal in writing at least one day in advance and enter request into WillSub or other program designated by the District. In an emergency, the one (1) day advance notification will be waived, but written notification and entering into WillSub or other program designated by the District must be carried out upon returning from the personal business day. This limitation may be waived by the Director for Human Resources.

The following are restrictions upon the use of the personal business day:

- a. The day may not be used for personal pleasure, recreational travel, sports events, Association activities, or to seek other employment.
- b. The day may not be used on a day immediately preceding or following a holiday or vacation period. This restriction will be waived if the personal business day is to be used for marriage of the paraprofessional or member of the paraprofessional's immediate family, moving or closing of a mortgage.
- c. In the event that the Superintendent or his/her designated representative declares an emergency situation in a building(s) causing, or resulting from student unrest necessitating that paraprofessionals be on duty, then personal business days will not be granted during the emergency. This restriction will be waived if the personal business day has been previously scheduled and cannot be changed. The paraprofessional shall consult with the building principal in these circumstances.

#### 6. Workers' Compensation:

In any case where a school employee is absent from his/her employment by reason of an injury compensable under the Workers' Compensation Act, such an employee shall be paid the amount payable to her/him under the existing leave policy, less the amount of compensation payable to such employee under said Act.

The number of days deductible from such employee's leave time bank, computed on the basis of the amount of compensation paid her/him under the Act, as measured by her/his regular salary daily rate, shall not be deducted from the leave time bank. In cases where the amount of compensation paid equals more than a half-day, but less than a whole day, the whole day shall be allowed.

#### 7. Jury Duty:

If an employee is called for jury duty, a leave of absence with pay, not chargeable against the employee's leave time allowance, shall be granted if such employee cannot be excused from jury duty or if such jury duty cannot be postponed until the employee is not working. Upon receipt of the notice that the employee is being chosen for the jury panel, such employee shall immediately contact the Human Resources Department. The District shall pay the employee the difference between the jury fee received and the employee's current pay so that the employee receives full current salary less deductions from the two sources.

#### B. Unpaid Leave Time -

##### 1. Leave of Absence shall be granted for the following reasons:

- a. Military Services - Employees granted a leave for this reason shall be given full credit

on the Seniority List.

- b. A non-paid leave for up to one (1) year shall be granted at the employee's request. Such leave may be renewed for periods of up to one (1) year at the discretion of the District. Persons on leave shall not seek or engage in other employment other than elected or appointed public office unless permission is granted by the Superintendent or his/her designee due to unusual, emergency, or extenuating circumstances.
- c. Illness for physical and/or mental disability for up to one (1) year after paid leave time is exhausted.
- d. Maternity Leave - Request for a maternity leave of absence by a paraprofessional shall be made at least six (6) weeks, or as soon as the pregnancy is determined, prior to the expected birth of the child. Medical certification of the pregnancy is required; this certification must include a statement indicating the paraprofessional is physically capable of performing assigned duties and that such duties would not be injurious to the health of the paraprofessional and the unborn child.

A maternity leave shall begin on a date mutually agreed upon by the paraprofessional, her physician and the District. In cases where the performance of the paraprofessional is adversely affected by the pregnancy, the District shall establish an earlier beginning date for the leave than was previously agreed upon. The maternity leave following the birth of the child may be for up to one (1) year. A paraprofessional who indicates, in writing, prior to the birth of the child, an interest in returning to duty within sixty (60) calendar days following the birth of the child shall be assured that her position will be available to her upon her return within, but not exceeding, the sixty (60) calendar days. A paraprofessional wishing to have the maternity leave extended beyond the sixty (60) calendar days, up to a year, will be able to return to a comparable position when available.

- 2. Personal Leave - A leave of absence without pay of up to thirty (30) duty days may be granted in unusual or emergency situations if approved by the Superintendent or his/her designee.
- 3. Written requests for an unpaid leave of absence must be submitted in writing to the Human Resources Department and will contain the reasons for the request, the effective date, and a copy of orders, if 1.a., above, or a medical statement from a physician, if 1.d., above. The requirement of a signed statement from a physician may be waived, if the non-paid medical leave is for four (4) duty days or less. The District reserves the right to make this decision based on the individual circumstances involved.
- 4. Re-appointment after a leave of absence:
  - a. Satisfactory evidence of physical and mental health must be filed with the Human Resources Department, as directed, before the employee is returned to duty.
  - b. Re-assignment shall be made after a leave of absence to the first comparable position that becomes available for which the employee is qualified. If the assignment is not accepted, then the employee shall be offered the next comparable position that becomes available for which the employee is qualified. If this assignment is not accepted, then the employee shall be deemed terminated from the District.
  - c. A seniority paraprofessional, on an unpaid leave of absence for the period of eight

(8) weeks or less, shall return to the position held prior to the start of the leave.

5. If, while on an authorized leave of absence, the employee engages in other employment, the leave of absence will be immediately terminated.
6. Forced leave of absence:
  - a. The Board of Education may require an employee to submit to a physical and/or psychiatric examination at any time. The Board of Education reserves the right to designate the physician or physicians administering such examinations, provided, however, the Board of Education will pay the examining physician's fee.
  - b. The Board of Education may, without the employee's request, give the employee a one year's leave of absence without pay except for accrued sick leave upon the written recommendation of a school-designated psychiatrist. This is subject to renewal at the discretion of the Board of Education.

**C. Maximum Cumulative Leave -**

At the end of each fiscal year, any unused portion of the leave time shall become cumulative and may be used at some subsequent time for the reasons mentioned in this section. For the duration of the contract, the maximum cumulative leave time for paraprofessionals shall be seventy (70) days for employees with less than seven (7) years of service. Employees with seven (7) or more years of service may accumulate leave time to a maximum of ninety (90) days.

**D. Sick Leave Bank -**

A leave bank will be established for paraprofessionals with a contribution from each paraprofessional of one (1) day per year. A paraprofessional may choose to donate any or all of his/her unused sick leave to the sick leave bank upon retirement or termination of employment with the district. The leave bank will be administered by the Executive Committee which cannot grant more than ten (10) days per individual request per school year. The liability for reimbursement of the leave bank shall rest with the Association. All new hires will donate their first sick leave day earned to the sick leave bank. Once an employee has donated to the sick leave bank, he/she is then eligible to draw from the bank. The specific guidelines for the sick leave bank are in Exhibit E as an attachment to this agreement.

**ARTICLE VIII**

**COMPENSATION**

**A. Lunch and Rest Periods -**

All full-time paraprofessionals will have an unpaid and uninterrupted lunch period of not less than one-half hour. All full-time paraprofessionals will be provided a fifteen (15) minute relief time in the morning and in the afternoon. In certain situations, upon authorization of the building principal and the Human Resources Department, paraprofessionals will be able to work over the lunch period and be paid. Said pay will be at the regular rate of pay.

**B. Paid Holidays -**

The District will pay paraprofessionals for the following un-worked holidays under the limitations and provisions set forth in this agreement:

1. a. The employee is not a temporary employee as of the day of the holiday, and

b. The employee must have worked the last scheduled work day prior to and the next scheduled work day after such holiday scheduled for him/her.

2. The holidays are:

Labor Day  
Thanksgiving Day  
Friday following Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
New Year's Day  
Good Friday  
Memorial Day

3. Employees who have been laid off in a reduction in work force during the work week prior to or during the work week in which the holiday falls shall receive pay for such holiday.
4. Employees who are receiving pay in the form of paid leave time during the work week, in which the holiday falls, shall receive pay for such holiday instead of being charged with paid leave time for that day.
5. In applying this procedure, when any of the above enumerated holidays fall on Sunday and the day following is observed as the holiday by the State or Federal Government, it shall be paid as such holiday.

C. Bargaining unit members may request, in writing or by submission of a deduction authorization, that additional deductions be made from their pay for the following purposes:

1. United Foundation
2. Credit Union
3. Tax Deferred Annuity Program
4. United States Savings Bonds
5. Health Insurance
6. Dental
7. Vision
8. New deduction plans as determined by the District

D. Health Plan -

1. The District agrees to pay no more of the annual costs as allowed by P.A. 152 of 2011 with a maximum starting July 1, 2013 of \$5,433.75 single, \$7,400 two-person, and \$9,000 full family, of the total annual cost of a medical benefit plan, including premiums and payments into health savings accounts. The maximum the district will pay will be adjusted each January 1<sup>st</sup> based on the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available from the United States Department of Labor, Bureau of Labor Statistics.

The above maximums (hard caps) are based on the premium rates for the MESSA choices ABC Plan 1 with deductibles of \$1,200/\$2,500 and related District HSA contributions and may be subject to change if the health insurance plan changes.

The District will partially fund a Health Savings Account (HSA) which will be administrated by Health Equity. Beginning January 1, 2014, the District will contribute toward the deductible \$950 for single subscriber and \$1,900 for two person and full family subscribers. These will be funded in two equal payments: half on January 2<sup>nd</sup> and half on July 1<sup>st</sup>. Upon

request to the PPRO and District, Employees who experience financial hardship due to the high deductibles will be advanced the July 1<sup>st</sup> payment at the time the hardship arises.

The District will continue to make contributions to health savings accounts in the amount that keeps the gap between the plan deductibles and the District contributions for the 2013/2014 school year at \$300/\$600.

As an option to the above, the District agrees to contribute full family coverage for SET, Inc. Vision Insurance and full family SET, Inc. Dental. No cash payments will be made to any employee in lieu for such contribution by the District.

The employee shall contribute by payroll deduction the total costs above the hard cap.

2. Coordination of Benefits: The District shall not be required to pay the premium to provide such coverage where the employee is otherwise covered for such benefit whether by the District or any other employer. With respect to dental insurance, the District will allow for the coordination of benefits.
3. To be eligible for inclusion under this plan, new employees must make application to the Human Resources Department within thirty (30) days after employment or at any open enrollment.
4. Proration of health care benefits will be based on the following:
  - 22.5 hours per week – District pays hard cap
  - 16.0 hours per week to 22.49 hours per week – District pays 75% of hard cap
  - 11.5 hours per week to 15.99 hours per week – District pays 50% of hard cap
  - 11.49 hours per week down to 1.0 hours per week - 0% paid by District
5. The District shall not be responsible or liable for lack of proper coverage and protection, but its responsibility and liability shall be limited to the contributions required to be made hereunder and the remittance and payment of actual deductions made from salaries.

#### E. Life Insurance -

1. The District agrees to provide to all paraprofessionals during the life of this contract, fifteen thousand dollars (\$15,000) of group term life insurance.
2. The carrier shall be selected by the District and the premiums thereon, less any dividends that may be payable on said policies, shall be paid by the District.

#### E. Inclement Weather Days -

1. When school is dismissed by the Superintendent of Schools for reasons caused by "Acts of God", including weather conditions, all regularly assigned paraprofessionals shall be entitled to a normal day's pay, unless such lost classes resulted in a loss of District revenues or require make-up classes at some later date.
2. In the event that an "Act of God" or other disaster causes the cancellation of classes during the school day either in a building or entire District, the paraprofessionals affected may leave with the children without any deduction of salary or leave time, unless such lost classes resulted in a loss of District revenues or require make-up classes at some later date.



## ARTICLE IX

### GRIEVANCE PROCEDURES

- A. The paraprofessional or the paraprofessional and the Association Representative, shall, within fifteen (15) duty days of the occurrence, discuss complaints with the immediate supervisor (administrator) before using the grievance process. If the complaint is not resolved in this oral discussion, then:
1. Step One - Each formal grievance shall be filed in writing and submitted to the paraprofessional's immediate supervisor who shall make a written determination of the grievance within five (5) working days of the date of the submission.
  2. Step Two - Appeal from the determination at Step One may be made by presenting the grievance in writing to the Superintendent or his/her designee, within five (5) work days of the determination at Step Two. The Superintendent, or his/her designee, shall meet with the grievant and the Association representatives, within five (5) work days from the date of receipt of the appeal, and shall render a written determination within five (5) work days following the date of the meeting with the individual and the Association representatives.
  3. Step Three - If the grievant and/or Association does not file a written notice of non-acceptance of the Superintendent's, or his/her designee's, determination within ten (10) work days, that determination shall be deemed to have been accepted. If the grievant and/or the Association file a written notice within ten (10) work days that the determination at Step Three is not acceptable, (and if such grievance is arbitrable as herein provided), the Association may then submit such grievance to grievance arbitration.

It is agreed by both parties that the fees of the American Arbitration Association and the arbitrator will be paid by the losing party. Split decisions will result in both parties paying equal costs.

- B. Grievances resulting from actions of District administrators above the position of building principal shall commence at Step 2.
1. If such a grievance occurs, there shall be no stoppage of work because of such grievance.
  2. Time limits may be extended by mutual consent of the District and the paraprofessional.
  3. If it is found by the administration staff or the Board that a paraprofessional has been unjustly discharged or suspended, the paraprofessional shall be reinstated without loss of pay.
  4. No terms can be added to or subtracted from this Agreement, nor any provision thereof changed, by the grievance procedure. The application or interpretation of this Agreement (either as to the meaning of its terms or as to the justification of action taken under these terms) shall be subject to the grievance procedure.
  5. The liability of the District arising out of a grievance shall be limited to not more than fifteen (15) working days prior to the date of submission of the grievance in Step One.
  6. The paraprofessional has the right to request that she/he be represented at all steps and stages by an officer of the Association or a member of the grievance committee.
  7. The Association, in any grievance proceedings, shall have the right to represent any

paraprofessional upon the request of the paraprofessional. The Association shall be present at any formal grievance hearing whether representing the paraprofessional or not. The Association shall have the right to file and process a grievance.

## ARTICLE X

### DISCIPLINE

- A. Constructive criticism shall be utilized to attempt to correct any deficiency when action is required. In cases of disciplinary action, the following progressive procedure shall be followed:
1. First offense - Conference between paraprofessional and the immediate supervisor.
  2. Continuation - Verbal reprimand.
  3. Continuation - Written reprimand.
  4. Continuation - Disciplinary lay-off or discharge.
- B. Both parties mutually agree that with respect to discipline:
1. All disciplinary action will be private.
  2. Every reasonable effort should be made mutually by the immediate supervisor and the paraprofessional to resolve the deficiency before a written reprimand is issued.
  3. Discharge, demotion, suspension, or any other disciplinary action shall be made only for just cause and in accordance with the policies and provisions of this Agreement and expectations that exist within the paraprofessional's position.
  4. A paraprofessional subjected to disciplinary action may request that a member of the Association be present for further discussion.
  5. The District agrees that, in the event of disciplinary lay-off, the Association will be notified at the time such penalty is imposed.
  6. Any written reprimand must be based on bona fide, verifiable charges which are clearly stated to the paraprofessional. When such charges are made, the paraprofessional has the right to respond to those charges in written form.
  7. Reprimand for minor offenses may be issued by a paraprofessional's immediate supervisor. Disciplinary lay-offs shall be imposed only for major offenses, or for continual pattern of minor offenses that have been dealt with in accordance with progressive discipline, but not corrected, and shall not be imposed unless authorized by the Superintendent or his/her designee.
  8. Any discipline, reprimand, or reduction in rank, compensation or advantage asserted by the District or any agent or representative thereof shall be subject to the grievance procedure hereinafter set forth.
  9. It is important that complaints regarding unjust disciplinary lay-offs, discharges, or suspensions be handled promptly under the Grievance Procedure beginning at Step 3. Accordingly, grievances must be filed within fifteen (15) working days of the lay-off, discharge, or suspension. The District will review and render a decision on the case at Step 3 within five (5) working days of the receipt of the grievance.

10. In the event it is determined that a disciplinary lay-off, or discharge, of any paraprofessional was without cause, the paraprofessional shall be reinstated unconditionally without loss of seniority and given back-pay for the time lost, less any compensation the paraprofessional may have received for work performed. If a discharge is reduced to a disciplinary lay-off, compensation shall be paid for that portion only or the time lost in excess of such disciplinary lay-off as finally determined.
11. In imposing any disciplinary action on a current charge, the District will not take into account any infractions which occurred more than twenty-four (24) months previously. This does not apply to serious offenses or those which are prohibited by law including School Code 380.1230b.
12. It is understood that in cases of major offenses Steps 1 and 2 may be eliminated and Steps 3 and 4 may be combined.

## **ARTICLE XI**

### **GENERAL AND MISCELLANEOUS**

#### **A. Management Rights -**

1. The Board retains all the rights, powers and authority with which it was vested prior to certification of the Association, except as specifically limited by express provisions of this Agreement.
2. This Agreement constitutes the sole and entire existing Agreement between the parties and expresses all obligations of, and restrictions imposed on, the District and the Association except as provided by law.
3. This Agreement is subject to amendment, alterations, or addition, only by a subsequent written agreement between the parties. The waiver of any breach, term, or condition, of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

#### **B. No Strike Clause -**

The Association agrees that as long as this Agreement is in effect, neither the Association nor any of the employees covered by this Agreement shall engage in any strike, slowdown, stoppage of work, any disturbance on school property, or other interference with work or threat or inducement of the same, for any reason whatsoever. Any employee, who violates any of the provisions of this Section, shall be subject to disciplinary action, including discharge. The District agrees that as long as this Agreement is in effect, there shall be no lockouts. The closing down of a school or a building shall not be considered a lockout.

#### **C. Waiver Clause -**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Therefore, the District and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain

collectively with respect to any subject or matter referred to, or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

- D. Bargaining unit members will not transport children but may accompany another individual in the transportation of the children.
- E. Bargaining unit members will not be responsible for the administration of first aid and/or medication other than outlined in Procedural Memorandums 304 (2/03) and 319 (9/05), or such revisions of these which may occur as per law.
- F. The Employer shall provide reasonable assistance to bargaining unit members with respect to control and discipline of students. Bargaining unit members may use such physical force with students as is permitted by law and under such conditions as are permitted under law.
- G. District and the Association shall form a Health and Safety Committee to monitor, review and address problems and concerns related to employee on-the-job health and safety.

This committee shall be comprised of six (6) members: three bargaining unit members (one paraprofessional, one secretary and one transportation person) and three supervisors from the District.

- H. The District shall make available to bargaining unit members first aid kits, gloves, and appropriate training in the handling of blood, blood products and other bodily products and policies as required by MIOSHA and the Michigan Department of Public Health.

## **ARTICLE XII**

### **CALENDAR**

- A. The calendar for paraprofessionals will be predicated on actual student days. All paraprofessionals who are assigned will report at the request of the District.
- B. Paraprofessionals will work on Teacher Conference Days and on Teacher In-Service Days and Teacher Professional Staff Development Days. The building principal or supervisor, with the approval of the Human Resources Department, and input from the paraprofessionals Executive Board, shall direct the duties and activities of these days. Work on such days will be compensated at the paraprofessional's regular rate of pay.
- C. The Teacher Records Day scheduled at the end of the first semester shall be a duty day for paraprofessionals.
- D. By August 8 of each school year, the District will notify each paraprofessional by first class mail as to the specific date of the first duty day for paraprofessionals, including calendar, pay schedule, Professional Development information, and any other relevant information.

ARTICLE XIII

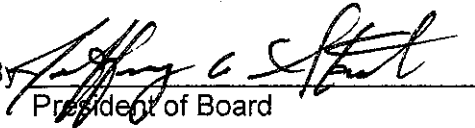
DURATION

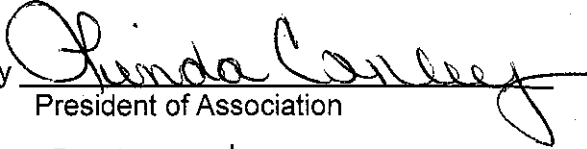
- A. This agreement shall be effective from September 1, 2013, and shall continue in full force and effect until midnight, August 31, 2015, and from year to year thereafter, unless prior to expiration date, either party shall notify the other in writing of its desire to bargain a successor agreement.
- B. It is further agreed that, following receipt of such notice of termination, the parties hereto shall, on written request, meet for the purpose of discussing the Agreement with respect to its renewal, modification or change upon termination.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and signed by their duly authorized representatives as of the day and year first above written.

PORT HURON AREA SCHOOL DISTRICT

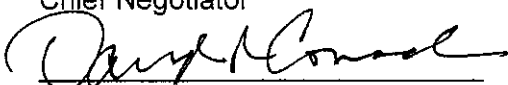
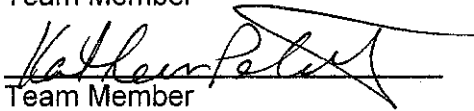
PORT HURON SCHOOL ASSOCIATION OF PARAPROFESSIONALS

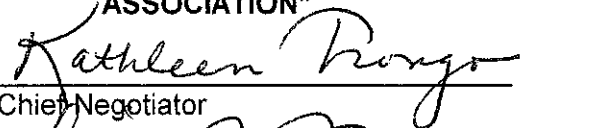
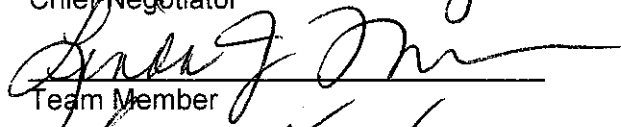
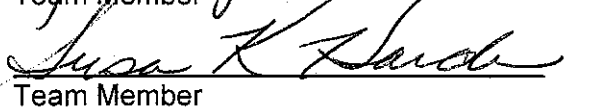
By   
 President of Board  
 Date 8.13.14

By   
 President of Association  
 Date 8-8-14

"DISTRICT"

"ASSOCIATION"

\_\_\_\_\_  
 Chief Negotiator  
  
 Team Member  
  
 Team Member

\_\_\_\_\_  
 Chief Negotiator  
  
 Team Member  
  
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Team Member

### WAGE SCALE

Wage scales have been restructured below. Paraprofessional's wages will be adjusted to reflect the new wage schedule the first pay period after ratification and School Board approval and will follow the schedule for the duration of the contract.

<u>STEP</u>	<u>2013-14</u>	<u>2014-15</u>
A	\$9.50	\$9.50
B	10.46	10.46
C	11.50	11.50
D	12.50	12.50
E	13.50	13.50

- A – Probationary – first year from date of hire
- B – Beginning of second (2<sup>nd</sup>) year
- C – Beginning of fifth (5<sup>th</sup>) year
- D – Beginning of tenth (10<sup>th</sup>) year
- E – Beginning of fifteenth (15<sup>th</sup>) year

The District will provide 1% lump sum payment (paid as bonus) for those paraprofessionals that are employed at/on the first pay period after ratification and with School Board approval. The District will provide a second 1% lump sum payment to those paraprofessionals employed on October 31, 2014.

Grievant \_\_\_\_\_  
 Number \_\_\_\_\_

**PORT HURON AREA SCHOOL DISTRICT  
 RECORD OF GRIEVANCE PROCESSING**

<u>Step</u>	<u>Required Action</u>	<u>Initiator</u>	<u>Time Limitations</u>	<u>Date of Action</u>
1.	File Grievance	Grievant <sup>1</sup>	Within 15 days of alleged grievance <sup>2</sup>	_____
	Grievance Rec'd	Administrator <sup>3</sup>	Within 15 days of alleged grievance	_____
	Disposition made	Administrator	Within 5 days of receiving grievance	_____
	Disposition Rec'd	Grievant	Within 5 days of receiving grievance	_____
2.	Appeal Filed	Grievant <sup>1</sup>	Within 5 days of receipt receipt of disposition	_____
	Appeal Rec'd	Superintendent	Within 5 days of receipt of disposition	_____
	Hearing Held	Superintendent	Within 5 days of receipt of appeal	_____
	Disposition Made	Superintendent	Within 5 days of Hearing	_____
	Disposition Rec'd	Grievant	Within 5 days of Hearing	_____
3.	Notice of non-acceptance of Superintendent's	Grievant/ Association	Within 10 days of Superintendent's determination	_____
	Applied for arbitration	Association	Within 20 days of Notice of Appeal	_____

<sup>1</sup> And/or Association

<sup>2</sup> All days are school days

<sup>3</sup> Line Administrator/Building Principal

Grievant prepares three copies

1. Administrator

2. Association

3. Paraprofessional

NAME OF GRIEVANT \_\_\_\_\_

ASSIGNMENT \_\_\_\_\_ BUILDING \_\_\_\_\_

STATEMENT OF GRIEVANCE: (Give date and details of alleged grievance: pertinent Article, Section, Paragraph and Page(s) of Master Agreement; and relief sought. Use all space needed. Additional sheets may be added. Statement should be signed and dated.)

RELIEF SOUGHT:

\_\_\_\_\_  
Date

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

Association Participating: \_\_\_\_\_

Association to be informed \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_



**ADMINISTRATIVE DISPOSITION AND GRIEVANT AND/OR  
ASSOCIATION POSITION SHEET**

NAME OF GRIEVANT \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_ BUILDING \_\_\_\_\_

DATE OF GRIEVANCE: \_\_\_\_\_

STATEMENT OF DISPOSITION OF: \_\_\_\_\_  
(Statement of Disposition to be signed and dated by Administrator)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator

STATEMENT OF POSITION OF GRIEVANT AND/OR ASSOCIATION RELATIVE TO DISPOSITION:  
(To be signed and dated by Grievant and/or Association)

\_\_\_\_\_  
Date

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

**PORT HURON AREA SCHOOL DISTRICT  
EVALUATION FORM  
PORT HURON SCHOOL ASSOCIATION OF PARAPROFESSIONALS**

The following attributes of \_\_\_\_\_ are to be evaluated at least 75 days before the end of the school year. The purpose of this evaluation is to aid the individual's self-growth and effectiveness as a member of the paraprofessional staff of the school district.

Building \_\_\_\_\_ Classification \_\_\_\_\_ School Year \_\_\_\_\_

	Excellent	Above Average	Average	Below Average	Not Acceptable
1. <b>General attitude toward assignment</b> Has a constructive outlook.					
2. <b>Ability to work with others</b> Gets along well with associates and the general public.					
3. <b>Punctuality and dependability</b> Reports for work on time and stays at work until work is completed or until relief worker comes. Is dependable when working alone.					
4. <b>Accuracy and quality of work</b> Is accurate in assignments. Work is efficient and acceptable.					
5. <b>Public Relations</b> Understands and practices good public relations with co-workers, parents, and general public. Telephone conversations pleasant and business like.					
6. <b>Personal Appearance</b> Neat, well groomed, appropriately dressed.					
7. <b>Use of English</b> Uses well-chosen and correct words.					
8. <b>Poise</b> Self-possessed, emotionally well balanced.					
9. <b>Judgment and Common Sense</b> Uses good judgment in all matters requiring individual decisions.					
10. <b>Loyalty</b> Is loyal to the policies and programs of the Port Huron Area School District.					
11. <b>Initiative</b> Capable of self-direction and has the ability to accomplish work often unassigned					
<b>GENERAL RATING</b>					

**Purpose**

This evaluation is a means by which our supervisors are able to assist the paraprofessional in determining their strong and weak points. We hope this will be used as a guide for possible improvement.

Comments:

Immediate Supervisor \_\_\_\_\_

Position \_\_\_\_\_

My signature indicates that I have received a copy of this evaluation.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

C: Original - Personnel  
Copy - Building Files  
Copy - Employee

PH-86

Stock #3527

PORT HURON AREA SCHOOL DISTRICT  
VACANCY BID FORM – NON-CERTIFIED BARGAINING UNIT MEMBERS

To the Department for Human Resources: I am interested in the following vacancy:

POSITION \_\_\_\_\_ BUILDING \_\_\_\_\_

YOUR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PRESENT POSITION & BUILDING \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SENIORITY DATE

For office use only

PH-8 (Stock #3451) 12/08

**PORT HURON SCHOOL ASSOCIATION OF PARAPROFESSIONALS  
SICK LEAVE BANK GUIDELINES**

In accordance with Article VIII, D of the Master Agreement, a Sick Leave Bank was established. Each member shall contribute one (1) day per year to the bank. The Intent of the Sick Leave Bank is to provide members with additional paid leave days in the event of an unforeseen illness or injury in which the member exhausts all available paid leave time prior to their ability to return to work. It is not intended for the paraprofessional who squanders their yearly sick leave allowance from the District.

1. Paraprofessionals who have contributed to the sick leave bank are eligible to apply.
2. The use of the sick leave bank is to be limited to members who are under a doctor's care and physically unable to perform their work duties. The sick leave bank is intended to cover for an accident or sever illness of the paraprofessional only.
3. Sick leave bank forms are available upon request from the Association president or designee. The completed form should be returned to the Association president.
4. Eligible members can make only one application per every other school year for days from the sick leave bank. Exceptions will be considered on an individual basis. Eligible members may request up to a maximum of ten (10) days per application. Leave days shall be granted based on the actual time worked (i.e. an eligible member working 3 hours per day shall receive up to 10 days at 3 hours per day). Submitted applications will be reviewed on a first come, first served basis.
5. All individual paid leave time must be exhausted first before requesting days from the sick leave bank. In no event shall sick leave bank days be granted to paraprofessionals with paid leave time available.
6. Sick leave days shall be granted with Workers' Compensation on a prorated basis.
7. A sick leave bank medical form must be filled out by a physician completely, with all requested information, and kept on file with the secretary of the Association for a period of three (3) years.
8. Upon receipt of a completed sick leave bank application, Executive Board shall review and verify eligibility within five (5) working days.
9. Abuse of the sick leave bank by a paraprofessional, as determined by the Executive Board, may deem them ineligible.
10. Upon receipt of a completed sick leave bank application, the sick leave bank committee shall review and verify eligibility within five (5) working days.

The sick leave bank is administered solely by the Association.

PHASD

PARAPROFESSIONAL LEAVE BANK DONATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_ will be terminating  
employment on \_\_\_\_\_. In accordance with the guidelines of the  
Paraprofessional Sick Leave Bank, I would like to donate my unused sick  
leave hours to the Paraprofessional Sick Leave Bank.

My leave hours are \_\_\_\_\_ as of \_\_\_\_\_.

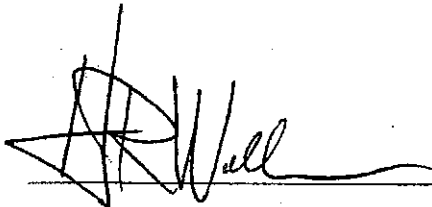
Please return this form to the Association President.

**LETTER OF UNDERSTANDING**

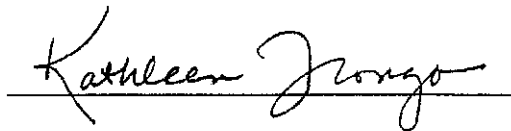
**Port Huron School Association of Paraprofessionals/MEA**

The Port Huron Area School District and the Port Huron School Association of Paraprofessionals/MEA agree to the following language:

Upon approval of the Port Huron Area School District Department of Human Resources, two (2) members of the Port Huron School Association of Paraprofessionals may exchange assignments within the District for a period of one (1) year. Upon approval of the District and the two (2) paraprofessionals, the transfer shall continue. At the commencement of the second year, the transfer shall be considered permanent. Upon the approval of the exchange by the District, the parties involved will not be allowed to bid at the fall bid meeting that year only.



For the District



For the Association

8/19/09

Date

8/19/09

Date