

## TABLE OF CONTENTS

PREAMBLE .....	1
ARTICLE I - RECOGNITION .....	1
ARTICLE II - BOARD RIGHTS.....	1
ARTICLE III - UNION RIGHTS .....	2
ARTICLE IV - ASSOCIATION DUES/AGENCY SHOP.....	2
ARTICLE V - GRIEVANCE PROCEDURE .....	4
ARTICLE VI - SENIORITY .....	7
ARTICLE VII - VACANCIES, TRANSFERS, & PROMOTIONS .....	8
ARTICLE VIII - REDUCTION IN PERSONNEL, LAYOFF, & RECALL.....	11
ARTICLE IX - WORKING CONDITIONS .....	13
ARTICLE X - HOURS OF WORK .....	14
ARTICLE XI - HOLIDAYS .....	15
ARTICLE XII - VACATIONS.....	16
ARTICLE XIII - PAID LEAVES.....	17
ARTICLE XIV - UNPAID LEAVES .....	19
ARTICLE XV - ACT OF GOD DAYS .....	20
ARTICLE XVI - EMPLOYEE RIGHTS .....	20
ARTICLE XVII - EVALUATION.....	21
ARTICLE XVIII - SEVERABILITY .....	22
ARTICLE XIX - WAIVER.....	22
ARTICLE XX - NO STRIKE CLAUSE.....	22
ARTICLE XXI - PRINTING OF AGREEMENT .....	23
ARTICLE XXII - ENTIRE AGREEMENT.....	23
ARTICLE XXIII - SUMMER EMPLOYMENT .....	23
ARTICLE XXIV - DURATION .....	24
APPENDIX A - WAGE SCALE.....	25
LONGEVITY PAY .....	27
APPENDIX B - INSURANCE .....	28
APPENDIX C - EVALUATION FORM .....	30
APPENDIX D - GRIEVANCE REPORT FORM.....	31
APPENDIX E - JOB DESCRIPTION COMMITTEE.....	34

**PREAMBLE**

This Agreement entered into on this 1<sup>st</sup> day of August, 2009, by and between the Board of Education of the Millington Community School District, Tuscola County, Michigan, hereinafter referred to as the "Board" or the "Employer" and the Michigan Education Association through its local affiliate referred to as the "Union." The headings in the Agreement neither add to nor subtract from the meaning, but are for reference only.

**ARTICLE I - RECOGNITION**

- A. Pursuant to Act 379, Public Acts of 1965, as amended, the District hereby recognizes the Michigan Education Association through its local affiliate as the exclusive representative for the purposes of collective bargaining with respect to rates of pay, hours, and other terms and conditions of employment for the entire term of the Agreement for the employees of the Millington Community Schools, including all secretaries, clerks, paraprofessionals, custodial and maintenance employees and cafeteria employees excluding confidential employees, and supervisors, and all others.
- B. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement shall refer to all members of the above-defined bargaining unit.

**ARTICLE II - BOARD RIGHTS**

- A. The employer, on its behalf, and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the School Code, the laws of the State, the Constitution of the State and of the United States except as restricted by this Agreement.
- B. In meeting such responsibilities of the Board it is recognized that the Board has, by way of illustration and not limitation, the right to:
  - 1. Adopt rules, regulations, educational and financial policies.
  - 2. The management and control of the school system, its properties and facilities which includes determining the number, location or relocation of its facilities; establishing or relocating new schools, buildings, departments, divisions or subdivisions thereof; relocation or closing of offices, departments, divisions or subdivisions, building or other facilities; determine the services, supplies, and equipment necessary to continue its operations; determine the methods, schedules and standards of operation; establish the means, methods, and processes of carrying on the work including the institution of new and/or improved methods or changes therein; and to determine the size of the management organization and its functions, authority, amount of supervision and table of organization.

3. The right to manage and direct the working forces including the right to determine the qualifications of employees, including physical conditions; determine the policies affecting the selection, testing or training of employees; the right to hire, promote, suspend, discharge, demote or otherwise discipline, transfer, assign work including extracurricular activities, subcontract; and to determine the size of the work force and to lay off employees.
4. It is understood that any matter not specifically set forth in this Agreement remains within the reserve right of the Board.

### **ARTICLE III - UNION RIGHTS**

- A. The Union shall have the right to use buildings at reasonable hours for meetings which do not interfere with the regular program or work of the employees. The Union shall have the right to use duplicating equipment and supplies provided that the Union pay for the costs of supplies used and/or damage to equipment.
- B. Bulletin board space will be made available for the Union in the high school, junior high and elementary buildings in each staff lounge. The bulletin boards shall be used only for union business and all notices shall be signed by a designated union official.
- C. The Union agrees to reimburse the school for any damage to facilities entrusted in its care.
- D. The Board agrees to furnish to the Union information as required by statute for bargaining and grievance processing. Such information shall be provided upon request by the Union in accordance with the statute.
- E. The Union shall have up to a maximum of five (5) Union days for Union business to be taken without pay.
- F. Special conferences may be arranged to discuss particular items of concern to either party. Such conferences shall be outside of the employee's normal work day.

### **ARTICLE IV - ASSOCIATION DUES/AGENCY SHOP**

- A. Each bargaining unit member shall, as a condition of employment, (1) on the first day of active employment or the effective date of this Agreement, whichever is later, join the Association, or (2) pay a Service Fee to the Association, pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedures adopted pursuant to that policy. The Service Fee shall not exceed the amount of Association dues collected from Association members. The bargaining unit member may authorize payroll deduction for such fee. In the event that

the bargaining unit member shall not pay such service Fee directly to the Association, or authorize payment through payroll deduction, the Employer shall, pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Association, deduct the Service Fee from the bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member. Moneys so deducted shall be remitted to the Association, or its designee, no later than twenty (20) days following deduction.

- B. Pursuant to Chicago Teachers Union v Hudson, 106 S Ct 1066 (1986), the Association has established a "Policy Regarding Objections to Political- Ideological Expenditures." That Policy, and the Administrative Procedures (including the timetable for payment) pursuant thereto, applies only to non- union bargaining unit members. The remedies set forth in that policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement.
- C. Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the Employer an assignment authorizing deduction of dues, assessments and contributions to the Association as established by the Association. Such authorization shall continue in effect from year-to-year unless revoked according to the procedure outlined in the MEA Constitution, Bylaws and Administrative Procedures. Pursuant to such authorization, the Employer shall deduct one-tenth (1/10<sup>th</sup>) of such dues, assessments and contributions from the regular salary check of the bargaining unit member each month for ten (10) months, beginning in September and ending in June of each year.
- D. 1. The Board shall deduct from the pay of a Union member from whom it receives authorization to do so for deduction in annuities, credit unions, and other plans or programs mutually agreed to by the Board and the Union.
2. The Board agrees to notify employees who have received an over payment of wages. Following such notifications the Board will attempt to arrive at a mutually acceptable repayment schedule with the employee. If these efforts are unsuccessful, the Board shall have the right to recover any over-payments by withholding up to the full amount, not to exceed 15% of gross wages, from the employee on the next regular payroll check.
- E. Due to certain requirements established in court decisions, the parties acknowledge that the amount of the Service Fee charged to non-members along with other required information may not be available and transmitted to non-members until mid-school year (December, January, or February). Consequently, the parties agree that the procedures in this Article relating to the payment or non-payment of the representation Service Fee by

non-members shall be activated no earlier than thirty (30) days following the Association's notification to non-members of the Service Fee for that given school year.

- F. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
1. The Employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and
  2. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.
  3. The Association shall have complete authority to compromise and settle all claims which it defends under this section.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article IV, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

## **ARTICLE V - GRIEVANCE PROCEDURE**

- A. A grievance shall be an alleged violation or misapplication of the express terms of the contract. It is expressly understood that when an employee chooses another remedial forum for relief, the employee and/or the Union forfeits their rights and access to the grievance procedure.

The termination of services or failure to re-employ any probationary employee shall not be the basis of any grievance filed under the provisions of this Article.

- B. The Union shall designate one (1) representative to handle grievances when requested by the grievant. The Board hereby designates the immediate supervisor to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described.
- C. The term "days" as used herein shall mean regular working days.
- D. Written grievances as required herein shall contain the following:
1. It shall be signed by the grievant(s).
  2. It shall specify the facts giving rise to the grievance.

3. It shall specify the section or subsections of the contract alleged to have been violated.
4. It shall specify the relief requested.

E. LEVEL ONE An employee of the Union believing himself/herself wronged by an alleged violation of the express provisions of this contract shall within eight (8) days of its alleged occurrence(s) orally discuss the grievance with the immediate supervisor in an attempt to resolve the same. If no resolution is obtained within five (5) days of the discussion, the employee may reduce the grievance to writing and submit it to his/her immediate supervisor no more than ten (10) days after the first oral discussion. The immediate supervisor shall respond within five (5) days of receipt of grievance.

LEVEL TWO If there is no resolution to the written grievance at Level One, a copy of the written grievance shall be filed with the Superintendent or his/her designated agent as specified in Level One within five (5) days of receipt of an answer with endorsement thereon of the approval or disapproval of the Union. Within five (5) days of receipt of the grievance, the Superintendent or his/her designated agent shall arrange a meeting with the grievant and/or the designated Union representative, at the option of the grievant, to discuss the grievance. Within ten (10) days of the discussion, the Superintendent or his/her designated agent shall render his/her decision in writing, transmitting a copy of the same to the grievant, the Union representative, the immediate supervisor of the department in which the grievance arose, and place a copy of same in a permanent file in his/her office.

If the decision of the Superintendent or his/her designated representative is unsatisfactory to the employee and the Union, the grievant may appeal same to the Board of Education or its designated agent within ten (10) days by filing a copy of the grievance along with the decision of the Superintendent with the Secretary of the Board.

LEVEL THREE Within one (1) month from receipt of the grievance, the Board or its designated agent shall pass upon the grievance. If the Board or its designated agent finds the grievance procedure to be improper, a hearing shall be held with the Board or its designated agent and the grievant and/or Union representative to resolve the discrepancy and proceed with the grievance. The Board or its designated agent may hold a hearing thereon, may designate one or more of its members to hold a hearing, or otherwise investigate the grievance, provided, however, that in no event except with express written consent of the Union shall final determination of the grievance be made by the Board or its designated agent more than one (1) month after its submission to the Board.

A copy of the written decision of the Board or its designated agent shall be forwarded to the Superintendent for permanent filing, the immediate supervisor of the department in which the grievance arose, the grievant, and the Union representative.

LEVEL FOUR Individual employees shall not have the right to process a grievance at Level Four.

1. If the Union is not satisfied with the disposition of the grievance at Level Three, it may within ten (10) days after the decision of the Board or its designated agent, refer the matter to arbitration. Notice of intent to arbitrate must be in writing and addressed to the Superintendent. Upon receipt, the parties will have ten (10) days to attempt to mutually agree upon an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, the Union must file with the American Arbitration Association no more than ten (10) days after the attempt to mutually agree. All hearings held under this provision shall be in accordance with the rules and procedures of the American Arbitration Association.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing, a prehearing statement alleging facts, grounds, and defenses which will be proven at the hearing and hold a conference at that time, in an attempt to settle the grievance.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board, and the Union. Subject to the right of the Board or the Union to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Powers of the arbitrator are subject to the following limitations:
  - a. He/she shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
  - b. He/she shall have no power to establish salary scales or to change any salary.
  - c. He/she shall have no power to neither change any practice, policy or rule of the Board nor substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board.
  - d. He/she shall have no power to decide any question which, under this Agreement, is within the responsibility of the management to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of management and shall so construe the agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.
  - e. He/she shall have no power to interpret state or federal law.

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- f. He/she shall not hear any grievance previously barred from the scope of the Grievance Procedure.
  - g. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
  - h. Where no wage loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.
  - i. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than thirty (30) days prior to the date on which the grievance is filed.
- F. The fees and expenses of the arbitrator shall be borne by the loser.
- G. Should an employee or the Union fail to appeal a decision within the time limits specified, or leave the employ of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of his/her employment) shall be barred.
- H. Initial grievances shall be signed by both the aggrieved employee and the grievance chairperson.
- I. All preparation, filing, presentation or consideration of written grievances shall be held at times other than when an employee or a participating Union representative are to be at their assigned duty stations.
- J. Any level or time limit of this procedure can be waived by consent of the parties.
- K. Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed through the Grievance Procedure until resolution.

## **ARTICLE VI - SENIORITY**

- A. Seniority shall be defined as the length of service within the District as a member of the bargaining unit. Accumulation of seniority shall begin on the employee's first working day. In the event that more than one (1) employee has the same length of service, position on the seniority list shall be determined by casting lots in the presence of the union president or his/her designee.



1. If an employee works in more than one classification your seniority will be accrued in the classification with the most number of hours worked. (i.e. If you work as a paraprofessional three (3) hours and as custodian five (5) hours, your seniority will accrue as a custodian.)
  2. If an employee acquires hours of work in another classification, which is equal to or less than the number of hours previously worked, seniority will continue to accrue in their original classification.
  3. For the purposes of this Agreement, all employees shall be placed in one or more of the following departments.
    - a. Office Personnel
    - b. Cafeteria Personnel
    - c. Custodial and Maintenance Personnel
    - d. Paraprofessional Personnel
- B. All employees new to the District shall serve a probationary period of ninety (90) working days for school year employees (180 to 200 days) and one hundred thirty (130) working days for twelve (12) month employees. Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work. An evaluation will be conducted at thirty (30), sixty (60), ninety (90), and one hundred twenty (120) days until probationary period is complete.
- C. The employer shall prepare, maintain, and post the seniority list. The initial seniority list shall be prepared and copies provided to each employee within thirty (30) days after the effective date of this Agreement with revisions and updates prepared and distributed annually thereafter. A copy of the seniority list and subsequent revisions shall be furnished to the union by October 15 of each year of the Agreement.
- D. Seniority shall be lost by an employee upon termination, resignation, or retirement.
- E. Seniority shall continue to accrue for up to two (2) years for unpaid leaves of absence due to illness or injury covered by workers' compensation or union business. Seniority shall be frozen for all other unpaid leaves of absence or service within the District outside the bargaining unit.

## **ARTICLE VII - VACANCIES, TRANSFERS, & PROMOTIONS**

- A. A vacancy shall be defined as any position, either newly created or a present position that is not filled with a bargaining unit member. A transfer is a lateral change within a

classification in a department. A promotion is an upward change in an open classification within each department which results in additional pay rate compensation.

1. Current practice, outlined in B and C of this Article, will be used for filling vacancies except for the following situation: If a newly created temporary position is expected to last thirty (30) work days or more, it will be filled with the most seniored bargaining unit member who wants the position and is qualified for the position. The resultant temporary vacancy will be filled with a substitute with no secondary movement.
  2. Within the maintenance and custodial department, when a present position becomes temporarily open for ten (10) days or more with no normal movement in place, then current practice as outlined in paragraph C of this Article shall be followed to fill the temporary opening. The employee filling the temporary opening would receive no less than their normal hours and may split hours of work between the created temporary position and regular position.
  3. In the event of any individual position in any classification has time added in the amount of fifteen (15) minutes or more, those individual positions shall be posted for bid within the Collective Bargaining Unit. Should all positions have the same amount of time added whether it is fifteen (15) minutes or more or not, there shall be no need to post any positions as all time has been added equitably across the classification within the Collective bargaining Unit unless the additional time allows the individual employee to accrue benefits for working (forty) 40 hours per week or more.
- B. All vacancies shall be posted within five (5) days in a conspicuous place in each building of the District for a period of five (5) working days. Said posting shall contain the following information:
1. Type of work
  2. Location of work
  3. Starting date
  4. Rate of pay
  5. Hours to be worked
  6. Classification
  7. Minimum requirements
  8. Copy of Job Description

Interested employees may apply in writing to the Superintendent or designee, within the five (5) day posting period. The employer shall notify employees of vacancies occurring during the summer months (June, July, August) by sending notice of same to each employee by U.S. Mail, provided the employee leaves with the Superintendent or designee self-addressed, stamped envelopes.

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- C. Vacancies shall be filled with the most seniored applicant within the affected classification. Should no employee from the affected classification apply, the most seniored qualified applicant within the affected department shall fill the vacancy. Should no employee from the affected department apply, due consideration shall be given to the previous work record, length of time in the District and seniority of applicants from other departments. If there are two (2) or more equally qualified applicants from within the bargaining unit, then seniority shall prevail. If there are no qualified applicants within the bargaining unit, the position may be filled with an outside applicant. Positions will only be filled by people who meet the minimum requirements at the time of the appointment to the position. Qualified shall be defined as meeting the minimum requirements stated on the job posting.
1. For vacancies which occur in the maintenance and custodial department janitors and janitorial group leaders shall be combined for the purpose of bidding for said vacancies.
  2. All vacancies must be posted first to the classification in which the vacancy occurs, next to those on layoff from that classification, then to other classifications and finally to the outside.
- D. The employer shall notify the local union president within six (6) working days of the applicant selected to fill a vacant posted position.
- E. In the event of promotion within the bargaining unit the employee shall be given a thirty (30) work day trial in which to show his/her ability to perform on the new job. The employer shall give the promoted employee reasonable assistance to enable him/her to perform up to the employer's standards on the new job. If the employee is unable to demonstrate ability to perform the work required during the trial period, or at the option of the affected employee, the employee shall be returned to his/her previous assignment. During the thirty (30) day trial period the subsequent vacancy shall be filled with a substitute employee.
- F. Employees shall not be placed on a lower step on the salary schedule or wage scale due to involuntary transfers.
- G. Involuntary transfers of employees are to be minimized and avoided when possible. In all cases, involuntary transfers will be affected only for reasonable and just cause.
- H. Any employee temporarily assuming the duties of another employee will be assigned by seniority on that shift except when all employees work the same shift whereby overall seniority will prevail. The employee assuming those duties will be paid the rate of pay for those duties provided the temporary assignment is for two (2) working days or longer. An employee's pay rate shall not be reduced by any temporary change in duties.

I. During the calendar year when an employee is absent for ten (10) days or more, once normal movement within the classification in the building is completed to fill the temporary opening, employees from other classifications in the building shall be allowed to fill the position for the duration of the opening based on seniority in that building. If two (2) employees have the same seniority, the individual with the greater hourly rate shall be offered the position first. The employee shall assume the hourly rate of the new position. All other benefits shall remain as they were in the previous position of the individual. All movement of employees under this paragraph shall be limited to one (1) move per classification and no more than two (2) moves per occurrence.

1. After all moves have been made, if any current position becomes vacant thirty (30) days or longer it shall be posted as a temporary position. After thirty (30) additional days the employee assumes sick and holiday pay at the current positions rate of pay, but no health care benefits will be paid.

2. If the temporary opening becomes permanent, the job shall be posted and filled according to the terms of this Agreement.

Normal movement is at the discretion of the supervisor and/or district.

J. The number of people who will be allowed to move from the kitchen at any one time:

High School	Six (6) cooks – two (2) can be gone
Junior High School	Three (3) cooks – one (1) can be gone
Kirk Elementary	Three (3) cooks – one (1) can be gone

When the regular driver is out sick and the people who are trained to do the job are working in ten (10) day or more positions the board reserves the right to return one of those persons to the driver position for the time that the driver is out sick. The most senior person will have the option to return to the position; however, if none of the trained personnel elect to return, management will place the least senior person in the position. The driver position can not be subbed out to someone without training because of the number of duties which must be performed in a timely manner. An untrained substitute jeopardizes the entire food service program for the time they are working.

In the event a person in a ten (10) day or more position desires to return to their original position before the ten (10) day or more position is done, they must notify not only their immediate supervisor, but also, the supervisor for whom they have been working in a timely manner.

## **ARTICLE VIII - REDUCTION IN PERSONNEL, LAYOFF, & RECALL**

A. Layoff shall be defined as a necessary reduction in the work force beyond normal attrition.

1. No employee shall be laid off pursuant to a necessary reduction in the work force unless said employee shall have been notified of said layoff at least thirty (30) days prior to the effective date of the layoff. In the event of a strike or job action by other school employees, the Board shall be required to give twelve (12) month employees five (5) working days notice of layoff.
2. In the event of a necessary reduction in work force, the employer shall layoff first probationary employees, then the least senior employees of the bargaining unit. In no case shall a new employee be employed by the employer while there are laid off employees who are qualified by state and/or federal requirements, if any, or who meet the minimum requirements as posted on the job description for a vacant or newly created position. This is with the understanding that testing for the job being posted will be allowed for the applicant at the time of the posting. Programs of in-service will be provided during the calendar year so that employees will be able to become qualified for job openings in all classifications.
3. In situations of layoff and recall the District agrees to layoff and recall employees based on total seniority of the bargaining unit. When there is a necessary reduction in personnel within a classification, employees may only "bump" into positions which they are certified and qualified for.
4. A laid off employee shall upon application be granted priority status on the substitute list according to his/her seniority. Laid off employees may continue their health, dental, and life insurance benefits by paying the regular monthly subscriber group rate premium for such benefits to the carrier.

#### B. REDUCTION IN WORK HOURS

In the event of a reduction in the work hours in a department, an employee may claim seniority over another employee for the purpose of maintaining his/her normal work schedule, provided he/she has greater seniority than such employee. In no case shall a reduction on any employee's work hours take effect until the employer gives ten (10) work days written notice to the affected employee(s).

1. If there is a position eliminated, the person whose position has been eliminated shall be transferred to a vacancy that he/she is qualified for. If no position exists or their hours are reduced, Article VIII B above shall apply.

#### C. RECALL

1. Employees shall be recalled in inverse order to their District seniority to any position which they meet the necessary state and/or federal requirements, and minimum requirements which were stated in the job description.

2. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the employer's records. The recall shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the employer notified as to his/her current mailing address. A recalled employee shall be given at least fifteen (15) calendar days from mailing of notice, excluding Saturdays and Sundays, to report to work. The employer may fill the position on a temporary basis until the recalled employee can report for work providing the employee reports within the fifteen (15) day period or has an acceptable reason for not reporting. Employees recalled to work for which they are qualified are obligated to take said work. An employee who declines recall to perform work for which he/she is qualified shall forfeit his/her seniority rights.
3. Employees on layoff shall retain their hire-in date for purposes of recall for a period of two (2) years. Any employee on layoff for more than two (2) years shall lose his/her seniority and any further rights under this Agreement.

#### **ARTICLE IX - WORKING CONDITIONS**

- A. Any medical tests or examinations required by the Board as a condition of employment will be paid for by the Board.
- B. Facilities shall be provided for use by employees in which to store belongings.
- C. Employees required to dispense medicine or administer first aid shall be provided with liability insurance. If employees are required to administer medications, perform medical procedures or provide health-related services to a student which require specialized medical training the District shall:
  - a. provide appropriate training to affected employees,
  - b. provide the employee with written instructions as to the procedure,
  - c. name and telephone numbers of the physician and parents of the student.
- D. Parking will be made available for employees.
- E. Coveralls, smocks, and/or boots will be made available when tasks, as determined by the Board, necessitate such clothing.
- F. An employee shall be responsible to only one (1) immediate supervisor, said supervisor to be designated by the employer at the beginning of the school year. Written notification will be provided to each employee if the designated supervisor is changed.

- G. The employee shall be free to use the rest areas, lounges, and restrooms provided for certified employees.
- H. Employees shall report any unsafe conditions or equipment to the administration as soon as the employee is aware of such. The employer shall investigate such complaint as soon as possible.
- I. Participation by an employee in School Improvement Program (SIP) committees shall be voluntary. The employee's participation on such committees shall not be a factor in the employee's evaluation. If any decision of the SIP committee recommends action that runs counter to this Agreement, these actions will be subject to the negotiation process.

### **ARTICLE X - HOURS OF WORK**

- A. All employees covered by this Agreement shall have a normal work week of up to forty (40) hours per week, Monday through Friday. It is specifically understood that employees may be scheduled less than forty (40) hours per week.
- B.
  - 1. Employees shall be entitled to one (1) fifteen minute break for every four (4) hours of continuous work.
  - 2. Employees working six (6) hours or more per day shall be entitled to a thirty (30) minute, duty-free, lunch period.
- C. It is specifically understood that employees shall be paid for hours worked.
  - 1. Employees shall be paid overtime at the rate of time and one-half (1-1/2) for hours worked over eight (8) per day or forty (40) per week.
  - 2. Employees shall be paid time and one-half (1-1/2) for hours worked on Saturdays and Sundays provided the employee has forty (40) paid hours in the previous week.
  - 3. Employees shall be paid double time for hours worked on holidays as defined by this Agreement.
  - 4. It is understood that employees shall be paid at a rate not less than their normal rate.
- D. The minimum call-in pay for emergency situations shall be two (2) hours and three (3) hours for Sundays or holidays. In addition, any employee on-call shall receive \$25.00 a day compensation pay for Saturday and Sunday.

- E. The employer will make a reasonable attempt to distribute overtime hours among employees in a school building by classification. In the event that no employees in a school building assumes the overtime, the employer then calls by seniority from other buildings in that classification and/or department. The employer may deem it necessary to assign overtime work when there are no volunteers available to do such work; employer must do so in inverse order of seniority within the department.
- F. The normal work year for employees covered by this Agreement shall be defined as follows:
1. The high school secretary shall normally work fifteen (15) days before school begins and fifteen (15) days after school ends, during Christmas break and Spring break.
  2. The junior high and elementary secretaries shall normally work ten (10) days before school begins and ten (10) days after school ends with no work during spring vacation and no work during Christmas vacation. Five (5) additional days may be worked during the summer at the principal's discretion.
  3. Clerks shall normally work five (5) days before school begins and five (5) days after school is out with additional days worked at their principal's discretion.
  4. The paraprofessionals, cooks, lunchroom assistants, and the head cook shall normally work when students are in session except that the head cook and an assistant cook in each building shall normally work three (3) days prior to the students beginning school and three (3) days after the students end school. All remaining assistant cooks shall normally work one (1) day prior and one (1) day after the students end school.
  5. The maintenance and custodial classifications shall normally work on a yearly basis.
  6. Paraprofessionals shall work two (2) days prior to the students beginning school and end school in accordance with the teacher's schedule.
- G. The normal work year may be extended by the employer.

## **ARTICLE XI - HOLIDAYS**

- A. The Board agrees to provide the following paid holidays for all employees hired before July 1, 2009:

Friday before Labor Day  
Labor Day

Christmas Day  
New Year Eve Day



Thanksgiving Day	New Years Day
Friday after Thanksgiving	Good Friday
Christmas Eve Day	Memorial Day

Employees working summers shall have, in addition to the above, Independence Day.

Employees hired after July 1, 2009 shall have the following paid holidays:

Thanksgiving Day	New Year Eve Day
Christmas Eve Day	New Years Day
Christmas Day	Good Friday

- B. If a holiday falls on a Saturday, the previous Friday shall be considered a holiday\* unless school is in session that day which will result in a paid day off to be arranged with the immediate supervisor.

\*or if the holiday should fall on a Sunday, the following Monday shall be considered a holiday.

- C. To be eligible for a paid holiday an employee must work the last regularly scheduled work day before the holiday and the first regularly scheduled work day following the holiday, except in cases where the employee is on vacation, paid sick leave or on an approved paid leave of absence.
- D. Holiday pay shall be computed on the basis of the employee's normal work day.
- E. Any week day that is normally a scheduled work day, where school is not in session due to a modification to the negotiated calendar between the Board and the Millington Education Association, bargaining unit members shall work their regularly scheduled workday.

**ARTICLE XII - VACATIONS**

- A. For all forty-five (45) week and more employees hired before July 1, 2009 the following paid vacations shall be given:

After: One (1) year	-	Five (5) days
Two (2) years	-	Ten (10) days
Ten (10) years	-	Fifteen (15) days
Fifteen (15) years	-	Twenty (20) days

Vacation accumulation shall be based on the number of years of service to Millington Community School.

Employees hired to these classifications after July 1, 2009 vacation accumulation shall be based on the number of complete years of service in the department in which vacation time is earned.

For forty-five (45) week and more employees hired after July 1, 2009; including the combined maintenance and food service position, the following paid vacation shall be given:

After: One (1) year	-	Five (5) days
Two (2) years	-	Ten (10) days
Ten (10) years	-	Fifteen (15) days
Twenty (20) years	-	Twenty (20) days

- B.
1. During January of each year, employees who want specific vacation dates during the year may request vacation time. These requests will be acted on by the District Office and granted according to seniority. Employees will be notified by February 15<sup>th</sup>. Up to two (2) employees per building shall be allowed to use vacation days during Christmas Break, Spring Break and Summer Break.
  2. After January, employees' requests for vacation comes on a first come, first served basis within a classification. No seniority is involved. Granting of vacation time will be strictly up to the employee's immediate supervisor but supervisor must have legitimate reason for refusing vacation time.
  3. Employees have a right to cancel vacation requests put in during January, but then their request falls under section 2 above.
- C. An employee transferring from a classification within this bargaining unit which is outside of the custodial/maintenance department into the custodial/maintenance department shall begin to receive vacation under this Article one (1) year after the date the employee begins working in the custodial/maintenance department. Vacation accumulation shall be based on the number of complete years of service in the department in which vacation time is earned; if transferring or hired into that department after July 1, 2009.

### **ARTICLE XIII - PAID LEAVES**

- A. General Conditions
1. The employer shall furnish each employee with a written statement at the beginning of each school year setting forth the total sick leave credit.
- B. Illness and Disability
1. School Year Employees shall earn a maximum of ten (10) sick days per year; secretaries eleven (11) sick days per year; and twelve (12) month employees shall earn a maximum of twelve (12) sick days per calendar year. For every seventeen (17) days of paid time, the employee shall earn one (1) sick day, accumulative to ninety (90) days. All sick days are awarded at the beginning of the contract year. At the end of the contract year the following formula shall be used to calculate

sick days earned: ( # of paid days divided by 17 = # of paid sick days). No partial days shall be awarded. For example: 165 paid days divided by 17 = 9.7, the employee earns 9 sick days. Any employee who has depleted their sick time before they worked enough to accrue it shall re-pay the District for the time used (daily wage plus FICA and retirement contributions) through payroll deduction or lump sum; to the extent permitted by law. Paid time is defined as: Days worked, earned personal, sick or vacation days used that the employee has accrued and been paid for and/or Act of God Days. Paid Holidays do not count.

2. An employee may be requested to submit a medical statement from their physician as proof of said illness or injury after two (2) consecutive days of absence. If abuse of sick leave is suspected, a statement from a physician may be requested at any time by the superintendent
  3. The employee may use all or any portion of accumulated leave time to recover from his/her own illness or disability.
  4. An employee may take a maximum of three (3) days for an illness in their immediate family if their presence is required.
  5. An employee whose sick leave time has been depleted shall be granted additional leave time without pay. Seniority accumulation shall not be interrupted under this provision. After all accrued time has been depleted, except earned vacation time; employees shall be required to pay, through payroll deduction; to the extent permitted by law; for their benefits, after ten (10) "no-pay" days in order for them to remain in effect without interruption.
  6. Each employee shall have the choice of adding any unused days to their accumulated sick leave (to a maximum of ninety days) or be paid for the days credited in that year at the end of the school year at a rate of \$35.00 per unused day. For employees working less than an eight (8) hour day, the payout amount shall be pro-rated based on an eight (8) hour day. Payment shall be made on a separate check at the beginning of the month of July.
- C. Funeral/Bereavement Leave  
An employee may take a maximum of three (3) days for a death in the immediate family. Immediate family shall be interpreted to mean spouse, parents, brother, sister, children, mother-in-law, father-in-law, grandparents or grandchildren, all in-laws, step children and step parents. An employee may take one (1) day for the death of an aunt, uncle, niece or nephew. Funeral/Bereavement leave shall not be deducted from sick leave. An employee may, however, take personal time for the funeral of a non-relative.
- D. Personal Business Leave  
During each school year, employees may take two (2) personal business days. One (1) personal day shall not be deducted from sick leave accumulation, but the second one, if

used, shall be deducted. An employee planning to use a personal business day shall request such of the immediate supervisor two (2) days in advance, except in cases of emergency.

- E. **Jury Duty**  
An employee called to serve on jury duty during working hours shall receive their regular pay less any payments from the courts.
- F. Upon leaving the employment of the school system an employee will be paid \$35.00 per day for each unused sick leave day to a maximum of sixty (60) days. Employees making less than \$25.00 will receive their daily rate.

#### **ARTICLE XIV - UNPAID LEAVES**

- A. 1. Employees, upon written request, may be granted unpaid leaves of absence for up to one (1) year for the following purposes: professional, personal or study.
2. Unpaid leaves shall be granted for military service in conformance with federal and state law.
- B. 1. Employees, upon written request and documentation of need, shall be granted unpaid leaves for childbearing and child care, for up to one year.
2. The Board reserves the right (to require at its expense and by the Board doctor's examination) to require medical documentation to determine if an unpaid leave of absence is warranted for physical and mental disabilities, if the employee is able to return to work, and if the employee must take an unpaid leave of absence.
- C. Employees making such request shall set forth the following minimal information:
1. Name, date, applicant's signature
2. Nature of the request
3. Reason(s) for request and any additional information that could bear on the merits of the requested leave.
4. Date applicant desires to commence and terminate the unpaid leave of absence.
- D. Leaves of absence without pay, advancement on the salary schedule or benefits for a period not to exceed twelve (12) weeks, unless expressly extended by the Board, shall be granted upon written request from an employee provided the employee meets all the criteria listed in the Family Medical Leave Act. FMLA will apply to all employees working thirty (30) hours or more per week.
- E. Employees returning from unpaid leave will be placed in his/her former position.

**ARTICLE XV - ACT OF GOD DAYS**

- A. Employees who are regularly scheduled to work forty (40) or more hours per week shall report to work even though schools are closed due to an Act of God Day. If an employee is unable to report to work he/she may elect to take a sick day. If an employee does report, he/she will be required to work only seventy-five (75) percent of their regular shifts for regular shift pay, and any after-school activities that Administration deem necessary not to cancel, employees requested to work beyond seventy-five (75) percent of their regular shifts shall be paid time and one-half (1 ½) for all extra time worked. Those employees who regularly work less than forty (40) hours need not report to work on days when schools are closed. They may use a sick day to receive full pay for that day (excluding the Maintenance Department). If an employee is unable to report to work, he/she may use a sick day. When a state of emergency is called by the Michigan State Highway Department or the Tuscola County Road Commission, *all* employees shall be paid in full without using sick, personal or vacation time. Employees may choose to work and use sick time pay to receive pay on Act of God Day with prior approval from their supervisor.
1. The first (3) days of school cancelled due to an Act of God shall result in all employees paid for those three (3) days provided the District receives full State Aid for those days. Employees hired after July 1, 2009 shall have no Act of God Day Allowance. This excludes all forty (40) hour and twelve (12) month employees.
- B. When schools are closed, if an employee is requested to report to work who is regularly scheduled to work less than forty (40) hours per week, then he/she will receive time and one-half (1 ½) for all hours worked. This excludes all twelve (12) month employees.
- C. On days when school is delayed the following options are available to MEA/ESP employees:
1. Come to work at their regular time and be paid.
  2. Take sick time for delayed time not worked.
  3. Take unpaid time for delayed time not worked.

An alternate work schedule may be created by supervisor on days of delayed school.

**ARTICLE XVI - EMPLOYEE RIGHTS**

- A. Nothing contained herein shall be construed to deny or restrict any employee rights he/she may have under the Michigan General School Laws or other applicable statutes. The employer agrees it will not discriminate against employees on the basis of race, age, sex, or marital status.

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- B. No employee shall be disciplined without just cause. The specific grounds forming the basis for disciplinary action will be made available to the employee, and the union, if requested by the employee, in writing.
- C. An employee shall be entitled to have present a representative of the Union during any meeting which leads to disciplinary action. However, unavailability of a union representative shall not be the basis for delay of discipline. If the union representative is absent, the employee may request a fellow employee to be present.
- D. 1. An employee will have the right to review the contents of all personal records excluding initial references. A representative of the Union may be present at such review. The records must be reviewed in the presence of an administrator.
2. Employees will be informed when materials of an adverse nature will be placed in their file. Complaints against the employee shall be signed. If an employee is requested to sign material placed in the file, such signature shall mean awareness but not necessarily agreement.
- E. Any case of assault upon an employee during working hours shall be promptly reported to the Board or its designated representative. The Board will, upon request, provide the employee with counsel to advise the individual of his/her rights and obligations with respect to such assault and render reasonable assistance in connection with the handling of the incident by law enforcement and judicial authorities.

## **ARTICLE XVII - EVALUATION**

- A. All monitoring or observations of employees shall be conducted openly. The evaluation of each employee is the responsibility of the immediate supervisor. Each written review of the employee's job performance shall be based on at least thirty (30) minutes of direct observation where applicable.
- B. The performance of all employees shall be evaluated in writing, as follows:
1. Probationary employees shall be evaluated at least twice during the probationary period. An evaluation conference shall be held within five (5) work days thereafter to review the job performance of the probationary employee.
2. Seniority employees shall be evaluated in writing at least once every two (2) years. An evaluation conference shall be held within ten (10) work days thereafter to review the job performance of the employee.
- C. Two (2) copies of the written evaluation shall be submitted to the employee, one (1) to be signed and returned to the supervisor and the other to be retained by the employee. In the

event the employee feels that the evaluation is in error, the employee may submit his/her objections in writing to be placed in the personnel file along with the evaluation.

- D. In the case of an unsatisfactory evaluation, a written review form contained in Appendix C of this Agreement shall be used. Said written review shall indicate clearly:
1. What the problems are
  2. Program for improvement
  3. Length of time for said improvement
  4. Consequence for non-improvement

### **ARTICLE XVIII - SEVERABILITY**

If any provisions of the Agreement or any application of the Agreement to any employee shall be found contrary to law, then such provision or application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect; furthermore, the provisions of such law shall supersede, to the extent of the conflict, the provisions of this Agreement and govern the relations of the parties hereunder.

### **ARTICLE XIX - WAIVER**

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 District 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 not specifically 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.

### **ARTICLE XX - NO STRIKE CLAUSE**

The Union and the Board recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Union and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Union, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any employee take part in any strike, slowdown or stoppage of work, boycott, or other interruption of activities in the school system. Failure or refusal on the part of any employee to comply with the provisions of this Article shall be cause for whatever disciplinary action is deemed necessary by the Board.

**ARTICLE XXI - PRINTING OF AGREEMENT**

Copies of this Agreement shall be printed at the expense of the Board and shall be presented to all employees now employed, or hereafter employed by the Board. The Union shall be provided with ten (10) copies, at no charge to it, for its use.

**ARTICLE XXII - ENTIRE AGREEMENT**

This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the Union. This Agreement is subject to amendment, alteration, or additions, only by a subsequent written agreement between and executed by the District and the Union. The waiver of any breach, term, or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

**ARTICLE XXIII - SUMMER EMPLOYMENT**

Employees who are not scheduled to work during the summer months, or beyond their normal work schedule during the school year, but have signed up to substitute shall be considered the same as a substitute outside of this bargaining unit. A bargaining unit member shall be called prior to any non-bargaining unit member being contacted. If a bargaining unit member refuses work on two (2) occasions their name shall be removed from the list for the remainder of the summer months. If bargaining unit members are unavailable or unable to perform the work, non-bargaining unit personnel may be utilized to perform the work. They will receive current sub pay and any hours worked during the time when they are working will not add to or qualify them for any additional benefits under this contract.



**ARTICLE XXIV - DURATION**

All Articles of this Agreement shall be effective upon ratification by both parties, and shall extend through July 31, 2011. Either party may terminate this Agreement as of July 31, 2011, by giving written notice to the other party on or before April 1, 2011. If neither party shall give notice to terminate this Agreement as provided above, the Agreement shall continue in effect for successive periods of one (1) year, unless and until written notice of termination is given on or before April 1 of any subsequent contract anniversary date.

**BOARD OF EDUCATION**

**MICHIGAN EDUCATION ASSOCIATION  
MILLINGTON ESP**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX A - WAGE SCALE****WAGE SCALE****2009-2010****1.5%**

<b>CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
High School Secretary	14.11	14.59	15.18
Jr. High and Elem. Secretary	13.45	14.08	14.40
General Secretary	12.95	13.38	13.86
Clerks	12.40	12.85	13.23
Paraprofessionals	11.73	12.11	12.49
Maintenance	16.41	17.04	17.69
Grounds Facilities-Maintenance	16.41	17.04	17.69
Custodial Group Leader	12.73	13.12	13.54
Custodian	11.82	12.22	12.65
Head Cooks	12.40	12.85	13.15
Assistant Cooks	11.39	11.74	12.09
Lunchroom Assistants	10.92	11.25	11.60
Driver	11.75	12.14	12.55

DRIVER – Will remain in both classifications-pay at highest rate of those classifications.

**WAGE SCALE**

**2010-2011**

**1.5%**

<b>CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
High School Secretary	14.32	14.81	15.41
Jr. High and Elem. Secretary	13.65	14.29	14.62
General Secretary	13.14	13.58	14.07
Clerks	12.59	13.04	13.43
Paraprofessionals	11.91	12.29	12.68
Maintenance	16.66	17.30	17.96
Grounds Facilities-Maintenance	16.66	17.30	17.96
Custodial Group Leader	12.92	13.32	13.74
Custodian	12.00	12.40	12.84
Head Cooks	12.59	13.04	13.35
Assistant Cooks	11.56	11.92	12.27
Lunchroom Assistants	11.08	11.42	11.77
Driver	11.93	12.32	12.74

DRIVER – Will remain in both classifications-pay at highest rate of those classifications.

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### **LONGEVITY PAY**

Employees working thirty (30) hours or more who have been actively employed by the Board for seven (7) or more years shall receive an annual longevity payment according to the following schedule:

7-15 years	\$400.00
15 or more years	\$700.00

Employees hired after July 1, 2009 shall receive longevity pay at the following scale:

10-20 years	\$400.00
20 or more years	\$700.00

The payments shall be paid in one lump sum in December during the year indicated. The employee must have reached their seniority date prior to December to be paid in that year.

Employees working less than thirty (30) hours per week who have been actively employed by the Board for seven (7) or more years shall receive a longevity payment pro-rated on thirty (30) hours being considered full-time.

Employees who work less than a full work year, based on their regular schedule, shall have their longevity pro-rated based on the fraction of the year they work. Time covered by sick leave, funeral leave, personal leave, worker's compensation and short term disability shall be treated as time worked.

Those employees employed by the Board for fifteen (15) or more years shall receive their longevity regardless of the fraction of the year worked.

Employees may take up to seven (7) no pay days, excluding snow days, and their longevity will not be pro-rated. If an employee takes eight (8) days or more no pay days, excluding snow days, the pro-ratio will revert back to the first day.

Employees shall receive a \$300.00 stipend for perfect attendance. Perfect attendance shall be defined as not using any sick or no-pay days throughout the fiscal year (July 1 to June 30). Employees shall use personal days or sick days for an Act of God and it will not count against their perfect attendance.

Employees using personal business days to work at another paid job within the district will not qualify for the perfect attendance award.

**APPENDIX B - INSURANCE**

- A. The Board will provide health premiums for all bargaining unit employees who are regularly scheduled to work forty (40) hours or more per week. All employees who qualified for health care benefits prior to July 1, 2007 shall have them remain in effect unless they make a voluntary movement to less than thirty (30) hours per week. If a thirty (30) or more hour per week, employee's hours are involuntarily reduced, their benefits shall remain in effect.
- B. The 2007-2009 Health care benefits (with BC/BS Flexible Blue Plan 2) shall remain in effect with the Master Agreement (August 1, 2006–August 31, 2009). Starting September 1, 2009, the Board of Education will fully pay the monthly cost of the HealthPlus of Michigan level of benefits including deductible through the length of this Master Agreement until July 31, 2011 or until a successor agreement has been reached. The Board will provide Health Care Benefits coverage the same as or better than the HealthPlus of Michigan, including deductible. It remains within the reserve right of the Board to select the insurance carrier.

For employees hired after July 1, 2009 and who meet the criteria in paragraph A, the Board will pay up to \$1,200 per month of the health care benefit premium for that employee and their family. Any amount of premium over and above \$1,200 per month shall be paid by the individual employee.

- C. Employees working forty (40) hours or more per week who do not apply for health insurance shall be entitled to fifty dollars (\$50.00) per month for annuities. All employees who qualified for annuities prior to July 1, 2007 shall have them remain in effect unless they make a voluntary movement to less than thirty (30) hours. If a thirty (30) or more hourly worker's hours are involuntarily reduced, his/her annuities shall remain in effect.
- D. The Board will provide dental benefits from an employer-named carrier at the following benefit levels and accordingly shall not diminish:  
For all employees: Full Family 75/75/75 \$1,000 annual maximum  
and their families 60: \$600 Lifetime maximum

Employees hired after July 1, 2009 must work thirty (30) hours per week to qualify for vision coverage.

- E. The Board will provide Full Family vision care coverage for all employees and their families from an employer-named carrier with benefit levels the same as or better than VSP 1 vision coverage and benefits shall not diminish.

Employees hired after July 1, 2009 must work thirty (30) hours per week to qualify for dental coverage.

- F. The Board agrees to pay the premium for a 66 2/3%, ninety (90) days modified fill waiting period Long Term Disability plan for all employees. Such coverage shall provide for a \$2000.00 maximum monthly benefit for up to two (2) years. Same as or better than current coverage for up to two (2) years.

Medical Premium Expense Benefit: If total disability benefits are payable to an Insured under the Policy, the company will pay the Medical Premium Expense Benefit. The amount of the Medical Premium Expense Benefit shall be equal to the actual premium for the last full month of coverage, whether for individual or family coverage held by the Insured under the group medical benefits plan, before his/her total disability began.

Employees may choose to purchase a Short-term Disability Plan and carrier with the Board providing direct payroll deductions.

- G. The Board agrees to pay the premium for a \$5000.00 group term life insurance program, with AD&D, for all bargaining unit members.
- H. All benefits contained in Appendix B shall be subject to carrier approval and regulations.
- I. Retroactive pay shall be paid from August 1, 2009 to current. Retroactivity shall apply.

2009 – 2010	1.5%
2010 – 2011	1.5%



**APPENDIX D - GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_ Millington Community School District

Distribution of Form

- 1. Superintendent
- 2. Principal/Supervisor
- 3. Association
- 4. Grievant

Submit to Supervisor/Principal in Duplicate

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
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**LEVEL I**

A. Date Cause of Grievance Occurred: \_\_\_\_\_

B. 1. Statement of Grievance: \_\_\_\_\_

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2. Relief Sought: \_\_\_\_\_

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\_\_\_\_\_  
 Signature Date

C. Disposition of Supervisor/Principal: \_\_\_\_\_

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\_\_\_\_\_  
 Signature Date

D. Disposition of Grievant and/or Union/Association: \_\_\_\_\_

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\_\_\_\_\_  
 Signature Date



**LEVEL II**

A. Date Received by Superintendent or Designee: \_\_\_\_\_

B. Disposition of Superintendent or Designee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

C. Position of Grievant and/or Union/Association: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

**LEVEL III**

A. Date of filing with the Board: \_\_\_\_\_

B. Disposition of the Board: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Board Secretary Date

C. Position of Grievant and/or Union/Association: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Association (officer) Date

**LEVEL IV**

A. Date Submitted to Arbitration: \_\_\_\_\_

B. Disposition and Award of Arbitrator: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Arbitrator      Date

NOTE: All provisions of Article \_\_\_\_ of the Agreement dated \_\_\_\_\_,  
20\_\_, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.

**APPENDIX E - JOB DESCRIPTION COMMITTEE**

A joint job description committee composed of classification supervisor and employee, Superintendent and two (2) members from the Union is established. This committee will review and develop new and existing job descriptions. Changes in job descriptions will not be implemented without prior consultation with at least two (2) members representing the Union.