

**CURRENT BARGAINING
AGREEMENT**

Between

**The Board of Education
Of**

**THE MILLINGTON COMMUNITY
SCHOOL DISTRICT**

And

**THE MILLINGTON EDUCATION
SUPPORT PERSONNEL**

August 1, 2018 – July 31, 2021

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PREAMBLE

This Agreement entered into on this ____ day of June 2018, 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.
- G. Between October 1-5 of each year, Designated Association Representatives will be given, via e-mail and an attached excel document, a complete listing of bargaining unit staff that includes the following:
 1. First and Last Name
 2. Start date of employment

3. Classification/position assigned/place of work
4. Hourly pay rate/# of regular hours worked weekly/# of days worked per year (exclusive of any non-regular school day/school year pay).
5. School email address and Personal email address
6. Home/mailing address and phone (cell) number

Designated Association Representatives shall be given, via e-mail and an attached excel document, the same information detailed above within five (5) business days of any new hires of bargaining unit members that occur throughout the year.

Termination of employment by any bargaining unit member shall be reported to the Designated Association Representatives, including the termination date, via e-mail no later than five (5) business days after the member's last day of employment.

Notification of any bargaining unit member placed on layoff or leave of absence (paid or unpaid) shall be reported to the Designated Association Representatives via e-mail no later than five (5) business days after the first day of leave.

- H. The President and negotiation team members, during their working hours, without loss of time or pay, may attend negotiations meetings. Custodial and maintenance must make up any lost time that same week.

ARTICLE IV - GRIEVANCE PROCEDURE

- A. A grievance shall be an alleged violation or misapplication of the express terms of the contract.

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 twenty (20) 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.

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- e. He/she shall have no power to interpret state or federal law.
 - 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.
- L. Any elected officer of the Association during his/her working hours, without loss of time or pay, may investigate and present grievances to the Employer, after arrangements have been made with his/her supervisors. Arrangements shall not be unreasonably withheld.

ARTICLE V - 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
 - d. Maintenance Personnel
 - e. 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), ninety (90), and one hundred twenty (120) days until probationary period is complete.
- C. The employer shall prepare, maintain, and post the seniority list. 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 VI - 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.
- B. Current practice, outlined in this Article, will be used for filling vacancies except for the following situation:
1. 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.
 2. Any employee temporarily assuming the duties of another employee for two (2) working days or longer will be asked 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. An employee's pay rate shall not be reduced by any temporary change in duties.
 3. 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.
 - a. 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.

- b. If the temporary opening becomes permanent, the job shall be posted and filled according to the terms of this Agreement.
- c. Normal movement is at the discretion of the supervisor and/or district.
- d. The number of people who will be allowed to move from the kitchen at any one time:

Kirk Elementary - one (1) can be gone

High School - two (2) can be gone

If the number of cooks employed at the High School drops below 6, then only one (1) can be gone

- e. 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 cannot 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.
 - f. 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.
 - g. 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.
4. If a newly created temporary position is expected to last thirty (30) work days or more, it will be filled with the most senior 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.

- C. 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, by email and posting on the district website.

- D. Vacancies shall be filled with the most senior applicant within the affected classification. Should no employee from the affected classification apply, the most senior 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. 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.
- E. The employer shall notify the local union president within six (6) working days of the applicant selected to fill a vacant posted position.

- F. In the event of promotion within the bargaining unit the employee shall be given up to a ninety (90) 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 trial period the subsequent vacancy shall be filled with a substitute employee.
- G. Employees shall not be placed on a lower wage scale due to involuntary transfers, unless it is a demotion due to performance.
- H. 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.
- I. 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 job descriptions. Changes in job descriptions will not be implemented without prior consultation with at least two (2) members representing the Union.

ARTICLE VII - 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 in their current or former classification.

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 VII B above shall apply.

C. RECALL

1. Employees shall be recalled in order of their District seniority to their former classification provided they meet the necessary state and/or federal requirements, and requirements which were stated in the job description, within 60 days of recall.
2. Notices of recall shall be sent by email, 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 VIII - 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. The Employer shall provide without cost to the bargaining unit member the following:
 - a. Coveralls, smocks, and/or boots will be made available when tasks, as determined by the Board, necessitate such clothing.
 - b. Approved first aid kits and materials in all work areas, gloves, and appropriate training in the handling of blood, blood products and other bodily products.
 - c. Adequate and approved safety equipment including, but not limited to, goggles, shields, barriers, hard-hats, and auditory protection devices.
- 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 IX - 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) paid fifteen-minute break for every four (4) hours of work.
2. Employees working six (6) hours or more per day shall be entitled to a non-paid 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 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.
- 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 general secretaries, 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 two (2) days prior to the students beginning school and two (2) 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. Hours of employment shall be defined in the job description and every effort will be made to provide consistency in start and end times.
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 X - HOLIDAYS

A. The Board agrees to provide the following paid holidays for all employees:

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

Twelve-month employees shall have, in addition to the above, Independence Day.

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 have the option to work their regularly scheduled workday, unless it is a safety or emergency and no one is to be on campus.

ARTICLE XI - 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

-
- 15th. 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 XII - 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.
 2. 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.
 3. 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.

4. 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 or supervisor.
5. The employee must deplete all accumulated sick leave time before requesting no-pay days to recover from an illness or disability, including immediate family if their presence is required. The option of using vacation time versus no-pay days, once sick time is depleted, is at the employee's discretion.
6. 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.
7. 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 Leave

At the beginning of each school year, each employee (except probationary) shall be credited with two (2) personal days. A personal day may be used for any purpose at the discretion of the employee. An employee planning to use a personal day shall request such of the immediate supervisor two (2) days in advance, except in cases of emergency. Two (2) unused personal days per year may be carried and accumulated for a maximum of four (4) personal days. Any more than two (2) unused days would be carried and converted to the employee's accumulated sick days. Probationary employees shall receive one (1) personal day credited at the beginning of each semester.

-
- 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. 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 school year. Employees shall use personal days or sick days for an Act of God and it will not count against their perfect attendance. Stipend will be prorated based on hire date.
- G. Upon voluntarily 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 eighty (80) days. Employees making less than \$25.00 will receive their daily rate. If the District decides to privatize, those affected will be eligible for this provision.
- H. A total of thirty (30) days per year may be purchased by the Association for official business purposes, at the rate of a daily substitute.
- I. In the event an employee becomes an officer in the Michigan Education Association (MEA), or the National Education Association (NEA), said employee, upon proper application by the organization he/she is to serve, shall be granted an Association Leave of Absence for the purpose of performing duties for the Association. The Board agrees to continue the employee on its payroll. The cost for salary, insurance, retirement and all other related costs including any unemployment associated with such leave shall be paid for by the Association. The District will be reimbursed for the above costs incurred. Employees given a leave under this provision shall receive credit towards annual salary increment on the schedule appropriate to their rank, with a cap of three years' leave.

ARTICLE XIII - 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. FLMA 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 IXV - ACT OF GOD DAYS

- A. The first six (6) days of school cancelled due to an Act of God shall result in all employees paid for those six (6) days provided the District receives full State Aid for those days. This excludes all forty (40) hour employees and all twelve-month employees.

All twelve-month employees and those 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. 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.

If an employee is unable to report to work, or the Supervisor assigns a reduced schedule, he/she may use sick time.

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.

- 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.

D. When the District does not receive full State Aid for an Act of God day, the following will be applied:

- For employees not required to work due to the Act of God day, that day will be taken as a non-paid day on their timesheet.
- For employees required to work the Act of God day, that day will be paid according to the Master Agreement.
- All employees are expected to work their normal shifts on any Act of God days that require rescheduling and will be paid as usual according to the Master Agreement for rescheduled days.

ARTICLE XV - 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.

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 personnel 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 XVI - 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 within thirty (30) days 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 XVII - 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 XVIII - 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 XIX - 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 XX - 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 XXI - 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 XXII - 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 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.

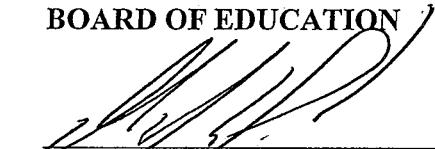
ARTICLE XXIII – EMERGENCY FINANCIAL MANAGER

If an Emergency Financial Manager is appointed by the state under the Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

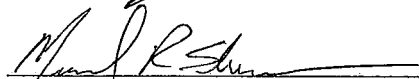
ARTICLE XXIV - DURATION

All Articles of this Agreement shall be effective upon ratification by both parties, and shall extend through July 31, 2021. Either party may terminate this Agreement as of July 31, 2021, by giving written notice to the other party on or before April 1, 2021. 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



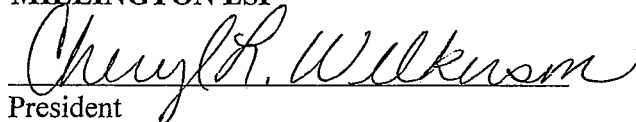
President



Secretary

Date 7/31/18

**MICHIGAN EDUCATION ASSOCIATION
MILLINGTON ESP**



President



Secretary

Date 7-31-18

APPENDIX A - WAGE SCALE

2018-2019 – 1.25% Increase

Office Personnel	Step 1	Step 2	Step 3
High School Secretary	15.05	15.56	16.19
Jr. High and Elem Secretary	14.35	15.02	15.37
General Secretary	13.81	14.28	14.78
Clerks	13.23	13.70	14.11
Paraprofessional Personnel			
Paraprofessionals	12.51	12.91	13.32
Maintenance Personnel			
Maintenance / Grounds Facilities	17.52	18.17	18.87
Custodial Personnel			
Custodial Group Leader / Operations Assistant	13.99	14.21	14.44
Custodian	12.62	13.10	13.50
Cafeteria Personnel			
Head Cooks	13.23	13.70	14.02
Assistance Cooks	12.15	12.52	12.89
Lunchroom Assistants	11.64	12.00	12.37
Driver	12.53	12.94	13.40

Steps are granted based on completed years of service within the District.

Off-Scale Bonus:

Year	2018-2019	2019-2020	2020-2021
Comparison*	Oct 2018 K-12 FTE compared to Oct 2017 K-12 FTE	Oct 2019 K-12 FTE compared to Oct 2018 K-12 FTE	Oct 2020 K-12 FTE compared to Oct 2019 K-12 FTE
Off-Scale Bonus**	Increase of 5-10 students = \$200 Increase of 11-15 students = \$300 Increase of 16+ students = \$400	Increase of 5-10 students = \$200 Increase of 11-15 students = \$300 Increase of 16+ students = \$400	Increase of 5-10 students = \$200 Increase of 11-15 students = \$300 Increase of 16+ students = \$400

*Does not include MALC, ECSE, or St. Paul

**To be paid the first paycheck of December immediately following the pupil audit.

2019-2020 – 1.25% Increase

Office Personnel	Step 1	Step 2	Step 3
High School Secretary	15.23	15.76	16.39
Jr. High and Elem Secretary	14.53	15.20	15.56
General Secretary	13.98	14.45	14.97
Clerks	13.40	13.87	14.29
Paraprofessional Personnel			
Paraprofessionals	12.67	13.07	13.49
Maintenance Personnel			
Maintenance / Grounds Facilities	17.74	18.40	19.11
Custodial Personnel			
Custodial Group Leader / Operations Assistant	14.17	14.38	14.62
Custodian	12.77	13.27	13.67
Cafeteria Personnel			
Head Cooks	13.40	13.87	14.20
Assistance Cooks	12.30	12.68	13.05
Lunchroom Assistants	11.79	12.15	12.53
Driver	12.69	13.10	13.56

Steps are granted based on completed years of service within the District.

Off-Scale Bonus:

Year	2018-2019	2019-2020	2020-2021
Comparison*	Oct 2018 K-12 FTE compared to Oct 2017 K-12 FTE	Oct 2019 K-12 FTE compared to Oct 2018 K-12 FTE	Oct 2020 K-12 FTE compared to Oct 2019 K-12 FTE
Off-Scale Bonus**	Increase of 5-10 students = \$200 Increase of 11-15 students = \$300 Increase of 16+ students = \$400	Increase of 5-10 students = \$200 Increase of 11-15 students = \$300 Increase of 16+ students = \$400	Increase of 5-10 students = \$200 Increase of 11-15 students = \$300 Increase of 16+ students = \$400

*Does not include MALC, ECSE, or St. Paul

**To be paid the first paycheck of December immediately following the pupil audit.

2020-2021 – 1.25% Increase

Office Personnel	Step 1	Step 2	Step 3
High School Secretary	15.42	15.95	16.60
Jr. High and Elem Secretary	14.71	15.39	15.76
General Secretary	14.16	14.64	15.15
Clerks	13.57	14.04	14.47
Paraprofessional Personnel			
Paraprofessionals	12.83	13.23	13.66
Maintenance Personnel			
Maintenance / Grounds Facilities	17.96	18.63	19.35
Custodial Personnel			
Custodial Group Leader / Operations Assistant	14.34	14.56	14.80
Custodian	12.93	13.43	13.84
Cafeteria Personnel			
Head Cooks	13.57	14.04	14.38
Assistance Cooks	12.46	12.84	13.21
Lunchroom Assistants	11.94	12.30	12.68
Driver	12.85	13.27	13.73

Steps are granted based on completed years of service within the District.

Off-Scale Bonus:

Year	2018-2019	2019-2020	2020-2021
Comparison*	Oct 2018 K-12 FTE compared to Oct 2017 K-12 FTE	Oct 2019 K-12 FTE compared to Oct 2018 K-12 FTE	Oct 2020 K-12 FTE compared to Oct 2019 K-12 FTE
Off-Scale Bonus**	Increase of 5-10 students = \$200 Increase of 11-15 students = \$300 Increase of 16+ students = \$400	Increase of 5-10 students = \$200 Increase of 11-15 students = \$300 Increase of 16+ students = \$400	Increase of 5-10 students = \$200 Increase of 11-15 students = \$300 Increase of 16+ students = \$400

*Does not include MALC, ECSE, or St. Paul

**To be paid the first paycheck of December immediately following the pupil audit.

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:

7-14 years	\$400.00
15 or more years	\$700.00

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

10-19 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-ration will revert back to the first day.

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 fund health premiums up to the legally defined cap for the life of this agreement including yearly CPI (Consumer Price Index) increases 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 Health care benefits for the duration of this contract and until a successor contract is ratified shall be a High Deductible Health Plan serviced by Alliance Health and Life as described in the attached Schedule of Benefits at the end of this contract.

The parties agree the employer shall pay a hard cap of the maximum allowed annual amount towards the total cost of the medical premium and deductible frontloaded into a Health Savings Account (HSA) on January 1 of each plan year.

The annual employer paid amount shall adjust annually beginning on January 1 of each plan year, to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act. Any premium/deductible above the hard cap will be the responsibility of the employee and will be contributed through payroll deduction.

Employees may contribute, through payroll deduction and electronic transfer additional money towards their HSA up to the maximum amounts allowed by Federal law.

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 the 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) for 1-4 employees, \$150 for 5-7 employees, and 250.00 for 8 or more employees 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 with a \$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 dental coverage.

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- 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.

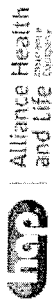
Employees hired after July 1, 2009 must work thirty (30) hours per week to qualify for vision coverage.

- 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 \$20,000.00 group term life insurance program, with AD&D, for all bargaining unit members.
- I. Employees may purchase other benefits available to the District, pre-tax, through payroll deduction.



**ALLIANCE HEALTH AND LIFE INSURANCE COMPANY
HIGH DEDUCTIBLE HEALTH PLAN PREFERRED PROVIDER ORGANIZATION (HDHP PPO) OPTION 10
SCHEDULE OF BENEFITS**

This Summary of Benefits is designed to provide an overview of the Alliance High Deductible Health Plan PPO and is subject to the terms and conditions of the actual policy. In cases of conflict between this summary and the policy, the terms and conditions of the policy govern. This program features a network of health care providers through which the Subscriber and Dependents can receive services at the in-network level of benefits. Alliance High Deductible Health Plan PPO Subscribers and Dependents who do not seek services from a network provider, or who are not directed through a referral authorization by a network provider, will receive services at the lower Out-of-Network benefit level. Dependents who are Students Away Out-of-Network level of coverage.

HEALTHCARE SERVICES	IN-NETWORK		OUT-OF-NETWORK		LIMITATIONS
	Calendar year	Calendar year	Calendar year	Calendar year	
Benefit Period					
Annual Deductible	\$1,500 Self-only; \$2,600 Family If more than one person is covered under the plan, all family members must collectively meet the family coverage amounts.	\$2,600 Self-only; \$5,200 Family If more than one person is covered under the plan, all family members must collectively meet the family coverage amounts.	\$1,500 Self-only; \$2,600 Family If more than one person is covered under the plan, all family members must collectively meet the family coverage amounts.	\$2,600 Self-only; \$5,200 Family If more than one person is covered under the plan, all family members must collectively meet the family coverage amounts.	
Coinsurance Percentage	0%	0%	30%	30%	Deductibles do not include copays. In and Out-of-Network deductibles accumulate separately. Coinsurance applies towards the Annual Out-of-Pocket Maximum.
Annual Out-of-Pocket Maximum	\$1,500 Self-only; \$3,000 Family If more than one person is covered under the plan, all family members must collectively meet the family coverage amounts. (No annual dollar limit)	\$1,500 Self-only; \$3,000 Family If more than one person is covered under the plan, all family members must collectively meet the family coverage amounts. (No annual dollar limit)	\$12,000 Self-only; \$12,000 Family If more than one person is covered under the plan, all family members must collectively meet the family coverage amounts.	\$12,000 Self-only; \$12,000 Family If more than one person is covered under the plan, all family members must collectively meet the family coverage amounts.	Annual Out-of-Pocket Maximums include deductibles, coinsurance, and copays. These values do not accumulate. Premiums, balance-billed charges, and health care this plan doesn't cover, in and out-of-network annual Out-of-Pocket Maximums accumulate separately.
Preventive Services	Covered	Covered	Not Covered	Not Covered	Preventive Services are not subject to the deductible.
Well Baby Office Visit	Covered	Covered	Not Covered	Not Covered	
Periodic Physical Exam Office Visit	Covered	Covered	Not Covered	Not Covered	
Immunizations	Covered	Covered	Not Covered	Not Covered	
Routine Eye and Hearing Exam Office Visit	Covered	Covered	Not Covered	Not Covered	
Related Lab Tests and X-Rays	Covered	Covered	Not Covered	Not Covered	
Pap Smears and Mammograms	Covered	Covered	Not Covered	Not Covered	
Outpatient & Physician Services	Covered	Covered	Not Covered	Not Covered	
Personal Care Office Visit	Covered	Covered	Not Covered	Not Covered	
Specialty Physician Office Visit	Covered	Covered	Not Covered	Not Covered	
Gynecology Office Visit	Covered	Covered	Not Covered	Not Covered	
Allergy Testing and Injections	Covered	Covered	Not Covered	Not Covered	
Other Injections	Covered	Covered	Not Covered	Not Covered	
Labs Tests & X-Rays	Covered	Covered	Not Covered	Not Covered	
Dialysis	Covered	Covered	Not Covered	Not Covered	
Chiropractic Visit & Related Services	Covered	Covered	Not Covered	Not Covered	
Outpatient Surgery & Related Svcs	Covered	Covered	Not Covered	Not Covered	
Radiation/Chemotherapy	Covered	Covered	Not Covered	Not Covered	
Eye Exam Office Visit	Covered	Covered	Not Covered	Not Covered	
Audiology Office Visit	Covered	Covered	Not Covered	Not Covered	
Emergency Services	Covered	Covered	Not Covered	Not Covered	
Emergency Room Services	Covered	Covered	Not Covered	Not Covered	
Urgent Care Facility Services	Covered	Covered	Not Covered	Not Covered	
Emergency Ambulance Services	Covered	Covered	Not Covered	Not Covered	
Inpatient Hospital Services	Covered	Covered	Not Covered	Not Covered	
Semi-Private Room	Covered	Covered	Not Covered	Not Covered	
Intensive, Cardiac and Other Specialty Care Units as medically necessary	Covered	Covered	Not Covered	Not Covered	
Related Therapy Services	Covered	Covered	Not Covered	Not Covered	
Surgery and Related Services	Covered	Covered	Not Covered	Not Covered	
Related Lab Tests and X-Rays	Covered	Covered	Not Covered	Not Covered	
Physician/Professional Services	Covered	Covered	Not Covered	Not Covered	

009-172-273, 475-593, MHE, XHHP, Q240, Q241, X155, X127, X128, 573

HEALTH CARE SERVICES

Maternity Services

Outpatient Prenatal Visits
Outpatient Postnatal Visits

Labor, Delivery and Newborn Care

Auxiliary Services

Home Health Care

Hospice Care

Physical, Occupational and Speech Therapy

Durable Medical Equipment (DME)

Prosthetics and Orthotics

Skilled Nursing Facility

Mental/Behavioral Health Services

Inpatient Services

Outpatient Services

Substance Use Disorder Services

Inpatient Services

Outpatient Services

Transplant Services

Organ Transplant and Related Services
Other Services

Prescription Drugs

Voluntary Sterilization

Voluntary Termination of Pregnancy

IN-NETWORK

Covered

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

Plan pays 100% after deductible

After the deductible is satisfied the following Copays apply -

\$10 Copay per Generic;

\$40 Copay per Preferred Brand-Name;

\$80 Copay per Non Preferred Brand-Name

Women: Covered
Men: Plan pays 100% after deductible

Plan pays 100% after deductible

OUT-OF-NETWORK

Not Covered

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Plan pays 70% after deductible

Not Covered

Not Covered

Women: Not Covered
Men: Plan pays 70% after deductible

Plan pays 70% after deductible

LIMITATIONS

Covered as Preventive Services. Not covered Out-of-Network

**Some services require prior authorization

The number of visits for Medically Necessary home health care shall not exceed 100 visits per Benefit Period. (Combined In and Out-of-Network) Does not include PT/OT/ST. See PT/OT/ST coverage.

Up to 210 days per lifetime (Combined In and Out-of-Network)

Up to 80 combined visits per benefit year-May be rendered at home (Combined In and Out-of-Network)

Must be an approved piece of equipment based on Alliances guidelines

Must be an approved piece of equipment based on Alliances guidelines

Up to 100 days per benefit year (Combined In and Out-of-Network)

Services can be directly accessed by calling Coordinated Behavioral Health Management at 1-800-444-5755

**Some services require prior authorization

Covered as medically necessary

Services can be directly accessed by calling Coordinated Behavioral Health Management at 1-800-444-5755

**Some services require prior authorization

Covered as medically necessary

**Some services require prior authorization

Following applies after Deductible:

Does not include coverages of drugs for Infertility or Obesity. All prescriptions must meet Alliance guidelines. Retail: 30 day supply for non-maintenance drugs at 1 Copay. 90 day supply for eligible maintenance drugs at 2 Copays. Mail Order: 90 day supply for both eligible maintenance and non-maintenance drugs at 2 Copays

Adult sterilization procedures are limited to vasectomy and tubal ligation whose sole intent is to prevent conception.

Women: Covered as Preventive Services

Voluntary abortions performed during first trimester only. Limited to 1 episode within a 24 month period.

APPENDIX C - EVALUATION FORM

Millington Community Schools
MAINTENANCE & OPERATIONS PERFORMANCE EVALUATION

EMPLOYEE: _____ EVALUATION PERIOD: _____ TO _____
 POSITION: _____ DATE OF EVALUATION: _____
 WORK SITE: _____ EVALUATOR: _____

PERFORMANCE RATING KEY

- 1 = Poor/Needs Immediate Improvement
- 2 = Fair/Needs Some Improvement
- 3 = Average/Works at an Acceptable Level
- 4 = Commendable/Performance Frequently Above Average
- 5 = Not Applicable

A. JOB KNOWLEDGE AND SKILLS	PERFORMANCE CHECKLIST				
	1	2	3	4	5
1. Demonstrates skills necessary for the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates ability to work effectively and safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates ability to communicate (written and oral) effectively with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains building security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Able to assess complex information/situations and present it to others in an understandable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Follows district/department/building rules, regulations, policies and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

B. QUANTITY AND QUALITY OF WORK	PERFORMANCE CHECKLIST				
	1	2	3	4	5
1. Prioritizes time in order to produce an acceptable quantity of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provides quality and accuracy in work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

C. ATTITUDE TOWARD WORK/HUMAN RELATIONS	PERFORMANCE CHECKLIST				
	1	2	3	4	5
1. Positive when offering and receiving corrective feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Keeps work area clean and organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates a positive work relationship with all staff and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates flexibility with job assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Demonstrates acceptance of unavoidable tension and pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is punctual and attendance at work is regular.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Accepts and follows direction from supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Provides consistency in prioritizing customer needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintains appropriate appearance and person hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

D. INITIATIVE	PERFORMANCE CHECKLIST				
	1	2	3	4	5
1. Demonstrates initiative on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Develops workable solutions to most problems on his/her own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Keeps supervisor informed of job progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Seeks to improve methods and techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Places priority on accomplishing tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

E. CARE OF EQUIPMENT/SAFETY	PERFORMANCE CHECKLIST				
	1	2	3	4	5
1. Handles equipment with care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Takes necessary safety precautions when handling materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Uses equipment the way it is intended to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sets a good example by practicing safe work habits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Looks for areas/items that require attention and responds by either correcting the situation or providing written notice to supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is aware of and utilizes "Right to Know" materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

F. PERIODIC INSPECTIONS	PERFORMANCE CHECKLIST				
	1	2	3	4	5
1. Overall rating of periodic inspections conducted during this evaluation period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

SUPERVISORS COMMENTS/SUGGESTIONS: _____

EMPLOYEE COMMENTS: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

NOTE: Employee's signature does not necessarily constitute agreement with the contents of this evaluation.

**Millington Community Schools
FOOD SERVICE EVALUATION**

Name: _____ Building: _____ School Year: _____
 Job Assignment: _____

1-Outstanding 2-Strong 3-Satisfactory 4-Needs Improvement 5-Unsatisfactory

COMMITMENT TO TOTAL PROGRAM

A. Shows interest and enthusiasm in work	1	2	3	4	5
B. Is willing to put in essential time and effort	1	2	3	4	5
C. Is punctual and has infrequently missed work	1	2	3	4	5
D. Willingly accepts and carries out responsibilities	1	2	3	4	5
E. Performs routine tasks efficiently	1	2	3	4	5
F. Maintains a neat, orderly, and efficient work area	1	2	3	4	5
G. Demonstrates initiative by providing positive input	1	2	3	4	5
H. Is receptive to change in policies and procedures	1	2	3	4	5
I. Displays a spirit of helpfulness and cooperation	1	2	3	4	5
J. Utilizes available opportunities to develop and maintain required job skills	1	2	3	4	5

RESPONSIVE TO STUDENT'S NEEDS

A. Communicates positively with students	1	2	3	4	5
B. Is warm and understanding of student's needs	1	2	3	4	5
C. Tactfully answers questions from students	1	2	3	4	5
D. Treats all students fairly, without overt identification	1	2	3	4	5

STAFF AND COMMUNITY RELATIONS

A. Communicates effectively with all staff members	1	2	3	4	5
B. Demonstrates loyalty to district, building & coworkers	1	2	3	4	5
C. Adheres to applicable district policies/procedures	1	2	3	4	5
D. Works well with all employees, parents & community	1	2	3	4	5
E. Handles difficult situations in a positive way	1	2	3	4	5

PERSONAL CHARACTERISTICS

A. Is well groomed and appropriately dress	1	2	3	4	5
B. Can withstand the physical requirements of position	1	2	3	4	5
C. Maintains high standards of ethics, honesty & integrity	1	2	3	4	5
D. Adapts well to change	1	2	3	4	5

COMMENTS: _____

Administration: _____ Employee: _____ Date: _____

RESPONSIBILITIES AND ROLE (HELPER/COOK)

A. Is familiar with and adheres to all federal, state and local regulations regarding Food Service	1	2	3	4	5
B. Prepares and displays food in a high quality manner	1	2	3	4	5
C. Demonstrates money-handling accuracy	1	2	3	4	5
D. Demonstrates proficiency in phone & computer systems	1	2	3	4	5
E. Assists in meeting the highest standards of safety and sanitation, prescribed by the local health dept.	1	2	3	4	5
F. Demonstrates respect and consideration to all customers	1	2	3	4	5
G. Assists in the "hands-on" training of new employees	1	2	3	4	5
H. Keeps informed of prices, portion sizes and which utensils to use.	1	2	3	4	5
I. Displays interest by proper merchandizing of menu	1	2	3	4	5
J. Prepares relevant records and reports in an accurate and timely manner	1	2	3	4	5

COMMENTS: _____

RESPONSIBILITIES AND ROLE (MANAGER)

A. Is famillar with and adheres to all federal, state and local regulations regarding Food Service	1	2	3	4	5
B. Demonstrates initiative and resourcefulness in performing assigned tasks	1	2	3	4	5
C. Completes assigned work in scheduled time	1	2	3	4	5
D. Demonstrates proficiency in phone & computer systems	1	2	3	4	5
E. Assists in meeting the highest standards of safety and sanitation, prescribed by the local health dept.	1	2	3	4	5
F. Demonstrates respect and consideration to all customers	1	2	3	4	5
G. Assists in the "hands-on" training of new employees	1	2	3	4	5
H. Keeps informed of prices, portion sizes and which utensils to use	1	2	3	4	5
I. Displays interest by proper merchandizing of menu	1	2	3	4	5
J. Prepares relevant records and reports in an accurate and timely manner	1	2	3	4	5
K. Keeps the director well informed on issues and the operation of the program	1	2	3	4	5
L. Directs and monitors food preparation and presentation providing feedback to the food service staff	1	2	3	4	5
M. Orders food and paper in an efficient manner	1	2	3	4	5
N. Ability to make wise decisions and take appropriate actions when needed	1	2	3	4	5
O. Implements procedures and monitors the total operation for efficiency and cost effectiveness	1	2	3	4	5

COMMENTS: _____

RESPONSIBILITIES AND ROLE (DRIVER)

A. Delivers satellite food in a timely and orderly manner	1	2	3	4	5
B. Demonstrates organizational skills by stocking and rotating food storage	1	2	3	4	5
C. Maintains clean and orderly freezers, coolers and storerooms	1	2	3	4	5
D. Adapts to emergency situations in a positive manner	1	2	3	4	5
E. Ability to make wise decisions and take appropriate actions when needed	1	2	3	4	5
F. Keeps the manager and director well informed on issues and the operation of the program	1	2	3	4	5
G. Willingly accepts additional responsibilities	1	2	3	4	5
H. Maintains a high standard of safety and sanitation	1	2	3	4	5

COMMENTS: _____

**Millington Community Schools
SUPPORT STAFF EVALUATION**

EMPLOYEE

SCHOOL

DATE

JOB EFFECTIVENESS

1. Knowledge of Work

- a) Requires constant assistance or supervision
- b) Demonstrates minimal knowledge of job requirements
- c) Demonstrates acceptable knowledge of job requirements
- d) Seldom requires additional assistance or supervision
- e) Demonstrates superior knowledge of job requirements

2. Quantity of Work

- a) Completes an insufficient amount of work in time allotted
- b) Completes an amount of work that is less than would be expected
- c) Completes an appropriate amount of work in time allotted
- d) Completes more work than would be expected
- e) Consistently completes an amount of work beyond expectations

3. Quality of Work

- a) Quality of work is consistently unacceptable
- b) Quality of work is occasionally unacceptable
- c) Quality of work is acceptable
- d) Frequently produces a quality of work above what would be expected
- e) Consistently produces superior quality of work

4. Communications

- a) Fails to communicate
- b) Occasionally communicates partial information
- c) Communicates when necessary
- d) Communications are clear and consistent
- e) Shares ideas and knowledge consistently

5. Problem Solving Skills

- a) Requires constant direction and supervision
- b) Frequently requires some direction and supervision
- c) Occasionally requests some direction and supervision
- d) Seldom requires direction and supervision
- e) Requires no direction or supervision

INTERPERSONAL CHARACTERISTICS

1. **Relationships with Other Employees**
 - a) Interacts poorly with other employees
 - b) Requires improvement in cooperation and goodwill with other employees
 - c) Establishes positive relationships with others
 - d) Frequently promotes cooperation and goodwill with other employees
 - e) Consistently promotes cooperation and has a positive effect on other employees

2. **Interaction with Community** _____ N/A
 - a) Displays poor interpersonal skills
 - b) Requires improvement in cooperation and goodwill
 - c) Displays a business-like approach
 - d) Establishes positive relationships

3. **Interaction with Students** _____ N/A
 - a) Consistently inappropriate or unacceptable manner
 - b) Interacts with students in an ineffective manner
 - c) Interacts effectively with students in an appropriate manner
 - d) Consistently works to improve relationships with students
 - e) Consistently demonstrates superior interpersonal skills with students

4. **Team Concept**
 - a) Fails to support the concept of teamwork
 - b) Utilizes teamwork strategies only when directed to do so
 - c) Utilizes a "team" concept to support organizational goals
 - d) Frequently promotes team concept to others
 - e) Consistently utilizes and promotes a team concept to further organizational goals

5. **Responsibility**
 - a) Requires constant supervision
 - b) Rarely accepts responsibility or performs without supervision
 - c) Requires normal supervision and is as responsible as required
 - d) Needs little supervision and accepts more responsibility than requires
 - e) Requires no supervision and accepts all the responsibility

6. **Dependability**
 - a) Requires constant supervision to perform daily routine correctly
 - b) Occasionally misses necessary task
 - c) Rarely misses necessary task and is reliable
 - d) Outstanding reliability and job is always completed correctly

PERSONAL CHARACTERISTICS

1. Punctuality

- a) Frequently arrives late to work
- b) Occasionally arrives late to work
- c) Consistently arrives to work on time
- d) Adjusts hours to meet needs
- e) Consistently devotes additional time

2. Attendance

- a) Frequently absent
- b) Average attendance
- c) Seldom absent
- d) Always present

_____ Total days absent between ____ / ____ / ____ to ____ / ____ / ____

3. Initiative

- a) Consistently requires supervision to set work priorities
- b) Periodically requires supervision to set work priorities
- c) Starts and completes most tasks with little or no supervision
- d) Frequently displays extra initiative
- e) Consistently looks for opportunity to show initiative

4. Attitude

- a) Frequently complains and demonstrates a negative attitude
- b) Completes job requirements with little enthusiasm
- c) Completes job responsibilities in a positive manner
- d) Approaches all aspects of job with a positive attitude

5. Effective Use of Time

- a) Consistently does not get work done
- b) Occasionally does not get work done
- c) Work is always completed
- d) Handles interruptions and emergencies well while still completing assigned work
- e) Anticipates needs and coordinates work

6. Eye for Improvement

- a) Notices problems but passes them up
- b) Makes some suggestions or corrections
- c) Is always trying to make improvements
- d) Doesn't miss an opportunity for improvement

7. Decision Making

- a) Seldom makes a decision
- b) Difficulty making independent decisions
- c) Frequently makes appropriate decisions
- d) Always knows when and how to make appropriate decisions

Millington Community Schools

Evaluation of Non-Teaching Employee

For the _____ school year.

Name: _____

Assignment: _____

.....
Discuss this employee's strengths:

Discuss areas in which this employee needs improvement:

Recommendation for future service:

Employee Signature Date

Evaluator Signature Date

Principal Signature Date

Note: The employee's signature means the employee has read the evaluation. It does not necessarily mean the employee is in agreement with the evaluation. The employee is welcome to attach his/her own written comments.

APPENDIX D - GRIEVANCE REPORT FORM

Grievance # _____ Millington Community School District Distribution of Form

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

Submit to Supervisor/Principal in Duplicate

4. Grievant

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
-----------------	-------------------	-------------------------	-------------------

LEVEL I

A. Date Cause of Grievance Occurred: _____

B. 1. Statement of Grievance: _____

2. Relief Sought: _____

Signature

Date

C. Disposition of Supervisor/Principal: _____

Signature

Date

D. Disposition of Grievant and/or Union/Association: _____

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: _____

Signature of Arbitrator

Date

APPENDIX E – LEAVE DAY REQUEST FORM

**MILLINGTON COMMUNITY SCHOOLS
PERSONAL DAY REQUEST FORM
Support Staff**

I would like to request a personal day for:

_____ Date

Employee Signature

Date



Will a sub be needed?

Yes _____

No _____

Name of Substitute:

Building-hours to be worked.

Personal Day is

Granted _____

Denied _____

Administrator/Supervisor Signature

Date

** (MEA/ESP) 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.

