

# **MASTER AGREEMENT**

Between the

**VASSAR SUPPORT PERSONNEL/MEA/NEA  
(FOOD SERVICE & PARAPOFESSIONALS)**

And the

**VASSAR BOARD OF EDUCATION**

**JULY 1, 2018 - JUNE 30, 2021**

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## **ARTICLE 1 AGREEMENT**

This agreement entered into this 1st day of July, 2018, between the Michigan Education Association, hereinafter called the "Union", and the Vassar Board of Education, hereinafter called the "Employer".

**WHEREAS:** Both Parties recognize that strikes, lockouts and other cessation of work and employment disruptions are contrary to existing law and the best interests of education at Vassar Public Schools; and

**WHEREAS:** Both Parties are desirous of instituting wage scales and maintaining working conditions; and of facilitating peaceful adjustment for all grievances which may arise from time to time between the Employer and his employees; and of promoting and improving peaceful occupational and economic relations between the parties.

## **ARTICLE 2 PURPOSE**

It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the Employer and the employees covered hereby, to insure true collective bargaining and to establish standards of wages, hours, working conditions, and other conditions of employment.

## **ARTICLE 3 RECOGNITION**

The Vassar Public Schools Board of Education hereby recognizes the Michigan Education Association as the sole and exclusive bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, and hours of employment.

The term "Employee" as used herein shall include full and part-time employees: support staff and food service employees of the Vassar Public Schools. Excluded are supervisors, substitutes, and all other employees.

It is recognized that the Union has the responsibility of supporting all employees within the bargaining unit by enforcing the provisions of the master agreement. The Employer has the responsibility to provide the bargaining agent with information for each bargaining unit employee.

By July 1 of each school year, the Union will designate a representative to receive bargaining unit information on its behalf and will notify the Employer of that selection. That individual will provide the Employer with a list of member information that shall be provided to the Union by July 15.

If the Union needs information not previously requested, the Employer shall furnish the information requested within 5 (five) working days of the Union's request.

When any person is hired or ends their employment, the Union will be notified no later than 5 (five) working days after that change occurs.

#### **ARTICLE 4 UNION RIGHTS**

- A. Upon request by the Union, with notification of the Superintendent of Schools/Building Principal/ or supervisor and the presentation of proper credential, officers or accredited representative of the Union shall be admitted onto the Employer's premises during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the Parties, or for assisting in the adjusting of grievances, provided, that said observation shall not disrupt orderly operations.
- B. The provisions of this Agreement and the wages, hours, terms and conditions of employment, shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status.
- C. Each new bargaining unit member shall, as a condition of employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this agreement, whichever is later, be advised of their rights under this agreement and shall, in writing, either join this Association or certify that they have been advised of their rights and choose not to join.
- D. 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.
- E. 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.

- F. The Union agrees to reimburse the school for any damage to facilities entrusted in its care.
- G. The Union shall have up to a maximum of five (5) Union days for Union business to be taken without pay.
- H. Special conferences may be arranged to discuss particular items of concern to either party. If possible, such conferences will be outside of the employee's normal work day.
- I. Whenever possible, employees shall be privately counseled for corrective action.
- J. No employee will be disciplined or discriminated against for failing to follow any rule, regulation, or order unless such rule, regulation, or order has been uniformly applied to all employees.
- K. Threats, accusations and the spread of malicious rumors against employees will not be tolerated. The Administration will defend the rights and reputation of its employees and thoroughly investigate such incidents. If a student, parent or community member is found to have intentionally committed said act, the administration will meet with the teacher, or a designated representative, to discuss how to resolve the situation to protect the integrity of the educational environment and the reputation of employees.

## **ARTICLE 5 EMPLOYER RIGHTS**

The Employer reserves on its own behalf the following rights, abilities and action, through the exercising of its sole discretion, whatever may be the effect upon employment, along with all other rights and abilities ordinarily vested by employers and not specifically provided to the Union through this Agreement:

- A. To manage its business generally, which includes determination of organizational structure and location and type of facilities, location of bargaining unit personnel, determination of quality and quantity of work or services rendered, supplies, equipment and tools to be used.
- B. To hire, test, employ, promote, demote, transfer, assign and direct the work force.

- C. To decide the content, nature, and description of work to be performed by classifications of employees.
- D. To provide new equipment, methods and machinery, processes, training, education and technology and to change or eliminate previously used equipment, methods and machinery, processes training, education and technology.
- E. To determine the size of the work force and increase or decrease its size or hours of work through layoff or otherwise, and establish, expand, reduce, alter, combine, consolidate or abolish any job classification, department, operation or service.
- F. To establish new or revised work standards (quality or quantity of work).
- G. To establish and revise work rules on employee conduct and to determine the penalties for violation of such rules.
- H. To require employees to perform any work or function at any time whether or not normally performed by a particular job classification, department, section or area.

It is specifically understood that the Employer may take actions/perform any of the above items without first negotiating with and/or advising the Union and that the Union waives any negotiation obligation the Employer may otherwise have concerning the above items.

## **ARTICLE 6 GRIEVANCE PROCEDURE**

It is the intention of the parties to provide a peaceful and orderly procedure to resolve any disagreement concerning the interpretation or application of this Agreement.

An employee who feels that an alleged violation of the expressed terms and conditions of this Agreement have not been followed may do the following:

- A. Talk with their supervisor and put in writing their concern within ten (10) working days of the occurrence. Within ten (10) days of the meeting the supervisor will put their decision in writing.

- B. If the supervisor's reply is not satisfactory the employee may request a meeting with the Superintendent/designee to discuss the problem within ten (10) working days of the supervisor's answer. The Superintendent/designee will give a written response within ten (10) days of the meeting.
- C. If the decision of the Superintendent is not satisfactory, the Union may within ten (10) days of receipt of the decision, request the assistance of a state mediator, to be assigned by the MERC to review the grievance and recommend a fair and just settlement. Within fourteen (14) days of the mediator's recommendation, the Board Grievance Committee shall meet with the employee and his/her representative to review the mediator's recommendation and attempt to reach a satisfactory agreement.
- D. If no mutual agreement can be reached within the period named in Paragraph C above, the Union may submit the grievance to arbitration before an impartial arbitrator. The arbitration shall be selected by the American Arbitration Association (AAA) in accordance with its rules which shall likewise govern the arbitration proceeding. Both parties agree to be bound by the award of the arbitrator, and that the judgment thereon may be entered in any court of competent jurisdiction. The fees and expenses of the arbitration shall be shared equally by the Union and the Employer.
- E. The terms days when used shall mean normal working days for the employee (Saturday, Sunday, school breaks and holidays excluded).
- F. The timelines laid out in this article may be extended by written mutual agreement between the superintendent and Union.
- G. No non-probationary bargaining unit member shall be disciplined without just cause. The term "discipline" as used in this Agreement includes warnings, reprimands, suspensions with or without pay and discharge. Any such discipline shall be subject to the Grievance Procedure hereinafter set forth including mediation. The employee must be allowed to respond to the Employer's specific concerns and the detailed grounds for disciplinary action must be presented in writing to the bargaining unit member at the time discipline is imposed.
- H. When an employee is given a disciplinary action which is included in his/her personnel file, the employee will be asked to sign the documentation, be provided a copy before it is added to the personnel file. The employee will also have the opportunity to have a written response attached to the documentation in his/her personnel file.

**ARTICLE 7  
SCHOOL CLOSURE/DISMISSAL**

When an Act of God or an Employer directive forces the closing of a school of the Employer, the bargaining unit members shall not report to duty.

If school is canceled after employees have reported for work or after students have reported, employees shall be dismissed thirty (30) minutes after students are dismissed.

Upon notice of a supervisor an employee may be required to work on any day requested, excluding Saturday, Sunday and holidays.

Employees will be paid for time worked only, except that employees shall receive their regular daily wages for six (6) days each year that is declared to be an Act of God day by the Employer provided that the school district receives state aid for such day.

When the school district delays the start of school because of Act of God conditions employees shall be paid their hourly rate of pay for the time delayed in order to maintain their regular daily wages.

**ARTICLE 8  
WORK YEAR, WORKWEEK, WORKDAY**

The Employer will set the work year, days worked and daily times worked for each employee at the beginning of the school year. Every effort will be made to maximize each employee's hours per week. Changes in their assignment during the school year will be given to the employee in writing. An employee who refuses to perform the adjusted schedule will forfeit their position with Vassar Public Schools.

**ARTICLE 9  
GENERAL WORKING CONDITIONS**

Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Employees will be given proper safety equipment and instruction in regard to the operation of equipment and the handling and disposal of dangerous substances as needed.



## **ARTICLE 10 SENIORITY**

- A. Seniority is defined as continuous service to the district, within a classification, as of the employee's first day of work, not inclusive of time as a substitute, which is unbroken by resignation, termination or retirement. Seniority shall be frozen and shall not accrue during approved leaves of absence of more than sixty (60) days.
- B. New employees will be on probationary status for ninety (90) work days beginning their first day of work. The discipline or discharge of any probationary employee shall not be subject to the Grievance Procedure.
- C. Bargaining unit members who work in more than one classification in the same pay period accrue seniority in both classifications.
- D. Bargaining unit members who change classification can have their seniority in the classification he/she is leaving frozen for purposes of layoff/recall.
- E. Bargaining unit members with the same seniority date shall have their seniority "tie" broken by a chance lottery system.

## **ARTICLE 11 VACANCIES, TRANSFERS AND PROMOTIONS**

If a vacancy or newly created position becomes available, the following procedure will be followed:

Summer positions shall be considered vacancies under this Article.

- A. The job will be posted by sending a posting to the Union President. At the same time the job may be advertised to the public. The Union President/designee must sign the posting within two (2) working days.
- B. Interested employees may submit a letter of interest and resume. All applicants will be considered.
- C. The Board will post the position for five (5) days.
- D. The Employer reserves the right to hire the person they feel is best for the job.

- E. All newly hired paraprofessionals must become certified within thirty (30) days of hired as a condition of employment.

## **ARTICLE 12 REDUCTIONS IN PERSONNEL**

If a position is eliminated, the following process will be followed:

- A. For library aides, detention aides, and food service personnel. The least senior in their classification, in the District, will be laid off and remaining positions will be adjusted.
- B. For all other departments, the least senior in their classification in the district, will be laid off and remaining positions in that classification will be adjusted, unless the employee has the necessary seniority and is qualified to perform all tasks of another job within the same classification, as evaluated by the Employer/Supervisor, in another building of the school district.
- C. Bargaining unit members who have frozen seniority in another classification and are laid off in their current classification may bump the least senior employee in their previous classification.
- D. Laid off bargaining unit members shall be recalled in reverse order of layoff via a certified letter to the first available position in their classification for which they are qualified.
- E. Recalled laid off bargaining unit members shall have five (5) days to respond after receipt of the above mentioned certified letter. After five (5) days, the Employer may fill the position externally. All rights, privileges, and seniority of such laid off employee shall be terminated.
- F. Laid off employees shall have their seniority frozen up to a maximum of two (2) years. Probationary employees who are laid off shall not have recall rights.

## **ARTICLE 13 SICK AND/OR PERSONAL LEAVE**

- A. Employees will be entitled to not more than eleven (11) days paid each year for illness or important personal business which requires the employee's presence

during the working day and is of such a nature that it cannot be attended to at a time when the employee is not at his/her regular working hours, subject to the discretion of the Superintendent/designee. .

- B. An application for personal business leave shall be submitted to the Superintendent/designee in writing at least one (1) week in advance (except in the event of an emergency when a shorter notice may be acceptable).
- C. Such personal business leave may also be used for an employee's personal/family illness.
- D. Bargaining unit members who serve Jury Duty shall be paid their full wages for such time. Wages earned from the Court will be reimbursed to the District.

E. UNPAID LEAVE.

- 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.
- 3. Employees, upon written request and documentation of need, may be granted unpaid leaves for childbearing and child care for up to one year.
- 4. 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.
- 5. Employees making such request shall set forth the following minimal information:
  - a) Name, date, applicant's signature
  - b) Nature of the request
  - c) Reason(s) for request and any additional information that could bear on the merits of the requested leave.
  - d) Date applicant desires to commence and terminate the unpaid leave of absence.

6. 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.
7. Employees returning from unpaid leave will be placed in a position equivalent to his/her former position.

#### **ARTICLE 14 COMPENSATION**

- A. The wages for employees covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement.
- B. Employees will be paid on a bi-weekly schedule.
- C. Bargaining unit members who are asked to substitute shall be compensated at the rate of pay for the position who he/she is substituting if that rate is greater than his/her own. (See Appendix A). In order to qualify for a certified higher paid position, you must have the certification.
- D. Employees who have completed their probationary period shall receive their normal day's pay for the following holidays, even though no work is performed by the employee:

Labor Day  
Memorial Day  
Thanksgiving Day  
Christmas Day  
New Year's Day

Payment will be made for any holiday that falls on a Saturday or Sunday, however no overtime pay will be granted as a result of holiday pay.

- E. Employees required to attend mandatory meetings will receive their hourly rate of pay for the time of the meeting. If they are employed in two or more classifications they will receive their highest rate of pay for the meetings.

- F. Food service personnel who work special events shall be compensated at 1 ½ times their rate of pay beginning at 4:00 PM until the conclusion of the event. The rate of pay for working on Sunday shall be two (2) times their rate of pay.
- G. Employees have the right to use up to six (6) paid personal days per school year during holiday or spring break. An employee's last three (3) personal days cannot be used for this purpose.

## **ARTICLE 15 SCHOOL IMPROVEMENT**

The Employer encourages the employees to participate in all District and building school improvement efforts. Attendance at these meetings will be voluntary and without pay. If a supervisor directs an employee to attend (in writing) they will be paid their regular hourly rate.

## **ARTICLE 16 BEREAVEMENT LEAVE**

Employees shall receive five (5) consecutive scheduled work days with pay in the event of the death in the employee's immediate family. Employees must notify the Superintendent's office in writing for approval of bereavement leave. Pay shall be for the regularly scheduled hours that they work.

The immediate family shall be defined as one of the following relations for either the employee or their spouse: Spouse, Parent/Step parent, Child/Step Child, Grandparent, Grandchild, Sibling, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Daughter-in-law, Son-in-law, Step-parent-in-law, and Grandparent-in-law.

When requested, bereavement days not already granted under this article or in addition to the listed days may be granted at the superintendent's discretion.

## **ARTICLE 17 EVALUATION**

Each employee will be evaluated each year using the attached evaluation form. Evaluations are personal confidential documents and will be delivered by the employee in an envelope.

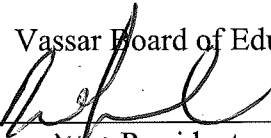
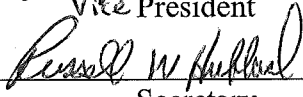
**ARTICLE 18  
EMERGENCY FINANCIAL MANAGER**

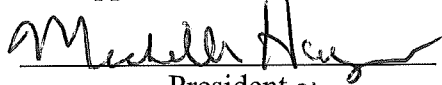
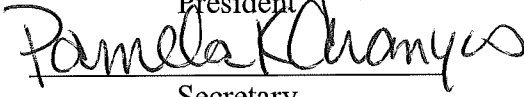
An Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Accountability Act, 2011 Public Act 4. The Parties have included this language due to the required of Section 15(7) OF THE Public Employment Relations Act.

**ARTICLE 19  
DURATION OF AGREEMENT**

This agreement shall be effective as of July 1, 2018, and shall continue in effect until the 30<sup>th</sup> day of June, 2021.

In witness whereof, the parties hereto have caused the Agreement to be signed by their representatives on this 28<sup>th</sup> day of August, 2018.

Vassar Board of Education  
  
\_\_\_\_\_  
Vice President  
  
\_\_\_\_\_  
Secretary  
8-28-18  
\_\_\_\_\_  
Date

Vassar Support Personnel Association  
  
\_\_\_\_\_  
President  
  
\_\_\_\_\_  
Secretary  
8-28-18  
\_\_\_\_\_  
Date

**APPENDIX A: HOURLY RATE OF PAY**

Step	2017-18
0	\$9.25
1	\$10.26
2	\$10.82
3	\$11.17

All employees will receive 0.5% increase in their rate of pay at the start of the 2018-19 school year, 1.00% increase at the start of the 2019-20 school year, and 1.00% increase at the start of the 2020-21 school year.

Employees shall be placed on the appropriate step based upon their years of service with the employer.

Additions to an individual's rate of pay based on position or required qualifications.

Head Cook	20¢ per hour
Special Instructional Paraprofessional	20¢ per hour

**LONGEVITY**

Employees shall be paid the following annual longevity stipend provided they have completed the appropriate number of continuous years of service to the school district.

<b><u>Beginning</u></b>	<b><u>Annual Amount</u></b>
7 <sup>TH</sup> YEAR	\$150.00
11 <sup>TH</sup> YEAR	\$200.00
16 <sup>TH</sup> YEAR	\$250.00
21 <sup>ST</sup> YEAR	\$300.00

**APPENDIX B: INSURANCE**

Vassar Public Schools  
220 Athletic Street  
Vassar, MI 48768

Re: EMPLOYEE HEALTH INSURANCE AGREEMENT

I have waived the right to enroll with the Blue Care Network offered by Vassar Public Schools for the 2015-2016 school year.

In accordance with the Affordable Care Act, I was offered health insurance because I have an FTE of one (1) for the hours worked for Vassar Public Schools.

In lieu of taking the health insurance offered, Vassar Public Schools has agreed to pay \$100. Per month for 12 months or until I am no longer employed by Vassar Public Schools.

I understand that if my FTE 1 status changes, the agreement will no longer be offered.

I also understand that I may choose to take the health insurance offered at the next open enrollment period or if a qualifying event occurs.

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Employee name (PRINT)

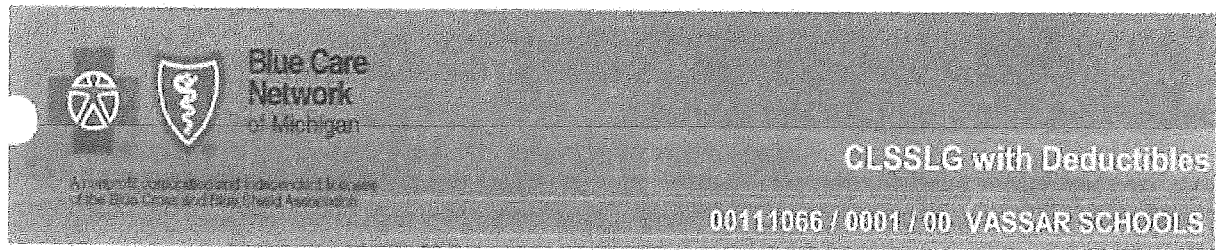
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Employee signature

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Superintendent signature





**Deductible, Copays and Dollar Maximums**

Note: The Deductible will apply to certain services as defined below.

Deductible	\$1,500 individual/\$3,000 family per calendar year
Fixed Dollar Copays	\$5 for allergy injections
	\$30 for office visits and online visits
	\$50 for urgent care visits
	\$150 for emergency room visits
	No fixed dollar copay for ambulance services. See below for applicable coinsurance
	\$45 for referral physician visits
Coinsurance	50% for select services as noted below
	20% for select services as noted below
Annual Coinsurance Maximum (ACM)	None
Out of Pocket Maximum - applies to deductibles, copays and coinsurance amounts for all covered services	\$5,000 per individual/\$10,000 per family

**Preventive Services**

Health Maintenance Exam	100%
Annual Gynecological Exam	100%
Pap Smear Screening	100%
W-Baby and Child Care	100%
Vaccinations	100%
Prostate Specific Antigen (PSA) Screening	100%
Routine Colonoscopy	100%
Mammography Screening	100%
Voluntary Female Sterilization	100%
Breast Pumps (DME guidelines apply.)	100%
Maternity Pre-Natal care	100%

**Physician Office Services**


Office Visits	\$30 Copay
Online Visits	\$30 Copay
Consulting Specialist Care	\$45 Copay

**Emergency Medical Care**

Hospital Emergency Room - Copay waived if admitted	\$150 Copay after deductible
Urgent Care Center	\$50 Copay
Ambulance Services	20% after deductible

Benefits Selected - C120%,D1500,DSR20%,IMG150,VACR50,ER150,CO30,5000PM,PDPMR,45RP,UR50,WDRPOV

Master Agreement Between the Vassar Board of Education and the Vassar Support Personnel



**Blue Care Network of Michigan**

CLSSLG with Deductibles

00111066 / 0001 / 00 VASSAR SCHOOLS

**Diagnostic Services**

Laboratory and Pathology Tests	100%
Diagnostic Tests and X-rays	80% after deductible
High Technology Radiology Imaging (MRI, MRA, CAT, PET)	\$150 copay after deductible
Radiation Therapy	80% after deductible

**Maternity Services Provided by a Physician**

Post-Natal and Non-routine Pre-Natal Care (See Preventive Services section for routine Pre-Natal Care)	\$30 Copay
Delivery and Nursery Care	100% For professional services. (See Hospital Care for facility charges) after deductible

**Hospital Care**

General Nursing Care, Hospital Services and Supplies	80% after deductible
Outpatient Surgery - included all related surgical services and anesthesia - see member certificate for specific surgical copays.	80% after deductible

**Alternatives to Hospital Care**


Skilled Nursing Care	80% after deductible Up to 45 days per member per calendar year
Hospice Care	100% (When authorized) after deductible
Home Health Care	\$45 copay after deductible

**Surgical Services**

Surgery - includes all related surgical services and anesthesia - see member certificate for specific surgical copays.	80% after deductible
Voluntary Male Sterilization - See Preventive Services section for voluntary female sterilization	50% after deductible
Elective Abortion (One procedure per two year period of membership)	50% after deductible
Human Organ Transplants	80% after deductible
Reduction Mammoplasty	50% after deductible
Male Mastectomy	50% after deductible
Temporomandibular Joint Syndrome	50% after deductible
Orthognathic Surgery	50% after deductible
Weight Reduction Procedures (Limited to one procedure per lifetime)	50% after deductible

Benefits Selected - C120%,D1500,DSR20%,IMG150,VACR50,ER150,CO30,5000PM,PDPMR,45RP,UR50,WDRPOV

Master Agreement Between the Vassar Board of Education and the Vassar Support Personnel



**Blue Care Network of Michigan**  
 A Group-Term Life Insurance and Independent Member of the Blue Cross and Blue Shield Association

**CLSSLG with Deductibles**

00111066 / 0001 / 00 VASSAR SCHOOLS

**Mental Health Care and Substance Abuse Treatment**

Inpatient Mental Health Care	80% after deductible
Inpatient Substance Abuse Care	80% after deductible
Outpatient Mental Health Care	\$30 Copay
Outpatient Substance Abuse	\$30 Copay

**Autism Spectrum Disorders, Diagnoses and Treatment**

Applied behavioral analysis (ABA) treatment	\$30 Copay
Outpatient physical therapy, speech therapy, occupational therapy, nutritional counseling for autism spectrum disorder through age 18	\$45 copay after deductible
Other covered services, including mental health services, for Autism Spectrum Disorder	See your outpatient mental health benefit and medical office visit benefit

**Other Services**

Allergy Testing and Therapy	50% after deductible
Allergy Injections	\$5 copay
Chiropractic Spinal Manipulation - when referred	\$45 Copay (up to 30 visits per calendar year)
Outpatient Physical, Speech and Occupational therapy	\$45 Copay after deductible
	One period of treatment for any combination of therapies within 60 consecutive days per calendar year
Infertility Counseling and Treatment (Excludes In-vitro fertilization)	50% after deductible
Durable Medical Equipment (DME)	50%
Prosthetic and Orthotic Appliances (P&O)	50%
Diabetic Supplies	80%
Prescription Drugs	Female Contraceptives - Tier 1A - Covered in full, Tier 1B \$40 copay, Tier 2 - \$40 copay, Tier 3 - Not covered
Mail Order Prescription Drugs	Mail Order Prescription Drugs not covered
Prescription Drug Deductible	None
Hearing Aid	Not Covered

This is intended as an easy to read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply to covered services. For a complete description of benefits, please see the applicable Blue Care Network certificates and riders. Payment amounts are based on the Blue Care Network approved amount, less any applicable deductible, coinsurance and copay amounts required by the plan. If there is a discrepancy between the Benefits-at-a-Glance and any applicable plan documents, the plan document will control. This coverage is provided pursuant to a contract entered into in the State of Michigan and shall be construed under the jurisdiction and according to the laws of the State of Michigan. Services must be provided or arranged by member's primary care physician or health plan.

Benefits Selected - C120%,D1500,DSR20%,IMG150,VACR50,ER150,CO30,5000PM,PDPMR,45RP,UR50,WORPOV

## **APPENDIX C: EVALUATION INSTRUMENT**

### **PHILOSOPHY/GOAL**

Evaluation should serve as a basis for guidance and constructive comment. The goal of an evaluation is to fairly and accurately assess and improve the quality of individual work performance.

The Vassar Board of Education is responsible, by law, for the employment and discharge of all personnel. If a member of the support personnel, after receiving a reasonable degree of assistance fails to perform his/her duties at the expected level, dismissal procedures will be invoked.

To that end, the following guidelines are set forth:

### **GUIDELINES:**

Support personnel should be made fully aware of outcomes, duties, and policies of the district. They should be clearly informed of the evaluation procedure and criteria. Copies of this instrument will be provided for that purpose.

A yearly evaluation will be written for each support personnel's performance. A plan of assistance will be written with the employee for any unsatisfactory areas.

If no evaluation takes place within the school year, that will reflect a satisfactory performance.

The initial evaluation will be completed by the employee's direct supervisor. The direct supervisor may not be a member of the bargaining unit. A second evaluation may be requested by the employee to be completed by administrative personnel from the district within five (5) days. Also, any employee wishing to add written comments to the formal evaluation document may do so within five (5) days of receiving their evaluation document.

EMPLOYEE'S NAME: \_\_\_\_\_

BUILDING: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_

DATES OF OBSERVATION: \_\_\_\_\_

<b>A. <u>WORK HABITS</u></b>	<b>SATISFACTORY</b>	<b>UNSATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	<b>NOT OBSERVED</b>
1. Manages time efficiently.				
2. Follows directions.				
3. Pays attention to detail.				
4. Communication skills.				
5. Shows initiative.				
6. Takes an interest in the work, has an understanding of the work.				
<b><u>Comments:</u></b>				
<b>B. <u>RELATIONSHIPS</u></b>	<b>SATISFACTORY</b>	<b>UNSATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	<b>NOT OBSERVED</b>
1. Relates well with staff.				
2. Relates well with students.				
3. Relates well with parents.				
<b><u>Comments:</u></b>				

<b>C. PROFESSIONAL ATTITUDE</b>	<b>SATISFACTORY</b>	<b>UNSATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	<b>NOT OBSERVED</b>
1. Accepts constructive criticism.				
2. Shows courtesy to others.				
3. Positive attitude.				
4. Attendance.				
5. Punctuality.				
6. Appearance.				
7. Flexibility.				
8. Confidentiality.				
9. Adheres to current policies within the district.				
<b>Comments:</b>				

**RECOMMENDATIONS:** [If appropriate]

**Signatures:** \_\_\_\_\_  
 (Observer) (Date) (Title)

\_\_\_\_\_  
 (Employee) (Date) (Classification)

**The employee's signature does not necessarily indicate agreement—rather, that the observation conference has been held on the date indicated.**

\_\_\_\_\_ I plan to file a written rebuttal.