



**2009**  
**-**  
**2014**

# **COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN THE**

**BOARD OF EDUCATION OF THE  
SCHOOL DISTRICT OF THE  
CITY OF LINCOLN PARK**

**AND THE**

**A.F.S.C.M.E. COUNCIL 25  
LOCAL 849**

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>AGREEMENT</b> .....   | <b>1</b>  |
| <b>PURPOSE AND INTENT</b> .....  | <b>2</b>  |
| <b>ARTICLE 1: RECOGNITION</b> .....  | <b>3</b>  |
| 1.100    EMPLOYEES COVERED .....   | 3         |
| <b>ARTICLE 2: AID TO OTHER UNIONS</b> .....                                | <b>4</b>  |
| <b>ARTICLE 3: UNION SECURITY</b> .....                                     | <b>5</b>  |
| 3.110 <i>MODIFIED UNION SHOP</i> .....                                     | 5         |
| 3.120 <i>AGENCY PROVISION</i> .....  | 5         |
| <b>ARTICLE 4: CHECK-OFF OF UNION DUES – EMPLOYEE’S AUTHORIZATION</b> ..... | <b>6</b>  |
| 4.100    UNION DUES AND INITIATION FEES .....                              | 6         |
| 4.110 <i>PAYMENT BY CHECK-OFF OR DIRECT TO UNION</i> .....                 | 6         |
| 4.120 <i>DEDUCTIONS</i> .....  | 6         |
| 4.130 <i>DELIVERY OF EXECUTED AUTHORIZATION OF CHECK-OFF FORM</i> .....    | 6         |
| 4.140 <i>WHEN DEDUCTIONS BEGIN</i> .....                                   | 6         |
| 4.150 <i>DELIVERY OF ADDITIONAL CHECK-OFF FORMS</i> .....                  | 7         |
| 4.160 <i>REFUNDS</i> .....   | 7         |
| 4.170 <i>TERMINATION OF CHECK-OFF</i> .....                                | 7         |
| 4.180 <i>DISPUTES CONCERNING CHECK-OFF</i> .....                           | 7         |
| 4.200    REMITTANCE OF DUES TO FINANCIAL OFFICER.....                      | 7         |
| 4.300    LIMIT OF EMPLOYER’S LIABILITY .....                               | 7         |
| 4.400    DISPUTES CONCERNING MEMBERSHIP .....                              | 8         |
| <b>ARTICLE 5: REPRESENTATION</b> .....                                     | <b>9</b>  |
| 5.100    NUMBER OF REPRESENTATION AREAS .....                              | 9         |
| 5.200    STEWARDS AND ALTERNATE STEWARDS .....                             | 9         |
| 5.300    SPECIAL CONFERENCES .....   | 9         |
| 5.400    NEGOTIATING COMMITTEE .....                                       | 10        |
| 5.500    GRIEVANCE REPRESENTATION .....                                    | 10        |
| <b>ARTICLE 6: GRIEVANCE PROCEDURE</b> .....                                | <b>11</b> |
| 6.100    DEFINITION .....  | 11        |
| 6.200    WRITTEN PROCEDURE .....   | 11        |
| 6.300    STEP ADVANCE .....  | 12        |
| 6.400    TIME LIMITS .....   | 12        |
| 6.500    UNION REPRESENTATION .....  | 12        |
| 6.600    SETTLEMENT IMPLEMENTATION .....                                   | 12        |
| 6.700    SIMILAR GRIEVANCE .....   | 13        |

|   |           |
|---|-----------|
| <b>ARTICLE 7: DISCHARGE AND DISCIPLINE.....</b>   | <b>14</b> |
| 7.100    DISCIPLINARY PROCEDURE .....   | 14        |
| 7.200    PROBABLE CAUSE.....  | 14        |
| 7.300    NOTICE OF DISCHARGE OR DISCIPLINE.....   | 15        |
| 7.400    APPEAL OF DISCIPLINE OR DISCHARGE .....  | 15        |
| 7.500    USE OF PAST RECORD.....  | 15        |
| 7.600    PERSONNEL FILE.....  | 16        |
| <b>ARTICLE 8: SENIORITY – EARNING, LOSING, OUT OF UNIT.....</b>                                     | <b>17</b> |
| 8.100    DEFINITION .....   | 17        |
| 8.200    PROBATIONARY EMPLOYEES .....   | 17        |
| 8.300    UNION OFFICERS.....  | 17        |
| 8.310    SENIORITY OF STEWARDS.....   | 17        |
| 8.320    SENIORITY OF OFFICERS .....  | 18        |
| 8.400    SHIFT PREFERENCE.....  | 18        |
| 8.500    OUT OF BARGAINING UNIT .....   | 18        |
| 8.600    SENIORITY LISTS .....  | 18        |
| 8.700    LOSS OF SENIORITY .....  | 18        |
| <b>ARTICLE 9: PROMOTIONS, TRANSFERS, VACANCIES, WORKING OUT OF CLASSIFICATION, WORK MOVEMENT ..</b> | <b>20</b> |
| 9.100    PROMOTIONS .....   | 20        |
| 9.200    WORKING OUT OF CLASSIFICATION .....  | 21        |
| 9.300    TRANSFERS.....   | 21        |
| 9.310    TEMPORARY TRANSFERS.....   | 21        |
| 9.320    WORK LOCATION TRANSFER .....   | 21        |
| 9.400    VACANCIES.....   | 22        |
| 9.500    PARAPROFESSIONALS .....  | 23        |
| <b>ARTICLE 10: HOURS – SHIFT PREMIUM .....</b>  | <b>24</b> |
| 10.100    HOURS.....  | 24        |
| 10.200    LUNCH PERIODS - COFFEE BREAKS.....  | 24        |
| 10.300    SHIFT PREMIUM .....   | 24        |
| 10.400    CLOSED SCHOOL HOURS .....   | 25        |
| 10.500    TEMPORARY - STUDENT EMPLOYEES.....  | 25        |
| 10.600    OUTSIDE EMPLOYEE HOURS .....  | 25        |
| 10.700    SUMMER WORK PREFERENCE .....  | 25        |
| 10.800    BOARD AGENDA.....   | 25        |
| <b>ARTICLE 11: OVERTIME AND EQUALIZATION OF OVERTIME.....</b>                                       | <b>26</b> |
| 11.100    DEFINITION .....  | 26        |
| 11.200    RATE – REGULAR AND HOLIDAY .....  | 26        |
| 11.300    EQUALIZATION PROCEDURE .....  | 26        |
| <b>ARTICLE 12: LAY-OFF AND RECALL.....</b>  | <b>28</b> |
| 12.100    LAY-OFF PROCEDURES .....  | 28        |
| 12.200    RECALL PROCEDURES.....  | 28        |

|  |           |
|--|-----------|
| <b>ARTICLE 13: RATES AND CLASSIFICATIONS .....</b>             | <b>30</b> |
| 13.100 POSITION CLASSIFICATIONS .....                          | 30        |
| 13.200 NEW CLASSIFICATION .....                                | 31        |
| 13.300 PROCEDURES .....  | 32        |
| 13.400 RATES .....   | 32        |
| <b>ARTICLE 14: SICK LEAVES/LEAVES OF ABSENCE .....</b>         | <b>33</b> |
| 14.100 SICK LEAVE .....  | 33        |
| 14.200 ON-THE-JOB INJURIES .....                               | 33        |
| 14.300 PAID LEAVES.....  | 34        |
| 14.310 FUNERAL LEAVE.....                                      | 34        |
| 14.320 JURY DUTY.....  | 34        |
| 14.330 PERSONAL BUSINESS LEAVE .....                           | 34        |
| 14.340 UNION LEAVE.....  | 35        |
| 14.400 UNPAID LEAVES.....                                      | 35        |
| 14.500 EXTENDED SICK LEAVE .....                               | 35        |
| 14.600 LEAVE FOR UNION BUSINESS .....                          | 36        |
| 14.700 MATERNITY LEAVE .....                                   | 36        |
| 14.800 VETERANS .....  | 36        |
| 14.830 VETERANS LAW.....                                       | 37        |
| 14.900 EDUCATIONAL LEAVE OF ABSENCE FOR VETERANS .....         | 37        |
| <b>ARTICLE 15: VACATIONS .....</b>                             | <b>38</b> |
| 15.100 EARNING .....   | 38        |
| 15.200 RATE DURING VACATION .....                              | 38        |
| 15.300 VACATION PERIOD .....                                   | 38        |
| <b>ARTICLE 16: HOLIDAYS .....</b>                              | <b>40</b> |
| 16.100 HOLIDAYS.....   | 40        |
| 16.200 HOLIDAY PAY RATE.....                                   | 41        |
| <b>ARTICLE 17: INSURANCE COVERAGE .....</b>                    | <b>42</b> |
| 17.100 HOSPITALIZATION COVERAGE .....                          | 42        |
| 17.200 DENTAL COVERAGE.....                                    | 43        |
| 17.300 OPTICAL COVERAGE.....                                   | 43        |
| 17.400 LIFE COVERAGE .....                                     | 43        |
| 17.500 NEW EMPLOYEES .....                                     | 43        |
| 17.600 LONG TERM & SHORT TERM DISABILITY INSURANCE.....        | 43        |
| 17.700 FLEX SPENDING & 26 PAY OPTION .....                     | 44        |
| <b>ARTICLE 18: MILEAGE - ALLOWANCES - REIMBURSEMENTS .....</b> | <b>45</b> |
| 18.100 LICENSES .....  | 45        |
| 18.200 MILEAGE .....   | 45        |
| 18.300 COMPENSATORY ALLOWANCE .....                            | 45        |
| 18.400 TUITION REIMBURSEMENT .....                             | 45        |
| 18.500 REQUIRED MEDICAL TEST .....                             | 45        |

|  |  |           |
|--|--|-----------|
| 18.600   | CLOTHING ALLOWANCE .....                   | 45        |
| 18.700   | EMPLOYEE DRESS.....                        | 46        |
| <b>ARTICLE 19: LONGEVITY .....</b>                                 |  | <b>47</b> |
| 19.100   | LONGEVITY.....                             | 47        |
| <b>ARTICLE 20: GENERAL PROVISIONS .....</b>                        |  | <b>48</b> |
| 20.100   | BULLETIN BOARDS .....                      | 48        |
| 20.200   | UNION USE OF SCHOOL PREMISES.....          | 48        |
| 20.300   | SUPPLEMENTAL AGREEMENTS .....              | 48        |
| 20.400   | ACT OF GOD DAYS .....                      | 48        |
| 20.500   | WORKING CONDITIONS .....                   | 48        |
| 20.520   | JOINT SAFETY COMMITTEE.....                | 48        |
| 20.530   | TRANSPORTATION OF STUDENTS.....            | 48        |
| 20.600   | SXI/AI PARA PROS.....                      | 49        |
| 20.700   | FURLOUGH DAYS.....                         | 49        |
| 20.800   | RETIREMENT NOTIFICATION INCENTIVE .....    | 49        |
| <b>ARTICLE 21: EMPLOYEE RIGHTS AND RESPONSIBILITIES.....</b>       |  | <b>50</b> |
| <b>ARTICLE 22: BOARD RIGHTS AND RESPONSIBILITIES .....</b>         |  | <b>51</b> |
| <b>ARTICLE 23: TERMINATION AND MODIFICATION OF AGREEMENT .....</b> |  | <b>52</b> |
| 23.130   | NOTICE OF TERMINATION OR MODIFICATION..... | 52        |
| 23.140   | AUTOMATIC IMPROVEMENT.....                 | 52        |
| <b>PART-TIME CAFETERIA NON-WAGE PROVISIONS .....</b>               |  | <b>53</b> |
| <b>ARTICLE P1: REPRESENTATION.....</b>                             |  | <b>54</b> |
| P1.100   | STEWARDS AND ALTERNATE STEWARDS .....      | 54        |
| P1.200   | SPECIAL CONFERENCES.....                   | 54        |
| P1.300   | NEGOTIATING COMMITTEE .....                | 54        |
| P1.400   | GRIEVANCE REPRESENTATION .....             | 55        |
| <b>ARTICLE P2: UNION SECURITY .....</b>                            |  | <b>56</b> |
| P2.110   | MODIFIED UNION SHOP .....                  | 56        |
| P2.120   | AGENCY PROVISION.....                      | 56        |
| <b>ARTICLE P3: PROMOTIONS/TRANSFERS .....</b>                      |  | <b>57</b> |
| P3.100   | PROMOTIONS .....                           | 57        |
| P3.200   | WORKING OUT OF CLASSIFICATION .....        | 58        |
| P3.300   | TRANSFERS.....                             | 58        |
| P3.310   | TEMPORARY TRANSFERS.....                   | 58        |
| P3.320   | WORK LOCATION TRANSFER .....               | 58        |
| P3.400   | VACANCIES.....                             | 58        |
| <b>ARTICLE P4: HOURS.....</b>                                      |  | <b>60</b> |
| P4.100   | TEMPORARY-STUDENT EMPLOYEES .....          | 60        |
| P4.200   | OUTSIDE EMPLOYEE HOURS .....               | 60        |

|   |           |
|---|-----------|
| <b>ARTICLE P5: LAY-OFF AND RECALL .....</b>                       | <b>61</b> |
| P5.100 LAY-OFF PROCEDURES .....                                   | 61        |
| P5.200 RECALL PROCEDURES.....                                     | 61        |
| <b>ARTICLE P6: RATES AND CLASSIFICATION.....</b>                  | <b>63</b> |
| P6.100 NEW CLASSIFICATION .....                                   | 63        |
| <i>P6.110 RATES FOR NEW JOBS.....</i>                             | <i>63</i> |
| P6.200 PROCEDURES .....   | 63        |
| <b>ARTICLE P7: LEAVES OF ABSENCE .....</b>                        | <b>64</b> |
| P7.100 REPORTING ABSENCE.....                                     | 64        |
| P7.200 JURY DUTY.....   | 64        |
| P7.300 MATERNITY LEAVE .....                                      | 64        |
| P7.400 UNION LEAVE .....  | 64        |
| P7.500 UNPAID LEAVES.....   | 64        |
| P7.600 LEAVE FOR UNION BUSINESS .....                             | 64        |
| P7.700 VETERANS .....   | 65        |
| <i>P7.730 VETERANS LAW.....</i>                                   | <i>65</i> |
| <i>P7.740 EDUCATIONAL LEAVE OF ABSENCE FOR VETERANS .....</i>     | <i>65</i> |
| P7.800 BEREAVEMENT.....   | 66        |
| <b>ARTICLE P8: GENERAL PROVISIONS.....</b>                        | <b>67</b> |
| P8.100 BULLETIN BOARDS .....                                      | 67        |
| P8.200 UNION USE OF SCHOOL PREMISES.....                          | 67        |
| P8.300 SUPPLEMENTAL AGREEMENTS .....                              | 67        |
| P8.400 ACT OF GOD DAYS/PAID HOLIDAYS.....                         | 67        |
| P8.500 UNIFORMS .....   | 67        |
| <b>GREAT START READINESS PROGRAM (GSRP) .....</b>                 | <b>68</b> |
| <b>ARTICLE G1: RECOGNITION .....</b>                              | <b>69</b> |
| G1.100 EMPLOYEES COVERED.....                                     | 69        |
| <b>ARTICLE G2: PURPOSE AND INTENT .....</b>                       | <b>70</b> |
| <b>ARTICLE G3: UNION SECURITY.....</b>                            | <b>71</b> |
| <i>G3.110 MODIFIED UNION SHOP .....</i>                           | <i>71</i> |
| <i>G3.120 AGENCY PROVISION.....</i>                               | <i>71</i> |
| <b>ARTICLE G4: UNION DUES &amp; INITIATION FEES .....</b>         | <b>72</b> |
| G4.100 PAYMENT BY CHECK-OFF OR DIRECT TO UNION .....              | 72        |
| G4.200 DEDUCTIONS.....  | 72        |
| G4.300 DELIVERY OF EXECUTED AUTHORIZATION OF CHECK-OFF FORM ..... | 72        |
| G4.400 WHEN DEDUCTIONS BEGIN.....                                 | 72        |
| G4.500 DELIVERY OF ADDITIONAL CHECK-OFF FORMS .....               | 72        |
| G4.600 REFUNDS.....   | 72        |
| G4.700 TERMINATION OF CHECK-OFF.....                              | 73        |

|                     |  |           |
|---------------------|--|-----------|
| G4.800              | DISPUTES CONCERNING CHECK-OFF .....                  | 73        |
| <i>G4.810</i>       | <i>REMITTANCE OF DUES TO FINANCIAL OFFICER</i> ..... | 73        |
| <i>G4.820</i>       | <i>LIMIT OF EMPLOYER'S LIABILITY</i> .....           | 73        |
| <i>G4.830</i>       | <i>DISPUTES CONCERNING MEMBERSHIP</i> .....          | 73        |
| <b>ARTICLE G5:</b>  | <b>GENERAL PROVISIONS .....</b>                      | <b>74</b> |
| G5.300              | ASSAULT UPON AN EMPLOYEE .....                       | 74        |
| G5.400              | HEALTH AND SAFETY .....                              | 74        |
| G5.700              | UNION RIGHTS .....                                   | 75        |
| G5.900              | PERSONNEL FILES .....                                | 75        |
| <b>ARTICLE G6:</b>  | <b>REPRESENTATION .....</b>                          | <b>76</b> |
| <b>ARTICLE G7:</b>  | <b>HOURS OF EMPLOYMENT .....</b>                     | <b>77</b> |
| G7.100              | HOURS.....   | 77        |
| G7.200              | LUNCH PERIOD – COFFEE BREAK.....                     | 77        |
| G7.300              | OVERTIME .....                                       | 77        |
| G7.400              | ACT OF GOD DAYS .....                                | 77        |
| G7.500              | HOURS OF EMPLOYMENT .....                            | 77        |
| <b>ARTICLE G8:</b>  | <b>WORKING CONDITIONS .....</b>                      | <b>79</b> |
| G8.100              | TELEPHONE USE .....                                  | 79        |
| G8.200              | UNION USE OF SCHOOL FACILITIES .....                 | 79        |
| G8.300              | UNION USE OF INTER-SCHOOL MAIL SERVICE AND FAX.....  | 79        |
| <b>ARTICLE G9:</b>  | <b>SENIORITY .....</b>                               | <b>80</b> |
| G9.100              | DEFINITION .....                                     | 80        |
| G9.200              | PROBATIONARY EMPLOYEES .....                         | 80        |
| G9.300              | LOSS OF SENIORITY .....                              | 80        |
| G9.400              | PROMOTIONS/VACANCIES .....                           | 81        |
| G9.500              | TRANSFERS.....                                       | 82        |
| <i>G9.510</i>       | <i>TEMPORARY TRANSFERS</i> .....                     | 82        |
| <i>G9.520</i>       | <i>LATERAL TRANSFERS</i> .....                       | 82        |
| G9.600              | TEMPORARY ASSIGNMENTS .....                          | 82        |
| G9.700              | TRIAL PERIOD CONDITIONS.....                         | 83        |
| G9.800              | NEW AND ADDITIONAL POSTINGS .....                    | 83        |
| G9.900              | RATES FOR NEW JOBS .....                             | 83        |
| <b>ARTICLE G10:</b> | <b>LAYOFFS AND RECALL.....</b>                       | <b>84</b> |
| <b>ARTICLE G11:</b> | <b>EVALUATIONS .....</b>                             | <b>85</b> |
| <b>ARTICLE G12:</b> | <b>SPECIAL CONFERENCES .....</b>                     | <b>86</b> |
| <b>ARTICLE G13:</b> | <b>STEWARDS .....</b>                                | <b>87</b> |
| <b>ARTICLE G14:</b> | <b>GRIEVANCE PROCEDURE .....</b>                     | <b>88</b> |
| G14.100             | DEFINITION .....                                     | 88        |
| G14.200             | WRITTEN PROCEDURE .....                              | 88        |

|   |   |            |
|---|---|------------|
| G14.300   | STEP ADVANCE .....                                  | 89         |
| G14.400   | TIME LIMITS .....                                   | 89         |
| G14.500   | UNION REPRESENTATION .....                          | 89         |
| G14.600   | SETTLEMENT IMPLEMENTATION .....                     | 89         |
| G14.700   | SIMILAR GRIEVANCE .....                             | 90         |
| <b>ARTICLE G15: SICK LEAVES / LEAVES OF ABSENCE .....</b>           |   | <b>91</b>  |
| G15.100   | SICK LEAVE .....                                    | 91         |
| G15.200   | ON-THE-JOB INJURIES .....                           | 91         |
| G15.300   | PAID LEAVES .....                                   | 92         |
| G15.310   | FUNERAL LEAVE .....                                 | 92         |
| G15.320   | JURY DUTY .....                                     | 92         |
| G15.330   | UNION LEAVE .....                                   | 92         |
| G15.400   | UNPAID LEAVES .....                                 | 92         |
| G15.410   | EXTENDED SICK LEAVE .....                           | 92         |
| G15.420   | LEAVE FOR UNION BUSINESS .....                      | 93         |
| G15.430   | FAMILY LEAVE .....                                  | 93         |
| G15.440   | VETERANS .....                                      | 93         |
| G15.441   | VETERANS LAW .....                                  | 94         |
| G15.442   | EDUCATIONAL LEAVE OF ABSENCE FOR VETERANS .....     | 94         |
| <b>ARTICLE G16: HEALTH INSURANCE COVERAGE .....</b>                 |   | <b>95</b>  |
| <b>ARTICLE G17: HOLIDAYS .....</b>                                  |   | <b>96</b>  |
| G17.100   | FULL-TIME EMPLOYEES .....                           | 96         |
| G17.200   | EMPLOYEES WORKING LESS THAN 35 HOURS .....          | 96         |
| <b>ARTICLE G18: MISCELLANEOUS .....</b>                             |   | <b>98</b>  |
| G18.100   | FINANCIAL INFORMATION .....                         | 98         |
| G18.200   | MISCELLANEOUS COMPENSTION – PERSONAL EXPENSES ..... | 98         |
| G18.300   | MILEAGE ALLOWANCE REIMBURSEMENT .....               | 98         |
| G18.400   | TUITION REIMBURSEMENT .....                         | 98         |
| G18.500   | RETIREMENT .....                                    | 98         |
| <b>ARTICLE G19: GENERAL PROVISIONS .....</b>                        |   | <b>99</b>  |
| G19.100   | SUPPLEMENTAL AGREEMENTS .....                       | 99         |
| <b>ARTICLE G20: RIGHTS AND RESPONSIBILITIES .....</b>               |   | <b>100</b> |
| G20.100   | EMPLOYEE RIGHTS AND RESPONSIBILITIES .....          | 100        |
| G20.200   | BOARD RIGHTS AND RESPONSIBILITIES .....             | 100        |
| <b>ARTICLE G21: TERMINATION AND MODIFICATION OF AGREEMENT .....</b> |   | <b>101</b> |
| <b>ARTICLE G22: RATES AND CLASSIFICATIONS .....</b>                 |   | <b>102</b> |
| <b>ARTICLE G23: JOB DESCRIPTIONS .....</b>                          |   | <b>103</b> |
| <b>HOURLY PAY RATES .....</b>                                       |   | <b>104</b> |
| <b>SIGNATURES .....</b>   |   | <b>108</b> |



## **AGREEMENT**

This Agreement entered into this 6<sup>th</sup> day of September, 2011, between the Board of Education for the School District of the City of Lincoln Park (hereinafter referred to as the ("Employer")) and the American Federation of State, County and Municipal Employees, and Council 25 and its affiliate Local Union #849 (hereinafter referred to as the ("Union")).

## **PURPOSE AND INTENT**

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

Both parties to this Agreement recognize and subscribe to the principle that the interests of the community are superior to those of either party, and that neither party can properly function unless it merits the confidence and good will of the community through the service it provides to the community.

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

## ARTICLE 1: RECOGNITION

### 1.100 EMPLOYEES COVERED

- 1.110 Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement of all employees of the Employer included in the bargaining units described below.
- 1.120 Further, pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement for all permanent part-time employees (working less than four (4) hours) employed by the Lincoln Park Public Schools Cafeteria Food Program at the Lincoln Park High School. For the purpose of this Agreement, this group is defined as: Kitchen Helpers, Part-time Kitchen Helpers, Food Service Handlers, Cashiers, and GSRP are recognized as separate units of this Agreement.
- 1.130 It is understood that the following employees in the Lincoln Park School District are excluded from this contract: noon aids, crossing guards, confidential secretaries.

## **ARTICLE 2: AID TO OTHER UNIONS**

- 2.100 The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any Agreement with any such group or organization for the purpose of undermining the Union.

### **ARTICLE 3: UNION SECURITY**

3.100 To the extent that the laws of the State of Michigan permit, it is agreed that:

#### **3.110 MODIFIED UNION SHOP**

Each employee who, on the effective date of this Agreement is a member of the Union, shall, as a condition of employment, maintain their membership in the Union. Each employee hired on or after the execution of this Agreement shall, as a condition of employment, become a member of the Union thirty (30) days after his/her hiring date or the effective date of this Agreement, whichever is later, and maintain membership in the Union, or shall fulfill the requirements of Section 3.120 of this Agreement. Employees who fail to comply with this requirement shall be discharged by the employer within thirty (30) days after receipt or written notice to the Employer from the Union.

#### **3.120 AGENCY PROVISION**

Any present or future employee who is not a Union member and who does not make application for membership, shall, as a condition of employment, pay the Union each month a service charge to be put into the general fund to be used for the Welfare and Flower Fund in an amount equal to the regular monthly dues. Employees who fail to comply with this requirement shall be discharged by the Employer within thirty (30) days after receipt of written notice to the Employer from the Union. Upon request, any employee may have a report on the Union's use of agency funds.

## **ARTICLE 4: CHECK-OFF OF UNION DUES – EMPLOYEE’S AUTHORIZATION**

### **4.100 UNION DUES AND INITIATION FEES**

#### **4.110 PAYMENT BY CHECK-OFF OR DIRECT TO UNION**

Employees may tender the initiation fee and monthly membership dues by signing an Authorization for Check-off of Dues Form, or may pay the same directly to the Union.

During the life of this Agreement and to the extent the laws of the State of Michigan and Federal Law permit, the Employer agrees to deduct Union membership dues levied in accordance with the Constitution and By-Laws of the Union from the pay of each employee who executes or has executed an Authorization for Check-off Dues Form.

#### **4.120 DEDUCTIONS**

Deduction shall be made only in accordance with the provision of said Authorization for Check-off of Dues Form, together with the provisions of this Agreement. The Employer shall have no responsibility for the collection of initiation fees, membership dues, special assessments, or any other deduction not in accordance with this provision.

#### **4.130 DELIVERY OF EXECUTED AUTHORIZATION OF CHECK-OFF FORM**

A properly executed copy of such Authorization for Check-off of Dues Form for each employee for whom Union membership dues are to be deducted hereunder shall be delivered to the Employer before any payroll deductions are made. Deductions shall be made thereafter only under Authorization for Check-off of Dues Forms which have been properly executed and are in effect. Any Authorization for Check-off of Dues Form which is incomplete or in error will be returned to the Local Union Financial Secretary by the Employer.

#### **4.140 WHEN DEDUCTIONS BEGIN**

Check-off deductions under all properly executed Authorization for Check-off of Dues Forms shall become effective at the time the application is tendered to the Employer and shall be deducted from the first (1<sup>st</sup>) and second (2<sup>nd</sup>) pays of the month each month thereafter.

#### 4.150 DELIVERY OF ADDITIONAL CHECK-OFF FORMS

The Union will provide to the Employer any additional Authorization for Check-off of Dues Forms under which the Union membership dues are to be deducted.

#### 4.160 REFUNDS

In cases where a deduction is made that duplicated a payment that an employee already has made to the Union, or where a deduction is not in conformity with provisions of the Union Constitution and By-Laws, refunds to the employee will be made by the Local Union.

#### 4.170 TERMINATION OF CHECK-OFF

An employee shall cease to be subject to Check-off deductions beginning with the month immediately following the month in which he/she is no longer a member of the bargaining unit. The Local Union will be notified by the Employer of the names of such employees following the end of each month in which the termination took place.

#### 4.180 DISPUTES CONCERNING CHECK-OFF

Any dispute between the Union and the Employer which may arise as to whether or not an employee properly executed or properly revoked an Authorization for Check-off of Dues Form, shall be reviewed with the employee by a representative of the Local Union and the designated representative of the Employer. Should this review not dispose of the matter, the dispute will be proper matter for the grievance procedure. Until the matter is disposed of, no further deduction shall be made.

#### 4.200 REMITTANCE OF DUES TO FINANCIAL OFFICER

Deductions for any calendar month shall be remitted to the designated financial officer of the Local Union as soon as possible after the tenth (10<sup>th</sup>) day of the following month. The Employer shall furnish the designated financial officer of the Local Union a monthly list of those for whom the Union has submitted signed Authorization for Check-off of Dues Forms but for whom no deductions have been made.

#### 4.300 LIMIT OF EMPLOYER'S LIABILITY

The Employer shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees. The Union will protect and

save harmless the employer from any and all claim, demands, suits and other forms of liability by reason of action taken or not taken by the employer for the purpose of complying with this Article.

#### 4.400 DISPUTES CONCERNING MEMBERSHIP

Any dispute arising as to an employee's membership in the Union shall be reviewed by the designated representative of the Employer and a representative of the Local Union, and if not resolved, may be decided through the grievance procedure. However, the employee may be retained at work while the dispute is being resolved.



## **ARTICLE 5: REPRESENTATION**

### **5.100 NUMBER OF REPRESENTATION AREAS**

- 5.110 The number of units in the bargaining unit will be listed in Article 13 of this Agreement. The Employer and the Union may address this topic from time to time by agreement.
- 5.120 It is mutually recognized that the principle of proportional representation which reflects the increase and decrease in the work force is a sound and sensible basis for implementing this section of the Agreement.

### **5.200 STEWARDS AND ALTERNATE STEWARDS**

- 5.210 In each area employees shall be represented by one (1) Steward, or an Alternate Steward in the absence of the Steward, who shall be a regular employee and working in the area.
- 5.220 The Stewards, or the Alternate Stewards in the absence of the Stewards, during their working hours, without loss of time or pay, may, in accordance with the terms of this section, investigate and present grievances to the Employer, upon having advised their principal of same. The immediate Supervisor will grant permission and provide sufficient time to the Stewards to leave their work for these purposes. The privilege of Stewards leaving their work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused; the Stewards will perform their regularly assigned work at all times, except when necessary to leave their work to handle grievances as provided herein. Any alleged abuse by either party will be a proper subject for a Special Conference.

### **5.300 SPECIAL CONFERENCES**

Special conferences for important matters will be arranged between the Local President and the Employer or its designated representative upon the request of either party. Such meetings shall be between at least two (2) representatives of the Employer and at least three (3) but not more than five (5) representatives of the Union. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences. Such meetings may be attended by a representative of the Council or a representative of the International Union.

#### 5.400 NEGOTIATING COMMITTEE

Any representative of the Local Union, engaged during their normal work day in negotiation on behalf of the Union with any administrator, or the Superintendent of Schools, the Board of Education, or their representatives, including arbitration, when such meetings are scheduled by mutual agreement during their normal work day, shall be released from regular duties without loss of salary.

#### 5.500 GRIEVANCE REPRESENTATION

5.510 The Union representatives may meet at a place designated by the Employer on the Employer's property for at least one-half hour immediately preceding a meeting with the representatives of the Employer for which a written request has been made.

5.520 The Local President or his/her representative shall be allowed time off his/her job without loss of time or pay to investigate a grievance he/she is to discuss with the Employer. The Employer will grant him/her permission to leave his/her work for this purpose.

## **ARTICLE 6: GRIEVANCE PROCEDURE**

### 6.100 DEFINITION

A grievance is a complaint by a member of the Union (employee) concerning any alleged violation of this Agreement.

The employee will first discuss the grievance with their immediate Supervisor on an informal basis. The employee may be accompanied by a representative of the Union.

### 6.200 WRITTEN PROCEDURE

If the matter is not resolved, all grievances will be handled in the following manner:

Step 1: Within twenty (20) working days of the occurrence of the facts on which the grievance is based, the Union will file a written grievance on the accepted grievance form for the employee with their immediate Supervisor. The immediate Supervisor will give a written reply within seven (7) working days after the grievance is received.

Step 2: Within five (5) working days after delivery of the Supervisor's decision, the grievance may be appealed to the Superintendent. The appeal shall be in writing and shall set forth specifically the alleged violation of the contract provision on which the grievance is based. Within twenty (20) working days after delivery of the appeal, the Superintendent, or designee, shall investigate the grievance and shall communicate a decision, in writing, together with supporting reasons, to the Union. As a part of the Superintendent's investigation, the Superintendent, or designee shall arrange for a hearing to be attended by no more than three (3) Union representatives.

Step 3: If the Union is dissatisfied with the decision of the Superintendent or his/her designee, either the Union or the Board may request, in writing to the other, that the matter be submitted to non-binding mediation with the Michigan Employment Relations Commission. Such request for mediation must be made no more than twenty (20) workdays after delivery of the Superintendent's disposition. For mediation to occur, the mediation request must be agreed upon in writing by the other party not more than ten (10) workdays following receipt of the request.

Step 4: If the Union is dissatisfied with the decision of the Superintendent or his/her designee, or if the mediation process does not resolve the grievance, the Union may refer the matter to arbitration by delivering written notice of its filing with the American Arbitration Association to the Superintendent within forty-five (45) working days after the Union's receipt of the decision of the

Superintendent or his/her designee or within thirty (30) days of the termination of the mediation process. The arbitrator shall be selected from the panel of arbitrators furnished by the American Arbitration Association, and the arbitration shall be conducted under the rules of the American Arbitration Association. The fees and expenses of the arbitrator shall be shared equally by the Board of Education and the Union. The arbitrator shall confine their decision to the sole question of whether or not there has been a violation of the Agreement and, if they find a violation, the appropriate relief.

6.210 The arbitrator's award shall be final and binding on the Board and the Union and any employees involved.

#### 6.300 STEP ADVANCE

If, in the judgment of the Union, a grievance affects a group or class of employees, the Union may submit such grievance, in writing, to the Superintendent directly and the processing of such grievance shall be commenced at Step 2. The grievance must be presented within thirty-five (35) working days of the occurrence of the facts on which the grievance is based.

#### 6.400 TIME LIMITS

6.410 Failure to commence to process the grievance within the time limits set forth shall bar the grievance.

6.420 Failure to appeal a decision to the next step within the time limits set forth shall constitute acceptance of the last written decision and shall bar future action on that particular grievance.

6.430 A grievance not answered timely by the Employer will automatically advance to the next step of the grievance procedure.

6.440 A grievance may be withdrawn, without prejudice, and, if so withdrawn, all financial liabilities shall be annulled.

#### 6.500 UNION REPRESENTATION

A Union and/or Local Union representative may be present at all steps of the grievance procedure.

#### 6.600 SETTLEMENT IMPLEMENTATION

Any agreement or arbitration award reached through the grievance procedure shall be implemented promptly.

#### 6.700 SIMILAR GRIEVANCE

Where one or more grievances involve a similar issue, those grievances may be withdrawn without prejudice pending the disposition or the appeal of a representative case. In such event, the withdrawal without prejudice will not affect financial liability.

## **ARTICLE 7: DISCHARGE AND DISCIPLINE**

### **7.100 DISCIPLINARY PROCEDURE**

It shall be the policy of the employer to adhere to a policy of just cause discipline, according to the following procedure for continued offenses:

- 7.110 Oral warning  
Written warning  
Suspension - not to exceed three (3) days  
Suspension - not to exceed ten (10) days  
More severe discipline
- 7.120 Nothing in the above procedure, however, prevents the employer from appropriately disciplining an employee should circumstances warrant.
- 7.130 Nothing in the above procedure prevents the employer from corrective counseling meetings with employees.
  - 7.131 Times and dates of any such counseling meetings may be recorded, however, any discussion during such meeting must be kept confidential by the employer unless otherwise approved by the affected employee.

### **7.200 PROBABLE CAUSE**

The employer may discipline any employee for just cause in accordance with the provisions of this Agreement. The following designate examples only of probable cause and does not limit the employer in areas of discipline.

- 7.210 Continued refusal or continued failure to accept or perform work assigned during regularly scheduled hours, in accordance with the provisions of this Agreement.
- 7.220 Intoxication, drinking, or possession of alcoholic beverages on the job or on the employer's property.
- 7.230 A.W.O.L. (absent without leave) no notification to employer (exceptions may be made should circumstances warrant).
- 7.240 Continued or repeated insubordination.
- 7.250 Falsifying timesheets.

7.260 Fighting or intimidating of school employees or administration.

7.270 Substance Abuse.

7.280 Continued unpaid absence over and above contracted allowance.

#### 7.300 NOTICE OF DISCHARGE OR DISCIPLINE

7.310 The Employer agrees promptly upon the discharge of an employee to notify the employee and the Union of the discharge or discipline and to present to the employee and the Union, in writing, a copy of the charges.

7.320 The discharged or disciplined employee will be allowed to discuss his/her discharge or discipline with the steward of the area and the Employer will make available an area where he/she may do so before he/she is required to leave the property of the Employer.

7.330 Upon request, the Employer or his/her designated representative, will discuss the discharge or discipline with the employee and the steward. The Employer may send an employee home with pay until determination of what discipline, including possible discharge, is to be imposed.

7.340 If an employer has reason to reprimand or discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public. Any hearing held before the School Board regarding the employee should be held in closed session upon request of the employee for their protection.

#### 7.400 APPEAL OF DISCIPLINE OR DISCHARGE

Should the discharged or disciplined employee or the steward consider the discharge to be improper, a complaint shall be presented in writing through the steward to the Employer within five (5) regularly scheduled working days of the discharge or discipline. The Employer will review the discharge or discipline and give its answer within five (5) regularly scheduled working days after receiving the complaint. If the decision is not satisfactory to the Union, the matter shall be advanced to the third step of the grievance procedure.

#### 7.500 USE OF PAST RECORD

In imposing any discipline on a current charge, the Employer will not take into account any prior infractions which occurred more than three (3) years previously nor impose discipline on an employee for deliberate errors or mistakes on his/her employment

application after a period of three (3) years from his/her date of hire except in cases involving morals or narcotics charges or commission of felonies.

7.600 PERSONNEL FILE

7.610 No material relating to an employee's conduct, service, character or personality shall be placed in the employee's file unless the employee has the opportunity to read such material before it is placed in the file.

7.620 The employee shall have the right to answer (attach) any document in the personnel file including responses to evaluations which are maintained in a manner which shall be in accordance with the provisions of the Bullard-Plawecki Act, including the right to periodically view his/her personnel file.

7.630 The personnel file is an employer document and as such, functioning as a repository for transitional documents subject to periodic addition and removal without notification to the employee as long as it does not violate Section 7.610.



## **ARTICLE 8: SENIORITY – EARNING, LOSING, OUT OF UNIT**

### **8.100 DEFINITION**

- 8.110 Seniority shall begin on the date of employment by HR letter of assignment to a union classified position (as defined in Article 1) if there is no BOE resolution, but shall not take effect until the employee has been employed for ninety (90) calendar days, at which time he/she shall be certified as a permanent employee. Such seniority shall be designated as “District Seniority” on the seniority list.
- 8.120 This definition shall apply throughout this collective bargaining agreement whenever the term “seniority” is used.
- 8.130 For part-time employees hired on or after September 7, 2011, seniority for part-time employees shall be granted and shall accumulate in such proportional amounts as their actual hours of work bear to full-time employment.

### **8.200 PROBATIONARY EMPLOYEES**

- 8.210 New employees hired in the unit shall be considered as probationary employees for the first ninety (90) calendar days of their employment. When an employee finishes the probationary period by accumulating ninety (90) calendar days, he/she shall be entered on the seniority list of the unit and shall rank for seniority from the day ninety (90) calendar days prior to the day he/she completed the probationary period. There shall be no seniority among probationary employees. By mutual agreement, the probationary period may be extended for cause. Any probationary employee may be discharged without notice.
- 8.220 The Union shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in Article 1 of the Agreement, except discharged and disciplined employees for other than Union activity.

### **8.300 UNION OFFICERS**

#### **8.310 SENIORITY OF STEWARDS**

Notwithstanding their position on the seniority list, stewards shall, in the event of a layoff of any type, be continued at work as long as there is a job in their area which they can satisfactorily perform and shall be recalled to work in the

event of a layoff, on the first open job in their area which they can satisfactorily perform.

#### 8.320 SENIORITY OF OFFICERS

Notwithstanding their position on the seniority list, the President, Vice President, Financial Secretary and Recording Secretary of the Local Union shall, in the event of layoff only, be continued at work at all times when one or more division or fractions thereof are at work, provided they can satisfactorily perform any of the work available. Such officer shall have demonstrated an active participation in representing the general membership in the grievance procedure outlined in Article 6.

#### 8.400 SHIFT PREFERENCE

Shift preference will be granted within the classification on the basis of seniority. In proper cases, exceptions may be made. The transfer to the desired shift will be effective within two (2) weeks following the end of the current pay period within which the written request was made.

#### 8.500 OUT OF BARGAINING UNIT

Any employee within the bargaining unit who takes a position with the Board of Education outside the bargaining unit will not accumulate seniority while outside the bargaining unit but will be eligible to return to the bargaining unit and be placed in any job vacancy to which qualification and seniority entitles them.

#### 8.600 SENIORITY LISTS

8.610 Seniority shall not be affected by the race, sex, marital status or dependents of the employee.

8.620 The seniority list on the date of this agreement will show the names and job titles of all employees of the unit entitled to seniority.

8.630 The employer will keep the seniority list up-to-date at all times and will provide the Local Union President with up-to-date copies, upon request.

#### 8.700 LOSS OF SENIORITY

An employee shall lose his/her seniority for the following reasons only:

8.710 He/she quits.

- 8.720 He/she is discharged and the discharge is not reversed through the grievance procedure.
- 8.730 He/she is absent for five (5) consecutive working days without notifying the Employer; in proper cases, exceptions shall be made by the Employer. After such absence, the Employer will send written notification to the employee at his/her last known address that he/she has lost his/her seniority, and his/her employment has been terminated. If the disposition made of any such case is not satisfactory, the matter may be referred to the grievance procedure.
- 8.740 He/she does not return to work when recalled from layoff as set forth in the recall procedure. Exceptions may be made by the Employer.
- 8.750 Return from sick leave and leaves of absence will be treated the same as 8.730 above. If the employee takes a leave of absence, his/her seniority shall be adjusted.

## **ARTICLE 9: PROMOTIONS, TRANSFERS, VACANCIES, WORKING OUT OF CLASSIFICATION, WORK MOVEMENT**

### **9.100 PROMOTIONS**

- 9.110 Promotions within the bargaining unit shall be made on the basis of seniority and qualification (with the exception of probationary employees). However, in the event that there are no qualified applicants, probationary employees may be considered. Promotions to interview positions (except Board Office custodial position), will be based on the recommendation of a committee composed of representatives of Local 849 and representatives of the Board of Education.
- 9.111 Employees granted lateral transfers within classification shall spend at least one year in said position before they shall be granted another lateral transfer.
- 9.112 For all full-time cafeteria positions, new full-time cafeteria employees shall not have any bidding rights for promotional purposes for one (1) year. However, in the event that there are no bids within the cafeteria classification, new full-time or part-time employees may exercise bidding rights.
- 9.120 If a job vacancy is required to be posted it will be posted within a seven (7) day period, for a period of seven (7) calendar days, in a conspicuous place in each school or building. Eligible employees interested shall apply within the seven (7) calendar day posting period. The senior employee applying for the promotion, who is qualified, shall be granted a trial period, not to exceed sixty (60) working days, to determine:
- 9.121 Desire to remain on the job.
- 9.122 Ability to obtain a license, if required. (Must have one (1) year seniority for engineer and assistant engineer position or show Boiler Operator's license or equal). The Employer will pay for the tuition for this class after proof of successful completion of the course is submitted.
- 9.130 In the event the senior applicant is denied the promotion, reasons for denial shall be given in writing to such employee, if requested.
- 9.140 During the trial period, the employee shall have the opportunity to revert back to their former classification. If an employee voluntarily reverts back to their

former classification during the trial period on their own accord, they will lose the opportunity to bid for one (1) year.

9.150 If the employee is unsatisfactory in the new position, the employer shall have the opportunity to move the employee back in their former classification during the first 60 work days. Notice and reasons of such move shall be submitted to the Union in writing by the Employer, with a copy to the employee. The matter may then become a proper subject for the second step of the grievance procedure.

9.160 During the first 60 work day period, employee will receive the rate of the job they are performing.

#### 9.200 WORKING OUT OF CLASSIFICATION

9.210 Employees required to work in a higher classification for four (4) hours or more shall be paid the rate of the higher classification.

9.220 Employees required to work in a lower classification will receive their regular classification rate of pay.

#### 9.300 TRANSFERS

When an Employee transfers from one classification to another, his/her seniority starts from date of transfer into the classification, except where he/she already accumulated seniority in the classification. In such event he/she would be given credit for total accumulation in the classification.

##### 9.310 TEMPORARY TRANSFERS

Employees who transfer to a different classification shall continue to accrue seniority.

##### 9.320 WORK LOCATION TRANSFER

9.321 If and when operations of divisions or fractions thereof are transferred from one location to another for a period of more than seven (7) calendar days, employees affected will be given the opportunity to transfer on the basis of seniority, desire and classification. Location exchange will be considered in such cases.

9.322 The employer agrees that in any movement of work not covered above, it will be discussed with the Union in order to provide for the protection of the seniority of the employees involved.

- 9.323 Displacement is defined as the movement of work as a result of a building closing, a reduction in personnel or other involuntary situation.
- 9.324 In the event that a Local 849 employee is displaced from their position, they may choose an open position of equal or lesser rate of pay, or bump the employee within their classification with the lowest seniority, provided they meet the qualifications of such position.
- 9.325 A displaced employee bumping to another classification must bump the employee within this classification with the lowest seniority.
- 9.326 Employee's that are displaced may not bump to a classification with a higher rate of pay.

#### 9.400 VACANCIES

- 9.410 For the purpose of this section, "emergency vacancy" is defined as a vacancy that is not expected to exceed five (5) working days; "temporary vacancy" is defined as vacancy that is expected to exceed twenty (20) working days but not more than one calendar year. After one year the vacancy shall be posted as a permanent position subject to the provisions of Section 14.500.
- 9.420 Emergency or temporary vacancies other than the Engineer or Assistant Engineer' shall be filled with the first available substitute custodian. The substitute custodian shall fill the vacancy until the custodial employee returns or in the case of a permanent vacancy a replacement is hired.
- 9.430 Emergency or temporary vacancies for the Engineer position shall be offered to the building Assistant Engineer first. The employee filling the Engineer's position shall receive that rate of pay until the Engineer returns or in the case of retirement or permanent leave a suitable candidate is selected.
- 9.440 Emergency or temporary vacancies that are filled by the Assistant Engineer that assumes the position of the Engineer, the Senior building afternoon custodian may assume the position of the Assistant Engineer at the Assistant Engineer rate of pay until the Assistant resumes his/her regular duties.
- 9.450 All Emergency or temporary custodial vacancies that create a position in a building shall be filled with a substitute employee until the employee returns.

9.460 Employees applying for the position of Senior Bookkeeper, Senior Payroll Secretary, Junior Bookkeeper, Junior Payroll Secretary, and Child Accountant (or other suitable titles) shall meet the minimum qualification.

9.500 PARAPROFESSIONALS

A reasonable effort shall be made to provide a suitable work area for all paraprofessionals.

9.600 It is recognized by both parties that the movement of paraprofessionals due to decline in enrollment without reasonable advance notice is bad for morale. In an effort to promote a harmonious work relationship, the Employer agrees to make every attempt and when possible to provide not less than five (5) working days' notice to the effected employee.

9.700 It is understood that certain maintenance positions are subject to interview. These include engineer at the high school and the middle school, assistant engineer at the high school and middle school, custodian at the Board of Education Office, and all employees in the Skilled Utility Group. The following Business Office Group positions are subject to interview: Secretary to the Deputy Superintendent, Secretary to the Assistant Superintendent, Head Bookkeeper, Head Payroll, Junior Bookkeeper, and Junior Payroll.

## **ARTICLE 10: HOURS – SHIFT PREMIUM**

### **10.100 HOURS**

- 10.110 Employees who are regularly employed, work seven or more hours per day and are assigned to a classification, shall be considered as permanent full-time employees.
- 10.120 Employees who are regularly employed and assigned to a classification, but work less than seven (7) hours a day, shall be considered as permanent part-time employees.
- 10.130 An employee working four (4) hours or more shall be entitled to all benefits of this Agreement on a prorated basis after ninety (90) days of employment.

### **10.200 LUNCH PERIODS - COFFEE BREAKS**

- 10.210 All employees are paid for a 30 minute uninterrupted lunch period. It is understood that secretaries and paraprofessionals may leave the work site.
- 10.220 All full-time employees shall be paid for a 15 minute coffee break in the middle of the first half of their shift and in the middle of the second half of their shift.

### **10.300 SHIFT PREMIUM**

- 10.310 Employees working the second (afternoon) shift shall receive, in addition to their regular pay, twenty cents (\$.20) per hour additional compensation. Employees working the third (midnight) shift shall receive, in addition to their regular pay, thirty cents (\$.30) per hour compensation.
- 10.320 The first shift shall start no earlier than 6:00 a.m. and no later than 11:59 a.m. The second shift shall start no earlier than 12 noon and no later than 3:00 p.m. The third shift shall start no earlier than 9:00 p.m. and no later than 2:00 a.m. The current starting and quitting times will remain in effect. Exceptions may be made for regularly scheduled activities provided starting times are not varied by more than two (2) hours.
- 10.330 Lease building engineers will work shifts as assigned and shift starting and quitting times as contained in Section 10.320 shall not apply to lease building assistant engineers.



#### 10.400 CLOSED SCHOOL HOURS

All employees shall work the first shift 7:00 a.m. to 3:00 p.m. on days when teachers are not on duty and school is not in session (exceptions may be made for regularly scheduled activities at the high school and middle school).

#### 10.500 TEMPORARY - STUDENT EMPLOYEES

With respect to hiring temporary employees and employees referred to as student, their employment will be considered an emergency need. However, in no case will the period of employment of these temporary employees exceed one hundred twenty (120) days of work within the school year.

#### 10.600 OUTSIDE EMPLOYEE HOURS

No substitute employee shall be hired who has other full-time employment of forty (40) hours or more per week, nor shall any regular employee be permitted to have other fulltime employment of forty (40) hours or more per week.

#### 10.700 SUMMER WORK PREFERENCE

All summer vacancies in the secretarial representation area, which the Board determines to fill, shall be offered to non-fifty-two week employees prior to hiring outside the bargaining unit. Said offer shall be made in accordance with Section 9.100, of this Agreement and during the summer downtime shall be sent to each non-fifty-two week and forty-four week employee at the address of record in addition to the standard posting procedure. When a forty through forty-four week secretary is "held over" or "started early" the employee currently holding that position will have the right of refusal to work the extended hours.

#### 10.800 BOARD AGENDA

The administration will provide the Union President with a Board of Education Meeting Agenda on the Friday prior to the scheduled meeting via e-mail, if requested. It is understood that all advance agendas are subject to last minute additions, deletions, and reworkings.

## **ARTICLE 11: OVERTIME AND EQUALIZATION OF OVERTIME**

### **11.100 DEFINITION**

11.110 Overtime hours, which are hours in excess of eight (8) hours per day, shall be divided as equally as possible among employees in the same classification in their building. An up-to-date list showing overtime hours will be posted in a prominent place in each building.

11.120 There shall be no change of starting or quitting time to avoid payment of overtime to employees.

11.130 Management has the right to set hours in anticipation of scheduled needs during sinking fund construction programs.

### **11.200 RATE – REGULAR AND HOLIDAY**

11.210 Full time employees who are asked to report for work before the beginning of their regular shift or asked to remain beyond their regular shift will be paid at the rate of time and one half.

11.220 Employees called to report for work on other than their regular shifts will receive a minimum of two and one-half (2½) hours pay at one and one-half (1½) times their regular rate, except on paid holidays when the rate shall be double time.

11.230 Weekend and holiday building inspection shall be divided equally between day and afternoon engineers and assistant engineers and paid at the rate of paid at the rate of (\$15) per day per building for secondary buildings and (\$12) per day per building for elementary buildings.

11.240 When heating plants are not in operation, building inspections shall cease. Any and all inspections will be made at the discretion of the Director of Buildings and Grounds and will be worked out on an over-all basis among the engineer, assistant engineer and custodian classifications. No additional compensation shall be paid when a regular employee is on duty on a Saturday, Sunday or holiday.

### **11.300 EQUALIZATION PROCEDURE**

11.310 When overtime is required and cannot be worked from within the building, employees shall be called from an availability list maintained by the Director of Buildings and Grounds. Any employee interested in working overtime shall make application to have their name placed on said list.

- 11.320 Whenever overtime is required, the person with the least number of overtime hours in that classification within their building will be called first and so on down the list in an attempt to equalize the overtime hours. Employees in other classifications may be called if there is a shortage of employees in the classification needed. In such cases, employees will be called on the basis of least hours of overtime in their classification, provided they are capable of doing the work.
- 11.330 For the purpose of this clause, any employee who did not work because they were unavailable, or did not choose to work, will be charged the number of overtime hours of the employee who worked during that period.
- 11.340 Any employee who has changed classifications will be charged with the highest number of overtime hours that exist in the new classification on the day they were reclassified.

## **ARTICLE 12: LAY-OFF AND RECALL**

### **12.100 LAY-OFF PROCEDURES**

- 12.110 The word "lay-off" means a reduction in the working force due to a decrease of work or budgeting limitations.
- 12.120 If it becomes necessary for a lay-off, the following procedure will be mandatory. Probationary employees will be laid off on a school district-wide basis. Seniority employees will be laid off according to seniority as defined in Section 12.150. In proper cases exceptions may be made. Disposition of these cases will be proper matter for the grievance procedure.
- 12.130 Employees subject to lay-off may bump to a classification with an equal or lower rate of pay, provided they meet the qualifications necessary to perform the duties of that classification. Employees may not bump to a classification with a higher rate of pay.
- 12.140 Employees to be laid off for an indefinite period of time will have at least seven (7) calendar days' notice of lay-off. The local Union Secretary shall receive a list from the employer of the employees being laid off on the same date the notices are issued to the employees.
- 12.150 Seniority shall be used on a school district-wide basis within classification, in accordance with the definition of seniority in Section 8.110. Low seniority employees are to be laid off first.

### **12.200 RECALL PROCEDURES**

- 12.210 When the work force is increased after lay-off, employees will be recalled according to seniority, as defined in Section 12.150. Notice of recall shall be sent to the employee at their last known address by registered or certified mail. If an employee fails to report for work within fourteen (14) calendar days from date of mailing of notice of recall, they shall be considered as quit. Extensions may be granted by the Employer in proper cases.
- 12.220 If the notice of recall indicates that the employee is to return to permanent employment, and they return to work, they shall be entitled to notice in accordance with Section 12.130, before any further lay-off.
- 12.230 If an employee is recalled to fill a temporary opening in a job classification caused by a shortage of employees resulting from vacation, leave of absence, illness or any other absence from the job, they shall be entitled to one (1) shift-day notice of lay-off if they work more than five (5) consecutive working days

and seven (7) days' notice of lay-off if they work more than thirty (30) consecutive working days.

- 12.240 If an employee is temporarily recalled because of work requirements and not because of employee absence, they shall be entitled to a seven (7) day notice of lay-off.
- 12.250 Employees recalled from lay-off shall receive the regular rate for the classification to which they are returned.
- 12.260 If a temporarily recalled employee works more than thirty (30) consecutive working days, he/she shall then be entitled to vacation, holiday and leave day benefits. Vacation days and leave days shall accrue from the date of recall.

## ARTICLE 13: RATES AND CLASSIFICATIONS

### 13.100 POSITION CLASSIFICATIONS

The following job classifications are hereby established:

|           | <b>Classification</b>         | <b>Unit</b>      |
|-----------|-------------------------------|------------------|
| <b>1</b>  | Lead Utility                  | Maintenance      |
| <b>2</b>  | Head Utility Inside           | Maintenance      |
|           | Head Utility Outside          | Maintenance      |
|           | Head Utility Painter          | Maintenance      |
|           | Senior Bookkeeper             | Business Office  |
|           | Senior Payroll                | Business Office  |
| <b>3</b>  | High School Engineer          | Maintenance      |
| <b>4</b>  | Middle School Engineer        | Maintenance      |
| <b>5</b>  | Warehouse Clerk               | Maintenance      |
| <b>6</b>  | Elementary Engineer I         | Maintenance      |
| <b>7</b>  | Elementary Engineer II        | Maintenance      |
| <b>8</b>  | Auditorium Technician         | Maintenance      |
| <b>9</b>  | Ass't Utility Outside         | Maintenance      |
|           | Ass't Utility Painter         | Maintenance      |
|           | Middle School Ass't Engineer  | Maintenance      |
|           | High School Ass't Engineer    | Maintenance      |
|           | Junior Bookkeeper             | Business Office  |
|           | Junior Payroll                | Business Office  |
| <b>10</b> | Lease Building Ass't Engineer | Maintenance      |
| <b>11</b> | Elementary Ass't Engineer     | Maintenance      |
| <b>12</b> | Head Cook                     | Cafeteria        |
| <b>13</b> | Assistant Cook                | Cafeteria        |
|           | Utility Driver                | Cafeteria        |
| <b>14</b> | Assistant Utility Cook        | Cafeteria        |
| <b>15</b> | Custodian                     | Maintenance      |
| <b>16</b> | Secretary                     | Secretary        |
| <b>17</b> | Head Cashier                  | Cafeteria        |
| <b>18</b> | Paraprofessional              | Paraprofessional |

- 13.110 Use of a lease building assistant engineer in a building that is the property of the school district and is leased to another party is not mandatory. However, if a school district employee is used to maintain such a building, such employee must be a member of this classification.
- 13.120 Secretarial staff shall be defined as all persons employed by the Lincoln Park Board of Education who regularly and consecutively are responsible for the keeping of school records, or who are assigned to any administrator or principal where, under their jurisdiction, typing filing, general office or clerical work is performed. As defined, the title of Secretary shall be used to recognize this group of employees shall be entitled to all benefits and privileges of the Collective Bargaining Agreement between the Board of Education and the Union.
- 13.130 Paraprofessional - The District acknowledges that while a paraprofessional assists the teacher, the responsibility for assessment remains with the teacher. The position of Clerk/Paraprofessional is recognized to include those persons who perform clerical functions but not to the same level as that expected of a secretary. The relationship between a secretary and a clerk is like that between an assistant engineer and a custodian. Transfer between Paraprofessional groups is subject to qualification.
- 13.131 SXI/AI Paraprofessional (8 hours per day – school year plus optional extended year)
- 13.132 Clerk/Paraprofessional (7 to 7½ hours per day – school year). A clerk/paraprofessional or general education paraprofessional shall work seven (7) hours for weeks students are in session. A special education paraprofessional (defined to be students with mainstream potential for those programs in existence in Lincoln Park prior to the establishment of the SXI/AI programs, circa 1998) will work a 7 ½ hour day. Combined assignments will be prorated.

### 13.200 NEW CLASSIFICATION

- 13.210 Rates for New Jobs - When a new job is placed in a unit and cannot be properly placed in an existing classification, the Employer will establish a classification and rate structure to apply. In the event the Union does not agree that the description and rate are proper, the Union shall have the right to submit the matter to the grievance procedure at the second step.

### 13.300 PROCEDURES

- 13.310 To insure job rights for the employees, all work within an existing classification and job description shall be performed only by regular employees assigned to those classifications. These employees shall work under the terms of the Collective Bargaining Agreement between the Board and the Union.
- 13.320 The Union will be promptly notified of the position, wages and working hours of any new bargaining unit member.
- 13.330 Classifications and wage schedule for all Bargaining Unit employees shall be attached to and become part of this Agreement.
- 13.340 The Employer agrees to furnish the Union, through the president and local Union, with an up-to-date salary schedule for all Bargaining Unit employees upon request at reasonable times.

### 13.400 RATES

- 13.410 Paid sick leave, worker's compensation, holidays and vacation time shall be considered as time worked for all pay purposes.



## ARTICLE 14: SICK LEAVES/LEAVES OF ABSENCE

### 14.100 SICK LEAVE

14.110 Each bargaining unit member (except those working part time) shall be granted one (1) day per working month plus three (3) days per year as sick leave days. At the end of the probationary period an employee may draw on their anticipated sick leave days for the balance of the current school year. If an employee leaves before the end of the school year, any unearned used sick leave days will be deducted from their final pay check. Employees hired after the execution of this Agreement shall be granted one sick day per month.

14.120 Employees that abuse the use of their sick days and continually take days off beyond the allotted days without pay may be considered to be excessive and, depending on the circumstances, just cause for discipline. Documentation should be provided to the Human Resources office if the number of sick days are exceeded justifying the absence.

14.130 All unused sick leave allowance days shall be placed at the end of the fiscal year in the employee's cumulative sick leave bank. Accumulation of these days shall be unlimited.

14.140 Employees shall make every effort to call in on the AESOP system a minimum of two (2) hours prior to the start of their shift if they are unable to report to work. Afternoon employees shall make every effort to call into the AESOP system by noon so a replacement can be arranged for their shift and then call the office before noon so arrangements can be made for the following shift. Employees who will be off more than one (1) day or for an extended period of time shall keep the district informed and use the AESOP system to call off sick. If off more than four (4) days, unless preapproved by the administration, the employee shall present a doctor's report to the main office. If off for an extended period, the employee shall present to the office a doctor's report stating that he/she is able to resume work.

14.150 At retirement and for no other reason, an employee shall receive a separate one-time payment for accumulated sick days as follows:

An employee shall receive the cash equivalent of twenty percent (20%) of one day's pay for each accumulated sick day over forty-five (45) days. Example: An employee with one hundred accumulated sick days will receive eleven (11) full days of pay.

### 14.200 ON-THE-JOB INJURIES

- 14.210 Any employee injured in an accident compensable under the Worker's Compensation Act shall receive from the Employer the difference between the amounts received through Worker's Compensation and 70% of their regular pay for a period not to exceed one (1) year from date of injury. Accidental injury on the job shall not be chargeable to leave allowance.
- 14.220 Accidents must be reported in writing to the immediate supervisor as soon as possible, but in no case longer than twelve (12) hours after the end of the employee's shift, unless it is on a weekend or holiday, in which case it must be reported within four (4) hours of the next business day. Details, including the time, circumstance, witnesses, etc., must be included.

#### 14.300 PAID LEAVES

##### 14.310 FUNERAL LEAVE

- 14.311 Absences for which pay will not be deducted and not charged to the sick leave bank: Death in immediate family which is described as mother, father, mother-in-law, father-in-law, wife, husband, brother-in-law, sister-in-law, sister, brother, grandparent, or child. Funeral leave for death of a relative not listed above or a member of the household shall be at the discretion of the Superintendent.
- 14.312 A maximum of five (5) days per school year may be used for funeral leave. Additional days from the employee's annual leave bank may be used for funeral leave with prior approval from the Superintendent, who shall have sole discretion in such matters.

##### 14.320 JURY DUTY

- 14.321 The Employer shall pay any employee who is called for jury duty the difference between the amounts received for jury duty and the regular amount paid the employee, if either the employee or the Superintendent is unable to get the employee excused from this duty.

##### 14.330 PERSONAL BUSINESS LEAVE

- 14.331 Each full time bargaining unit member shall be allowed four (4) days leave with pay during each working year, for days of personal business. These days will be deducted from the employee's sick leave.
- 14.332 Personal business days must have prior approval from the immediate supervisor at least twelve (12) hours before being granted (except

cases of emergencies) and are to remain of a personal business nature. Personal business days are not to be interpreted as free paid vacation days for the employees and should be used in line with the following examples:

- Emergencies
- Catastrophes
- Fire
- Accident
- Transportation failure (limited)
- Required court appearance
- Legal matters
- By Union officials for Union business

Also, marriage or graduation of an employee or a member of their immediate family, serious sickness in the immediate family, attendance at a wedding in the immediate family, quarantine, birth of a child (family). Pay will not be allowed for personal business leave if it is found that the employee did not use discretion in being absent.

14.333 Personal business days shall not be used immediately preceding or following a holiday without forfeiture of holiday pay. Extreme emergencies will be handled on an individual basis.

#### 14.340 UNION LEAVE

The president of the local Union or his/her designee shall be released from regular duties without loss of compensation, upon request, for a period of eight (8) days per school year, for Union business, not to be deducted from sick leave allowance or accumulative from year to year. Not more than five (5) consecutive days may be used at one time.

#### 14.400 UNPAID LEAVES

Leaves of absence without pay, for reasonable periods not to exceed two (2) years will be granted without loss of seniority for good cause, and such leave may be extended for like cause. Leaves will not be granted for the purpose of accepting other employment.

#### 14.500 EXTENDED SICK LEAVE

14.510 Any employee whose personal illness extends beyond the period compensated by accumulated sick leave days shall be granted leave of absence without pay, for such time as is necessary for complete recovery from such illness, not to exceed five (5) years. Employees returning from extended sick leave before the

end of one (1) year shall be assigned to the same regular position in their classification.

14.520 Employees who have been on an extended sick leave beyond one (1) year, but not more than five (5) years, shall notify the Board of Education thirty (30) days in advance of returning from leave. Upon return from leave, an employee shall be assigned to same position, or a substantially equivalent position in their classification, if available, or will replace the junior employee with the least seniority in their unit.

#### 14.600 LEAVE FOR UNION BUSINESS

14.610 Members of the Union elected to Union positions or selected by the Union to do work which takes them from their employment with the Employer, shall at the written request of the Union, receive temporary leave of absence for periods not to exceed two (2) years, or the term of office, whichever may be shorter, and, upon their return, shall be re-employed at work to the same classification left, with accumulated seniority.

14.620 The Board agrees to recommend to the Public School Employees Retirement System that the time spent on leave of absence pursuant to this section be granted as service credit for retirement purposes.

#### 14.700 MATERNITY LEAVE

14.710 The Board of Education will grant an unpaid maternity leave of absence to any female employee who is included in the bargaining unit, upon written request for such leave and proper certification from her doctor.

14.720 An unpaid maternity leave of absence may be extended up to five (5) years upon the written request of the employee, but after one (1) years leave, Section 14.500, Extended Sick Leave, shall apply.

14.730 In the event of a miscarriage or any related conditions prior to or after the full term of pregnancy, the sick leave provisions of this Agreement shall apply.

14.740 Any female employee who is included in the bargaining unit may use the sick leave provisions of this Agreement. Such leave related to pregnancy shall be treated as a disability.

#### 14.800 VETERANS

14.810 Reinstatement of seniority employees - any employee who enters into active service in the armed forces of the United States, upon the termination of such service, shall be offered re-employment in their previous position or a position of like seniority, status and pay, unless the circumstances have so changed as to make it impossible or totally unreasonable to do so, in which event they will be offered such employment in line with their seniority as may be available and which they are capable of doing, at the current rate of pay for such work, provided they report for work with ninety (90) calendar days of the date of such discharge.

14.820 A probationary employee who enters the armed forces and meets the foregoing requirements must complete their probationary period, and upon completing it, will have seniority equal to the time they spent in the armed forces, plus six (6) months.

#### 14.830 VETERANS LAW

Except as herein before provided, the re-employment right of employees and probationary employees will be limited by applicable laws and regulations.

#### 14.900 EDUCATIONAL LEAVE OF ABSENCE FOR VETERANS

14.910 Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed a period equal to their seniority in order to attend school full time under applicable federal laws in effect on the date of this Agreement.

14.920 Employees who are in some branch of the Armed Forces Reserve or the National Guard will be paid the difference between their reserve pay and their regular pay with the school district when they are on full time active duty in the Reserve or National Guard, provided proof of service and pay is submitted. A maximum of two (2) weeks per year is the normal limit, except in the case of an emergency.

## ARTICLE 15: VACATIONS

### 15.100 EARNING

15.110 All twelve (12) month employees covered by this Agreement shall be allowed vacation time. One (1) to five (5) years inclusive, employees receive two (2) weeks of vacation; five (5) to ten (10) years inclusive, employees receive three (3) weeks of vacation. Employees with four (4) weeks of vacation as of the date of the ratification of this Agreement shall retain the four (4) weeks. If an employee completes his/her fifth (5<sup>th</sup>) year of employment at any time during the then current calendar year, the individual shall be entitled that year to the additional week's vacation specified in this Agreement. Vacations may be split into periods of less than one (1) week.

15.120 Any employee with less than 10 years of service may take two (2) vacation days off at any time during the school year and the remainder must be taken in the summer. Those requesting vacation must do so at least 5 days in advance. All vacation schedules are subject to the approval of the employee's immediate supervisor.

15.130 Any employee with two (2) weeks of vacation must take one (1) week during Christmas Break and one (1) week during the summer. Any employee with three (3) or four (4) weeks of vacation must take off one (1) week during Christmas Break. Any employee with three (3) weeks of vacation must take off one (1) week during the summer; any employee with four (4) weeks of vacation must take off two (2) weeks during the summer.

15.140 Vacation for 52-week secretaries may be split into one (1) or more weeks, providing such scheduling does not drastically interfere with the operation of the department concerned. Upon written request to the employer not less than ten (10) working days in advance, vacations may be split into periods of less than one (1) week (5 days).

### 15.200 RATE DURING VACATION

Employees will be paid their current rate based on their regular work day while on vacation and will receive credit for any benefits provided for in this Agreement.

### 15.300 VACATION PERIOD

15.310 Vacations for twelve (12) month employees shall be granted at any time during the school year if requested by the employee, provided that scheduling conflicts (i.e. several employees requesting the same period) shall be resolved using seniority as the sole guide. The Board or the board designee reserves the

right to deny a vacation request if the employee's absence will result in any additional cost or effect the efficient operation of the district.

- 15.320 Vacations for twelve (12) month employees may be split into one (1) or more weeks providing such scheduling does not drastically interfere with the operation of the department concerned, unless otherwise specified in the contract. Vacations may be split into periods of less than one (1) week.
- 15.330 A vacation may not be postponed from one school year to another and made cumulative, nor will it be taken in advance in anticipation of expected vacation time. Unused vacation time will be forfeited unless completed during each school year.
- 15.340 A vacation may not be waived by an employee. (Use it or lose it.)
- 15.350 Vacation time for the first year of service of new employees will be prorated according to the number of months worked in the school year.
- 15.360 It is agreed that during the summer months, Engineers and Assistant Engineers, in all buildings, cannot be on vacation at the same time. Management will continue to preapprove any move-ups for differential pay to be granted.

## ARTICLE 16: HOLIDAYS

### 16.100 HOLIDAYS

16.110 The following days are recognized holidays with pay for non-fifty-two (52) week employees:

New Year's Day, January 1<sup>st</sup>  
Good Friday or Easter Monday  
Memorial Day  
Friday before Labor Day\*  
Labor Day  
Thanksgiving Day, Thursday  
Friday following Thanksgiving Day  
December 24<sup>th</sup>, if it falls during regular work week  
Christmas, December 25<sup>th</sup>  
December 31<sup>st</sup>, if it falls during regular work week

All weekdays between Christmas Day and New Year's Day, and the Mid-Winter Break (as defined by the Wayne County common calendar), will be treated as days off with pay. Said days off with pay shall be at no additional cost to the Board other than the daily rate of pay. Any employee required to work on any such weekday(s) shall receive compensatory time off at a later date. If New Year's Day falls on a Sunday, Monday will be a work day.

16.120 The following days are recognized holidays with pay for fifty-two (52) week employees:

New Year's Day, January 1<sup>st</sup>  
Good Friday or Easter Monday  
Memorial Day  
Friday before Labor Day\*  
Labor Day  
Thanksgiving Day, Thursday  
Friday following Thanksgiving Day  
December 24<sup>th</sup>, if it falls during regular work week  
Christmas, December 25<sup>th</sup>  
December 31<sup>st</sup>, if it falls during regular work week  
Independence Day, July 4<sup>th</sup>

Building checks and activities within buildings will be covered as determined by the Board.



\*Should the Friday before Labor Day become a student day of attendance then this holiday will be transferred to a midwinter break day when students are not in attendance.

16.130 The following other days will be granted off with pay provided they fall during the work week and school is not in session:

Monday - when Memorial Day falls on Tuesday

Friday - when Memorial Day falls on Thursday

Monday - when July 4<sup>th</sup> falls on Tuesday

Friday - when July 4<sup>th</sup> falls on Thursday

16.140 When a holiday falls on a Saturday, it shall be observed on the Friday prior to the holiday. In the event it is necessary for the employee to work because school is in session, he/she will be given compensatory time off at the convenience of the school district.

16.150 When a holiday falls on a Sunday, it shall be observed on the Monday following.

16.160 When a holiday is observed during a fifty-two week employee's vacation period, another day will be given to compensate for the holiday.

#### 16.200 HOLIDAY PAY RATE

If an employee is called to work on a holiday, they will be paid double time for hours worked.

## ARTICLE 17: INSURANCE COVERAGE

### 17.100 HOSPITALIZATION COVERAGE

For the 2011-12 school year, Employer agrees to pay 90% of the total premium for hospitalization medical coverage for the employee and their family, the plan to be Blue Cross/Blue Shield Community Blue Option 1 health care protection with a \$10/\$20 deductible Prescription Drug Rider (or a health plan equivalent thereto). Employees shall pay 10% of the total premium through payroll deduction.

- 17.110 This coverage shall remain in effect for a period of one (1) year from date of Extended Sick Leave, Maternity Leave and On-the-Job Injury.
- 17.120 Any employee recalled to work after a layoff shall be entitled to hospitalization medical coverage immediately if they are returned to permanent employment and after five (5) consecutive working days if they are returned to temporary employment.
- 17.130 Employees who have health insurance protection through their spouse's employer, at the employee's option, may apply the amount equivalent to the single subscriber cost for any Board provided insurance premium for the coverage of other insurance and protection plans which are available through the Employer on a district wide basis. This provision shall remain in effect for those electing to opt out of health insurance as of August 26, 2011.
- 17.140 For the 2011-12 school year, cash in lieu of health insurance will be paid as follows:
- 17.141 If one (1) to four (4) additional bargaining unit members opt out of health insurance, each will receive one hundred dollars (\$100) monthly.
- 17.142 If five (5) to nine (9) additional bargaining unit members opt out of health insurance, each will receive two hundred dollars (\$200) monthly.
- 17.143 If ten (10) to fourteen (14) additional bargaining unit members opt out of health insurance, each will receive three hundred dollars (\$300) monthly.
- 17.144 If fifteen (15) or more additional bargaining unit members opt out of health insurance, each will receive four hundred dollars (\$400) monthly.

#### 17.200 DENTAL COVERAGE

Employer will provide not less than the benefits offered by the Blue Cross/Blue Shield Traditional Plus Dental Plan, Class I/Class II/Class III (80% co-pay, \$1,000 maximum per insurance contract year) with Orthodontic Class IV (60% co-pay, \$800 lifetime maximum).

Class I: Preventative services, i.e. examination, fluoride treatments, x-rays

Class II: Basic services, i.e. fillings, root canal, onlays, crowns

Class III: Major services, i.e. dentures, bridges, endosteal implants

Class IV: Orthodontic services, i.e. minor tooth-guidance appliances, minor treatment to control harmful habits, interceptive and comprehensive treatments. Orthodontic benefits are covered up to the end of the calendar year dependents turn 19 [age of dependent subject to legal limits]. The cost to the employee is included in the "medical" package above.

#### 17.300 OPTICAL COVERAGE

Employer will provide not less than the benefits offered by Blue Cross/Blue Shield, VSP 12/12/12 Vision Care Plan for each member of the bargaining unit and their eligible dependents.

#### 17.400 LIFE COVERAGE

Employer agrees to pay the premium for \$33,000 life insurance for each member of the bargaining unit upon application to include payment of double the specified amount in the event of accidental death.

17.410 Any employee recalled to work after a lay-off shall be entitled to life insurance coverage immediately.

#### 17.500 NEW EMPLOYEES

The Board shall notify new employees in writing of any insurance coverage afforded by the Collective Bargaining Agreement and the effective date of such coverage.

#### 17.600 LONG TERM & SHORT TERM DISABILITY INSURANCE

The Board shall make available to all Union employees optional Long Term and Short Term Disability Insurance at employee cost. The Board shall make every effort to obtain the most favorable rates for such insurance.

#### 17.700 FLEX SPENDING & 26 PAY OPTION

Flex spending and 26 pay option will be available to all 849 union members.

## **ARTICLE 18: MILEAGE - ALLOWANCES - REIMBURSEMENTS**

### **18.100 LICENSES**

Any employee whose classification requires a Chauffeurs license, Weed Applicator license, Pool Operator license, and/or Boiler Operator's license shall be reimbursed the annual cost of said license at a licensing agency to be determined by the district. (This excludes personal driver's license.) Unless otherwise provided for, the reimbursement amount is capped at the cost of issuance and/or renewal at the City of Dearborn Facility.

### **18.200 MILEAGE**

Any mileage incurred by a member of the bargaining unit through the use of a personal automobile, in performance of official school business approved by the Superintendent, shall be paid at the current rate per mile determined according to IRS guidelines provided properly filled out mileage reports are submitted on a monthly basis.

### **18.300 COMPENSATORY ALLOWANCE**

18.310 Travel allowance of One Hundred Dollars (\$100) per year will be paid to employees working in more than one building in lieu of mileage; to be paid twice yearly, one-half ( $\frac{1}{2}$ ) at the end of each semester (pro-rated) for an individual in this situation less than a year.

18.320 Allowance of One Hundred Dollars (\$100) per year will be paid to secretaries in buildings with part-time principals.

### **18.400 TUITION REIMBURSEMENT**

The Employer agrees to pay the cost of tuition for a course of instruction where the attendance of an employee is required by the Board of Education.

### **18.500 REQUIRED MEDICAL TEST**

The Employer shall pay the cost of any required medical test such as T.B. test and/or X-rays.

### **18.600 CLOTHING ALLOWANCE**

The Employer shall pay a clothing allowance of \$50 payable at the end of the school year to the employee's in the painter's classification. It is understood that if the employee is not part of that unit for the whole year, the above amount will be pro-rated.

#### 18.700 EMPLOYEE DRESS

Employees dress shall (a) reflect a professional manner of working attire and/or (b) wear a provided uniform.

## ARTICLE 19: LONGEVITY

### 19.100 LONGEVITY

The longevity payment will be made the first pay period after December 1 of each year (with the exception of the 2011-12 school year) to each employee eligible for payment for the number of years of service achieved by December 1 of that year.

19.110 All groups to receive longevity payments as follows:

- 5 years or more service - \$75
- 10 years or more service - \$100
- 15 years or more service - \$150
- 20 years or more service - \$200
- 25 years or more service - \$250

19.120 Cafeteria group to receive same longevity concept as above, with the further provision that payment be prorated in accordance with the number of hours worked per day. For example - a 6 hour employee would be entitled to 6/8 or 75% of the standard longevity payment.

19.130 No longevity payments will be made during the 2011-12 school year.

## **ARTICLE 20: GENERAL PROVISIONS**

### **20.100 BULLETIN BOARDS**

The Employer will provide space on existing bulletin boards in each building or office. Such bulletin board may be used by the Union or posting notices of Union business.

### **20.200 UNION USE OF SCHOOL PREMISES**

The Union is hereby granted the right to reasonable use of school premises and equipment for its business meetings after obtaining prior approved from the Board, and providing it pays any costs which may be incurred by the district.

### **20.300 SUPPLEMENTAL AGREEMENTS**

All supplemental agreements shall be subject to the approval of the local Union, the Employer and the Council and/or International Union. They shall be approved or rejected within a period of thirty (30) days following the date they are filed.

### **20.400 ACT OF GOD DAYS**

The past practice of allowing "compensatory time" off for fifty-two (52) week employees who report to and work during days that school(s) are closed due to "acts of God" will no longer be effective. It is understood that non-fifty-two (52) week employees who are either instructed not to report and/or are sent home because of "acts of God" shall continue to receive pay so as not to suffer loss of pay and/or benefits. Secretaries that work fifty-two (52) weeks will not be required to report to work if an "Act of God" day is in effect as long as the administration deems their services are not needed for emergency reasons (example: payroll/accounting).

### **20.500 WORKING CONDITIONS**

20.510 Employees shall not be made to work under unsafe or hazardous conditions or to perform tasks which will endanger their health or safety as determined by MIOSHA standards.

#### **20.520 JOINT SAFETY COMMITTEE**

The Union and Management agree in principle that a joint safety committee shall be formed and meet on a regular basis to discuss issues of common interest.

#### **20.530 TRANSPORTATION OF STUDENTS**

Employees will not be required to transport students in their private vehicles.



#### 20.600 SXI/AI PARA PROS

The management agrees to pay \$150 to SXI/AI Para Pros at the end of the school year. The sum will be paid only to employees working at the end of the school year. The sum will be prorated for employees who are hired after the school year begins and are working at the end of the school year.

#### 20.700 FURLOUGH DAYS

For the 2011-12 school year, all Maintenance Unit and Secretary Unit employees are required to take two (2) furlough days.

#### 20.800 RETIREMENT NOTIFICATION INCENTIVE

Employees who provide written notification of retirement to the Office of Human Resources by 3:00 p.m. on September 15, 2011, with a retirement effective date no later than September 30, 2011, shall be eligible for a retirement notification incentive stipend, as follows:

- 20.810 If one (1) to five (5) bargaining unit members provide the aforementioned notification between August 19, 2011, and September 15, 2011, each will receive a stipend of \$4,500.
- 20.820 If six (6) to ten (10) bargaining unit members provide the aforementioned notification between August 19, 2011, and September 15, 2011, each will receive a stipend of \$6,000.

## **ARTICLE 21: EMPLOYEE RIGHTS AND RESPONSIBILITIES**

21.100 Union employees agree to uphold this Contract. Each employee accepts responsibility to strive for excellence in their work and to take advantage of opportunities for continually improving their skills and their relationship with their fellow workers and administration.

21.110 Nothing in this Contract shall be construed to deny or restrict an employee's rights under the Michigan General School Laws or applicable civil laws. The rights granted in this Contract are deemed to be in addition to those provided elsewhere.

21.120 The Union, its officers and stewards accept responsibility to attempt to prevent strikes and promote harmony among its members and in member interaction with administration and other employees.

## **ARTICLE 22: BOARD RIGHTS AND RESPONSIBILITIES**

- 22.100 Except as modified by the specific terms of this Contract, the Board retains all rights and powers to manage the Lincoln Park School District, and to direct its employees. The Union recognizes these management rights and responsibilities as conferred by the Laws and Constitution of the State of Michigan, and inherent in responsibilities to manage a public school system, including the right:
- 22.110 To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees during employee working hours.
- 22.120 To hire employees, subject to the provision of law, to determine their qualifications and the conditions for their continued employment.
- 22.200 The Board has the responsibility to evaluate the work of its employees and to inform the employees of its view of their work. Disagreements concerning an employee's evaluation shall be subject to the grievance procedure.

## **ARTICLE 23: TERMINATION AND MODIFICATION OF AGREEMENT**

23.100 This Agreement shall continue in full force through June 30, 2014. Provisions regarding wages, benefits, and all other forms of compensation shall be re-opened for bargaining for the 2012-13 and 2013-14 school years.

23.110 If either party desires to terminate this Agreement, it shall, sixty (60) days prior to the termination date, give written notice of termination. If neither party shall give written notice of amendment, as hereinafter provided, or if each party giving notice of termination withdraws the same prior to termination date, this Agreement shall continue in effect from year to year thereafter, subject to notice of termination by either party on sixty (60) days written notice prior to the current year's termination date.

23.120 If either party desires to modify or change this Agreement, it shall, sixty (60) days prior to the termination date or any subsequent termination date, give written notice of its intent to amend this Agreement.

23.121 If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be part of this Agreement without modifying or changing any of the other terms of this Agreement.

### **23.130 NOTICE OF TERMINATION OR MODIFICATION**

Notice shall be in writing and shall be sufficient if sent by certified mail addressed, if to the Union, to 600 W. Lafayette, Detroit, Michigan 48226; and if to the Employer, to 1650 Champaign, Lincoln Park, Michigan 48146, or to any such address as the Union or the Employer may make available to each other.

### **23.140 AUTOMATIC IMPROVEMENT**

Wage gains made by the largest bargaining unit in the district will be passed on at the same level and to the same extent to members of Local 849. Any wage gains shall be made on a percentage basis.

23.150 The entire agreement or specific provisions of the agreement may be rejected, modified, or terminated by an emergency manager under conditions provided in the Local Government and School District Fiscal Accountability Act, 2011 PA 4.

**PART-TIME CAFETERIA NON-WAGE PROVISIONS**

## **ARTICLE P1: REPRESENTATION**

### **P1.100 STEWARDS AND ALTERNATE STEWARDS**

P1.110 Employees in this bargaining group shall be represented by one (1) steward, or an alternate steward in the absence of the steward.

P1.120 The steward, or the alternate steward in the absence of the steward, during their working hours, without loss of time or pay, may in accordance with the terms of this section investigate and present grievances to the employer, upon having advised the Director of Food Services of same. The Director of Food Services will grant permission and provide sufficient time to the steward to leave work for these purposes. The privilege of stewards leaving their work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused; the steward will perform his/her regularly assigned work at all times, except when necessary to leave work to handle grievances as provided herein. Any alleged abuse by either party will be a proper subject for a special conference.

### **P1.200 SPECIAL CONFERENCES**

Special conferences for important matters will be arranged between the Local President and the Employer or its designated representative upon the request of either party. Such meetings shall be between at least two (2) representatives of the Employer and at least three (3) but not more than five (5) representatives of the Union. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences. Such meetings may be attended by a representative of the Council or a representative of the International Union.

### **P1.300 NEGOTIATING COMMITTEE**

Any representative of the Local Union, engaged during his/her normal work day in negotiations on behalf of the Union with any administrator, or the Superintendent of Schools, the Board of Education, or their representatives, including arbitration, when such meetings are scheduled by mutual agreement during his/her normal work day, shall be released from regular duties without loss of salary.

#### P1.400 GRIEVANCE REPRESENTATION

- P1.410 The Union representatives may meet at a place designated by the employer on the employer's property for at least one-half hour immediately preceding a meeting with the representatives of the employer for which a written request has been made.
- P1.420 The Local president or his/her representative shall be allowed time off his/her job without loss of time or pay to investigate a grievance he/she is to discuss with the employer. The employer will grant him/her permission to leave his/her work for this purpose.

## **ARTICLE P2: UNION SECURITY**

P2.100 To the extent that the laws of the State of Michigan and Federal laws permit, it is agreed that:

### **P2.110 MODIFIED UNION SHOP**

Each employee who, on the effective date of this Agreement is a member of the Union, shall, as a condition of employment, maintain his/her membership in the Union. Each employee hired on or after the execution of this Agreement shall, as a condition of employment, become a member of the Union thirty (30) days after his/her hiring date or the effective date of this Agreement, whichever is later, and maintain membership in the Union, or shall fulfill the requirements of Section P2.210 of this Article. Employees who fail to comply with this requirement shall be discharged by the employer within thirty (30) days after receipt of written notice to the employer from the Union.

### **P2.120 AGENCY PROVISION**

Any present or future employee who is not a Union member and who does not make application for membership, shall, as a condition of employment, pay the Union each month a service charge to be put into the general fund to be used for the Welfare and Flower Fund in an amount equal to the regular monthly dues. Employees who fail to comply with this requirement shall be discharged by the employer within thirty (30) days after receipt of written notice to the employer from the Union. Upon request, any employee may have a report on the Union's use of agency funds.



## **ARTICLE P3: PROMOTIONS/TRANSFERS**

### **P3.100 PROMOTIONS**

- P3.110 Employees shall be given consideration to other part-time and/or full-time positions for which they are the senior qualified person. However, promotions or transfers are understood not to be automatic. For all full-time cafeteria positions, new full-time cafeteria employees shall not have any bidding rights for promotional purposes for one (1) year. However, in the event that there are no bids within the cafeteria classification, new full-time or part-time employees may exercise bidding rights.
- P3.120 Job vacancies will be posted within a seven (7) day period, for a period of seven (7) calendar days, in a conspicuous place in each school or building. Employees interested shall apply within the seven (7) calendar day posting period.
- P3.130 The employee promoted under this Article shall be granted a trial period, not to exceed sixty (60) working days, to determine:
- P3.131 Desire to remain on the job.
  - P3.132 Ability and/or trainability to perform the job.
  - P3.133 Ability to obtain a license, if required.
- P3.140 During the trial period, the employee shall have the opportunity to revert back to former classification.
- P3.150 If the employee is unsatisfactory in the new position, the Employer shall have the opportunity to place the employee back in his/her former position during the trial period. Notice and reasons of such move shall be submitted to the Union in writing by the Employer, with a copy to the employee. The matter may then become a proper subject for the second step of the grievance procedure.
- P3.160 During the trial period, the employee will receive the rate for the job they are performing.
- P3.170 The Employer agrees to make available to the Union a list of all applicants for promotion through job postings.

### P3.200 WORKING OUT OF CLASSIFICATION

P3.210 Employees required to work in a higher classification shall be paid the rate of the higher classification for hours worked in that position.

P3.220 Employees required to work in a lower classification will receive their regular classification rate of pay.

### P3.300 TRANSFERS

When an employee transfers from one classification to another, his/her seniority starts from date of transfer into the classification, except where he/she has already accumulated seniority in the classification. In such event he/she would be given credit for total accumulation in the classification.

#### P3.310 TEMPORARY TRANSFERS

If an employee is temporarily transferred to a position by the employer not included in his/her classification and is thereafter transferred again to a position within his/her classification, he/she shall have accumulated seniority while working in the position to which he/she was transferred. Employees transferred under the above circumstances shall retain all rights accrued for the purpose of any benefits provided for in this Agreement.

#### P3.320 WORK LOCATION TRANSFER

P3.321 If and when operations of divisions or fractions thereof are transferred from one location to another for a period of more than seven (7) calendar days, employees affected will be given the opportunity to transfer on the basis of seniority, desire and classification. Location exchange will be considered in such cases.

P3.322 The employer agrees that in any movement of work not covered above, it will be discussed with the Union in order to provide for the protection of the seniority of the employees involved.

### P3.400 VACANCIES

P3.410 When a vacancy, other than an emergency or temporary vacancy exists in a classification, employees within the classification or a higher classification shall be given preference to transfer to the vacancy. To be eligible they must apply through job notifications.

P3.420 For the purpose of this section “emergency vacancy” is defined as a vacancy that is not expected to exceed five (5) working days; “temporary vacancy” is defined as a vacancy that is not expected to exceed twenty (20) working days.

## **ARTICLE P4: HOURS**

### **P4.100 TEMPORARY-STUDENT EMPLOYEES**

With respect to the hiring of temporary employees and employees referred to as student, their employment will be considered an emergency need. However, in no case will the period of employment of these temporary employees exceed one hundred twenty (120) days of work within the school year. It is clearly understood by both parties that this section does not apply to co-op students.

### **P4.200 OUTSIDE EMPLOYEE HOURS**

No substitute employee shall be hired who has other full-time employment of forty (40) hours or more per week, nor shall any regular employee be permitted to have other fulltime employment of forty (40) hours or more per week.

## **ARTICLE P5: LAY-OFF AND RECALL**

### **P5.100 LAY-OFF PROCEDURES**

- P5.110 The word "lay-off" means a reduction in the working force due to a decrease of work or budgeting limitations.
- P5.120 If it becomes necessary for a lay-off, the following procedure will be mandatory. Probationary employees will be laid off on a school district-wide basis. Seniority employees will be laid off according to seniority as defined in Section P5.150. In proper cases exceptions may be made. Disposition of these cases will be proper matter for the grievance procedure.
- P5.130 Employees subject to lay-off may bump to any classification with an equal or lower rate of pay, provided they are qualified to perform the duties of that classification. Employees may not bump to a classification with a higher rate of pay.
- P5.140 Employees to be laid off for an indefinite period of time will have at least seven (7) calendar days' notice of lay-off. The local Union secretary shall receive a list from the employer of the employees being laid-off on the same date the notices are issued to the employees.
- P5.150 Seniority shall be used on a school district-wide basis within classification, in accordance with the definition of seniority in Section 8.110. Low seniority employees are to be laid off first.

### **P5.200 RECALL PROCEDURES**

- P5.210 When the work force is increased after lay-off, employees will be recalled according to seniority, as defined in Section P5.150. Notice of recall shall be sent to the employee at his/her last known address by registered or certified mail. If an employee fails to report for work within fourteen (14) calendar days from date of mailing of notice of recall, he/she shall be considered as quit. Extensions may be granted by the employer in proper cases.
- P5.220 If the notice of recall indicates that the employee is to return to permanent employment, and he/she returns to work, he/she shall be entitled to notice in accordance with Section P5.130, before any further lay-off.
- P5.230 If an employee is recalled to fill a temporary opening in a job classification caused by a shortage of employees resulting from vacation, leave of absence, illness or any other absence from the job, he/she shall be entitled to one (1) shift day notice of lay-off if he/she works more than five (5) consecutive

working days and seven (7) days' notice of lay-off if he/she works more than thirty (30) consecutive working days.

P5.240 If an employee is temporarily recalled because of work requirements and not because of employee absence he/she shall be entitled to a seven (7) day notice of lay-off.

P5.250 Employees recalled from lay-off shall receive the regular rate for the classification to which they are returned.

## **ARTICLE P6: RATES AND CLASSIFICATION**

### **P6.100 NEW CLASSIFICATION**

#### **P6.110 RATES FOR NEW JOBS**

When a new job is placed in a unit and cannot be properly placed in an existing classification, the employer will establish a classification and rate structure to apply. In the event the Union does not agree that the description and rate are proper, the Union shall have the right to submit the matter to the grievance procedure at the second step.

### **P6.200 PROCEDURES**

P6.210 To insure job rights for the employees, all work within an existing classification and job description shall be performed only by regular employees assigned to those classifications. These employees shall work under the terms of the Part-Time Cafeteria Workers Agreement between the Board and the Union.

P6.220 The Union will be promptly notified of the position, wages and working hours of any new bargaining unit member.

P6.230 Job titles and wage schedules for this unit of employees shall be attached to and become part of this Agreement.

P6.240 The employer agrees to furnish the Union, through the President and local Union, with an up-to-date salary schedule for all employees upon request at reasonable times.

## **ARTICLE P7: LEAVES OF ABSENCE**

### **P7.100 REPORTING ABSENCE**

Employees shall make every effort to call in the AESOP system two (2) hours prior to the start of their shift if they are unable to report to work. Employees who will be off more than one (1) day or for an extended period of time shall keep the personnel office informed. If off more than five (5) days, the employee shall present a doctor's report to the personnel office. If off for an extended period, the employee shall present to the personnel office a doctor's report stating that he/she is able to resume work.

### **P7.200 JURY DUTY**

The employer shall pay any employee who is called for jury duty the difference between the amounts received for jury duty and the regular amount paid the employee, if either the employee or the Superintendent is unable to get the employee excused from this duty.

### **P7.300 MATERNITY LEAVE**

P7.310 The Board of Education will grant an unpaid maternity leave of absence to any employee who is included in the bargaining unit, upon written request for such leave and proper certification from her doctor.

P7.320 An unpaid maternity leave of absence may be extended up to five (5) years upon the written request of the employee.

### **P7.400 UNION LEAVE**

The President of the local Union or his/her designee shall be released from regular duties without loss of compensation, upon request, for a period of eight (8) days per school year, for Union business, not to be deducted from sick leave allowance or accumulative from year to year. Not more than five (5) consecutive days may be used at one time.

### **P7.500 UNPAID LEAVES**

Leaves of absence without pay, for reasonable periods not to exceed two (2) years will be granted without loss of seniority for good cause, and such leave may be extended for like cause. Leaves will not be granted for the purpose of accepting employment in private industry or the public sector.

### **P7.600 LEAVE FOR UNION BUSINESS**

P7.610 Members of the Union elected to Union positions or selected by the Union to do work which takes them from their employment with the employer, shall at



the written request of the Union, receive temporary leave of absence for periods not to exceed two (2) years, or the term of office, whichever may be shorter, and upon their return, shall be re-employed at work in the same classification left, with accumulated seniority.

P7.620 The Board agrees to recommend to the Public School Employees Retirement System that the time spent on leave of absence pursuant to this section be granted as service credit for retirement purposes.

#### P7.700 VETERANS

P7.710 Reinstatement of seniority for employees - Any employee who enters into active service in the armed forces of the United States, upon the termination of such service, shall be offered re-employment in his/her previous position or a position of like seniority, status and pay, unless the circumstances have so changed as to make it impossible or totally unreasonable to do so, in which event he/she will be offered such employment in line with his/her seniority as may be available and which he/she is capable of doing, at the current rate of pay for such work, provided he/she reports for work within ninety (90) calendar days of the date of such discharge.

P7.720 A probationary employee who enters the armed forces and meets the foregoing requirements must complete his/her probationary period, and upon completing it, will have seniority equal to the time he/she spent in the armed forces, plus six (6) months.

#### P7.730 VETERANS LAW

Except as herein before provided, the re-employment rights of employees and probationary employees will be limited by applicable laws and regulations.

#### P7.740 EDUCATIONAL LEAVE OF ABSENCE FOR VETERANS

P7.741 Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed a period equal to their seniority in order to attend school Full-time under applicable federal laws in effect on the date of this Agreement.

P7.742 Employees who are in some branch of the Armed Forces Reserve or the National Guard will be paid the difference between their reserve pay and their regular pay with the school district when they are on Full-time active duty in the Reserve or National Guard, provided proof

of service and pay is submitted. A maximum of two (2) weeks per year is the normal limit, except in the case of an emergency.

#### P7.800 BEREAVEMENT

One funeral day for all 849 part-time Cafeteria Workers for a death in their immediately family, which is mother, father, mother-in-law, father-in-law, wife, husband, brother-in-law, sister-in-law, sister, brother, grandparent, or child.

## ARTICLE P8: GENERAL PROVISIONS

### P8.100 BULLETIN BOARDS

The employer will provide space on existing bulletin boards in each building or office. Such bulletin boards may be used by the Union for posting notices of Union business.

### P8.200 UNION USE OF SCHOOL PREMISES

The Union is hereby granted the right to reasonable use of school premises and equipment for its business meetings after obtaining prior approval from the Board, and providing it pays any costs which may be incurred by the district.

### P8.300 SUPPLEMENTAL AGREEMENTS

All supplemental agreements shall be subject to the approval of the local Union, the Employer and the Council and/or International Union. They shall be approved or rejected within a period of thirty (30) days following the date they are filed.

### P8.400 ACT OF GOD DAYS/PAID HOLIDAYS

P8.410 Employees shall be compensated for a maximum of two (2) Act of God days per school year.

P8.420 Paid holidays shall include the following:

Thanksgiving Day  
The Friday after Thanksgiving  
Good Friday  
Memorial Day  
The Friday before Labor Day\*

\*Should the Friday before Labor Day become a student day of attendance then this holiday will be transferred to a midwinter break day when students are not in attendance.

8.430 It is expressly understood that in order to be paid for the above four holidays the employee must work the day before and the day after the said holiday.

### P8.500 UNIFORMS

Uniforms will be provided to employees in a manner consistent with the provision of uniforms for full-time cafeteria workers. They will be provided with: two (2) shirts, two (2) pants, two (2) aprons, per school year.

**GREAT START READINESS PROGRAM (GSRP)**

## **ARTICLE G1: RECOGNITION**

### **G1.100 EMPLOYEES COVERED**

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965 as amended, the Employer does hereby recognize the Union as the sole and exclusive representative for purposes of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the terms of this Agreement for all permanent full-time and part-time GSRP Employees, GSRP Certified Teachers, Associate Teachers, Program Assistant/Parent Coordinator/Bilingual, and excluding all Administrators.

## **ARTICLE G2: PURPOSE AND INTENT**

- G2.100 The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, Employees, and the Union.
- G2.200 Both parties to this Agreement recognize and subscribe to the principals that the interests of the community are superior to those of either party and that neither party can properly function unless it merits the confidence and good will of the community through the service it provides to the community.
- G2.300 To these ends the Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all employees.

## **ARTICLE G3: UNION SECURITY**

G3.100 To the extent that the laws of the State of Michigan permit, it is agreed that:

### **G3.110 MODIFIED UNION SHOP**

Each employee who, on the effective date of this Agreement is a member of the Union, shall, as a condition of employment, maintain their membership in the Union. Each employee hired on or after the execution of this Agreement shall, as a condition of employment, become a member of the Union thirty (30) days after this hiring date or the effective date of this Agreement, whichever is later and maintain membership in the Union, or shall fulfill the requirements of Section G3.120. Employees who fail to comply with this requirement shall be discharged by the Employer within thirty (30) days after receipt of written notice to the Employer from the Union.

### **G3.120 AGENCY PROVISION**

Any present or future employee who is not a Union member and who does not make application for membership, shall as a condition of employment, pay the Union each month a service charge to be put into the general fund to be used for the Welfare and Flower Fund in an amount equal to the regular monthly dues. Employees who fail to comply with this requirement shall be discharged by the Employer with thirty (30) days after receipt of written notice to the Employer from the Union. Upon request any employee may have a report on the Union's use of agency funds.

## **ARTICLE G4: UNION DUES & INITIATION FEES**

### **G4.100 PAYMENT BY CHECK-OFF OR DIRECT TO UNION**

Employees may tender the initiation fee and monthly membership dues by signing an Authorization for Check-off of Dues form, or may pay the same directly to the Union. During the life of this Agreement and to the extent the laws of the State of Michigan and Federal Law permit, the Employer agrees to deduct the Union membership dues levied in accordance with the Constitution and By-laws of the Union from the pay of each employee who executes or has executed an Authorization for Check -off of Dues Form.

### **G4.200 DEDUCTIONS**

Deduction shall be made only in accordance with the provision of said Authorization for Check-off of Dues, together with the provisions of this Agreement. The Employer shall have no responsibility for the collection of initiation fees, membership dues, special assessments, or any other deduction not in accordance with this provision.

### **G4.300 DELIVERY OF EXECUTED AUTHORIZATION OF CHECK-OFF FORM**

A properly executed copy of such Authorization for Check-off of Dues Form for each Employee for whom Union membership dues are to be deducted hereunder shall be delivered to the Employer before any payroll deductions are made. Deductions shall be made thereafter only under Authorization for Check-off of Dues Forms which have been properly executed and are in effect. Any Authorization for Check-off of Dues Form which is incomplete or in error will be returned to the Local Union Financial Secretary by the Employer.

### **G4.400 WHEN DEDUCTIONS BEGIN**

Check-off deduction under all properly executed Authorization for Check-off of Dues Forms shall become effective at the time the application is tendered to the Employer and shall be deducted from the first pay of the month and each month thereafter.

### **G4.500 DELIVERY OF ADDITIONAL CHECK-OFF FORMS**

The Union will provide to the Employer any additional Authorization for Check-off of Dues Forms under which the Union membership dues are to be deducted.

### **G4.600 REFUNDS**

In cases where a deduction is made that duplicated a payment that an employee already has made to the Union, or where a deduction is not in conformity with provisions of the Union Constitution and By-laws, refunds to the employee will be made by the Local Union.



#### G4.700 TERMINATION OF CHECK-OFF

An Employee shall cease to be subject to check-off deductions beginning with the month immediately following the month in which he/she is no longer a member of the bargaining unit. The Local Union will be notified by the Employer of the names of such Employees following the end of each month in which the termination took place.

#### G4.800 DISPUTES CONCERNING CHECK-OFF

Any dispute between the Union and the Employer which may arise as to whether or not an employee properly executed or properly revoked an Authorization for Check-off of Dues Form, shall be reviewed with the Employee by a representative of the Local Union and the designated representative of the Employer. Should this review not dispose of the matter, the dispute will be a proper matter for the grievance procedure. Until the matter is disposed of, no further deductions shall be made.

##### G4.810 REMITTANCE OF DUES TO FINANCIAL OFFICER

Deductions for any calendar month shall be remitted to the designated financial officer of the Local Union as soon as possible after the tenth day of the following month. The Employer shall furnish the designated financial officer of the Local Union, monthly, with a list of those for whom the Union has submitted signed Authorization for Check-off of Dues Forms but for whom no deduction have been made.

##### G4.820 LIMIT OF EMPLOYER'S LIABILITY

The Employer shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees. The Union will protect and save harmless the Employer from any and all claim, demands, suits, and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with this Article.

##### G4.830 DISPUTES CONCERNING MEMBERSHIP

Any dispute arising as to an Employee's membership in the Union will be reviewed by the designated representative of the Employer and a representative of the Local Union and if not resolved, may be decided through the grievance procedure. However, the Employee may be retained at work while the dispute is being resolved.

## **ARTICLE G5: GENERAL PROVISIONS**

G5.100 Each Employee, while acting within the scope of his/her official duties and District policy, will be covered by the provisions of the school district's liability insurance policy. The Union will protect and save harmless the Employer from any and all claims, demands, suits, and other form of liability by reason of action taken or not taken by the Employer for the purpose of complying with this Article.

G5.200 It is expressly agreed between the District and the Union that sexual harassment will not be condoned. All charges of alleged sexual harassment are to be reported to the Superintendent or his/her designee for investigation. If someone is found to have engaged in sexual harassment, such behavior will be addressed in accordance with District Policy.

### **G5.300 ASSAULT UPON AN EMPLOYEE**

Any case of assault upon an Employee shall be reported within twenty-four (24) hours to the District. For any such assault which occurs during the performance of official duties and within the scope of District policy, the District will advise the Employee of his/her rights and obligations with respect to such assault. The Employee may request to have a Union representative present and, in an emergency situation, the Union representative could submit the incident report.

### **G5.400 HEALTH AND SAFETY**

G5.410 The District agrees to abide by all State and Federal laws. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety, or well-being. Any such condition is to be reported to a supervisor immediately.

G5.420 The District will pay the cost of any physical examination required. Chest X-rays and/or tuberculin tests, if required, shall be provided by the District at a District designated facility.

G5.430 The Employer will provide for first aid training and/or CPR classes if this training is required of the Employee.

G5.500 The District shall provide adequate lounge, if space is available, and rest rooms for Employee use.

G5.600 The Employer recognizes its responsibility to give reasonable support and assistance to the Employee with respect to the maintenance of control and discipline of students. Program resources will be available to assist staff. After exhausting program resources,

the District may request the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional services.

#### G5.700 UNION RIGHTS

G5.710 The Employer will provide space on existing bulletin boards for posting of Union business.

G5.720 The Employer shall make available to the Union, upon written request, within a reasonable time, information where available, which the Union needs for preparation of bargaining demands for implementation of the terms of this Agreement.

G5.800 No Employee shall, on a permanent basis, be required to perform work other than work designated by their job classification.

G5.810 Employees shall not be required to transport students in their personal vehicles.

#### G5.900 PERSONNEL FILES

G5.910 Employees shall have the right to review their personnel files upon written request to the Employer. The Employee may request and shall be granted Union representation during the review. Only one (1) file shall exist on each Employee and be maintained at the Personnel Office.

G5.920 The Employee may sign any disciplinary material placed in an Employee's file and said signature shall be for the purpose of indicating the Employee has read the material and shall not necessarily indicate that the Employee agrees with the material.

## **ARTICLE G6: REPRESENTATION**

- G6.100 The Employer agrees to recognize a bargaining committee comprised of a representative from GSRP, and the committee will include a representative from Council 25, and the Union president or his/her designee.
- G6.200 The members of all Union committees recognized by the Employer for purposes of collective bargaining shall be limited to Employees who have completed a ninety (90) work day probation period with Lincoln Park Public Schools.
- G6.300 The names of all such committee members shall be submitted in writing to the Employer by the Union upon election or appointment to a recognized committee.
- G6.400 Special conferences for important matters will be arranged between the Local President and the Employer or its designated representative upon the request of either party. Such meetings shall be between at least two (2) representatives of the Employer and at least three (3) but not more than five (5) representatives of the Union. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences. A representative of the Council or a representative of the International Union may attend such meetings.

## **ARTICLE G7: HOURS OF EMPLOYMENT**

### **G7.100 HOURS**

G7.110 Employees who are regularly employed, work seven (7) or more hours per day and are assigned to a classification, shall be considered as permanent full-time Employees.

G7.120 Employees who are regularly employed and assigned to a classification but work less than seven (7) hours a day shall be considered as part-time Employees. An Employee working four (4) hours or more shall be entitled to all benefits of this Agreement on a prorated basis after ninety (90) days of employment.

### **G7.200 LUNCH PERIOD – COFFEE BREAK**

Eight (8) hour members of the bargaining unit shall be entitled to a paid duty free lunch period of thirty-five (35) minutes. A paid fifteen (15) minute break for each four (4) hour period worked will be scheduled pursuant to work place procedures.

### **G7.300 OVERTIME**

All overtime is approved in advance by the Employer and is paid at one and one-half time the Employees hourly rate. Overtime will be paid for all time worked over eight hours per day, forty (40) hours per week and all time worked will be scheduled.

### **G7.400 ACT OF GOD DAYS**

The past practice of allowing “compensatory time off” for fifty-two (52) week Employees who report to and work during days that school(s) are closed due to Acts of God will no longer be effective. It is understood that non-fifty-two week Employees who are either instructed not to report and/or are sent home because of Acts of God, shall continue to receive pay so as not to suffer loss of pay and/or benefits.

### **G7.500 HOURS OF EMPLOYMENT**

G7.510 Summer employment is at the discretion of the Employer. The Employer shall notify Employees by written memorandum as soon as possible, providing the dates, location, and staff assignment for the summer program. Whenever state law mandates extended year programs, employees who are working in those programs during the regular school year will be given first option for extended year employment.

G7.520 The Program Assistant/Parent Involvement Coordinator may perform some limited Title I responsibilities during summer employment.

## **ARTICLE G8: WORKING CONDITIONS**

### **G8.100 TELEPHONE USE**

Bargaining unit employees shall be allowed the use of telephones for emergency purposes.

### **G8.200 UNION USE OF SCHOOL FACILITIES**

The Union may use available school facilities without charge for Union meetings upon securing the approval of the appropriate administrator.

### **G8.300 UNION USE OF INTER-SCHOOL MAIL SERVICE AND FAX**

The Union shall have the right to use the inter-school mail service to communicate with its members, provided that all materials sent are clearly identified and the Union accepts all responsibility for such materials. Abuse of school mail service will be subject to disciplinary action.

## **ARTICLE G9: SENIORITY**

### **G9.100 DEFINITION**

G9.910 Seniority shall begin on the date of employment by HR letter of assignment to a union classified position (as defined in Article 1) if there is no BOE resolution, but shall not take effect until the employee has been employed for ninety (90) calendar days, at which time he/she shall be certified as a permanent employee. Such seniority shall be designated as "District Seniority" on the seniority list.

G9.920 This definition shall apply throughout this collective bargaining agreement whenever the term "seniority" is used.

G9.930 For part-time employees hired on or after September 7, 2011, seniority for part-time employees shall be granted and shall accumulate in such proportional amounts as their actual hours of work bear to full-time employment.

### **G9.200 PROBATIONARY EMPLOYEES**

G9.210 New Employees hired in the unit shall be considered as probationary Employees for the first ninety (90) calendar days (excluding summer) of their employment. When an Employee finishes the probationary period by accumulating ninety (90) calendar days, he/she shall be entered on the seniority list of the unit as of their effective day of employment. There shall be no seniority among probationary Employees (summer recess excluded).

G9.220 The Union shall represent probationary Employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in Article 1 of the Agreement, except discharged and disciplined Employees for other than Union activity.

### **G9.300 LOSS OF SENIORITY**

Seniority shall be broken and the Employee shall be removed from the seniority list for the following reasons:

G9.310 If the Employee quits.

G9.320 If the Employee is discharged and the discharge is not reversed through the grievance process of the Agreement.



- G9.330 If the Employee is absent for five (5) consecutive working days without notifying the Employer.
- G9.340 If the Employee fails to return to work from layoff when recalled as set forth in the recall procedure provided herein.
- G9.350 If the Employee overstays a leave granted for any reason as hereinafter provided for five (5) consecutive working days without notifying the School District and/or fails to give explanation satisfactory to the School District.
- G9.360 Notwithstanding their position on the seniority list, the steward shall in the event of a layoff of any type be continued at work as long as there is a job in their area which they are qualified to perform and shall be recalled to work in the event of a layoff on the first open position in their area which they are qualified to perform.
- G9.370 If the Employee takes a leave of absence his/her seniority shall be adjusted.

#### G9.400 PROMOTIONS/VACANCIES

Promotion defined as an increase in annual compensation, excluding summer or supplemental programs.

- G9.410 Promotions within the bargaining unit shall be made on the basis of seniority and qualification (with the exception of probationary Employees). However, in the event that there are no qualified applicants, probationary employees may be considered.
- G9.420 Employees granted lateral transfers within classification shall spend at least one year in said position before they shall be granted another lateral transfer.
- G9.430 Job vacancies will be posted for a period of seven (7) calendar days, in a conspicuous place in the work site. Employees interested shall apply within the seven (7) calendar day posting period. The senior Employee applying for the promotion, which is qualified and recommended, shall be granted a trial period, not to exceed sixty (60) days.
- G9.440 An interview committee shall recommend a candidate for promotion. The committee shall be comprised of those required by federal guidelines, a Local 849 Employee whose job is closely related to the opening, GSRP administrator, and one or more parents.

- G9.450 In the event the senior applicant is denied the promotion, reasons for denial shall be given to such Employees upon written request by the individual with copies to the Union except where barred by the Employee.
- G9.460 During the trial period the Employee shall have the opportunity to revert back to his/her former classification.
- G9.470 If the Employee is unsatisfactory in the new position, the Employer shall have the opportunity to place the Employee back in their former classification during the trial period. The Employer shall submit notice and reasons of such move to the Union in writing, with a copy to the Employee. The matter may then become a proper subject for the second step of the grievance procedure.
- G9.480 During the trial period, Employee will receive the rate of the job they are performing.
- G9.490 The Employer agrees to make available to the Union a list of all applicants for promotion through job postings.

#### G9.500 TRANSFERS

When an Employee transfers from one classification to another, his/her seniority starts from date of transfer into the classification, except where he/she already accumulated seniority in the classification. In such event he/she would be given credit for total accumulation in the classification.

#### G9.510 TEMPORARY TRANSFERS

If an Employee is temporarily transferred to a position, he/she shall have accumulated seniority while working in the position to which they were transferred.

#### G9.520 LATERAL TRANSFERS

Transfer shall be defined as the movement through the posting procedure (except where a letter of transfer is on file) from one location or department to another where a vacancy exists with no change in rate of pay, classification, and essentially the same hours.

#### G9.600 TEMPORARY ASSIGNMENTS

The Employer shall have the right to assign temporarily, not to exceed twenty (20) working days, any Employee to perform a duty with either a higher or lower rate of pay than that to which he/she is normally assigned. Such action shall be taken on a

temporary basis only and such action shall not be deemed to be either a promotion or a demotion.

G9.610 Employees required to work in a higher classification shall be paid at a higher rate depending upon their credentials for the hours worked in that position.

G9.620 Employees required to work in a lower classification will receive their regular rate of pay.

#### G9.700 TRIAL PERIOD CONDITIONS

Employees promoted to a new position or granted a voluntary transfer shall complete a trial period of sixty (60) days in the new position. During the first sixty (60) days in the trial period, the Employee may at his/her option, return to his/her former position and location and pay rate without loss of status or seniority. If the Employer determines that his/her services in the new classification are unsatisfactory, he/she shall be transferred back to his/her former classification and location without loss of seniority. The Employer shall submit notice and reasons of such a move to the Employee and the Union in writing. Final determination is subject to the Grievance Procedure.

#### G9.800 NEW AND ADDITIONAL POSTINGS

The Employer will have the right to establish new positions in the bargaining unit as may be required.

#### G9.900 RATES FOR NEW JOBS

When a new position is placed in the bargaining unit and cannot be properly placed in an existing classification, the Employer will establish a classification and rate structure to apply. In the event the Union does not agree that the description and rate are proper, the Union shall have the right to submit the matter to the grievance procedure at the second step.

## **ARTICLE G10: LAYOFFS AND RECALL**

- G10.100 Layoff shall be defined as a reduction in the work force. A substantial reduction in the work year, workweek, or work hours shall be identified as a purpose for bumping.
- G10.110 The Employer shall meet with the Union twenty one (21) work days prior to the date of layoff is to become effective, if possible. The Local Union's president shall receive a list from the Employer of the Employees being laid off on the same day the notices are issued, if possible.
- G10.120 When it becomes necessary to reduce the working staff by means of a "layoff," probationary Employees shall be laid off first, followed by the least senior Employees in the classification being reduced. Any displaced Employee in the classification who cannot displace an Employee within said classification shall displace any less senior Employee in any classification and then least senior in bargaining unit. An Employee bumping another must be qualified for the position that they are bumping into. Employees may not bump to a classification with a higher rate of pay.
- G10.130 A laid off Employee shall be considered on layoff until he/she is reinstated by the Employer for the length of his/her seniority. Any GSRP laid off shall be given preference to any position in the main unit, if qualified to perform the duties before the Employer goes outside. Any certified teacher shall be given priority to openings in the District.
- G10.140 When the working force is increased after a layoff, Employees shall be recalled on the basis of seniority.
- G10.150 The notification of recall will be by certified letter, mailed to the last known address. Failure of the Employee to respond to the written notice within fourteen (14) calendar days shall be cause to be removed from the seniority list. Extensions may be granted by the Employer for extenuating circumstances. It is the obligation of the Employee to keep the Personnel Office apprised of his/her current address.
- G10.160 The Employer agrees not to hire new employees to a job classification where there are Employees laid off, without first offering to recall the qualified laid off Employees.

## **ARTICLE G11: EVALUATIONS**

G11.100 Each Employee shall be formally evaluated by his/her immediate supervisor or District Administrator.

G11.110 Formal evaluation shall take place not less than once every five (5) years.

G11.120 The evaluator shall meet with the Employee to discuss the evaluation and at the Employee's request, Union representation shall be granted.

G11.130 If the Employee does not agree with the evaluation, he/she may write a statement to be attached to said evaluation form and placed in his/her personnel file.

G11.140 Evaluation meetings will be held during the normal workday.

G11.150 Any changes in the evaluation process shall be subject to the grievance procedure, except as mandated by the funding agent.

## **ARTICLE G12: SPECIAL CONFERENCES**

G12.100 Special conferences for important matters will be arranged between the Local President and the Employer or its designated representative upon the request of either party. Such meetings shall be between at least two (2) representatives of the Employer and at least three (3) but not more than five (5) representatives of the Union. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences. Such meetings may be attended by a representative of the Council or a representative of the International Union.

## **ARTICLE G13: STEWARDS**

- G13.100 GSRP shall be represented by one (1) steward or an alternate steward in the absence of the steward, who shall be a regular, or permanent Employee and working in the area.
- G13.200 The steward, or the alternate steward, in the absence of the steward, during their working hours without loss of pay, may, in accordance with the terms of this section investigate and present grievances to the Employer, upon having advised his/her supervisor of same. The immediate supervisor will grant permission and provide sufficient time to the steward to leave his/her work for these purposes. The privilege of a steward leaving his/her work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused. The steward will perform his/her regularly assigned work at all times, except when necessary to leave his/her work to handle grievances as provided herein. Any alleged abuse by either party will be a proper subject for a special conference.

## **ARTICLE G14: GRIEVANCE PROCEDURE**

### **G14.100 DEFINITION**

A grievance is a complaint by a member of the Union (employee) concerning any alleged violation of this Agreement.

The employee will first discuss the grievance with their immediate Supervisor on an informal basis. The employee may be accompanied by a representative of the Union.

### **G14.200 WRITTEN PROCEDURE**

If the matter is not resolved, all grievances will be handled in the following manner:

- Step 1: Within twenty (20) working days of the occurrence of the facts on which the grievance is based, the Union will file a written grievance on the accepted grievance form for the employee with their immediate Supervisor. The immediate Supervisor will give a written reply within seven (7) working days after the grievance is received.
- Step 2: Within five (5) working days after delivery of the Supervisor's decision, the grievance may be appealed to the Superintendent. The appeal shall be in writing and shall set forth specifically the alleged violation of the contract provision on which the grievance is based. Within twenty (20) working days after delivery of the appeal, the Superintendent, or designee, shall investigate the grievance and shall communicate a decision, in writing, together with supporting reasons, to the Union. As a part of the Superintendent's investigation, the Superintendent, or designee shall arrange for a hearing to be attended by no more than three (3) Union representatives.
- Step 3: If the Union is dissatisfied with the decision of the Superintendent or his/her designee, either the Union or the Board may request, in writing to the other, that the matter be submitted to non-binding mediation with the Michigan Employment Relations Commission. Such request for mediation must be made no more than twenty (20) workdays after delivery of the Superintendent's disposition. For mediation to occur, the mediation request must be agreed upon in writing by the other party not more than ten (10) workdays following receipt of the request.
- Step 4: If the Union is dissatisfied with the decision of the Superintendent or his/her designee, or if the mediation process does not resolve the grievance, the Union may refer the matter to arbitration by delivering written notice of its filing with the American Arbitration Association to the Superintendent within forty-five (45) working days after the Union's receipt of the decision of the Superintendent or his/her designee or within thirty (30) days of the termination of the mediation process. The arbitrator shall be selected from the panel of arbitrators furnished by the American Arbitration Association, and the arbitration shall be conducted under the rules of the American



Arbitration Association. The fees and expenses of the arbitrator shall be shared equally by the Board of Education and the Union. The arbitrator shall confine their decision to the sole question of whether or not there has been a violation of the Agreement and, if they find a violation, the appropriate relief.

G14.210 The arbitrator's award shall be final and binding on the Board and the Union and any employees involved.

#### G14.300 STEP ADVANCE

If, in the judgment of the Union, a grievance affects a group or class of employees, the Union may submit such grievance, in writing, to the Superintendent directly and the processing of such grievance shall be commenced at Step 2. The grievance must be presented within thirty-five (35) working days of the occurrence of the facts on which the grievance is based.

#### G14.400 TIME LIMITS

G14.410 Failure to commence to process the grievance within the time limits set forth shall bar the grievance.

G14.420 Failure to appeal a decision to the next step within the time limits set forth shall constitute acceptance of the last written decision and shall bar future action on that particular grievance.

G14.430 A grievance not answered timely by the Employer will automatically advance to the next step of the grievance procedure.

G14.440 A grievance may be withdrawn, without prejudice, and, if so withdrawn, all financial liabilities shall be annulled.

#### G14.500 UNION REPRESENTATION

A Union and/or Local Union representative may be present at all steps of the grievance procedure.

#### G14.600 SETTLEMENT IMPLEMENTATION

Any agreement or arbitration award reached through the grievance procedure shall be implemented promptly.

#### G14.700 SIMILAR GRIEVANCE

Where one or more grievances involve a similar issue, those grievances may be withdrawn without prejudice pending the disposition or the appeal of a representative case. In such event, the withdrawal without prejudice will not affect financial liability.

## **ARTICLE G15: SICK LEAVES / LEAVES OF ABSENCE**

### **G15.100 SICK LEAVE**

- G15.110 Each bargaining unit member shall be granted one (1) day per working month plus three (3) days per year as sick leave days. At the end of the probationary period, an Employee may draw on their anticipated sick leave days for the balance of the current school year. If an Employee leaves before the end of the school year, any unearned used sick leave days will be deducted from their final paycheck.
- G15.120 All unused sick leave allowance days shall be placed, at the end of the fiscal year in the Employee's cumulative sick leave bank. Accumulation of these days shall be limited to forty (40) days with each day after twenty (20) in one year requiring medical documentation. It is understood that should a part-time Employee move to a full-time position, the accumulated leave days will be pro-rated to the part-time equivalent.
- G15.130 Employees shall make every effort to call in the AESOP system two (2) hours prior to the start of their shift if they are unable to report to work. Employees who will be off more than one (1) day of for an extended period of time shall keep the District informed. If off more than four (4) days, unless pre-approved by administration, the Employee shall provide to the office a doctor's report stating that he/she is able to resume work.
- G15.140 At retirement and for no other reason, an Employee shall receive a separate one-time payment for accumulated sick days as follows: An Employee shall receive the cash equivalent of fifty percent (50%) of one day's pay for each accumulated sick day.

### **G15.200 ON-THE-JOB INJURIES**

Any Employee injured in an accident compensable under the Worker's Compensation Act shall receive from the Employer the difference between the amounts received through Worker's Compensation and 70% of their regular pay for a period not to exceed one (1) year from date of injury. Accidents must be reported to the immediate supervisor and an incident report filled out within twenty four (24) hours. Accidental injury on the job shall not be chargeable to leave allowance.

## G15.300 PAID LEAVES

### G15.310 FUNERAL LEAVE

Absences for which pay will not be deducted and not charged to the sick leave bank: Death in immediate family which is described as mother, father, mother-in-law, father-in-law, wife, husband, brother-in-law, sister-in-law, sister, brother, grandparent or child. Funeral leave for death of a relative not listed above or a member of the household shall be at the discretion of the Superintendent or his/her designee. Length of funeral leave will be at the discretion of the Superintendent or his/her designee, but is not to exceed three (3) days.

### G15.320 JURY DUTY

The Employer shall pay any Employee who is called for jury duty the difference between the amounts received for jury duty and the regular amount paid the Employee, if either the Employee or the Superintendent is unable to get the Employee excused from this duty.

### G15.330 UNION LEAVE

The President of the Local Union or his/her designee shall be released from regular duties without loss of compensation, upon request for a period of eight (8) days per school year, for Union business, not to be deducted from sick leave allowance nor accumulated from year to year. Not more than five (5) consecutive days may be used at one time.

## G15.400 UNPAID LEAVES

Leaves of absence without pay, for reasonable periods not to exceed two (2) years, will be granted without loss of seniority for good cause and such leave may be extended for like cause. Leaves will not be granted for the purpose of accepting other employment.

### G15.410 EXTENDED SICK LEAVE

Any Employee whose personal illness extends beyond the period compensated by accumulated sick leave days shall be granted leave of absence without pay for such time as is necessary for complete recovery from such illness, not to exceed five (5) years. Employees returning from extended sick leave before the end of one (1) year shall be assigned to the same regular position in their classification. Employees, who have been on an extended sick leave beyond one (1) year, but not more than five (5)

years, shall notify the Board of Education thirty (30) days in advance of returning from leave. Upon returning from leave an Employee shall be assigned to the same position or a substantially equivalent position, if available, or will replace the junior Employee with the least seniority in their unit.

#### G15.420 LEAVE FOR UNION BUSINESS

Members of the Union elected to Union positions or selected by the Union to do work which takes them from their employment with the Employer, shall at the written request of the Union, receive temporary unpaid leave of absence for periods not to exceed two (2) years, or the term of office, whichever may be shorter and upon their return, shall be re-employed at work to the same classification left, with accumulated seniority. The Board agrees to recommend to the Public Employees Retirement System that the time spent on leave of absence pursuant to this section be granted as service credit for retirement purposes.

#### G15.430 FAMILY LEAVE

The Board of Education will grant an unpaid family leave of absence to any Employee who is included in the bargaining unit, upon written request for such leave and proper certification from his/her doctor. An unpaid family leave of absence may be extended up to five (5) years upon the written request of the Employees, but after one (1) year's leave, Extended Sick Leave shall apply. Any Employee who is included in the bargaining unit may use the sick leave provisions of this Agreement. Such leave related to pregnancy shall be treated as a disability.

#### G15.440 VETERANS

Reinstatement of Seniority Employees - any Employee who enters into active service in the armed forces of the United States, upon the termination of such service shall be offered re-employment in their previous position (without loss of seniority (freeze in seniority) or a position of like seniority, status, and pay, unless the circumstances have so changed as to make it impossible or totally unreasonable to do so, in which event they will be offered such employment in line with their seniority as may be available and which they are capable of doing, at the current rate of pay for such work, provided they report for work within ninety (90) calendar days of the date of such discharge. A probationary Employee who enters the armed forces and meets the foregoing requirements must complete their probationary period and upon completing it, will have

seniority equal to the time they spent in the armed forces, plus six (6) months.

G15.441 VETERANS LAW

Except as herein before provided, the re-employment rights of Employees and probationary Employees will be limited by applicable laws and regulations.

G15.442 EDUCATIONAL LEAVE OF ABSENCE FOR VETERANS

Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed a period equal to their seniority in order to attend school Full-time under applicable federal laws in effect on the date of this Agreement. Employees who are in some branch of the Armed Forces Reserve or the National Guard will be paid the difference between their reserve pay and their regular pay with the School District when they are on Full-time active duty in the Reserve or National Guard provided proof of service and pay is submitted. A maximum of two (2) weeks per year is the normal limit, except in the case of an emergency.

## **ARTICLE G16: HEALTH INSURANCE COVERAGE**

G16.100 All full-time Employees (defined as thirty-five (35) or more regular hours per week) will be provided hospitalization medical coverage for the employee and their family, the plan to be Blue Cross/Blue Shield Community Blue Option 1 health care protection with a \$10/\$20 deductible Prescription Drug Rider (or a health plan equivalent thereto). Coverage will be effective within 30 days upon notification by both parties. For the 2011-12 school year, the Employer will pay 90% of the total premium; Employees shall pay 10% of the total premium through payroll deduction.

G16.200 Full-time employees who have health insurance protection through their spouse's employer, at the employee's option, may apply the amount equivalent to the single subscriber cost for any Board provided insurance premium for the coverage of other insurance and protection plans which are available through the Employer on a district wide basis.

G16.300 Part-time Employees may purchase insurance coverage through the Employer at the Employers cost. Single coverage Employees may purchase additional coverage under the same provision. Provider open enrollment period may apply.

## ARTICLE G17: HOLIDAYS

### G17.100 FULL-TIME EMPLOYEES

G17.110 One week during Christmas shall be paid. Retirement and FICA as required by law shall be paid. When Christmas vacation begins on a day other than Monday, Employees will be paid for the full week. When school resumes after Christmas vacation on a day later than Monday, Employees will be paid for the full week. All pay will be in accordance with regularly assigned hours.

G17.120 Other paid holidays shall be allowed as follows:

Thanksgiving (2 days)

Good Friday (1 day)

Memorial Day (1 day)

\*Friday before Labor Day (for full-time positions normally scheduled to work the week before Labor Day – 1 day)

Labor Day (1 day)

\*Should the Friday before Labor Day become a student day of attendance then this holiday will be transferred to a midwinter break day when students are not in attendance.

### G17.200 EMPLOYEES WORKING LESS THAN 35 HOURS

G17.210 When Christmas vacation begins on a day other than Monday, Employees will be paid for the full week. When School resumes after vacation on a day later than Monday, Employees will be paid for the full week. All pay will be in accordance with regularly assigned hours.

G17.220 Other paid holidays shall be allowed as follows:

Thanksgiving (2 days)

Good Friday (1 day)

Memorial Day (1 day)

Labor Day (1 day)

G17.230 Each Employee shall be paid for each of the holidays listed above at his/her regular rate of normal hours worked, provided that he/she shall have been present and shall have performed his/her duties during the whole of his/her proper shift, both the working days immediately preceding and immediately following the holiday. If the Employee has not been so present, he/she shall receive no pay for said holiday unless acceptable proof of absence is presented to the Superintendent.



G17.240 Should said holidays fall on a Saturday, the previous Friday shall be deemed to be the "day off" provided, however, that school classes are not in session on that Friday. In a like manner, when said holiday falls on Sunday, the next succeeding Monday shall be the "day off" provided that school classes are not in session on that Monday. If the above mentioned "day off" is not available because of classes being in session, the Employer shall designate at least ten (10) working days in advance what day shall be recognized as the "day off".

G17.250 All non-fifty-two week Employees shall be allowed vacation time during the school year when teachers and children are not in attendance, except that the regular Easter vacation period shall be considered time off without pay.

## **ARTICLE G18: MISCELLANEOUS**

### **G18.100 FINANCIAL INFORMATION**

The School Administration agrees to furnish the Union the District's Financial Reports necessary and pertinent to the purpose of collective bargaining.

### **G18.200 MISCELLANEOUS COMPENSTION – PERSONAL EXPENSES**

Each Employee will be reimbursed by the Employer for job-related personal expenses on behalf of the Employer. Personal Expenses may also be defined as out-of-pocket expenses. Such expenses must have prior approval of the building administrator/immediate supervisor.

### **G18.300 MILEAGE ALLOWANCE REIMBURSEMENT**

Each Employee will be reimbursed by the Employer for job-related travel on behalf of the Employer. Job-related travel for reimbursement must have prior approval of the building administrator/immediate supervisor. Reimbursement shall be paid at the current rate per mile determined according to IRS guidelines provided reports are submitted on a monthly basis.

### **G18.400 TUITION REIMBURSEMENT**

The Employer agrees to pay the cost of tuition for a course of instruction where the attendance of an Employee is required by the Board of Education. Continuing education provisions of the state are exempt from the provisions of this section.

### **G18.500 RETIREMENT**

An Employee may elect to retire in accordance with the provisions of the Michigan Public School Employees Retirement Act.

## **ARTICLE G19: GENERAL PROVISIONS**

### **G19.100 SUPPLEMENTAL AGREEMENTS**

All supplemental agreements shall be subject to the approval of the Local Union, the Employer, and the Council, and/or International Union. They shall be approved or rejected within a period of thirty (30) days following the date they are filed.

## **ARTICLE G20: RIGHTS AND RESPONSIBILITIES**

### **G20.100 EMPLOYEE RIGHTS AND RESPONSIBILITIES**

Union Employees agree to uphold this Contract. Each Employee accepts responsibility to strive for excellence in their work and to take advantage of opportunities for continually improving their skills and their relationship with their fellow workers and superiors.

G20.110 Nothing in this Contract shall be construed to deny or restrict an Employee's rights under the Michigan General School Laws or applicable civil laws. The rights granted in this Contract are deemed to be in addition to those provided elsewhere.

G20.120 The Union, its officers and stewards accept responsibility to attempt to prevent strikes among its members.

### **G20.200 BOARD RIGHTS AND RESPONSIBILITIES**

G20.210 Except as modified by the specific terms of this Contract, the Board retains all rights and powers to manage the Lincoln Park School District, and to direct its Employees. The Union recognizes these management rights and responsibilities as conferred by the Laws and Constitution of the State of Michigan, and inherent in responsibilities to manage a public school system, including the right:

G20.211 To the executive management and administrative control of the school system and its properties and facilities, and the activities of its Employees during Employee working hours.

G20.212 To hire all Employees, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment.

G20.220 The Board has the responsibility to evaluate the work of its Employees and to inform the Employee of its view of their work. Disagreements concerning an Employee's evaluation shall be subject to the grievance procedure.

## **ARTICLE G21: TERMINATION AND MODIFICATION OF AGREEMENT**

- G21.100 This Agreement shall continue in full force through June 30, 2014. Provisions regarding wages, benefits, and all other forms of compensation shall be re-opened for bargaining for the 2012-13 and 2013-2014 school years.
- G21.200 The entire agreement or specific provisions of the agreement may be rejected, modified, or terminated by an emergency manager under conditions provided in the Local Government and School District Fiscal Accountability Act, 2011 PA 4.
- G21.300 All programs and features depend upon continued funding from the State. Should funding be reduced, all economics are reopened.
- G21.400 If either party desires to terminate this Agreement, it shall, sixty (60) days prior to the termination date, give written notice of termination. If neither party shall give written notice of amendment, as hereinafter provided, or if each party giving notice of termination withdraws the same prior to termination date, this Agreement shall continue in effect from year to year thereafter, subject to notice of termination by either party on sixty (60) days' notice prior to the current year's termination date.
- G21.500 If either party desires to modify or change this Agreement, it shall sixty (60) days prior to the termination date or any subsequent termination date; give written notice of its intent to amend this Agreement. If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be part of this Agreement without modifying or changing any of the other terms of this Agreement.
- G21.600 Notice shall be in writing and shall be sufficient if sent by certified mail addressed, if to the Union, to 600 W. Lafayette, Detroit, Michigan 48226, and if to the Employer, to 1650 Champaign, Lincoln Park, Michigan 48146 or to any such address as the Union or the Employer may make available to each other.

## **ARTICLE G22: RATES AND CLASSIFICATIONS**

- G22.100 To insure job rights for the Employee, all work within an existing classification and job description shall be performed only by regular Employees assigned to those classifications. These Employees shall work under the terms of this Agreement between the Board and the Union.
- G22.200 The Union will be promptly notified of the position, wages, and working hours of any new bargaining unit member.
- G22.300 Classifications and wage schedule for all bargaining unit members shall be attached to and become part of this Agreement.
- G22.400 The Employer agrees to furnish the Union, through the President and Local Union, with an up-to-date salary schedule for all bargaining unit members upon request at reasonable times.

## **ARTICLE G23: JOB DESCRIPTIONS**

G23.100 It is mutually agreed between the parties that the Union and Employer shall meet and confer that the Union shall have input into the job descriptions and any future changes that the Employer may make.

## HOURLY PAY RATES

| MAINTENANCE UNIT                  |    |         |           |
|-----------------------------------|----|---------|-----------|
| CLASSIFICATION*                   |    | 2009-12 | **3/14/95 |
| Lead Utility                      | 1  | 23.05   | 24.20     |
| Head Utility Inside               | 2  | 22.47   | 23.59     |
| Head Utility Outside              | 2  | 22.47   | 23.59     |
| Head Utility Painter              | 2  | 22.47   | 23.59     |
| High School Engineer              | 3  | 22.31   | 23.43     |
| Middle School Engineer            | 4  | 21.74   | 22.83     |
| Warehouse Clerk                   | 5  | 20.93   | 21.98     |
| Elementary Engineer I ***         | 6  | 20.51   | 21.54     |
| Elementary Engineer II            | 7  | 20.32   | 21.34     |
| Auditorium Technician             | 8  | 20.30   | 21.32     |
| Assistant Utility Outside         | 9  | 20.12   | 21.13     |
| Assistant Utility Painter         | 9  | 20.12   | 21.13     |
| High School Assistant Engineer    | 9  | 20.12   | 21.13     |
| Middle School Assistant Engineer  | 9  | 20.12   | 21.13     |
| Lease Building Assistant Engineer | 10 | 20.05   | 21.05     |
| Elementary Assistant Engineer     | 11 | 19.01   | 19.96     |
| Custodian – Step 1                | 15 | 11.89   |           |
| Custodian – Step 2                | 15 | 12.25   |           |
| Custodian – Step 3                | 15 | 12.50   |           |
| Custodian – Step 4                | 15 | 16.36   |           |
| Custodian – Step 5                | 15 | 17.84   |           |
| Custodian – Step 6                | 15 | 18.29   | 19.20     |

\*Classifications are listed in Article 13.

\*\*Rate for Employees hired before 3/14/95.

\*\*\*Hoover, Keppen, Lafayette



| <b>BUSINESS OFFICE UNIT</b>                   |   |         |           |
|---|---|---------|-----------|
| CLASSIFICATION*                               |   | 2009-12 | **3/14/95 |
| Senior Bookkeeper                             | 2 | 22.47   | 23.59     |
| <i>Senior Bookkeeper 1 Year Training Wage</i> |   | 21.32   |           |
| Senior Payroll                                | 2 | 22.47   | 23.59     |
| <i>Senior Payroll 1 Year Training Wage</i>    |   | 21.32   |           |
| Junior Bookkeeper                             | 9 | 20.12   | 21.13     |
| <i>Junior Bookkeeper 1 Year Training Wage</i> |   | 18.95   |           |
| Junior Payroll                                | 9 | 20.12   | 21.13     |
| <i>Junior Payroll 1 Year Training Wage</i>    |   | 18.95   |           |

| <b>SECRETARY UNIT</b> |    |         |           |
|-----------------------|----|---------|-----------|
| CLASSIFICATION*       |    | 2009-12 | **3/14/95 |
| Secretary – Step 1    | 16 | 11.47   |           |
| Secretary – Step 2    | 16 | 11.63   |           |
| Secretary – Step 3    | 16 | 11.75   |           |
| Secretary – Step 4    | 16 | 11.79   |           |
| Secretary – Step 5    | 16 | 12.47   |           |
| Secretary – Step 6    | 16 | 17.15   |           |
| Secretary – Step 7    | 16 | 17.47   |           |
| Secretary – Step 8    | 16 | 17.76   | 18.65     |

| <b>CAFETERIA UNIT</b>  |    |         |           |
|------------------------|----|---------|-----------|
| CLASSIFICATION*        |    | 2009-12 | **3/14/95 |
| Head Cook              | 12 | 15.93   | 16.73     |
| Assistant Cook         | 13 | 13.50   | 14.18     |
| Utility Driver         | 13 | 13.50   | 14.18     |
| Assistant Utility Cook | 14 | 13.50   |           |
| Head Cashier           | 17 | 9.98    | 10.48     |

| <b>PART-TIME CAFETERIA</b>                |         |           |
|---|---------|-----------|
|   | 2009-12 | **3/14/95 |
| Food Handler – Step 1                     | 9.48    |           |
| Food Handler – Step 2                     | 9.69    | 10.17     |
| Cashier/Part-time Kitchen Helper – Step 1 | 8.19    |           |
| Cashier/Part-time Kitchen Helper – Step 2 | 8.48    | 8.90      |

| <b>PARAPROFESSIONAL UNIT</b> |    |         |           |
|------------------------------|----|---------|-----------|
| CLASSIFICATION*              |    | 2009-12 | **3/14/95 |
| Paraprofessional – Step 1    | 18 | 9.90    |           |
| Paraprofessional – Step 2    | 18 | 10.05   |           |
| Paraprofessional – Step 3    | 18 | 10.19   |           |
| Paraprofessional – Step 4    | 18 | 11.09   |           |
| Paraprofessional – Step 5    | 18 | 11.88   |           |
| Paraprofessional – Step 6    | 18 | 15.39   |           |
| Paraprofessional – Step 7    | 18 | 15.66   |           |
| Paraprofessional – Step 8    | 18 | 15.84   |           |
| Paraprofessional – Step 9    | 18 | 16.06   |           |
| Paraprofessional – Step 10   | 18 | 16.74   | 17.58     |

| <b>GSRP</b>                           |         |           |
|---------------------------------------|---------|-----------|
|                                       | 2009-12 | **3/14/95 |
| Certified Teacher                     | 21.12   | 22.18     |
| <i>Probationary Certified Teacher</i> | 19.82   |           |
| Associate Teacher                     | 10.97   | 11.52     |
| <i>Probationary Associate Teacher</i> | 9.92    |           |

| <b>PROGRAM ASSISTANT / PARENT COORDINATOR / BILINGUAL</b> |         |           |
|---|---------|-----------|
|   | 2009-12 | **3/14/95 |
| Program Assistant – Step 1                                | 11.47   |           |
| Program Assistant – Step 2                                | 11.63   |           |
| Program Assistant – Step 3                                | 11.75   |           |
| Program Assistant – Step 4                                | 11.79   |           |
| Program Assistant – Step 5                                | 12.47   |           |
| Program Assistant – Step 6                                | 17.15   |           |
| Program Assistant – Step 7                                | 17.47   |           |
| Program Assistant – Step 8                                | 17.76   | 18.65     |