
Plymouth-Canton



Community Schools

Agreement
Between the
Plymouth-Canton Board of Education
and the
International Union of
Operating Engineers,
Local 324, AFL-CIO
Security Officers & Garage Employees Agreement

2012 – 2014

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AGREEMENT

between

THE PLYMOUTH CANTON COMMUNITY SCHOOLS, shall hereafter be referred to as the "PLYMOUTH CANTON BOARD OF EDUCATION"

and

THE INTERNATIONAL UNION OF OPERATING ENGINEERS, Local 324-A, B, C, D, G, H, P, RA, S, AFL-CIO hereinafter referred to as the "Union."

SECTION A - ALL EMPLOYEES

ARTICLE I

BOARD AND UNION ITEMS

A. PURPOSE AND INTENT

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

The parties recognize that the interest of the community and the job security of the employees depend upon the Employer's success in establishing and the Union's success in rendering safe, timely, and efficient services to the public. 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.

B. RECOGNITION

The Plymouth Canton Board of Education shall recognize the Union as the exclusive bargaining representative for all garage personnel, mechanics, and full-time (40 hours per week) security officers, excluding secretarial, and supervisors as defined by the Act, for the purpose of establishing wages, hours and working conditions. This agreement may be extended by mutual agreement.

C. UNION RIGHTS

1. The Union shall have the right to use school buildings, property and facilities without charge to conduct Union business. Arrangements shall be made with the appropriate administrator at least one week in advance.
2. Inter-school mail delivery shall be granted to the Union.
3. The Union and representatives of the School District will meet on an informal basis to discuss problems of mutual concern.
4. Upon reasonable request, members' names, addresses, telephone numbers, seniority dates, reports pertaining to transportation, agendas and minutes of School Board meeting will be furnished to a Union Representative.
5. When a change is to be made regarding policy or procedure, which involves the Mechanics and Security Guards, the Union will be notified in advance of such policy or procedural change and will meet with administration to discuss the proposed

change. Any changes in policy and/or procedure will be posted for a minimum of five (5) working days prior to the effective date, except in an emergency situation.

D. NON-DISCRIMINATION

The provisions of this agreement apply to all employees covered by this agreement regardless of their religion, race, color, national origin, age, gender, height, weight, disability, marital status or union activity. The board and the union reaffirm by this agreement their commitment to non-discrimination.

E. NEGOTIATIONS

1. The Board and the Union will mutually agree to a planned meeting.
2. Meetings shall be closed to all except the negotiating team. At no time shall there be any other person present, unless agreed by both teams.
3. The parties shall negotiate at times and places agreeable to both parties consistent with good faith practices.
4. The Board and Union will give written notice of bargaining team members respectively.
5. Any change in this Agreement will be made only by mutual consent.
6. Proper areas of interest on the part of the Union shall include hours, wages and working conditions.
7. The Union Stewards will be paid their regular hourly wages for negotiations or grievances if such occur during member's scheduled runs, trips or work hours.

**ARTICLE II
MANAGEMENT RIGHTS**

Subject to the provisions of this Agreement, and except as modified by the specific terms of this Agreement, the Employer retains all rights and powers to manage the Plymouth-Canton Community 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 as are inherent in the rights and responsibilities to manage the Public School System including, but not limited to, the right:

1. To the exclusive management and administrative control of the school system and its properties and facilities and the activities of its employees during employee working hours.
2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment.
3. To determine the hours of work and the duties, responsibilities and assignments of employees, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoption and equal application of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the laws and constitution of the State of Michigan and the laws and constitution of the United States.

ARTICLE III

LIABILITY

- A. *EMPLOYER LIABILITY: BOARD SUPPORT OF EMPLOYEES IN PERFORMANCE OF DUTIES*
1. The Board recognizes its responsibility to continue to give reasonable support and assistance to all employees with respect to the maintenance of control and discipline in the schools.
 2. Any case of assault upon an employee directly relating to the employees' job shall be promptly reported to the Board or the designated representative. The Board will provide legal counsel to advise the employee of his/her rights and obligations with respect to such assault.
 3. Time lost from his/her school work by an employee in connection with any assault injury, court procedure or action resulting from an assault directly relating to the employees' job shall not be charged against the employee's sick time unless the employee is adjudged guilty in a court of competent jurisdiction.
 4. The preservation of safe, wholesome and pleasant surroundings is a paramount concern of both the Board and the Union. There shall be a continued alertness and actions taken by the Board to prevent hazardous conditions at all times.

ARTICLE IV

UNION MEMBERSHIP

A. *UNION SECURITY*

It shall be a condition of employment that all employees of the Board covered by the Agreement:

1. Become members of the Union on or before the ninety-first (91st) calendar day following the effective day of this agreement, or on or before the ninety-first (91st) calendar day following the beginning of their employment with the Board, or
2. Execute an authorization for the deduction of a sum equivalent to the dues of the Union on or before the ninety-first (91st) day following the effective date of this Agreement, or on or before the ninety-first (91st) calendar day following the beginning of their employment with the Board.
3. The Union agrees that it will treat all employees in the same manner with respect to the provisions contained within paragraph A of this section.
4. In the event that the Union refuses to accept any employee of the Board as a member, said employee may continue employment for the school district.
5. Either party to this Agreement shall have the right to re-open negotiations pertaining to the provisions of this article if provisions of this article are deemed illegal under applicable laws by sending written notification to the other party thirty (30) days from the date of such legal determination.
6. The Union will protect and save harmless the employer from any and all claims, demands and other forms of liability of the bargaining unit member by reason of action taken or not taken by the employer for the purpose of complying with this section of the Agreement.
7. The employer agrees not to aid, promote, or finance any other labor group or organization which supports to engage in collective bargaining or to make any

agreement with any such group or organization for the purpose of undermining the Union.

8. The Union agrees not to consort, join forces with, or make agreements with any other Union and/or Union for the purpose of coercing the Employer.

B. CHECK-OFF

1. The Board shall have no responsibility for the collection of initiation fees, membership dues and special assessments or any other deduction not in accordance with this provision.
2. A properly executed authorization form for check-off of dues or the equivalent thereof must be received by the Board from the employee for whom the Union membership dues or the equivalent thereof is being deducted before any payroll deductions are made. Deductions shall be made thereafter only after authorization for check-off forms have been properly executed and are in effect.
3. Check-off under all properly executed forms shall become effective at the time the application is tendered to the Board or its designated representative and shall be deducted thereafter throughout the term of this Agreement.
4. Such dues as deducted shall be forwarded to the Union forthwith.
5. An employee shall cease to be subject to check-off deductions beginning the month immediately following the month in which he/she is no longer a member of the bargaining unit.
6. Any dispute arising as to an employee's membership in the Union shall be reviewed by a designated representative of the Board and a representative of the Union and if not resolved, may be referred to the Grievance Procedure, however, the employee may be retained at work while the dispute is being resolved.

C. REPRESENTATION

1. It is mutually agreed that for the purpose of operating under this Agreement, employees are entitled to representation of up to two (2) stewards and the business representative.
2. The Union shall notify the Employer of those Stewards designated by the employee to act as the employee representatives.

**ARTICLE V
STRIKES AND LOCKOUTS**

Section 1 Adequate procedures have been provided by this Agreement and Public Act 379 (1965) for the settlement of any grievance (s), dispute (s), impasse (s), which may arise between any one or more of the employees in the bargaining unit covered by this Agreement or the Union, its members, representatives, officers, or stewards, and the Employer.

Section 2 Accordingly, it is agreed that neither the Union nor its members, officers, representatives, or stewards will cause, call, engage in, encourage or condone and the officers of the Union will take affirmative action to preclude or terminate any slow down or strike against, including but not limited to any concerted refusal to work for, any concerted absenteeism from work or from employment with the Employer.

Section 3 The Board agrees that during the life of this Agreement there shall be no lockouts and insofar as may be permitted by law, the Board hereby waives any right that it may have to sue the Union for damage resulting from unauthorized work stoppages.

ARTICLE VI

GRIEVANCE PROCEDURE

Section 1 A grievance shall be defined as a written complaint by an employee in the bargaining unit alleging a violation, misinterpretation, or misapplication of the specific terms of this Agreement.

- Section 2
- a. Working day shall be Monday through Friday excluding Holidays.
 - b. Time limits may be extended by mutual agreement.
 - c. Any grievance not processed to the next step of the grievance procedure within the specified time limit shall be deemed settled on the basis of the last decision rendered.
 - d. A grievance not answered within the specified time limit may be processed to the next step of the grievance procedure.
 - e. When the Union processes a grievance to a higher step, a union representative shall notify in writing, by email or by telephone the administrator assigned to that step. The Union shall also provide information to the administrator on possible dates and times for a hearing.
 - f. No grievance shall be processed based on the occurrence of a condition prior to the execution of this Agreement.

Section 3 Informal Conference

The employee may within five (5) working days of the alleged occurrence discuss his/her problem with his/her immediate administrative supervisor.

Any employee not satisfied with a personal conference with his/her immediate administrative supervisor may take his/her problem to the Union for consultation. A Steward may visit that supervisor in a further effort to resolve the grievance. Such visit shall occur within five (5) working days after the event giving rise to the problem. That supervisor shall give his/her decision within three (3) working days.

Section 4 All grievances must follow the procedures listed:

Step 1 If the problem is not resolved in the informal conference it shall be reduced to writing, clearly stating the claimed basis for the grievance and shall be signed by the employee and presented to the supervisor by the Union within five (5) working days following the decision reached in Section 3 of this procedure. The written grievance may be presented to and discussed with the supervisor by no more than two (2) Stewards accompanied by the employee at the discretion of the Union. Within five (5) working days after receiving the written grievance, the supervisor shall communicate his/her decision in writing, together with the supporting reasons, to the Union.

Step 2 Within five (5) working days after delivery of the supervisor's decision the grievance may be appealed to the Director of Human Resources or his/her designated representative by the Union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step 1. Within five (5) working days after delivery of the appeal, the Director of Human Resources or his/her designee shall investigate the grievance and shall communicate his/her decision in writing together with the supporting reasons to the Union

and to the supervisor. If a hearing is held as part of an investigation of the grievance, the response to the grievance shall be due no later than ten (10) working days after the hearing unless an extension has been agreed upon.

Step 3 Within five (5) working days after delivery of the Director of Human Resources' decision, the grievance may be appealed to the Superintendent or his designee by the Union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by copies of previous decisions. Within ten (10) working days after delivery of the appeal, the Superintendent or his designee shall communicate his/her decision in writing together with the supporting reasons to the Union, the Director of Human Resources and the Supervisor. As part of his investigation, the Superintendent or his designee may give an opportunity to be heard to the aggrieved employee and also to the Union. If a hearing is held as part of an investigation of the grievance, the response to the grievance shall be due no later than ten (10) working days after the hearing unless an extension has been agreed upon.

Step 4 Arbitration - Any unresolved grievance which relates to the interpretation, application or enforcement of a provision of this agreement or any written supplementary agreement and which has been fully processed through the last step of the grievance procedure may be submitted to binding arbitration by either party (the Union, through the representatives, shall approve of, and process, all grievances to be pursued to binding arbitration) in strict accordance with the following:

Arbitration shall be invoked within ten (10) working days of the decision in Step 3 by written notice to the other party of intention to arbitrate. If the parties are unable to agree upon an arbitrator within seven (7) working days of such notice, the party desiring arbitration shall refer the matter to the Michigan Employment Relations Commissions for the selection of an impartial arbitrator and determination of the dispute in accordance with all applicable rules except where expressly provided otherwise in this Agreement.

1. The Arbitrator, the Union, or the Employer may call any employee as a witness in any arbitration hearing.
2. Each party shall be responsible for the expenses of the witnesses that they may call.
3. The Arbitrator shall have no power to rule on any matter not involving an alleged violation of specific provisions of this Agreement, nor to rule on contents of an evaluation, termination of a probationary employee, or to interpret State or Federal law.
4. The Arbitrator shall not have jurisdiction to, subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to specify the terms of a new agreement, or to substitute his discretion for that of any of the parties hereto.
5. The decision of the Arbitrator shall be final, conclusive and binding upon the Employer, the employees and the Union.
6. The expenses of the Arbitrator shall be shared equally by the parties.

Step 5 If the District disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall have to decide if the grievance is arbitrable before rendering a decision on the merits of the grievance. In the event that a case is appealed to an arbitrator on which he/she has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.

ARTICLE VII
DISCIPLINE AND DISCHARGE

A. *JUST CAUSE FOR DISCIPLINE OR DISCHARGE*

Employees shall be disciplined or discharged only for just cause and the employee shall be advised of the cause of such action in writing. Just cause shall include, but not be limited to:

1. Refusal or failure to accept or perform work in accordance with the provisions of this Agreement.
2. Refusal or continued failure to perform work properly and efficiently.
3. Drinking, intoxication or use of illegal drugs on the job or while in service.
4. Excessive tardiness or absenteeism.
5. Insubordination.
6. Interference with the performance of assigned work of another employee of the employer.
7. Improper or immoral language or conduct while transporting passengers.
8. Theft.

Any cause for discipline or discharge known to the employer and on which action or notification has not been initiated by the employer within ten (10) days shall be void.

B. *RETENTION OF DISCIPLINARY RECORDS*

1. Any time beyond thirty (30) months after the issuance of discipline, an employee may request that the record of the discipline be removed from his/her personnel and/or administrative files. Records over 30 months old that remain in the personnel file may not be used against an employee except as provided by Item 3 below.
2. Upon receipt of such a request, the appropriate administrator will remove the disciplinary record from the files unless the discipline relates to a driving infraction.
3. Records of discipline relating to driving infractions will be kept in a separate file. Such records will be retained as required by law.

SECTION B - GARAGE PERSONNEL

ARTICLE I GARAGE PERSONNEL

A. CLASSIFICATION

Mechanics and other garage personnel shall be classified separately from security guards and shall have their own seniority list. Seniority will be cumulative for purposes of staff reduction.

B. SENIORITY

Mechanics presently employed by the school district shall use their original hiring date into the Transportation Department as their seniority date. Bus garage seniority will begin for employees when they begin their assignment in the bus garage.

C. NOTIFICATION OF LAYOFF

1. In the event of a mechanics layoff, mechanics with the least seniority shall be laid off first.
2. Mechanics to be laid off will be notified at least two weeks before the effective date of their layoff.
3. Written notification will be mailed to the employee's address on file in the Human Resources Office. Employees are responsible for keeping their addresses current.
4. In the case of the layoff of significant numbers of mechanics, the Board will notify the union that layoffs will be taking place. Notification will take place at least 30 calendar days before the effective date of the layoff unless extenuating circumstances prevent it.
5. Mechanics shall be called back to work on the basis of seniority with the highest seniority mechanic first.

D. DRIVING BUSES

Mechanics will not be assigned to drive bus routes and will not drive buses except for mechanical problems and emergency situations (service calls, bomb threats, accidents).

E. PROBATION

The probation period for garage personnel shall be ninety (90) working days.

F. MEAL BREAK

A one hour meal break will be available to all garage personnel. One half hour will be paid, one half hour unpaid. During the unpaid portion an employee may leave the premise.

G. FLEET INSPECTION

1. Garage employees may be asked to make a shift adjustment while the State Police Inspection is going on. It is hoped that this is done and all mechanics will be given one day off with pay if the State Police Inspection is passed with a rating of 95% or better. The day to be taken off must be agreed to by all parties.
2. If the fleet is passed with a rating of "Very Good", each mechanic will receive an extra 1/2 day to be taken off with pay, subject to the above conditions.

3. If the rating is anything lower than a "Very Good", no days off will be given.
4. If bus inspections occur in June, unused vacation days may be carried over to July and August.

ARTICLE II

BENEFITS

A. HEALTH INSURANCE

The Plymouth-Canton Community Schools agrees to adhere to the hard cap provision set forth in PA152. The district will pay for health care expenditures each year not to exceed the hard cap limits set forth in PA152, for up to full family health insurance coverage for garage personnel hired before July 1, 2010 upon successful completion of their probationary period or for new garage personnel who are hired on or after July 1, 2010 and successfully complete their probationary period will be entitled to health insurance when their daily hours reach six (6) hours or more. *See Appendix A for details.*

1. A Flexible Spending Account for garage personnel contributions will be established to include medically-related expenses and dependent care expenses in accordance with the IRS regulations. Maximum employee contribution shall not exceed \$2,500 for medically-related expenses. The limit for dependent care expenses will be \$5,000.

The Board reserves the right to select the third party administrator(s) and to bid the prescription drug rider. Open enrollment will be determined by the District.

B. LIFE INSURANCE

A \$25,000 life insurance premium will be provided by the employer for each regular twelve (12) month garage employee.

C. DENTAL INSURANCE

The Board will pay the premium for Dental Insurance. *See Appendix A for details.*

D. VISION INSURANCE

The district will provide the Plan III vision coverage for all garage personnel in this bargaining unit.

E. RETIREMENT ALLOWANCE

In appreciation for services to the School District, a retirement payment of one hundred dollars (\$100.00) per year of continuous service, up to thirty (30) years, shall be paid upon retirement, provided the garage personnel shall have been employed in the School District for at least ten (10) years and is eligible and has made application for Michigan School Employee's Retirement Fund benefits. Payment will be made upon evidence that application has been made, with reasonable assurance that the retiring employee qualifies.

F. INCOME PROTECTION INSURANCE

The Employer agrees to provide 100% of the premium of long-term disability benefits to all garage personnel who have completed their probationary period. The LTD plan shall provide 50% for salary to a maximum \$1,200 a month. There shall be a ninety (90) calendar day waiting period.

G. WORKERS' COMPENSATION

As required by law, all garage personnel of the Plymouth-Canton Community School District are covered by Workers' Compensation Insurance and are insured when performing duties in the course of normal employment for the Plymouth Canton Community School District. Insurance carriers are to be selected by the Board.

H. SICK LEAVE

Sick leave and the accumulation of sick leave days are to be taken when the garage personnel is ill. Accumulation of sick leave days are made available to the garage personnel to protect him/her in the event of a serious illness.

1. Each garage personnel shall receive one (1) sick day per month of service accumulative to one hundred sixty (160) days.
2. Garage personnel beginning with the July following employment, will have up to twelve days credited to their sick bank for use after they have reported for work that year.
3. Any garage personnel who leaves employment prior to actually earning such credited sick days shall be liable for any such overpayment.
4. Sick day banks and official records of such will be kept at the Transportation Office, under the direction of the Director of Transportation, or his/her designee.
5. These days may be used for funeral of immediate family.
6. Up to three (3) days may be used for the death of a member of the immediate family (husband, wife, children, parents, brother, sister, grandparents, mother-in-law, father-in-law, grandchildren, brother-in-law, sister-in-law, and current spouse's grandparents.) These bereavement days are deducted from the garage personnel's sick leave days.
7. Upon the maintenance of thirty (30) days sick bank and after 10 consecutive years of employment with the district in this bargaining unit, an employee may sell back up to ten (10) unused days per year at the rate of \$15.00 per day. Request of such payment would be effective July 1st of each year, and would be in writing to the Director of Transportation, or his/her designee, by the first week of June.
8. Consideration will be given for the use of accumulated sick days in cases of immediate family illness, when recommended by the Director of Transportation, or his/her designee.
9. Garage personnel are required to sign absence forms upon their return to work verifying the reason for the absence.

I. HOLIDAYS (PAID)

Labor Day	December 31
Thanksgiving Day	New Year's Day
Friday After Thanksgiving	Memorial Day
December 24	Good Friday
Christmas Day	Independence Day
December 30	

One day when school is not in session (garage personnel only)

Each garage personnel will receive three (3) personal holidays, which may be taken upon approval of the Director of Transportation, or his/her designee, when school is not in session.

Effective for the 2010/11 school year only, Labor Day and Memorial Day will be unpaid holidays.

In order to qualify for a holiday, garage personnel (unless ill or on an approved vacation) must work the day preceding a holiday and the day after if these are normal working days.

J. VACATION

Vacation for garage personnel covered by this Agreement shall be computed as follows:

Less than two years on June 30 - one day per month to maximum of 12 days

More than two years but less than five years on June 30 - 14 days

More than five years but less than ten years on June 30 - 17 days

More than ten years but less than fifteen years on June 30 - 19 days

More than fifteen years on June 30 - 22 days

Vacations are earned (worked) in one fiscal year, July 1 to June 30, to be utilized the following fiscal year.

K. PERSONAL BUSINESS

1. Garage personnel may be granted up to three (3) personal business days per year, one of which may be an undeclared personal business day, which will be deducted from the employee's sick leave bank.
 - a. Satisfactory arrangements are to be made at least two (2) days in advance and approval from the Director of Transportation, or his/her designee, to be obtained, unless an emergency exists in which case the two (2) day period is waived. In such case the Director of Transportation, or his/her designee, must still be notified.
 - b. Employees being granted permission to take a Personal Business day shall be required to sign the proper form which is to be attached to the payroll sheet for that particular pay period.
2. Personal Business days may be granted to individuals based on the following statements, which will act as guidelines in giving approval to the applicant.
 - a. A religious holiday not identified in the Master Contract.
 - b. An appointment at a Federal, State or Local government office after normal channels have been exhausted.
 - c. An involvement in a court of law.
 - d. An involvement in a wedding of a member of the immediate family.
 - e. A desire to attend a funeral when it is not covered under the sick leave policy.
 - f. Such other situations that the administration deems to be proper. Such personal business days may be granted only with the prior approval of the Director of Transportation, or his/her designee. Proof may be required.
3. PERSONAL BUSINESS DAYS CANNOT BE USED FOR TIME IMMEDIATELY BEFORE OF AFTER AN ESTABLISHED HOLIDAY FOR ADDITIONAL VACATION.

L. LONGEVITY BONUS

Refer to applicable Wage Section.

M. DISTRIBUTION OF OVERTIME

Overtime shall be divided and rotated as equally as possible within the garage according to seniority and those regular twelve month employees provided they are qualified to perform the duties.

N. SHIFT DIFFERENTIAL

Garage personnel who are regularly scheduled for four (4) or more hours of work between the hours of 3:00 P.M. and 11:00 P.M. will receive a shift differential of fifteen cents (.15) per hour for all hours worked that day. Garage personnel, who are regularly scheduled for work between 11:00 P.M. and 7:00 A.M. shall receive a premium of twenty-five cents (.25) per hour for the eight (8) hours worked that day.

O. SCHOOLING

The District will pay tuition to approved Michigan Department of Education certificate training schools and will recognize hourly rate adjustments upon completion of A.S.E. certificates up to twelve (12). Certificates must be valid to receive hourly rate adjustments. Transportation garage personnel shall be compensated for hours in attendance at their respective rates of pay.

P. CERTIFICATE PAY

Additional twenty cents (.20) per hour for each approved certificate.

Q. UNIFORMS

Items such as uniforms, coveralls, and jackets, which the garage supervisor shall deem necessary to perform their work, shall be provided by the school district. Up to one hundred five dollars (\$105.00) will be reimbursed by the District for safety shoes each year. Effective the 2005/06 school year, safety shoe reimbursement will be up to one hundred fifty dollars \$150.00.

R. BONUS DAYS

Garage personnel who have perfect attendance and twenty (20) days in their sick bank for the school year will be granted two (2) personal bonus days. Vacation days, bereavement days and workers' compensation (less than 30 days) will not be charged against bonus days.

S JURY DUTY - SUBPOENA AS WITNESS

Recognizing it is the obligation of every citizen to serve as a juror when called up to do so, garage personnel called for jury service or subpoenaed as a witness will be granted leave with full pay. However, the money earned as a juror, except the money received for mileage, shall be deducted from the pay which would normally be earned while serving as a juror.

T. LEAVE OF ABSENCE

1. A leave of absence without pay or loss of seniority may be granted garage personnel after one (1) year of employment. Leaves may be granted for reasonable periods not to exceed one (1) year of duration for reasons of maternity or illness. The employee must submit all requests for such leaves, in writing, to the Human Resources Department. All such requests must include medical verification, substantiating such requests, as requested by the Human Resources Department. Other reasons for leaves may be approved by the Human Resources Department with the recommendation of the Director of Transportation including special wedding anniversaries, non-medical family emergencies, family vacations which cannot be rescheduled and graduations and weddings of immediate family. Requests for leaves for other reasons must be submitted to the Director of Transportation at least

five (5) work days prior to the date of the activity. Requests will be reviewed on a first received basis.

2. Up to one (1) year paid health insurance for medical leave only.
3. Garage personnel returning from sick leave, upon presentation of physical fitness approval by the Board doctor, will be restored to their original classification. If an employee returning from sick leave is physically unable to return to his/her former duties, the Human Resources Department may place the employee in another position with the School District.
4. **MILITARY LEAVE OF ABSENCE: Armed Forces:** are defined to include the Army, Navy, Marine Corps, Air Force and Coast Guard Reserve.

Any Employee of Plymouth-Canton Community Schools covered by this agreement who is a member of the National Guard or reserve component of the armed forces will be entitled to a leave of absence without loss of time, vacation or sick or seniority time, during which he/she is engaged in the performance of official duty or training in the state of Michigan or in the U.S., under competent orders. While on such leave he/she shall be paid an amount which when combined with his military pay would equal his/her regular salary, not to exceed a total of ten (10) working days in any one calendar year. To receive payment of salary, an employee must, prior to this leave, file with Human Resources, a copy of official orders and upon return, a certification from his/her commanding officer of performance of duty and statement of services earnings.

The reinstatement rights of an employee who enters the military service of the U.S. or who may voluntarily enlist during the effective period of such law shall be determined in accordance with the provisions of the law granting such right.

U. OVERTIME

1. Garage personnel shall be paid time and one-half the employee's hourly rate of any work performed over forty (40) hours a week and any work performed on a Saturday.
2. Garage personnel shall be paid two (2) times the garage personnel's hourly rate for any work performed on any holiday designated by this agreement and work performed on a Sunday.
3. **COMPENSATORY TIME:** Upon mutual agreement of the administration and the employee, compensatory time will be given in lieu of overtime pay. The rate of compensatory time will be equivalent of overtime rate (1.5 for Saturdays and 2.0 for Sunday hours of release time for every overtime hour worked). The compensatory time cannot exceed 40 hours during a school year and must be used during the school year in which it is earned. It will not accumulate beyond June 30 of the year it is earned and if it is not used, it will be paid off in the last paycheck in June. Scheduling of the use of compensatory time will be on the same basis as vacation time but will be discouraged when school is in session.

V. BREAKS

Employees working at least three (3) hours a day may take a break not to exceed fifteen (15) minutes. Employees working at least five (5) hours a day may take a fifteen (15) minute break in the first half and the second half of the day. Time of breaks shall be determined cooperatively by the employee and her/his immediate supervisor.

W. MEETINGS/INSERVICE

Garage personnel will be paid for attendance at required meetings. Whenever possible, required in-service meetings will be scheduled for a minimum of two (2) hours. Depending on the needs of the Transportation Department, advance notice will be given.

X. CALL IN TIME

If and when it becomes necessary to call in an employee, or in case of emergency, the mechanic will be paid a minimum of two (2) hours pay, providing the mechanic is available for the full two hours.

Y. REIMBURSEMENT FOR COMMERCIAL DRIVER'S LICENSE (CDL)

Mechanic employees will be reimbursed for the CDL and school-bus related endorsement fees, effective with the second and all future years of employment. The first CDL must be purchased by the employee. The mechanic shall receive his/her hourly wage for all required tests and road test.

Z. INCLEMENT WEATHER

1. Regular Mechanic employees will be paid the regular daily wage for days when Plymouth-Canton Schools are closed due to inclement weather, provided the mechanic is scheduled to work that day.
2. School cancellation that must be rescheduled will result in no loss of pay nor increase of pay as a result of an Act of God day. Any employee who reports to work on an Act of God day that has to be rescheduled will receive a minimum of two (2) hours pay.

SECTION C - SECURITY OFFICERS

ARTICLE I SECURITY OFFICERS

A. PROBATIONARY PERIOD

Ninety (90) working days

B. LAYOFF

1. In the event of a security officer layoff, security officers with the least master seniority shall be laid off first.
2. Security officers to be laid off will be notified at least two weeks before the effective date of their layoff.
3. Written notification will be mailed to the security officer's address on file in the Human Resources Office. Security officers are responsible for keeping their addresses current.
4. In the case of the layoff of significant numbers of security officers, the board will notify the union that layoffs will be taking place. Notification will take place at least 30 calendar days before the effective date of the layoff unless extenuating circumstances prevent it.
5. Security officers shall be called back to work on the basis of seniority with the highest master seniority security officer first

ARTICLE II BENEFITS

A. VACATION

Regular Security Officer (52-weeks)

- Less than two years on June 30 - one day per month to maximum of 12 days
- More than two years but less than five years on June 30 - 14 days
- More than five years but less than ten years on June 30 - 17 days
- More than ten years but less than fifteen years on June 30 - 19 days
- More than fifteen years on June 30 - 22 days

Regular Security Officer (42-weeks)

- Less than two years on June 30 - one day per month to maximum of 11 days
- More than two years but less than five years on June 30 - 13 days
- More than five years but less than ten years on June 30 - 16 days
- More than ten years but less than fifteen years on June 30 - 17 days
- More than fifteen years on June 30 - 20 days

B. SHIFT DIFFERENTIAL

Security officers who are regularly scheduled for four (4) or more hours of work between the hours of 3:00 PM and 11:00 PM will receive a shift differential of fifteen cents (.15) per hour for all hours worked that day. Security officers, who are regularly scheduled for work between 11:00 PM and 7:00 AM shall receive a premium of twenty-five (.25) per hour for the eight (8) hours worked that day.

C. *HOLIDAYS*

Thanksgiving	Christmas Eve	Good Friday
Friday after Thanksgiving	Christmas Day	
Labor Day	December 30th	
Memorial Day	New Year's Eve	
Independence Day	New Year's Day	

Each regular security officer will receive two (2) additional personal holidays which may be taken, upon approval of the supervisor, when school is not in session.

D. *SICK DAYS*

One (1) day per month to twelve (12) days for 52-week security officers. One (1) day per month to eleven (11) days for 42-week security officers. In order to earn a sick leave day, a 42-week security officer must have worked or had paid time for at least half of the month in question.

Upon the maintenance of thirty (30) days sick bank and after 10 consecutive years of employment with the district in this bargaining unit, a regular security officer may sell back up to ten (10) unused days per year at the rate of \$15.00 per day. Request of such payment would be effective July 1st of each year, and would be in writing to the administrative supervisor of the Security Department, or his/her designee, by the first week of June.

E. *PERSONAL BUSINESS DAYS*

1. Regular security officers may be granted up to three (3) personal business days per year, one of which may be an undeclared personal business day, which will be deducted from the employee's sick leave bank. Up to three (3) days may be used for the death of a member of the immediate family (husband, wife, children, parents, brother, sister, grandparents, mother-in-law, father-in-law, grandchildren, brother-in-law, sister-in-law, and current spouse's grandparents.) These bereavement days are deducted from the employee's sick leave days.
 - a. Satisfactory arrangements are to be made at least two (2) days in advance and approval from the administrative supervisor of the Security Department to be obtained, unless an emergency exists in which case the two (2) day period is waived. In such case the administrative supervisor of the Security Department must still be notified.
 - b. Regular security officers being granted permission to take a Personal Business day shall be required to sign the proper form which is to be attached to the payroll sheet for that particular pay period.
2. Personal Business days may be granted to individuals based on the following statements, which will act as guidelines in giving approval to the applicant.
 - a. A religious holiday not identified in the Master Contract.
 - b. An appointment at a Federal, State or Local government office after normal channels have been exhausted.
 - c. An involvement in a court of law.
 - d. An involvement in a wedding of a member of the immediate family.
 - e. A desire to attend a funeral when it is not covered under the sick leave policy.
 - f. Such other situations that the administration deems to be proper. Such personal business days may be granted only with the prior approval of the administrative supervisor of the Security Department. Proof may be required.

3. PERSONAL BUSINESS DAYS CANNOT BE USED FOR TIME IMMEDIATELY BEFORE OF AFTER AN ESTABLISHED HOLIDAY FOR ADDITIONAL VACATION.

F. LIFE INSURANCE

\$25,000

G. DENTAL INSURANCE

The Board will pay the premium for Dental Insurance. See *Appendix A for details*.

H. INCOME PROTECTION INSURANCE

The Employer agrees to provide 100% of the premium of long-term disability benefits to all regular security officers who have completed their probationary period. The LTD plan shall provide 50% for salary to a maximum \$1,200 a month. There shall be a ninety (90) calendar day waiting period.

I. VISION INSURANCE

The district will provide the Plan III vision coverage for all regular security officers in this bargaining unit.

J. HEALTH INSURANCE

The Plymouth-Canton Community Schools agrees to adhere to the hard cap provision set forth in PA152. The district will pay for health care expenditures each year not to exceed the hard cap limits set forth in PA152, for up to full family health insurance coverage for security officers hired before July 1, 2010 upon successful completion of their probationary period through or for new security officers who are hired on or after July 1, 2010 and successfully complete their probationary period will be entitled to single subscriber health insurance when their daily hours reach six (6) hours or more. See *Appendix A for details*.

1. A Flexible Spending Account for garage personnel contributions will be established to include medically-related expenses and dependent care expenses in accordance with the IRS regulations. Maximum employee contribution shall not exceed \$2,500 for medically-related expenses. The limit for dependent care expenses will be \$5,000.

The Board reserves the right to select the third party administrator(s) and to bid the prescription drug rider. Open enrollment will be determined by the District.

K. WORKERS' COMPENSATION

As required by law, all security officers of the Plymouth-Canton Community School District are covered by Workers' Compensation Insurance and are insured when performing duties in the course of normal employment for the Plymouth Canton Community School District. Insurance carriers are to be selected by the Board.

L. RETIREMENT ALLOWANCE

In appreciation for services to the School District, a retirement payment of one hundred dollars (\$100.00) per year of continuous service, up to thirty (30) years, shall be paid upon retirement, provided the regular security officer shall have been employed in the School District for at least ten (10) years and is eligible and has made application for Michigan Public School Employees Retirement System benefits. Payment will be made upon evidence that application has been made, with reasonable assurance that the retiring employee qualifies.

M. JURY DUTY - SUBPOENA AS WITNESS

Recognizing it is the obligation of every citizen to serve as a juror when called up to do so, a regular security officer called for jury service or subpoenaed as a witness will be granted leave with full pay. However, the money earned as a juror, except the money received for mileage, shall be deducted from the pay which would normally be earned while serving as a juror.

N. LEAVE OF ABSENCE

1. A leave of absence without pay or loss of seniority may be granted regular security officer after one (1) year of employment. Leaves may be granted for reasonable periods not to exceed one (1) year of duration for reasons of maternity or illness. The regular security officer must submit all requests for such leaves, in writing, to the Human Resources Department. All such requests must include medical verification, substantiating such requests, as requested by the Human Resources Department. Other reasons for leaves may be approved by the Human Resources Department with the recommendation of the administrative supervisor of the Security Department including special wedding anniversaries, non-medical family emergencies, family vacations which cannot be rescheduled and graduations and weddings of immediate family. Requests for leaves for other reasons must be submitted to the administrative supervisor of the Security Department at least five (5) work days prior to the date of the activity. Requests will be reviewed on a first received basis.
2. Up to one (1) year paid health insurance for medical leave only.
3. Regular security officers returning from sick leave will be returned to work, upon presentation of physical fitness approval by the Board doctor. If a regular security officer returning from sick leave is physically unable to return to his/her former duties, the Administration may place the regular security officer in another position with the School District.
4. **MILITARY LEAVE OF ABSENCE:** Armed Forces: are defined to include the Army, Navy, Marine Corps, Air Force and Coast Guard Reserve.

Any Employee of Plymouth-Canton Community Schools covered by this agreement who is a member of the National Guard or reserve component of the armed forces will be entitled to a leave of absence without loss of time, vacation or sick or seniority time, during which he/she is engaged in the performance of official duty or training in the state of Michigan or in the U.S., under competent orders. While on such leave he/she shall be paid an amount which when combined with his military pay would equal his/her regular salary, not to exceed a total of ten (10) working days in any one calendar year. To receive payment of salary, an employee must, prior to this leave, file with Human Resources, a copy of official orders and upon return, a certification from his/her commanding officer of performance of duty and statement of services earnings.

The reinstatement rights of an employee who enters the military service of the U.S. or who may voluntarily enlist during the effective period of such law shall be determined in accordance with the provisions of the law granting such right.

O. OVERTIME

1. Regular security officers shall be paid time and one-half the regular security officer's hourly rate of any work performed over forty (40) hours a week and any work performed on a Saturday.

2. Regular security officers shall be paid two (2) times the regular security officer's hourly rate for any work performed on any holiday designated by this agreement and work performed on a Sunday.
3. COMPENSATORY TIME: Upon mutual agreement of the administration and the employee, compensatory time will be given in lieu of overtime pay. The rate of compensatory time will be equivalent of overtime rate (1.5 for Saturdays and 2.0 for Sunday hours of release time for every overtime hour worked). The compensatory time cannot exceed 40 hours during a school year and must be used during the school year in which it is earned. It will not accumulate beyond June 30 of the year it is earned and if it is not used, it will be paid off in the last paycheck in June. Scheduling of the use of compensatory time will be on the same basis as vacation time but will be discouraged when school is in session.

P. BREAKS

Employees working at least three (3) hours a day may take a break not to exceed fifteen (15) minutes. Employees working at least five (5) hours a day may take a fifteen (15) minute break in the first half and the second half of the day. Time of breaks shall be determined cooperatively by the employee and her/his immediate supervisor.

Q. MEETINGS/INSERVICE

Regular security officer will be paid for attendance at required meetings. Whenever possible, required in-service meetings will be scheduled for a minimum of two (2) hours. Advance notice will be given.

R. SENIORITY

Regular security officers presently employed by the school district shall use their original hiring date into the Security Department as their seniority date.

S. INCLEMENT WEATHER

1. Regular Security Officers will be paid the regular daily wage for days when Plymouth-Canton Schools are closed due to inclement weather, provided the Security Officer is scheduled to work that day.
2. School cancellation that must be rescheduled will result in no loss of pay nor increase of pay as a result of an Act of God day. Any employee who reports to work on an Act of God day that has to be rescheduled will receive a minimum of two (2) hours pay.

SECTION D - WAGES AND LONGEVITY

WAGE SCALES AND LONGEVITY

A. *WAGE SCALE*

The following will apply to Mechanics, Garage Helpers and Security Officers

1. For the 2012/13 school year: 0% on salary schedule - step increase.
2. For the 2013/14 school year: .75% on salary schedule – step freeze

B. *GARAGE EMPLOYEES AND SECURITY EMPLOYEES' LONGEVITY*

Starting with the 2006/07 school year, employees who have completed a minimum of four (4) years of continuous service by October 1 of any school year shall be paid in accordance with the following schedule:

4 - 8 years	\$200	14 - 18 years	\$400
9 - 13 years	\$300	19 or more years	\$600

Longevity will be paid in the first pay in December.

C. *FURLOUGH DAYS*

Effective with the 2011/12 school year all employees covered by this contract will have one (1) unpaid furlough day that will be taken the Wednesday before Thanksgiving.

Two (2) furlough days will be taken on days mutually agreed upon by the union and administration. Furlough days will sunset at the end of the 2012/14 contract (2 each year = 4 total)

E. WAGE SCALES

2012-14 MECHANICS WAGE SCALE (HIRED ON OR BEFORE MARCH 30, 2010)					
				REQUIRED CERTIFICATE NEW HIRE	
NEW STEPS	2011-12 (0%) Step Freeze	2012-13 (0%) Step Increase	2013-14 (.75%) Step Freeze	TRUCK	AUTO
1	16.54	16.54	16.66	6	2
2	17.31	17.31	17.44	6	3
3	18.08	18.08	18.22	6	4
4	18.83	18.83	18.97	6	5
5	19.63	19.63	19.78	6	6

2012-14 MECHANICS WAGE SCALE (HIRED AFTER MARCH 30, 2010)					
				REQUIRED CERTIFICATE NEW HIRE	
NEW STEPS	2011-12 (0%) Step Freeze	2012-13 (0%) Step Increase	2013-14 (.75%) Step Freeze	TRUCK	AUTO
1	16.18	16.18	16.30	6	2
2	16.94	16.94	17.07	6	3
3	17.69	17.69	17.82	6	4
4	18.42	18.42	18.56	6	5
5	19.21	19.21	19.35	6	6

*New wage scale created at 10% below 2008/09 rates for mechanics employed after March 30, 2010..

Plus .20 per hour for each approved certificate

Upon approval of the Director of Transportation, a mechanic may substitute 2 auto certifications for 1 truck certification. A mechanic employed as of ratification of this agreement will suffer no loss in wages if he/she attempts, in good faith, to maintain the above ASE, or other District approved, certification levels.

Increments will be given on July 1 each year. Employees hired after settlement of this agreement will be given increments as follows: If a employee is hired between July 1 and December 31, he/she will be granted an increment the following July 1. If an employee is hired between January 1 and June 30 of a contract year, he/she will not be granted an increment until July 1 of the following year.

LEAD MECHANICS: Lead mechanics will receive an additional 5 cents (\$0.05) per hour. Lead mechanics will be paid \$1,500 per year. When vacant these positions will be posted and filled based on the most qualified applicants.

2012-14 GARAGE HELPER WAGE SCALE (HIRED ON OR BEFORE MARCH 30, 2010)			
	2011-12 (0%) Step Freeze	2012-13 (0%) Step Increase	2013-14 (.75%) Step Freeze
Hire Date	9.72	9.72	9.79
2ND Year	9.85	9.85	9.92
3RD Year	10.17	10.17	10.25

2012-14 GARAGE HELPER WAGE SCALE (HIRED AFTER MARCH 30, 2010)			
	2011-12 (0%) Step Freeze	2012-13 (0%) Step Increase	2013-14 (.75%) Step Freeze
Hire Date	9.51	9.51	9.58
2ND Year	9.64	9.64	9.71
3RD Year	9.95	9.95	10.02

*New wage scale created at 10% below 2008/09 rates for garage helpers employed after March 30, 2010..

2012-14 SECURITY GUARDS WAGE SCALE (HIRED ON OR BEFORE MARCH 30, 2010)			
STEPS	2011-12 (0%) Step Freeze	2012-13 (0%) Step Increase	2013-14 (.75%) Step Freeze
1	14.03	14.03	14.14
2	14.47	14.47	14.58
3	14.91	14.91	15.02
4	15.30	15.30	15.41
5	15.81	15.81	15.93

2012-14 SECURITY GUARDS WAGE SCALE (HIRED AFTER MARCH 30, 2010)			
STEPS	2011-12 (0%) Step Freeze	2012-13 (0%) Step Increase	2013-14 (.75%) Step Freeze
1	13.73	13.73	13.83
2	14.16	14.16	14.27
3	14.59	14.59	14.70
4	14.97	14.97	15.08
5	15.46	15.46	15.58

*New wage scale created at 10% below 2008/09 rates for security guards employed after March 30, 2010..

This agreement and each of its provisions shall be effective as of July 1, 2012 or as indicated within the contract and shall continue in full force and effect until June 30, 2014 as amended.

In witness hereof, the parties hereunto set their hands and seals this ____ day of _____, 2012.

INTERNATIONAL UNION OF
OPERATING ENGINEERS,
LOCAL 324, AFL-CIO

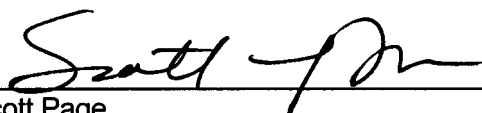
PLYMOUTH-CANTON
COMMUNITY SCHOOLS



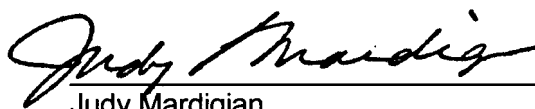
Douglas W. Stockwell,
Business Manager



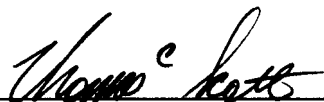
John Barrett
President, Board of Education



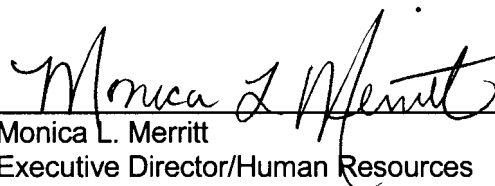
Scott Page
President



Judy Mardigian
Secretary, Board of Education



Thomas Scott
Recording-Corresponding Secretary



Monica L. Merritt
Executive Director/Human Resources



Kurt Tyszkiewicz
Director of Staffing & Student Services

PLYMOUTH-CANTON

Community • Schools

APPENDIX A

Security Guards/Mechanics

Benefit Summary Sheet

Eligibility Period: 90 working days

HEALTH

Company: Blue Cross Community Blue PPO Plan
Telephone: 1-800-637-2227 (claims & I.D. cards)
Internet address: www.bcbsm.com
Outside of Michigan: 1-800-810-BLUE (to locate an out of state provider)
Group/Suffix: 67982

Benefits:

(SEE ATTACHED SHEET FOR PLAN CHOICE 1, 2, 3 OR 4)

Effective: End of eligibility period
Employee Cost: Amount above hard cap set by PA 152
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents if not done at the time of the event)
Benefit Year: January - December

LIFE

Company: CIGNA
Group: FLX963665 Class 7
Effective: End of eligibility period

Benefit: \$50,000 Term Life (Effective 10-1-11)

SELF-FUNDED DENTAL

Company: Meritain Health (A.D.N. PPO) (for A.D.N. provider information www.adndental.com)
Telephone: 1-800-748-0003
Group: 140929
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents, if not done at the time of the event.)
Effective: 1st of the month after completion of eligibility period

Benefit:

COB Sufficing

1. 80% without other coverage
2. 50% with other coverage

Benefit year: \$1,500 annual max, \$1000 life time ortho max
January – December

LONG TERM DISABILITY

Company: CIGNA
Group: LK62601 – Class 3
Effective: 1st of the month after completion of eligibility period

Benefit: 90 calendar day qualifying period
66 2/3% of monthly salary, 2500 mo. Max (Effective 10-1-11)

SELF-FUNDED VISION

Company: Meritain Health
Telephone: 1-800-748-003
Group: 140929

Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents, if not done at the time of the event.)
Effective: 1st of the month after completion of eligibility period

Benefit:

Exam	75.00
Single Pres. Pair of Lenses.....	100.00
Bifocal Pres. Pair of Lenses	100.00
Trifocal Pres. Pair of Lenses	125.00
Lenticular Pres. Pair of Lenses	125.00
Contact Lens Pres. Pair of Lenses	150.00
Standard Frames	75.00
Exam and glasses or contacts, once a year	

Benefit year: January – December

EMPLOYEE ASSISTANCE PROGRAM

Company: CIGNA
Telephone: 1-800-538-3543
www.cignabehavioral.com/CGI

FLEXIBLE SPENDING ACCOUNT

Company: Meritain Health
Telephone: 1-800-748-0003

***NOTE:** All insurance claim forms are available in the School office and in the Employee Benefit office.

Dawn Schaller
Employee Benefits Coordinator
(734) 416-4834

Plymouth Canton Community Schools

Proposed Plan Offering - Security Guards-Mechanics

		Group Offering							
Union/Group	Plan Choice #1 (Matches Current, including non-standard benefits)		Plan Choice #2 (Including non-standard benefits)		Plan Choice #3 (with standard BCBSM benefits)		Plan Choice #4 (HDHP / Not HSA Compatible with standard BCBSM benefits)		
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	
Deductible (Single/Family)	\$250 / \$500	\$500 / \$1,000	\$500 / \$1,000	\$1,000 / \$2,000	\$500 / \$1,000	\$1,000 / \$2,000	\$1,250 / \$2,500	\$2,500 / \$5,000	
Office Visit / Urgent Care	\$30 copay	70% after deductible	\$20 copay	70% after deductible	\$20 copay	70% after deductible	\$30 copay	80% after deductible	
Emergency Room	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	
Preventive Care	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	
Coinsurance	90% after deductible	70% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible	100% after deductible	80% after deductible	
Coinsurance Maximum (Single/Family) Not Including Deductible	\$250 / \$500	\$1,500 / \$3,000	\$1,000 / \$2,000	\$2,000 / \$4,000	\$1,500 / \$3,000	\$3,000 / \$6,000	N/A	\$3,000 / \$6,000	
Prescription Drugs	\$10 Generic / \$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic / \$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic / \$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic / \$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	

9/1/12

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