
Plymouth-Canton



Community Schools

Agreement
between the
Plymouth-Canton Board of Education
and the
Plymouth-Canton
Paraprofessional Association

2015-2017

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE #</u>
ARTICLE I.....	1
RECOGNITION AND NEGOTIATION.....	1
ARTICLE II.....	1
UNION MEMBERSHIP.....	1
ARTICLE III.....	2
STRIKES & LOCKOUTS.....	2
ARTICLE IV.....	2
NON-DISCRIMINATION.....	2
ARTICLE V.....	3
MANAGEMENT RIGHTS.....	3
ARTICLE VI.....	4
HOLIDAYS.....	4
ARTICLE VII.....	4
EDUCATION DAYS.....	4
ARTICLE VIII.....	5
ABSENCES.....	5
ARTICLE IX.....	9
SCHOOL CANCELLATION.....	9
ARTICLE X.....	9
WORKING CONDITIONS.....	9
ARTICLE XI.....	10
PROBATION AND SENIORITY.....	10
ARTICLE XII.....	11
STAFF PLACEMENTS, REDUCTIONS, DISPLACEMENT, LAYOFFS and VACANCIES.....	11
ARTICLE XIII.....	15
GRIEVANCE PROCEDURE.....	15
ARTICLE XIV.....	17
DISCIPLINE AND DISCHARGE.....	17
ARTICLE XV.....	17
INSURANCE.....	17
ARTICLE XVI.....	19
RETIREMENT.....	19
ARTICLE XVII.....	20
LONGEVITY.....	20
ARTICLE XVIII.....	20
EVALUATION.....	20
REVIEW OF PERSONNEL FILE.....	21
ARTICLE XX.....	21
VACATION.....	21
SALARY SCHEDULE.....	22
ARTICLE XXII.....	23
STIPEND FOR SPECIAL EDUCATION PARAPROFESSIONALS.....	23
ARTICLE XXIII.....	24
OVERAGE AND OVERLOAD POSITIONS.....	24
APPENDIX A.....	26
APPENDIX B.....	29
Paraprofessional Safety Supports and Procedures.....	29

AGREEMENT

BETWEEN

PLYMOUTH-CANTON COMMUNITY SCHOOLS BOARD OF EDUCATION, HEREINAFTER REFERRED TO AS THE EMPLOYER

AND

PLYMOUTH-CANTON PARAPROFESSIONAL ASSOCIATION, MEA/NEA LOCAL #3, HEREINAFTER REFERRED TO AS THE UNION.

ARTICLE I

RECOGNITION AND NEGOTIATION

- 1.1 A. The employer hereby recognizes the Union as the sole and exclusive bargaining agent of the employees covered by this agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment.
- B. The term "Employee" as used herein shall include all paraprofessionals, employed or to be employed, excluding supervisors, student help, substitutes, crossing guards and volunteers.

ARTICLE II

UNION MEMBERSHIP

- 2.1 A. Employees covered by this Agreement may elect to become a member of the Plymouth Canton Paraprofessional Association. If an employee elects to join the Union and pay union dues, or pay to the Union a representation-service fee, the amount of which shall be determined by the Union as the employee's pro rata share of the Union's cost of negotiating and administering the collective bargaining agreement.
- B. Any employee who is a member of the Union, or who has applied for membership, may sign and deliver to MEA a membership form authorizing deduction of dues, as established by the Union.
- 2.2 The Employer shall furnish the Union with a current list of all presently employed paraprofessionals and shall update this list within ten (10) days of each new employee hired and terminated.
- 2.3 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 principal or supervisor at least one week in advance.
- 2.4 Inter-school phone service, email, and mail delivery shall be granted to the Union..
- 2.5 The Employer agrees not to discriminate against any employee on the basis of membership or participation in the Union.

- 2.6 The bargaining teams of the Plymouth-Canton Community Schools and the Plymouth-Canton Paraprofessional Association, MEA/NEA have a mutual obligation pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain in good faith with respect to hours, wages, terms and conditions of employment for personnel represented by the Union..
- 2.7 A digital copy of the completed master agreement will be emailed to the PCPA President. The PCPA President will distribute an electronic copy of the master agreement to all PCPA members. Copies of this agreement, signed by the bargaining team of the Plymouth-Canton Paraprofessional Association, MEA/NEA, the bargaining team of the Plymouth-Canton Community Schools and the President or the Secretary of the Board of Education of the Plymouth-Canton Community Schools shall be duplicated and distributed to the PCPA Executive Board and one copy to every building within thirty (30) days of ratification.
- 2.8 The Union shall be granted the use of fifteen (15) union days per year for its use for attendance at the Representative Assemblies, conferences, conventions, workshops and other functions mutually agreed to between the Union and the Employer.

ARTICLE III

STRIKES & LOCKOUTS

- 3.1 The Union agrees that during the entire life of this Agreement there shall be no sanctioned or condoned strike, sit-down, stay-in, slowdown or work interference or curtailment of any kind for any reason.
- 3.2 The Union further agrees it will take action to prevent or stop unauthorized strikes, sitdowns, stay-ins, slowdowns, picketing or work interference curtailments of any kind by notifying the employees.
- 3.3 All shop stewards and officers of the Union shall take action to try to prevent any wildcat strikes, sit-downs, stay-ins, slowdowns, picketing or work interferences or curtailments of any kind.
- 3.4 The Employer shall have the right to discipline (including discharge) any or all employees who violate this Article, providing the Union reserves the right to file a grievance as to whether the employee was involved in said action.
- 3.5 The employer agrees that during the life of this Agreement there shall be no lockouts and insofar as may be permitted by law the Employer hereby waives any right that it may have to sue the Union with which it is affiliated for damage resulting from unauthorized work stoppages.

ARTICLE IV

NON-DISCRIMINATION

The Board and the Union agree to not discriminate against any employee on the basis of religion, race, color, national origin, age, gender, height, weight, handicap, sexual orientation, marital status, membership or participation in, or association with the activities of the Union, in accordance with the law.

ARTICLE V

MANAGEMENT RIGHTS

5.1 It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Employer, except those which are clearly and expressly relinquished herein by the Employer, shall continue to vest exclusively in and be exercised exclusively by the Employer without prior negotiations with the Union, either as to the taking of action under such rights, or with respect to the consequence of such action during the term of the Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right:

- A. to the executive management and administrative control of the school system and its properties, facilities, equipment and the activities of its employees during employee working hours;
- B. to hire all employees and, subject to the provision of law, to determine his/her qualifications and the conditions for his/her continued employment, his/her placement or his/her dismissal, suspension, layoff or demotion, and to promote and transfer all such employees;
- C. to establish levels and assignment of employees as deemed necessary or advisable by the Employer;
- D. to determine the services, supplies and equipment necessary to continue its operations and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules and standards of operation; the means, methods and processes of carrying on the work including automation or contracting thereof, or changes therein, the institution of new and/or improved methods or changes therein;
- E. to adopt rules, regulations and determine the number of employees needed and length of their assignments;
- F. determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or sub-divisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;
- G. to determine the size of the management organization, its functions, authority, amount of supervision and table of organizations, provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement;
- H. to determine the policy affecting the selection, testing or training of employees, providing that such selection shall be based upon lawful criteria.

The above are not to be interpreted as abridging or conflicting with any specific provision in this Agreement and shall be expressly limited by said provisions.

5.2 The matters contained in this Agreement and/or the exercise of any such rights of the Employer are not subject to further negotiations between the parties during the term of this Agreement, unless by mutual consent.

- 5.3 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.
- 5.4 The Employer will attempt to prevent children from involvement in Union/Employer controversies.

ARTICLE VI

HOLIDAYS

6.1 HOLIDAYS (Paid) - Employees who meet eligibility requirements will be paid the same number of hours they are normally scheduled to work at his/her regular rate of pay. In order to qualify for pay for a holiday, an employee (unless ill) must work the last scheduled work day prior to and the next scheduled work day after such holiday.

- | | |
|---------------------------|--------------------------------------|
| 1. Thanksgiving | 7. Good Friday/or alternative day if |
| 2. Day after Thanksgiving | Good Friday is a work day |
| 3. Christmas Day | 8. Memorial Day |
| 4. New Year's Day | 9. Labor Day |
| 5. Christmas Eve Day | 10. Independence Day (ESY Employees) |
| 6. New Year's Eve Day | 11. Three (3) Personal Holidays |

Labor Day holiday eligibility will be the same as all other holidays, except that in years when school starts after Labor Day, employees who are not scheduled to work before Labor Day must work only the next scheduled work day after Labor Day in order to qualify for holiday pay. Employees whose normal work year begins before Labor Day must work (unless ill) the last scheduled work day prior to and the next scheduled work day after such holiday in order to qualify for holiday pay.

Personal holidays must be taken when school is not in session. Employees must provide timely notice of the intention to take a personal holiday to the building administrator or his/her designee.

ARTICLE VII

EDUCATION DAYS

7.1 After the completion of a satisfactory probationary period and each year thereafter, regular bargaining unit members shall be eligible for a maximum of nine (9) education days with pay. The use of the equivalent of nine (9) days per year shall be approved by the Superintendent or his/her designee in advance of an employee attending an educational day activity. Hours of pay equivalent to the maximum of nine (9) days per year for approved evening, weekend, or half day activities and can be accepted as education day time and hours can be credited to the employee's timesheet at his/her normal regular rate of pay. Education days will not be paid at any overtime rate but at the normal pay rate. Employees will be reimbursed on an hour per hour basis. The employee will receive one hour's rate of pay for each hour in attendance at a regularly

scheduled, previously approved, educational activity. Accumulation of inservice days will be allowed, and these days can be paid during scheduled school vacation, professional or inservice days within the current school year.

- 7.2 The criteria for approval of education days will include: (1) certification courses approved by the state, (2) courses to upgrade skill levels, (3) district-wide needs, (4) fiscal status of District, (5) Conventions, (6) and others approved.
- 7.3 The district will provide seven (7) hours of paid mandatory professional development (PD) annually on non-student days that are mutually agreed upon beginning the 2015/16 school year. Failure to attend the mandatory professional development will result in no payment of the seven (7) hours until PD is approved and completed.

ARTICLE VIII

ABSENCES

8.1 SICK LEAVE

- A. After the probationary period each employee shall receive one (1) sick day per month of service accumulative to one hundred and eighty (180) days.
- B. **Thirty Day Extension Bank:** In the event that it is necessary for an employee to be absent more than the accumulated days allowable, at the request of the employee he/she shall be paid the difference between his/her regular wages and those of anyone employed to substitute for him/her during his/her absence up to a maximum of thirty (30) days. Absence beyond the additional thirty (30) days shall mean full loss of pay.

This additional 30 days constitutes a personal “extension bank” available to each employee one time during the period of his/her employment in the district. Days may be used for one illness or split among multiple illnesses over the individual’s period of employment in the district. Days may be used for personal illness only.

- C. **PCPA Catastrophic Sick Bank:**
1. All paraprofessionals will donate one sick day in the 2015/16 school year to form the PCPA Catastrophic Sick Bank. Paraprofessionals who retire from PCCS or resign from PCCS will donate all remaining sick days to the PCPA Catastrophic Sick Bank. If the bank falls below 300 days, the PCPA has the right to assess individual contributions from all paraprofessionals to whatever extent is needed.
 2. A Catastrophic Sick Bank committee will govern the use of the Catastrophic Sick Bank. The committee will consist of two (2) individuals appointed by the Human Resources Administrator and two (2) individuals appointed by the PCPA President. The committee will convene whenever there is a written request by a paraprofessional to the Human Resources Administrator with a copy to the PCPA president. The committee will make its decision when a majority approves the use of PCPA Catastrophic Sick Bank days and the decision shall be final.

3. Days from the bank will be available for illness of the paraprofessional only and not apply to requests related to family illness, bereavement, etc. Requests will be considered for catastrophic situations which are sudden, unexpected, and of a long term nature. The bank is not intended to remove the obligation and expectations that sick leave is to be used only as needed and that each paraprofessional must be accountable for the amount of sick time he/she may have accumulated.
 4. The committee will consider requests for use of the PCPA Catastrophic Sick Bank provided:
 - a. The personal sick leave accumulated and thirty (30) day extension bank will be exhausted.
 - b. Use of the bank days will cease when the paraprofessional becomes eligible for long term disability (LTD) coverage.
- D. **Perfect Attendance:** Employees who have perfect attendance (0 absences for any reason) for a school year will be allowed to convert up to two (2) sick days into two (2) additional personal holidays to be used during a subsequent school year. These additional personal holidays can be used only when students are not in session.

Employees who are only absent in the event of a bereavement in the employee's immediate family (as defined in Section 8.4) during a school year will be allowed to convert one (1) sick day into one (1) personal holiday to be used during a subsequent school year. This personal holiday can be used only when students are not in session.

- E. **Jury Duty:** Absences for jury duty will not count against an employee in determining eligibility under this section.

F. **WORKERS' COMPENSATION**

1. An employee who is unable to perform his/her work responsibilities due to a work related injury will be able to utilize his/her banked sick days. An employee may not receive more than his/her regular daily rate of pay. Days, will be returned to the employee, if compensable, per the workers compensation statute.
2. An employee who receives more than his/her regular daily rate of pay will be obligated to reimburse the school district, through payroll deduction, monies in excess of his/her regular daily rate of pay upon return to work, and sick days will be reinstated to his/her sick bank.
3. An employee on workers' compensation may elect to use sick days, in quarter (1/4) day increments, to insure that he/she receives his/her normal daily rate of pay. In the event an employee exhausts his/her sick bank, he/she will only be eligible for the workers' compensation.
4. If the employee on approved workers' compensation is returned to light duty work, he/she will be paid at the light duty work rate of pay and, if applicable,

workers' compensation will pay the difference between the light duty work rate of pay and the approved workers' compensation rate.

8.2 PERSONAL BUSINESS

- A. Two personal business days per year may be granted upon the approval of the immediate administrative supervisor. Days approved are deducted from the employee's sick bank.
- B. One personal business day may be granted without the approval of the immediate administrative supervisor to those employees having thirty (30) days or more in the sick leave bank. The personal business day shall be deducted from the employee's sick bank.
- C. One-half personal business day may be granted, without the approval of the administrative supervisor, to those employees having more than eighteen (18) and less than thirty (30) days in the sick leave bank. The personal business half-day (1/2) shall be deducted from the employee's sick bank.
- D. Personal business days will not be granted the day preceding or the day following a holiday, winter break, mid-winter break, spring break and/or summer break.

8.3 LEAVE FOR JURY DUTY - Employees serving on jury duty shall be paid the difference between jury hearings, excluding mileage, and regular earnings for a period not to exceed a two (2) month period.

8.4 BEREAVEMENT - In the event of a bereavement in an employee's immediate family, he/she may take up to five (5) working days of his/her accumulated sick leave, with pay, at the time of bereavement. Immediate family is construed to mean wife, husband, children, parents, brother, sister, grandparents, mother-in-law, father-in-law. Additional days may be granted in extenuating circumstances, or to travel long distances for funeral services, providing said time has been approved.

8.5 MATERNITY, CHILD CARE, AND ADOPTION LEAVE

- A. The Plymouth-Canton Community Schools shall grant a leave of absence for maternity disability, child care, or adoption leave to any regular employee, upon written request for such leave.

Maternity leave shall be considered disability leave and the employee may use personal leave days, vacation days or any other paid leave time during the disability period, if requested on a district form. Child care and adoption leave may be granted without pay.

- B. Maternity disability, child care and adoption leave of absence may be for a period of up to two (2) full years if so requested by the employee.
- C. Return from leave shall be contingent upon an appropriate opening in the District. If no openings occur, said paraprofessional will be assigned to the first appropriate opening when it occurs.
- D. Seniority will continue to accumulate during the leave period. No additional sick leave and/or vacation time will be accrued during the leave, but any unused accumulated personal leave days will not be lost.

8.6 LEAVE OF ABSENCE

Employees after one (1) year of employment, who are granted a leave of absence without pay or benefits, will not lose accumulated sick leave and/or earned vacation time upon returning to work. No additional sick leave and/or vacation time will be accrued during the period of the leave of absence. Seniority will continue to accumulate during the period of the leave of absence. Application for a leave of absence shall be made to, and approved by, the Human Resources Administrator or his/her designee. These leaves shall be a maximum of one (1) year duration for each request. Such leaves shall be for illness, union business or other reasons acceptable to the Employer.

8.7 RETURN FROM LEAVE

- When the leave of absence expires, the employee shall be offered the first available appropriate opening with comparable hours and benefits.
- A full-time employee must accept the first available full-time position.
- A part-time employee must accept the first available part-time position.
- Failure to accept an available position with comparable hours and benefits will result in termination of employment.
- A full-time employee may voluntarily accept the first available part-time position. If the employee exercises this option, benefit levels will adjust accordingly.
- A part-time employee may accept a full-time position if the employee applies for and is selected for the full time position.
- A full-time employee is six (6) hours or more. A part-time employee is less than six (6) hours.

Applying for a leave and returning to a position shall be governed by the following procedures:

- An employee who requests a leave of absence shall provide a specific period of leave time, indicating the beginning and ending dates of the leave and shall be approved by the Human Resources Administrator or designee.
- A short term leave is defined as ninety (90) work days or less. Short term leaves will be filled with a substitute paraprofessional.
- A long term leave is defined as ninety-one (91) work days or more. Long term leaves will result with the position being posted and filled.
- If no appropriate open positions are available, after a long term leave of absence, the employee can accept substitute assignments in district position, as needed, or remain on leave until an appropriate position becomes available. The employee working as a substitute will be paid her/his previous rate of pay but will not receive benefits during the substituting period.
- Employees who are eligible to return to work from a long term leave of absence will be offered by seniority the first available position.

- Employees who end their leave at the end of one school year or who finish the school year in a substitute assignment will be integrated by seniority into the staffing assignments with comparable hours and benefits for the next school year.

8.8 MILITARY LEAVE/RESERVES

Every employee of the Plymouth-Canton Community Schools who is a member of any reserve component of the Armed Forces of the United States is entitled to a leave of absence when the employee is called up to active duty. While on such leave, the employee shall be paid an amount, which, when combined with the employee's military pay, will equal the employee's regular salary.

All fringe benefits will be continued for the employee and the employee's dependents for up to six calendar months, but this continuation shall be expressly subject to the terms and conditions of the insurance carrier and policy in effect at the time of the leave.

ARTICLE IX

SCHOOL CANCELLATION

- 9.1
- A. All regular seniority employees will be paid for any day when school is canceled by an Act of God such as storms, snow, etc., which is not rescheduled.
 - B. If a regular employee reports to work on a day when school is canceled by an Act of God and the day is to be rescheduled, the employee will be paid for the time worked on the rescheduled day.
 - C. If a regular employee reports to work on an Act of God day, due to the District failing to announce the school cancellation or is required to work any portion of that day, the employee will be paid for the hours worked in addition to A or B above.

ARTICLE X

WORKING CONDITIONS

10.1 BREAKS

- A. Employees working at least four (4) hours a day may take a break of not to exceed fifteen (15) minutes.
- B. 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.
- C. Times of breaks shall be determined cooperatively by the employees and his/her immediate supervisor.
- D. All employees working more than four (4) hours per day shall be provided a duty-free unpaid thirty minute lunch-break.

10.2 PAY FOR HOURS WORKED

As directed by the employee's immediate supervisor, to work additional hours, an employee will be paid for those hours worked at his/her regular rate of pay, overtime rate or compensatory time, whichever is applicable.

10.3 CAR ALLOWANCE: An employee who is directed by his/her immediate supervisor to use his/her personal car in the performance of duties will receive the IRS mileage allowance.

10.4 No employee shall be required to transport students in his/her personal automobile.

10.5 An employee shall not be required to instruct or supervise students without certified personnel present unless such duties are a part of his/her normal job responsibilities. If such duties are not part of his/her regular job responsibilities, such assignment can be made in emergency situations, and the employee must be relieved by a teacher or administrator as soon as the emergency permits.

10.6 Employees will not be responsible for administering any medication to students unless it is included as part of his/her job responsibilities. The district will provide training for administration of medication.

10.7 Any case of assault upon an employee while in the performance of his/her duties shall be promptly reported to the Employer. The Employer, at its discretion, will promptly provide legal counsel to advise the employee of his/her rights and obligations with respect to the assault. The Employer shall also at its discretion promptly render all necessary assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.

10.8 It shall be the responsibility of each employee to notify the Personnel Department of any change of address or telephone number. The employee's address and telephone number, as it appears on the district records, shall be conclusive when used in connection with all notices.

10.9 There will always be two paraprofessionals for all students who require toileting or bathroom assistance, medication administration, tube feeding or any other medical procedure necessary for the student to remain in school. These requirements will be outlined in the student's IEP or Health Plan. The second paraprofessional is only needed during the toileting, medication administration, or medical procedure time, not during the entire student day. If a second paraprofessional is not available, the building administrator and/or designee should be contacted to begin back-up plan. Paraprofessionals who are assigned to students requiring assistance will receive training prior to the beginning of the assignment in appropriate procedures. All procedures will be in writing and posted in the venue in which the procedures will be carried out.

ARTICLE XI

PROBATION AND SENIORITY

11.1 Seniority standing shall be granted to all employees covered by this agreement. All new employees shall be placed on the seniority list as of the first day of employment, upon the completion of a probationary period of ninety (90) working days of employment.

Probationary employees may be discharged or disciplined by the Employer without the same causing a breach of this agreement or constituting a grievance. Seniority ties shall be broken by social security number. The employee with the highest last four digits of the social security number shall be placed ahead of others with the same seniority. Seniority for full time or part time paraprofessional staff shall be defined as total years of service from date of unit hire including leave and layoff periods.

- 11.2 An employee's seniority shall terminate:
- A. If an employee resigns or is discharged.
 - B. If the employee is absent without properly notifying the Employer, unless a satisfactory reason is given.
 - C. If the employee fails to return to work within three (3) working days after being notified to report to work and does not give a satisfactory reason.
 - D. If the employee's lay off period exceeds two times his/her seniority or reaches a five (5) year maximum.
 - E. If the employee retires.
- 11.3 The Employer shall prepare, maintain and submit to the Union the seniority list. The initial seniority list shall be submitted to the Union within thirty (30) days of the ratification of this agreement, with revisions submitted thereafter in April of each year.

ARTICLE XII

STAFF PLACEMENTS, REDUCTIONS, DISPLACEMENT, LAYOFFS and VACANCIES

GUIDELINES FOR ASSIGNMENT PLACEMENT

Paraprofessionals are hired for a specific assignment and that the student/paraprofessional match is important. Paraprofessionals may be moved to a new assignment.

- At the beginning of each school year, seniority will prevail in assignment within the buildings. When displacements occur, the least senior paraprofessional in the building will be displaced. when there are special circumstances that can be justified by the Special Education Director to Human Resources and the PCPA President, they must all agree before anything but seniority will decide on placement of a paraprofessional.
- A paraprofessional assigned to a specific student in one-on-one settings or with a specific program may remain with the student or program as long as the setting or level remains in place. Levels are defined as elementary, middle and high school settings.
- Administration will re-assign paraprofessionals within the building without unnecessary disruptions to the individual student or program, excluding ASD center-based assignments. A discussion and explanation will be held with the re-assigned paraprofessional.

- When the district develops a pool of displaced paraprofessionals during the summer, the PCPA President will be involved with Human Resources in the re-assignment process. Human Resources will coordinate the placement of general education paraprofessionals who are displaced and the Special Education Director will recommend to Human Resources the assignments for displaced special education paraprofessionals. Human Resources will meet with the PCPA President to review and finalize the placements.
- In unique situations a paraprofessional may be displaced during the year because of a student or program change, the least senior paraprofessional in the building will be displaced. Human Resources will receive the new assignment from the Special Education Director and will consult with the PCPA President prior to placement.
- Paraprofessionals can volunteer for a change of assignment for the following school year by submitting a written request (email accepted) to Human Resources by May 1st.

12.1 DISPLACED EMPLOYEES

- A. Displacement within the classification will be by seniority. Upon exhaustion of classification seniority, the employee will then be assigned to the displacement pool for assignment, bargaining unit seniority permitting.
- B. Displaced employees who are considered
 - (1) Full-time the preceding school year six (6) hours or more may accept available work of part-time employment.
 - (2) Part-time employees will be offered full time work upon refusal by full-time employees six (6) hours or more.
 - (3) Displaced employees will be afforded an opportunity at preferred substitute work.
 - (4) Displaced employees will be assigned by classification, according to seniority. If no one holds that particular classification, placement will be made by bargaining unit seniority.
- C. Employees who are reduced in hours by 25% or more from initial hours as of September 1st of each year shall have the option of displacing the lowest seniority person in his/her classification who has comparable hours and/or hours as close as possible.

Employees who do not qualify for benefits due to the reduction of hours, shall have the option of displacing the lowest seniority person in his/her classification who qualifies for benefits.
- D. The 52-week position of workroom paraprofessional and the 45-week position of textbook inventory paraprofessional (and any additional position which requires an employee to work more than the normal school year) will be considered on par with all school-year positions in any situation involving displacement and/or layoff. Paraprofessionals will be able to displace based on weekly hours. Refusal to

accept a longer work year will result in termination of the employee and will be considered just cause for termination.

- E. (1) Displaced paraprofessionals who are reassigned to a special education position may opt instead for a voluntary layoff.
 - (2) Laid off general paraprofessionals who are recalled to special education assignment for which they feel unsuited may opt to remain on lay-off until an assignment arises within their classification, unless everyone on the lay off list has refused the assignment. Then the general education paraprofessional employee must accept the assignment when it is offered again.
 - (3) If remaining on lay-off would cause the District to hire a new employee the recalled paraprofessional must accept the assignment or be terminated.
- F. Guidelines for displacement and re-assignment are described in Appendix A.

12.2 Layoff of Employees

- A. When a reduction in work force occurs, then layoff shall be by seniority.
- B. Except for unusual circumstances, no employee shall be laid off pursuant to a necessary reduction in the work force unless the Union and the employee has been notified of the layoff in writing at least ten (10) calendar days prior to the effective date of such layoff.
- C. The administration will not utilize substitutes in the place of regular employees during a layoff, unless laid off employees refuse to substitute. It is the responsibility of the laid off employee to notify the Human Resources Department of his/her availability to substitute.

In no case shall a new employee be employed by the Employer while there are laid-off employees unless they have been offered the position in question or the employee does not qualify. Full time employees will only be offered a part-time position one time.

- D. Recall of laid off employees shall be accomplished in a reverse order of layoff.

Notice of recall from layoff will be sent in writing to the employee's last known address on record with the Human Resources Department. Such notice will state the place, time and date on which the employee is to report to work. It is the employee's responsibility to keep the Human Resources Office notified as to his/her current mailing address. Upon receipt of notice, an employee will have ten (10) calendar days to accept recall. The administration may temporarily fill the position in the meantime.

Employees recalled to work are obligated to take the assignment. Employees who decline, or who fail to respond within ten (10) calendar days of receipt of notice of recall shall forfeit seniority rights and be terminated.

- E. Any employee who is laid-off and recalled shall not lose previously accumulated and credited seniority.

- F. If the layoff is to be a temporary situation, the employee shall be given the first opportunity to apply for an open position; further, that he/she be afforded an opportunity at preferred substitute work.
- G. Upon assignment to a regular position, an employee who has been laid off will maintain formerly accumulated seniority and sick days.

12.3 VACANCIES AND TRANSFERS

A vacancy shall be determined by the Employer and be defined as an unfilled position, either an existing or newly created classification as indicated in the recognition clause.

12.4 FILLING VACANCIES

- A. All vacancies and new positions will be posted for 5 work days in each school. Postings will be e-mailed to building representatives and the PCPA President at the time of the posting. Vacancies will be filled within 10 work days after the expiration of the posting unless mutually agreed to extend. On or after April 15, if a general education position over 20 hours per week becomes vacant and is posted, the first posting will be designated "internals only." Vacancies occurring on or after April 15, may be filled by long-term subs for the remainder of the school year.

Vacancies and new positions will be filled from present bargaining unit applicants who have completed their probationary period and meet the qualifications as posted. Upon his/her request, any unsuccessful bargaining unit applicant with greater seniority than the selected applicant will receive an explanation as to why he/she was not selected.

If no present bargaining unit applicant meets the qualifications, the District may hire an external applicant.

- B. At the request of the PCPA President, no more frequently than every two weeks, the Human Resources Department will provide an update on the status of postings.
- C. The Human Resources Department will notify the PCPA President of known vacancies that will require a long-term substitute.
- D. In the event it becomes necessary for a substitute employee to remain in a position beyond 15 work days, the Human Resources Department will notify the PCPA President and provide an explanation as to why the position has not been filled.
- E. The Human Resources Department will notify the PCPA President whenever an existing position is being split.

12.5 CLASSIFICATIONS OF PARAPROFESSIONALS

General Education

Special Education

- 12.6 All postings shall contain the following information: job title, location, starting date, rate, hours, qualifications, and duties. The MEA office shall be provided a copy of the posting.

- 12.7 A position which requires an employee to work more than the normal school year is defined as one which was originally posted or has been officially adjusted by the Board to include weeks beyond the normal school year. The Board will notify the Association of any positions for which the work year is longer than the normal school year. Summer work that may from time to time be available will not serve to extend the work year of school year paraprofessionals.

ARTICLE XIII

GRIEVANCE PROCEDURE

- 13.1 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.
- A. Working days shall be Monday through Friday excluding days when employees are not scheduled to work.
 - 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 dropped.
 - D. A grievance not answered within the specified time limit may be processed to the next step of the grievance procedure.

13.2 INFORMAL CONFERENCE

The employee may within ten (10) 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 grievance chairperson for consultation. The grievance chairperson may visit the supervisor in a further effort to resolve the grievance, which visit shall occur within the ten (10) working days after the event giving rise to the problem. That supervisor shall give his/her decision within three (3) working days.

The Association Grievance Committee, through the grievance chairperson, shall approve of, and process, all grievances to be pursued beyond the Informal Conference level of the Grievance Procedure.

- 13.3 All grievances must be handled by the following procedure:

A. Step 1 – Supervisor’s Level

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 steward within fifteen (15) working days after the alleged occurrence. The written grievance may be presented to and discussed with the supervisor and not more than two (2) union representatives 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 to the Union with copies to the Director of Staffing/Student Services/Policy and the Executive Director for Human Resources.

B. Step 2 - Human Resources Level

Within ten (10) working days after delivery of the supervisors' decision, the grievance may be appealed to the Director of Staffing/Student Services/Policy, 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 Staffing/Student Services/Policy or his/her designee shall investigate the grievance and shall communicate his/her decision in writing to the Union, the Executive Director for Human Resources and the supervisor.

C. Step 3 - Superintendent's Level

Within ten (10) working days after delivery of Director of Staffing/Student Services/Policy decision, the grievance may be appealed to the Superintendent or his/her 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 previous decisions. Within five (5) working days following a hearing, the Superintendent or his/her designee shall communicate his/her decision in writing together with the supporting reasons to the Union, the Director of Human Resources and supervisor.

D. Step 4 – Arbitration Level

Any unresolved grievance which relates to the alleged interpretation, application or enforcement of a provision of this Agreement, which has been fully processed through the last step of the grievance procedure may be submitted to binding arbitration by either party in strict accordance with the following:

1. Arbitration shall be invoked within ten (10) working days of the decision in Step C 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 American Arbitration Association 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.
2. The Arbitrator, the Union or the Employer may call any witness in an arbitration hearing.
3. Each party shall be responsible for expenses of the witnesses they may call.
4. The Arbitrator shall have no power to rule on any matter not involving an alleged violation of specific provisions of this Agreement.
5. The Arbitrator shall not have jurisdiction to add to or subtract from or modify any part of this Agreement or any written amendments hereof, or to specify the terms of a new agreement, or to substitute his/her discretion for that of any of the parties hereto.

6. The decision of the Arbitrator shall be final, conclusive and binding upon the parties.
7. The expenses of the Arbitrator shall be borne equally by the parties.
8. 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 XIV

DISCIPLINE AND DISCHARGE

- 14.1 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:
- A. Refusal or failure to accept or perform work assigned, in accordance with the provisions of this Agreement.
 - B. Refusal or continued failure to perform work properly and efficiently.
 - C. Drinking alcoholic beverages, intoxication or use of illegal drugs on the job or when on assignment.
 - D. Excessive tardiness or absenteeism.
 - E. Insubordination, or improper or immoral language or conduct.
 - F. Interference with the performance of assigned work of another employee of the Employer.
- 14.2 Any cause for discipline or discharge known to the Employer and on which action or notification has not been initiated by the Employer within fifteen (15) working days shall be void.

ARTICLE XV

INSURANCE

Regular employees who have worked ninety (90) working days shall qualify for the following benefits on the following basis:

15.1 **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 all regular employees working 30 or more hours per week.

Employees who were hired prior to January 2013 will be grandfathered at their current benefit eligibility (Single Subscriber – over 20 but less than 30 hrs/week; Full Family - 30+ hrs/week) based on hours at time of ratification. Subsequence changes to hours up to but less than 30 hours will not change their benefit eligibility.

Effective January 2013, all new employees must work 30 or more standard hours to be eligible for benefits (up to Full-Family).

Employees who are insured through the district program will contribute the amount that exceeds the hard cap limit. These contributions will be payroll deducted.

- A. No Eligibility: Effective January 2013, all new employees working less than thirty (30) hours weekly shall not be eligible for any Employer funded health coverage consistent with the provisions below.
- B. The Board shall determine the provider and the third party administrator. The Board reserves the right to bid and name the carrier for any portion of the plan, including the prescription co-pay. See *Appendix B*.

The district maintains the right to change insurance carriers if the comparable benefits are provided.

Bariatric surgery including any surgical treatment and/or follow-up treatment for morbid obesity, will be paid for only when obtained from in-network providers and in-network facilities.

15.2 LIFE INSURANCE

The Employer agrees to pay the premium for \$15,000 term life insurance, which will include the right of conversion, for all employees who are employed at least thirty (30) hours weekly or a \$7,500 policy (including conversion rights) for employees working less than thirty (30) hours weekly. See *Appendix B*.

15.3 DENTAL INSURANCE

The Employer shall pay the premium/illustrated rates for dental insurance (internal and external, COB-Coordination of Benefits-suffixing) for all employees working thirty (30) or more hours per week. The Board reserves the right to bid and name the insurance carrier or become self insured provided the same levels of coverage are met. See *Appendix B*.

Employees who were hired prior to January 2013 will be grandfathered at their current benefit eligibility (Single Subscriber – over 20 but less than 30 hrs/week; Full Family - 30+ hrs/week) based on hours at time of ratification. Subsequence changes to hours up to but less than 30 hours will not change their benefit eligibility.

15.4 VISION INSURANCE

The Board agrees to provide vision care coverage to employees who work thirty (30) or more hours per week. The Board reserves the right to bid and name the insurance carrier or become self insured provided the same levels of coverage are met. See *Appendix B*.

Employees who were hired prior to January 2013 will be grandfathered at their current benefit eligibility (Single Subscriber – over 20 but less than 30 hrs/week; Full Family - 30+ hrs/week) based on hours at time of ratification. Subsequence changes to hours up to but less than 30 hours will not change their benefit eligibility.

15.5 DISABILITY COVERAGE

The employer agrees to pay the premium for long-term disability benefits for all regular employees who have completed their probationary period and who work more than 20 hours per week. The LTD plan shall provide for a ninety (90) calendar day waiting period and shall pay 66 2/3% of salary to a maximum of \$1,000 per month. This LTD insurance shall be subject to the terms and conditions of the carrier and does not waive the at-work requirement for an employee to receive the increase in this benefit. See *Appendix B*.

15.6 The Employer shall provide for Workers' Compensation insurance.

15.7 In the event an employee qualifies for the benefits described above, that level of benefits will be maintained for the full twelve (12) month period if:

- A. The qualifying hours are reduced after the beginning of the second semester.
- B. The individual continues to work and is not laid off.

15.8 The Employer states it is not the Employer's intent to reduce work hours for the sole purpose of denying the above listed benefits to employees.

ARTICLE XVI

RETIREMENT

16.1 RETIREMENT ALLOWANCE

In appreciation for services to the school district, a retirement payment of \$100 for each year of service (up to 30 years of service) with the Plymouth-Canton Community Schools shall be paid to a current, regular employee upon retirement, provided the employee meets all of the following requirements:

1. At least 10 continuous years of employment in the district as a regular employee.
2. Eligibility for retirement under the Michigan Public Schools Employees Retirement System (MPERS)
3. Application submitted to MPERS for retirement.

Payment will be made upon receipt of evidence that application has been made with reasonable assurance that the retiring employee qualifies.

16.2 Plymouth-Canton Community Schools, the Employer, has adopted a 403(b) Special Pay Plan. Therefore, the following items currently in the PCCS/PCPA Master Agreement: voluntary retirement compensations, retirement allowance, and any other "special pays" (tax-qualified and retirement severance pays) will be paid through Plymouth-Canton Community Schools 403(b) Special Pay Plan.

16.3 HEALTH INSURANCE COVERAGE

Employees who retire in the month of June and whose district paid health insurance is terminated as of June 30th, are entitled to receive from the district a lump sum payment equal to two (2) months of the MPSERS retiree premium deduction for that individual retiree.

Any employee who defers retirement under MPSERS shall not be eligible to receive either the retirement allowance or the health insurance premium payment referenced above.

ARTICLE XVII

LONGEVITY

EFFECTIVE SEPTEMBER 1, 1997, Employees who have completed a minimum of five (5) years of continuous service prior to September 1 shall be paid in accordance with the following schedule in the first pay of December.

5 - 9 years	\$225
10 - 14 years	\$350
15 - 19 years	\$500
20 years and above	\$650

ARTICLE XVIII

EVALUATION

18.1 Beginning with the 2010-2011 school year, one half of the paraprofessionals will be evaluated. All first year paraprofessionals will be evaluated. Each paraprofessional will then be evaluated once every other year by the administrator. Human Resources will make the selections for evaluations. Evaluation shall be based on the following criteria:

- A. Skills necessary for the specific position held.
- B. Punctuality and attendance.
- C. Job performance.

18.2 A committee of three (3) persons appointed by the Employer and three (3) persons appointed by the Union will review and recommend revisions for the basic employee evaluation form to the Superintendent or his/her designee.

18.3 The employee has the right to receive a copy of the evaluation, review, submit his/her response, and the right to disagree with the evaluation.

- 18.4 A paraprofessional who has an unsatisfactory evaluation or identified deficiencies will have an evaluation meeting scheduled to discuss these deficiencies and a plan of improvement will be developed

ARTICLE XIX

REVIEW OF PERSONNEL FILE

- 19.1 Each employee shall have the right upon request to review the contents of his/her own personnel file maintained at the individual's school or at the Administrative Building. A representative of the Union, at the employee's request may accompany the employee in such review. The review will be made in the presence of the Personnel Administrator responsible for the safekeeping of such files.

Privileged information such as confidential credentials and related personal reference sought at the time of employment are specifically exempted from such review. The Personnel Administrator shall, in the presence of the employee's authorized representative, remove such credentials and confidential reports from the file prior to review of the file by the employee.

- 19.2 All communications including evaluations by Plymouth-Canton Administrators, commendations and validated complaints directed toward the employee which are included in the personnel file shall be called to the employee's attention at the time of such inclusion.
- 19.3 The Human Resources Administrators may at the written request of the employee, share data from the personnel records file with a designated potential employer. This sharing of data will be in writing and sent through the mail.
- 19.4 At no time will employees be given copies of confidential credential information contained in their files.

ARTICLE XX

VACATION

- 20.1 Regular employees shall accrue five (5) vacation days per year, except
- A. The 52-week workroom paraprofessional at the Board Office shall accrue eight (8) vacation days per year.
 - B. The 45-week textbook inventory paraprofessional shall accrue six (6) vacation days per year.
- 20.2 Vacations earned in a school year shall be utilized by June 30 of the next school year. Vacation days shall not accrue from year to year.
- 20.3 Vacation days shall be utilized only when school is not in session.
- 20.4 A vacation day shall equal in hours the number of hours regularly scheduled to be worked when the vacation is taken.

- 20.5 Vacation days shall be credited to the employee on the fourth Friday of each school year. Employees who work less than a full year, when earning vacation days, shall have their vacation days prorated based on the number of months worked.

ARTICLE XXI

SALARY SCHEDULE

**PLYMOUTH-CANTON
PARAPROFESSIONAL ASSOCIATION
SALARY SCHEDULE**

STEP	2011-12 0%	New Steps Eff Jan 2013	2014-15	2015-16 step freeze	2016-17 step freeze
1	9.72	1	9.72	9.72	9.72
2	10.57	2	10.15	10.15	10.15
3	11.11	3	10.57	10.57	10.57
4	11.90	4	10.84	10.84	10.84
		5	11.11	11.11	11.11
		6	11.51	11.51	11.51
		7	11.90	11.90	11.90
		8	12.15	12.15	12.15
		9	12.40	12.40	12.40

- 21.1 It is agreed that substitute educational paraprofessionals are excluded from the provisions of the pay scale in Article XXI of the current labor/management agreement, and that substitute educational paraprofessionals will not be paid a wage rate beyond Step 1.
- 21.2 It is further recognized that regular educational paraprofessional personnel, if qualified, may apply to substitute during that period which they are not regularly employed, and will be paid their regular wage rate.
- 21.3 All new paraprofessionals will be hired at Step 1. Promotions to successive steps of the pay scale shall take place July 1st of each contract year. An exception can be made only to place a former paraprofessional of the Plymouth-Canton District at a step which reflects his/her length of service under his/her previous employment in the District.
- 21.4 Employees starting prior to January 1st will go to the next step (yearly increment) in July. Those employees starting after January 1 will remain at their present step for the duration of the following contract year.
- 21.5 Effective for the 2015-2016 school year – step freeze – no increase
- 21.6 Effective for the 2016-2017 school year:
 A. Compensation re-opener
 B. Step increments are not automatic – part of re-opener.

- 21.7 Furlough Day
 - A. 2015-2016 – 4th snow day is unpaid
 - B. 2016-2017 – 4th snow day is unpaid

ARTICLE XXII

STIPEND FOR SPECIAL EDUCATION PARAPROFESSIONALS

- 22.1 All Special Education Paraprofessionals (SEPs) responsible for providing assistance to students receiving special education services (either individually or in groups) for one half or more of the semester will be eligible for compensation based on daily hours.

SCALE A	SCALE B	SCALE C
\$155.00	\$290.00	\$357.50
3 hours or less	more than 3 hours, through 6 hours	more than 6 hours

The special education paraprofessional stipend will be paid after each semester ends. The stipend will be paid on February 10 and June 25 each year.

- 22.2 **MANDATED SUMMER AI PROGRAMS**

- A. Special education paraprofessionals who provide to AI students special education services that must be offered in the summer will earn a pro-rated stipend based on the parameters in section 22.1 above.
- B. Special education paraprofessionals who provide to AI students special education services that must be offered in the summer will be paid for the 4th of July holiday provided they work the last scheduled work day prior to and the next scheduled work day after the holiday.
- C. Special education paraprofessionals who provide to AI students special education services that must be offered in the summer will earn pro-rated vacation days at the rate of one-half vacation day for each four weeks (20 work days), or greater portion thereof, worked.
- D. Special education paraprofessionals referenced in items 22.2A, 22.2B, and 22.2C will not earn sick leave while performing summer work.
- E. Items 22.2A, 22.2B, and 22.2C apply only to special education paraprofessionals who provide mandated services to AI students and do not apply to any paraprofessional who works in any other summer program unless explicitly agreed to in writing in advance by the Executive Director for Human Resources or his/her designee and the Association.

ARTICLE XXIII

OVERAGE AND OVERLOAD POSITIONS

23.1 OVERAGE AND OVERLOAD POSITIONS

- A. Elementary Overage – Hours are based on three (3) count dates. Those dates are:
1. The first student school day after the Fourth Wednesday of the school year.
 2. The end of the first semester
 3. The last work day in March

Overage hours are temporary in nature. Overage hours are given to union members by seniority. If overage hours change from the previous count, higher seniority members may not bump lower seniority members from their overage hours.

- B. Overload – Hours are based in an ASD center-based classroom when the student count reaches 7. This is a benefited position. These positions may be temporary.

DURATION OF CONTRACT

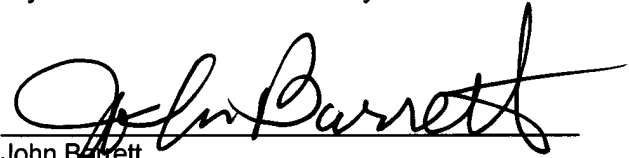
This language of this contract will become effective July 1, 2015 and terminate on June 30, 2017.

FOR:

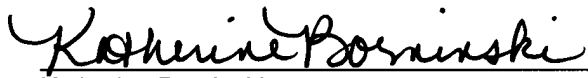
Plymouth-Canton Paraprofessional
Association, MEA/NEA



Kathleen Bolton
PCPA President

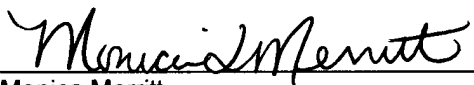
Plymouth-Canton Community Schools


John Barrett
President, Board of Education



Cheryl Ann Halsell
Negotiator


Katherine Borninski
Secretary, Board of Education


Mary Connor
Negotiator


Monica Merritt
Assistant Superintendent of Human Resources


Sherry Petto
Negotiator


Kurt Tyszkiewicz
Exec. Director of Staffing/Student Serv/Policy


Charles B. Portelli
MEA UniServ Director


Julie Woodhams
Exec. Director of Equity & Special Services

PLYMOUTH-CANTON

Community • Schools

APPENDIX A

PARAPROFESSIONALS

Benefit Summary Sheet

Eligibility Period: 90 calendar days for health/90 working days for all other benefits

HEALTH INSURANCE

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: 007010262

Benefits:

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

Employee Cost: Amount above hard cap set by PA 152
Effective: End of eligibility period
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
Eligibility: 30 hrs. + per week

LIFE INSURANCE

Company: CIGNA
Group: FLX963665 Class 9 & 10
Effective: End of eligibility period

Benefit: \$15,000 Term Life (30 or more hours per week)
\$7,500 Term Life (under 30 hrs per week)

DENTAL INSURANCE

Company: A.D.N. PPO (A.D.N. provider information www.adndental.com)
Telephone: 248-301-3705
Group: #10103

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
\$1,500 annual max, \$800 life time ortho max
Benefit year: January - December
Eligibility: Over 30 hours per week full family

VISION INSURANCE

Company: NVA (National Vision Administrators)
 Telephone: 1-800-672-7723
 Group: #8662
 Open Enrollment: May to be effective September 1
 (One time to enroll or add dependents, if not done at the time of the event.)
 Effective: 1st of the month after date of hire

BENEFITS

EXAM
LENSES

IN-NETWORK

Covered 100%
 Standard Glass or Plastic Covered 100%

 Progressives (Standard) 100%
 Progressives (Premium) 100%
 Covered up to \$75 (20% discount off
 remaining balance over \$75 allowance)
 Up to \$150 Retail Allowance
 (15% discount (Conventional) or 10%
 discount (Disposable) off remaining balance
 over \$150)

OUT-OF-NETWORK

Up to \$75
 Single Vision Up to \$100
 Bi-Focal Up to \$100
 Tri-Focal Up to \$125
 Lenticular Up to \$125
 N/A
 N/A
 Up to \$75
 Up to \$150

LENS OPTIONS

FRAME

CONTACT LENSES

Benefit year: January - December
 Eligibility: Over 30 hours per week, full family

LONG TERM DISABILITY

Company: CIGNA
 Group: LK62601- Class 9
 Effective: 1st of the month after completion of eligibility period
 Eligibility: Over 20 hours per week.

BENEFITS:

90 calendar day qualifying period
 66 2/3% of monthly salary, \$1,000 mo. Max

EMPLOYEE ASSISTANCE PROGRAM

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

FLEXIBLE SPENDING ACCOUNT

Company: HealthEquity
 Telephone: 1-866-346-5800

*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

9/1/15

APPENDIX B

Paraprofessional Safety Supports and Procedures

Recognizing that students with severe disabilities may display behaviors that impact the safety of themselves and others, the following guidelines/supports should be maintained at all times.

I. Protective Strategies

- a. Extra room space provided for sensory and behavior supports – located close to classrooms when feasible.
- b. Protective gear provided for student and paraprofessionals use.
- c. Cushions used to protect student's head during head banging – should be available everywhere student travels.
- d. Consistent data collection – maintained at all times – data analysis used to determine appropriate strategies.
- e. Behavior Plans maintained at all times, consistently updated – use of Positive Behavior Supports – WRESA behavior specialist consultant used when appropriate/available.
- f. CPI training for all special education paraprofessionals.
- g. PD provided – focus on behavior support training.
- h. Chewable items provided as appropriate.
- i. Deep pressure/brushing strategies used – under O.T. guidance.
- j. Food provided as necessary.
- k. Sensory activities provided as appropriate.
- l. Space provided in classroom for behavior/sensory supports.
- m. Pads used to block student's aggressive moves.
- n. Functional communication systems developed and implemented.
- o. Detailed behavior logs maintained at all times (ABC logs).

II. Procedures – Post Incident

- a. Complete incident report when a mark is present on skin or skin is broken – additional consideration given to marks causing swelling on skin or head injury (other occurrences may apply at staff discretion). Report goes to building secretary, principal signs, forwards a copy to board office and student file.
- b. Staff should be sent to urgent care following district procedures. Contact ASD supervisor for classroom sub support/arrangements.
- c. Classroom teacher contacts ASD supervisor when incidents occur.
- d. Classroom debriefing occurs at end of day.

III. Supports – Post Incident

- a. Meeting held to evaluate data
 - i. ABC Log
 - ii. Staff interaction/instructional behavior/style
 - iii. Analysis of behavior triggersThis meeting must occur within 72 hours of incident.
- b. Evaluation of instruction delivery connected to all adults in classroom.
- c. Create plan of support – modify Behavior Plan as necessary.
- d. Notify parents.

A

Absences5
 Accumulation of inservice days5
 Accumulative sick leave5
 Act of God day9
 Active military duty9
 Additional funeral days7
 Address or telephone number changes10
 Administering medication10
 Approval of personal business days.....7
 Arbitrator's jurisdiction16
 Assault upon an employee10
 Assignment of employees3
 Association Grievance Committee15

B

Bargaining teams2
 Basic employee evaluation form20
 Bereavement6, 7
 Binding arbitration16
 Breaks9

C

Change of address or telephone number10
 Classification seniority12
 Conducting Union business1
 Confidential credential information21
 Confidential credentials21
 Conformance with the Laws and Constitution.....4
 Conversion of sick days6
 Copies of this agreement.....2
 Credited seniority13
 Criteria for education days5

D

Deduction of dues1
 Dental insurance18
 Determine policy for employees.....3
 Discipline and discharge17
 Displaced employees12
Duration of contract25
 Duty-free lunch-break9

E

Education days.....4
 Employee, definition1
 Evaluation20
 Exclusive bargaining agent.....1
 Executive management.....3

F

Filling vacancies.....14
 Forfeit seniority rights.....13

G

Grievance defined15
 Grievance processing15
 Guidelines for Assignment Placement11

H

Health Insurance17
 Holidays4

I

Immediate family7
 Informal conference15
 Instruct or supervise students10
 Insurance17
 Dental18
 Life18
 Vision19
 Worker's Compensation19
 Inter-school phone service1

J

Just cause17

L

Leave for jury duty.....7
 Leave of absence.....8
 Life insurance.....18
 Light duty work rate of pay.....6
 Longevity20

M

Management Rights3
 Maternity leave.....7
 Michigan Public Schools Employees Retirement System (MPSERS)19
 Mileage allowance.....10
 Military leaves/Reserves9
 Mutual consent to negotiate3

N

Non-discrimination2
 Notice of inclusion to personnel file.....21
 Notice of layoff13
 Notice of recall13

P

Pay for hours worked10
 Perfect attendance6
 Personal Business7
 Personal conference15
 Personal holidays.....4
 Probation.....10
 Probationary period.....10
 Professional Development5
 Promotions to successive steps.....22

Q

Qualify for holiday pay4

R

Recall	13
Recognition	1
Reduction in hours	12
Regular educational aide substitute rate	22
Regular employees benefits	17
Representation-service fee	1
Restriction of personal business day use	7
Retirement allowance.....	19
Return from leave.....	7
Review of personnel file	21

S

Salary schedule.....	22
School cancellation	9
Seniority list.....	10
Seniority standing.....	10
Seniority termination	11
Seniority ties.....	11
Sick leave.....	5
Step increase yearly increment.....	22
Strikes & lockouts.....	2
Substitute educational aides.....	22

T

Term "Employee"	1
Time limits for grievances	15
Time limits may be extended by mutual agreement....	16
Times of breaks	9
Transport students	10
Types of leave.....	9

U

Union activity.....	2
Union dues	1
Union Membership	1
Union representatives	15
Use of union days	2

V

Vacancy defined	14
Vacation hours	21
Vision insurance.....	19
Voluntary layoff	13

W

Work related injury	6
Workers' Compensation	6
Worker's Compensation insurance	19
Working additional hours.....	10
Working days	15